

**CITY OF ELKO NEW MARKET  
CITY COUNCIL WORK SESSION AGENDA  
CITY OF ELKO NEW MARKET  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA  
THURSDAY, JANUARY 10, 2019**

**6:30 PM**

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
  - a. Council Appointee Candidate Interviews
- 5. Reports (Cont'd)**
  - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**

**CITY OF ELKO NEW MARKET  
CITY COUNCIL AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, JANUARY 10, 2019**

**BUSINESS MEETING  
8:00 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Oath of Office**

- a. Mayor Julius
- b. Councilmember Berg
- c. Councilmember Timmerman

**4. Adopt/Approve Agenda**

**5. Presentations, Proclamations and Acknowledgements (PP&A)**

**6. Annual Organizational Matters**

- a. Annual Organizational Matters
  - i. Adopt Resolution 19-01 Relating to the Organization of the City of Elko New Market
  - ii. Adopt Resolution 19-02 Authorizing the Mayor, the City Clerk/Administrator, and the Assistant City Administrator/Deputy City Clerk to Act as Official Signatories for City of Elko New Market Checks and Payroll

**7. 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.*

**8. 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 December 20, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Agreement for Recording Secretarial Services

**9. Public Hearings**

## **10. General Business**

- a. Declaring Vacancy on City Council and Appointing Councilmember
  - i. Resolution 19-03 Declaring Vacancy on City Council and Appointing Councilmember

## **11. Reports**

- a. Administration
- b. Public Works
  - i. Monthly Report
- c. Police Department
  - i. Monthly Report
- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
  - i. Draft Parks & Recreation Commission Minutes of December 11, 2018 Meeting
  - ii. Monthly Parks & Recreation Update
- h. 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
  - v. Civic & Community Events Committee (CCEC)
    - Draft CCEC December Minutes
  - vi. Downtown Improvement Committee

## **12. Discussion by Council**

## **13. Adjournment**



# STAFF MEMORANDUM

**SUBJECT:** 2019 Annual Organizational Matters  
**MEETING DATE:** January 10, 2018  
**PREPARED BY:** Thomas Terry, City Administrator  
**REQUESTED ACTION:** Approve Resolution 19-01 Relating To The Organization Of The City Of Elko New Market.  
Motion by City Council to appoint individuals to represent the City on various Boards and Committees.

## 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:**

In order for the City to proceed into 2019, the City Council needs to approve some general organizational matters for the year.

**DISCUSSION:**

The City Council is being asked to review attached Resolution 19-01 and make the appropriate appointments and designations.

Official Depository - Per Minnesota State Statutes, Chapter 118, the governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions. Staff is recommending the Council continue to use the New Market Bank and League of Minnesota Cities 4M Fund as the official depositories for the City.

Official Newspaper – Per Minnesota State Statute 412.831, the City Council shall annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the Council may deem it advisable and in the public interest to have published in this manner.

In addition to the New Prague Times, the City also received a proposal to serve as the official paper from Thisweek Newspapers, which publishes the Lakeville/Farmington Thisweek.

The New Prague times is proposing a rate decrease in 2018. The rates are shown below:

|   | 2018    | 2019    |
|---|---------|---------|
| Rate per column inch for the first publication  | \$12.50 | \$12.00 |
| Rate per column inch for subsequent publication | \$10.50 | \$10.00 |

The New Prague Times delivers the paper to the Elko New Market area on a subscription basis, provides free access to legal notices on their website and provides regular coverage of the community and local government activities, as well as coverage for City council meetings. The Council should note that publication rates declines slightly from 2018.

Thisweek Newspapers offers legal publications in the Lakeville/Farmington Thisweek. Publication rates are \$8.50 per column inch. Thisweek also delivers to the Elko New Market area on a subscription basis and provides free access to legal notices on their website. The Thisweek publication rates are less expensive than the Times; however Thisweek charges \$20.00 on legal notices that require typing. (New Prague Times does not charge an additional fee for typing). Thisweek has not provided regular coverage of the community in the past and does not intend to in the future.

Staff is recommending the Council continue using the New Prague Times as the official city newspaper.

Staff is recommending New Prague Times as the City's official newspaper based on the following:

- a) New Prague Times provides coverage at City Council Meetings. Thisweek does not, and does not plan to in the future, attend or cover City Council Meetings.
- b) New Prague Times attends and includes City/Community events in newspaper articles. Thisweek does not, and does not plan to in the future, attend or cover City events.
- c) The New Prague Times delivers the paper to the Elko New Market area on a subscription basis, provides free access to legal notices on their website and provides regular coverage of the community and local government activities.
- d) While the Thisweek cost per column inch is less than New Prague Times, Staff feels the benefits of coverage of meetings, events, free access to legal notices on website and regular coverage of the community provided by the New Prague Times offsets the cost differential.

Acting Mayor – Per Minnesota State Statute 412.121, the City Council at its first meeting each year shall choose an acting mayor from the council members. The Acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the City or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualified.

In addition to the above noted organizational matters, the Council will be required to appoint individuals to represent the City on various Boards and Committees. A summary of the Boards and Commissions follows:

Scott County Association for Leadership and Efficiency (SCALE) – The Scott County Association for Leadership and Efficiency (SCALE) was formed in the spring of 2003 to encourage greater efficiencies and leadership in public service through enhanced communication, collaboration of services, and sharing of resources. Members include elected and appointed officials from the cities, schools, and townships within Scott County, the Shakopee Mdewakanton Sioux Community, and Scott County. SCALE members meet monthly to discuss ways in which local governments can continue to maximize the value of taxpayers' money through cooperating in mutual service areas, such as public safety, parks and recreation, transportation, community development, and general government. By building upon existing partnerships, the Scott County Association for Leadership and Efficiency is helping public officials fully realize the benefits of multijurisdictional cooperation and make the most of local government resources. SCALE meets the 2nd Friday each month at 7:30 a.m., typically at Prior Lake City Hall.

SCALE's municipal representatives typically include the City Administrator and the Mayor or Councilmember. However, staff would suggest naming all of the Councilmembers as alternates and posting the SCALE meetings for the year in order to allow more than two members of the Council to attend without advance notice and an extra posting. Unless otherwise designated, the Mayor would serve as the representative to the SCALE Executive Committee and the City Administrator as the alternate.

Scott Joint Prosecution Association (SJPA) - The Scott Joint Prosecution Association was established to provide prosecution services for member cities. The SJPA monitors the prosecution agreement with the Scott County Attorney's Office. The Joint Powers Agreement that established the organization provides that the City representative will be the City Administrator or Chief of Police. The City Administrator currently serves as the representative to the Board, Chief of Police serves as alternate and Staff recommends continuing with those representatives.

Joint Regional Training Facility Board (JRTF) – the SCALE Regional Training Facility located in Jordan provides training opportunities for law enforcement, firefighting, emergency management, emergency preparedness, military, public health, and public works groups serving Scott and Carver Counties along with the Minnesota River Valley Region. The Facility is governed by a Joint Powers Board comprised of the Scott County municipalities, Scott County and Carver County. The City Administrator currently serves as the representative to the Board, Chief of Police serves as alternate and Staff recommends continuing with those representatives.

I-35 W Solutions Alliance – The Solutions Alliance is a Joint Powers organization made up of several agencies along the I-35 corridor. The other member agencies include the City Burnsville, City of Bloomington, City of Lakeville, City of Richfield, City of Savage, Dakota County, City of Minneapolis, Hennepin County Regional Railroad Authority, and Scott County. The Goal of the organization is to jointly and cooperatively provide an organized effort to facilitate traffic flow and capacity in the I-35 corridor. The governing Board of the organization is comprised of two directors and one alternate appointed by each member agency. I-35 W Solutions Alliance meets the 2nd Thursday of each month at 7:30 a.m. in Bloomington at the Bloomington Public Works Facility on 98th Street.

Fire Relief Board – The basic purpose of the Relief Association is to provide financial support or relief in the form of pension benefits to the retired or disabled relief association members and their dependents. The retirement benefits offered by the Relief Association are used as a major means of attracting and primarily retaining volunteer fire fighters. As a result, the Relief Association has a major role in promoting the social welfare of the community and ensuring skilled firefighters remain on the firefighting force. The Fire Chief, one elected municipal official and one elected or appointed municipal official designated by the City Council are serve as members of the Board by virtue of their positions with the City. In recent years, the City Administrator and the Mayor or Councilmember have served as representatives. Fire Relief Board meets on an as needed basis, typically 3 to 4 times per year at City Hall. Board duties include:

- Monitoring investment decisions
- Reviewing forms in order to meet reporting requirements
- Hiring external consultants and experts
- Meeting fiduciary standards under the law
- Voting on issues that come before the relief association board

Historically, the Council representative to the Relief Board has served as the Council's representative in the pension MOU discussions.

Community and Civic Events Committee (CCEC) - The basic purpose of the CCEC is to serve as advisor to the City Council, plan and coordinate civic events, facilitate community events and serve as representative of organizations. The CCEC meets the 3rd Tuesday of each month at 6:30 p.m. at City Hall.

Project Staff Meeting - Key City staff and consultants had previously met on a regular basis to coordinate projects and other City activities. The meetings also included, as necessary, Development Review Team (DRT) for the review of development related items. The Project Staff Meetings were indefinitely cancelled last year. However, the DRT will continue to meet on an as needed basis. Staff would request Council representative to the DRT.

Minnesota Valley Transit Authority (MVTA) – The Minnesota Valley Transit Authority (MVTA) is the public transportation agency for seven suburbs located approximately 15 miles south of Minneapolis and St. Paul: Apple Valley, Burnsville, Eagan, and Rosemount in Dakota County, Savage, Prior Lake and Shakopee in Scott County. The MVTA is one of several independent bus transportation agencies formed in the late 1980s under state legislation that allowed outer-ring suburbs to "opt-out" of centrally provided transportation services. The City is an ex-officio member of the MVTA Board. The MVTA's guidelines for ex-officio members state that while they may not serve as Commissioners, and do not have the power to vote, they can serve as consultants to the Board and may participate in Board meetings in an advisory capacity. Ex-officio members may also serve on committees of the board in an advisory capacity. The MVTA Board meets the last Wednesday of the month at 4:30 PM in Burnsville.

50/30 Live, Learn, Earn (Collective Impact) - Collective Impact is intended to engage stakeholders from different sectors to better align existing assets (programs and resources) to achieve desired outcomes through a comprehensive understanding of current programs, services, initiatives, and investments surrounding these issues. It promotes the development of a local vision and action plan that addresses these issues as a system, rather than as isolated problems. The effort includes four "pillars" – workforce readiness, housing, educational preparedness and transportation. The Council should discuss whether or not to designate individuals to participate as part of four committees.

The City Council is being asked to designate an Acting Mayor and adopt Resolution 19-01.

The City Council is also being asked to make the following appointments:

- a) Mayor (primary) and all of the members of the City Council (alternates) as representatives to SCALE (Scott County Association for Leadership and Efficiency). The Mayor as the representative to the SCALE Executive Committee with the City Administrator as the alternate.
- b) City Administrator and Chief of Police as the alternate representative to SJPA (Scott Joint Prosecution Association)
- c) City Administrator and Police Chief as the alternate representative for JRTRF (Joint Regional Training Facility) Board.

- d) \_\_\_\_\_ and City Administrator as the representatives to the I-35W Solutions Alliance.
- e) City Administrator and \_\_\_\_\_ to the Fire Relief Board.
- f) \_\_\_\_\_ as representative to the Community and Civic Events Committee.
- g) \_\_\_\_\_ as representative to the Development Review Team.
- h) \_\_\_\_\_ as the representative and \_\_\_\_\_ as the alternate to the MVTA (Minnesota Valley Transit Authority) Board.
- i) \_\_\_\_\_ as representative to the 50 by 30 Collective Impact Project.

All other committee and board representatives to be appointed as needed.

Attachments:

- Resolution 19-01 Relating to the Organization of the City of Elko New Market

**RESOLUTION 19-01**

**RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF ELKO  
NEW MARKET**

**BE IT RESOLVED** by the City Council of the City of Elko New Market, Scott County, Minnesota (City) as follows:

Section 1 **Official Depository.** Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institution as official depository for municipal funds:

- a) New Market Bank
- b) League of Minnesota Cities 4M Fund

Section 2 **Official Newspaper.** Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as official newspaper of the city:

- a) New Prague Times

Section 3. **Acting Mayor.** Pursuant to Minnesota Statutes, Section 412.121, Council Member \_\_\_\_\_ is appointed Acting Mayor and is to perform the duties of the Mayor during the absence or disqualification of the Mayor or in the case of a vacancy in the office of the Mayor.

The Mayor and City Clerk are authorized and directed to enter into agreements with the official newspapers for the publication of items required by law to be published.

**Adopted this 10<sup>th</sup> day of January, 2019**

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Joe Julius, Mayor

ATTEST:

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Tom Terry, City Clerk



# STAFF MEMORANDUM

|                          |   |
|--------------------------|---|
| <b>SUBJECT:</b>          | Approve Signatories for City of Elko New Market   |
| <b>MEETING DATE:</b>     | January 10, 2019                                  |
| <b>PREPARED BY:</b>      | Mark Nagel, Assistant City Administrator          |
| <b>REQUESTED ACTION:</b> | Designate Signatories for City Payroll and Checks |

## 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

## **INTRODUCTION**

The City Council is being asked to approve official signatories for City payroll and checks.

## **DISCUSSION**

Previously, the Mayor, City Administrator, City Administrator and Clerk had served as the signatories for payroll and checks. Bob Crawford is no longer Mayor and Sandy Green has retired as City Clerk necessitating a change in signatories for city payroll and checks. The new recommended signatories are: Mayor Joe Julius; City Clerk/Administrator Tom Terry; and Assistant City Administrator/Deputy City Clerk Mark Nagel.

## **ACTION REQUESTED**

Approve attached Resolution to designate Mayor Joe Julius; City Clerk/Administrator Tom Terry and Assistant City Administrator/Deputy City Clerk Mark Nagel as signatories for City payroll and checks.

## **ATTACHMENTS:**

Resolution 19-02 Authorizing The Mayor, The City Clerk/Administrator, And The Assistant City Administrator/Deputy City Clerk To Act As Official Signatories For City Of Elko New Market Checks And Payroll

Please contact the City Clerk/Administrator with any questions regarding the matter in this memorandum (952-461-2710).

**RESOLUTION 19-02**

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**A RESOLUTION AUTHORIZING THE MAYOR, THE CITY  
CLERK/ADMINISTRATOR, AND THE ASSISTANT CITY  
ADMINISTRATOR/DEPUTY CITY CLERK TO ACT AS OFFICIAL SIGNATORIES  
FOR CITY OF ELKO NEW MARKET CHECKS AND PAYROLL**

**WHEREAS**, the City of Elko New Market is a municipal corporation organized and existing under the laws of the State of Minnesota; and

**WHEREAS**, the City of Elko New Market has accounts at New Market Bank in Elko New Market, Minnesota and the 4M Fund; the Official Depositories for municipal funds;

**NOW, THEREFORE BE IT RESOLVED THAT** the City Council of the City of Elko New Market, County of Scott, Minnesota, hereby authorizes these individuals to be Official Signers for the City of Elko New Market for the aforementioned accounts: Mayor Joe Julius; City Clerk/Administrator Tom Terry; and Assistant City Administrator/Deputy City Clerk Mark Nagel.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET THIS  
10<sup>th</sup> DAY OF JANUARY, 2019.**

**SIGNED:**

\_\_\_\_\_  
Joe Julius, Mayor

**ATTEST:**

\_\_\_\_\_  
Thomas Terry, City Clerk

**1. Call to Order**

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

Members Present: Mayor Crawford; Councilmembers: Berg, Julius, and Seepersaud  
Members

Absent: Timmerman

Also Present: City Administrator Terry, Interim Police Chief Bell, City Attorney  
Poehler, City Engineer Revering, and Community Development Specialist  
Christianson

**2. Pledge of Allegiance**

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

**3. Adopt/Approve Agenda**

**MOTION** by Mayor Crawford, second by Councilmember Julius to approve the revised  
agenda. **APIF, MOTION CARRIED**

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

Retired Firefighter Greg Miller

Former Firefighter Greg Miller was recognized for his twenty years of service and  
dedication.

Mayor Crawford

Mayor Bob Crawford was recognized for his 6 years of service on the City Council  
and Mayor.

**5. Public Comment**

County Commissioner Wolf provided a County update.

**6. Consent Agenda**

**MOTION** by Councilmember Berg, second Councilmember Julius to approve Consent  
Agenda. **APIF, MOTION CARRIED**

- a. Approve December 6, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Ordinance No. 183 Adopting the Schedule of Fees for 2019

**7. Public Hearings**

None.

## 8. General Business

### a. Feasibility Report for 2019 Streets Rehabilitation Project (cont'd)

#### Feasibility Report for 2019 Streets Rehabilitation Project

City Engineer continued the discussion with the City Council from the December 6, 2018 meeting to consider accepting the Feasibility Report for 2019 Streets Rehabilitation Project and call for a Public Hearing on the proposed improvement. **MOTION** by Councilmember Berg, second Councilmember Julius to adopt Resolution 18-78 Accepting Feasibility Report and Calling for Public Improvement Hearing 2019 Streets Rehabilitation **In Favor: Julius, Berg and Seepersaud; Opposed: Crawford**  
**MOTION CARRIED**

### b. Approve Annual Premises Gambling Permits

**MOTION** by Councilmember Julius, second Councilmember Seepersaud to approve annual premise gambling permits. **APIF, MOTION CARRIED**

- i. Adopt Resolution 18-71 Approving Annual Premises Gambling Permit for Elko New Market Fire Relief Association to sell Pull-tabs at Captain Black's Bar & Grill, The Doublewide, Firehouse Grille and Leo's Bar
- ii. Adopt Resolution 18-72 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell Pull-tabs at The End Zone and Bullseye Saloon
- iii. Adopt Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell Pull-tabs at Boulder Pointe Golf Club

### c. 2019 Budget

The City Council considered the 2019 Levy and Budget. The discussion focused on the budgeted contingency in the General Fund. Mayor Crawford and Councilmember Berg supported a 3% contingency as presented in the draft budget and Truth In Taxation Hearing. Councilmembers Julius and Seepersaud supported a 1% contingency. **MOTION** by Councilmember Berg, second Mayor Crawford to approve the 2019 budget and associated documents as presented with the 3% General Fund contingency. **In favor: Crawford, Berg; Opposed: Julius, Seepersaud, MOTION FAILED**

The Council further discuss potential compromise on the budgeted contingency in the General Fund. **MOTION** by Councilmember Berg, second Councilmember Julius to approve the 2019 budget and associated documents as revised with a 1.5% General Fund contingency. **In favor: Berg, Julius, Seepersaud; Opposed: Crawford, MOTION CARRIED**

- i. Adopt Resolution 18-79 Approving 2019 Budget
- ii. Adopt Resolution 18-80 Approving 2018 Tax Levy, Collectable in 2019
- iii. Adopt Resolution 18-81 Approving Use of Debt Service Fund Balances to Cover Under Levied Bonds

d. Zoning Ordinance Amendment Definitions and Residential District and Lot Standards

The City Council was asked to consider amendments to the City's Zoning Ordinance which would allow reduced lot sizes for residential developments in certain locations. The Community Development Specialist presented the report and recommendation of the Planning Commission to approve the amendments. **MOTION** by Councilmember Berg, second Councilmember Julius to approve amendments to the City's Zoning Ordinance which would allow reduced lot sizes for residential developments in certain locations.

**APIF, MOTION CARRIED**

- i. Adopt Ordinance No. 181 An Ordinance Amending City of Elko New Market City Code Title 11, Chapter 2-2, Concerning Definitions and Title 11, Chapter 25 Concerning Residential District and Lot Standards.
- ii. Summary Ordinance No. 182, An Ordinance Amending City of Elko New Market City Code Title 11, Chapter 2-2, Concerning Definitions and Title 11, Chapter 25 Concerning Residential District and Lot Standards

**9. Reports**

a. Administration

i. Commissioner Appointments

The City Council reaffirmed the previous Council decision to require posting of Commissioner seats upon expiration of terms. Commissioners whose terms have expired are encouraged to seek reappointment.

b. Community Development

Written report was provided on Community Development Update

c. Parks Department

Draft Parks & Recreation Commission minutes from December were provided.

d. Other Committee and Board Reports

Councilmember reports were provided on the following:

- i. Scott County Association for Leadership and Efficiency (SCALE)
- ii. Minnesota Valley Transit Authority (MVTA)
- iii. I35 Solutions Alliance
- iv. Chamber of Commerce
- v. Regional Council of Mayors
- vi. Civic & Community Events Committee (CCEC)
  - Draft CCEC December Minutes
- vii. Downtown Improvement Committee

viii. 50 By 30 Collective Impact Project

- Steering Committee
- Transportation Committee
- Housing Committee
- Workforce Committee

**10. Discussion by Council**

None.

**11. Adjournment**

**MOTION** by Councilmember Berg, second Councilmember Julius to adjourn the meeting at 9:14 PM. **APIF, MOTION CARRIED**

Respectfully submitted by:

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Thomas Terry, City Clerk



# STAFF MEMORANDUM

|                          |   |
|--------------------------|---|
| <b>SUBJECT:</b>          | Presentation of Elko New Market Claims and Electronic Transfer of Funds |
| <b>MEETING DATE:</b>     | January 10, 2019  |
| <b>PREPARED BY:</b>      | Stephanie Fredrickson, Administrative Assistant                         |
| <b>REQUESTED ACTION:</b> | 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
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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**

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©**

January 10, 2019

| Name  | Check Date | Check Amt          |                                |
|---|------------|--------------------|--------------------------------|
| <b>AUTO-PAYS</b>                              |            |                    |                                |
| Paid Chk# 005862EMN UNEMPLOYMENT INSURANC     | 11/27/2018 | \$25.00            | Fees & penalties               |
| Paid Chk# 005863ENORTHERN TOOL & EQUIPMENT    | 11/28/2018 | \$129.48           | Small tools                    |
| Paid Chk# 005864ENORTHERN TOOL & EQUIPMENT    | 11/27/2018 | \$269.97           | Water Repairs                  |
| Paid Chk# 005865EHEALTH EQUITY, INC.          | 12/14/2018 | \$446.03           | H.S.A. Employee Contribution   |
| Paid Chk# 005866EPERA                         | 12/27/2018 | \$5,997.92         | Vendor Liability               |
| Paid Chk# 005867EMN DEPT OF REVENUE           | 12/27/2018 | \$1,638.61         | Vendor Liability               |
| Paid Chk# 005868EINTERNAL REVENUE SERVICE     | 12/26/2018 | \$8,172.43         | Vendor Liability               |
| Paid Chk# 005869EHEALTH EQUITY, INC.          | 12/27/2018 | \$416.53           | H.S.A. Employee Contributions  |
| Paid Chk# 005870EINTERNAL REVENUE SERVICE     | 12/31/2018 | \$19.90            | Vendor Liability               |
| Paid Chk# 005871EPERA                         | 1/10/2019  | \$6,002.87         | Vendor Liability               |
| Paid Chk# 005872EMN DEPT OF REVENUE           | 1/10/2019  | \$1,635.27         | Vendor Liability               |
| Paid Chk# 005873EINTERNAL REVENUE SERVICE     | 1/10/2019  | \$7,486.37         | Vendor Liability               |
| Paid Chk# 005874EVOID – UNUSED NUMBER         |            |                    | Unused Number                  |
| Paid Chk# 005875EMN VALLEY ELECTRIC COMPANY   | 12/22/2018 | \$131.00           | 268X Water Tower               |
| Paid Chk# 005876EMINNESOTA ENERGY RESOURC     | 1/17/2019  | \$331.09           | 26518 France Avenue            |
| Paid Chk# 005877EMINNESOTA ENERGY RESOURC     | 1/17/2019  | \$58.96            | 26518 France Avenue            |
| Paid Chk# 005878EXCEL ENERGY                  | 1/23/2019  | \$221.77           | Storage                        |
| Paid Chk# 005879EXCEL ENERGY                  | 1/24/2019  | \$174.78           | Lift Station / 10010 Ptarmigan |
| Paid Chk# 005880EXCEL ENERGY                  | 1/25/2019  | \$3,338.93         | 25499 Natchez Ave - Water Trea |
| Paid Chk# 005881EXCEL ENERGY                  | 1/24/2019  | \$486.43           | Wellhouse - 26460 France Ave   |
| Paid Chk# 005882EXCEL ENERGY                  | 1/23/2019  | \$1,022.31         | 26536 France Ave               |
| Paid Chk# 005883EMN VALLEY ELECTRIC COMPANY   | 1/9/2019   | \$10.74            | City of Elko Park, Elko        |
| Paid Chk# 005884EXCEL ENERGY                  | 1/23/2019  | \$512.14           | Library - 100 J Roberts Way    |
| Paid Chk# 005885EMN VALLEY ELECTRIC COMPANY   | 1/22/2019  | \$1,417.56         | Streetlights, Elko             |
| Paid Chk# 005886EMN VALLEY ELECTRIC COMPANY   | 1/9/2019   | \$72.53            | Glenborough Dr & Chowen        |
| Paid Chk# 005887EMN VALLEY ELECTRIC COMPANY   | 1/22/2019  | \$34.33            | 27059 Beard Ave Lift Pump      |
| Paid Chk# 005888EMINNESOTA ENERGY RESOURC     | 1/22/2019  | \$22.61            | 408 Carter Street              |
| Paid Chk# 005889EMINNESOTA ENERGY RESOURC     | 1/22/2019  | \$24.49            | 359 James Parkway              |
| Paid Chk# 005890EMINNESOTA ENERGY RESOURC     | 1/22/2019  | \$277.53           | 110 J Roberts Way - Library    |
| Paid Chk# 005891EMINNESOTA ENERGY RESOURC     | 1/24/2019  | \$22.58            | 26518 France Avenue            |
| Paid Chk# 005892EMINNESOTA ENERGY RESOURC     | 1/17/2019  | \$643.79           | PW Facility - Gas Utilities    |
| Paid Chk# 005893EMINNESOTA ENERGY RESOURC     | 1/16/2019  | \$917.12           | 25499 Natchez Ave - WTP        |
| Paid Chk# 005894EMINNESOTA ENERGY RESOURC     | 1/24/2019  | \$1,077.50         | 50 Church Street               |
| <b>TOTAL</b>                                  |            | <b>\$43,038.57</b> |                                |
| <b>PRE-PAIDS</b>                              |            |                    |                                |
| Paid Chk# 039282 PAYROLL                      | 12/27/2018 | \$470.73           |                                |
| Paid Chk# 039283 PAYROLL                      | 12/27/2018 | \$69.26            |                                |
| Paid Chk# 039284 PAYROLL                      | 12/27/2018 | \$429.25           |                                |
| Paid Chk# 039285 PAYROLL                      | 12/27/2018 | \$46.17            |                                |
| Paid Chk# 039286 PAYROLL                      | 12/27/2018 | \$69.26            |                                |
| Paid Chk# 039287 DELTA DENTAL OF MINNESOTA    | 12/28/2018 | \$691.65           | Dental Insurance Monthly Fee   |
| Paid Chk# 039288 PAYROLL                      | 12/31/2018 | \$92.35            |                                |
| <b>TOTAL</b>                                  |            | <b>\$1,868.67</b>  |                                |
| <b>CHECK REGISTER</b>                         |            |                    |                                |
| Paid Chk# 039289 ANDERSON, CRAIG A            | 1/10/2019  | \$240.11           | Mileage                        |
| Paid Chk# 039290 ACE HARDWARE & PAINT4        | 1/10/2019  | \$44.13            | Building Maintenance           |
| Paid Chk# 039291 ADELMANN FARMS (NEW MARK     | 1/10/2019  | \$21,034.90        | 2018 EDI Grant Reimbursement   |
| Paid Chk# 039292 AEM FINANCIAL SOLUTIONS, LLC | 1/10/2019  | \$6,394.13         | Financial Services             |
| Paid Chk# 039293 CRAIG ANDERSON               | 1/10/2019  | \$35.97            | Mileage for Background Check   |
| Paid Chk# 039294 APPLE VALLEY MEDICAL CLINIC  | 1/10/2019  | \$244.00           | Pre-Employ Testing - Justin We |
| Paid Chk# 039295 BOLTON & MENK                | 1/10/2019  | \$23,071.50        | T43.115114 - CSAH 2&91 Roundab |
| Paid Chk# 039296 CEDAR LAKE ELECTRIC, INC.    | 1/10/2019  | \$1,817.72         | FD - Gen Building Maint        |
| Paid Chk# 039297 RENEE CHRISTIANSON           | 1/10/2019  | \$541.29           | Lunch for Police Interviews -  |
| Paid Chk# 039298 CINTAS CORPORATION NO. 2     | 1/10/2019  | \$44.38            | PW UNIFORMS                    |
| Paid Chk# 039299 CITY OF PRIOR LAKE           | 1/10/2019  | \$176.94           | SCALE Host Fees                |
| Paid Chk# 039300 CORE & MAIN LP               | 1/10/2019  | \$716.40           | PW Water Repairs               |
| Paid Chk# 039301 ROBERT CRAWFORD              | 1/10/2019  | \$102.46           | Mileage Dec 2018               |
| Paid Chk# 039302 EARL F. ANDERSON, INC.       | 1/10/2019  | \$295.00           | PW - Signs                     |
| Paid Chk# 039303 FASTENAL COMPANY             | 1/10/2019  | \$400.33           | PW - Fleet Maint & Equip       |
| Paid Chk# 039304 STEPHANIE FREDRICKSON        | 1/10/2019  | \$250.11           | Mileage 6/2018-12/2018         |
| Paid Chk# 039305 GALLS, LLC                   | 1/10/2019  | \$159.98           | PD Uniform Pants               |
| Paid Chk# 039306 GOVOFFICE LLC                | 1/10/2019  | \$850.00           | City Website - Annual Svc/Supe |
| Paid Chk# 039307 PAYTON HILL                  | 1/10/2019  | \$829.57           | Mileage - Tree Inspector Cert  |
| Paid Chk# 039308 HIRERIGHT, INC.              | 1/10/2019  | \$159.82           | Background for Accountant      |
| Paid Chk# 039309 I & S GROUP, INC.            | 1/10/2019  | \$200.00           | Adelmann Wetland Escrow Refund |

**\*Check Summary Register©**

January 10, 2019

|              | <b>Name</b>                         | <b>Check Date</b> | <b>Check Amt</b>   |                                |
|--------------|-------------------------------------|-------------------|--------------------|--------------------------------|
| Paid Chk#    | 039310 KELLEY FUELS, INC.           | 1/10/2019         | \$2,317.03         | PW - Fuel                      |
| Paid Chk#    | 039311 K-TECH SPECIALTY COATINGS    | 1/10/2019         | \$1,346.80         | PW - Deicing Materials         |
| Paid Chk#    | 039312 LEAGUE OF MN CITIES          | 1/10/2019         | \$450.00           | Respectful Workplace Training  |
| Paid Chk#    | 039313 MN CRITTER GETTERS, INC.     | 1/10/2019         | \$1,200.00         | Monthly Animal Control         |
| Paid Chk#    | 039314 MOORE MEDICAL LLC            | 1/10/2019         | \$77.53            | FD - Latex Gloves              |
| Paid Chk#    | 039315 MN Pollution Control Agency  | 1/10/2019         | \$45.00            | Sewer License Fee - Payton Hil |
| Paid Chk#    | 039316 MUNICIPAL INSPECTIONS, INC.  | 1/10/2019         | \$4,842.46         | Building Inspections - Dec 201 |
| Paid Chk#    | 039317 NAPA AUTO PARTS              | 1/10/2019         | \$288.06           | PW - Small Tools               |
| Paid Chk#    | 039318 NEW MARKET BANK              | 1/10/2019         | \$10,085.00        | 2012A GO Refunding Bond        |
| Paid Chk#    | 039319 NORTHFIELD HOSPITAL & CLINIC | 1/10/2019         | \$1,500.00         | FD - Medical Direction/EMS Tra |
| Paid Chk#    | 039320 NOVACARE REHABILITATION      | 1/10/2019         | \$120.00           | Pre-Employ Testing - Jason Tho |
| Paid Chk#    | 039321 QUILL CORPORATION            | 1/10/2019         | \$130.23           | Operating Supplies             |
| Paid Chk#    | 039322 SADUSKY, HARTMAN             | 1/10/2019         | \$1,604.70         | Repairs - Plow Truck Accident  |
| Paid Chk#    | 039323 SCOTT COUNTY TREASURER       | 1/10/2019         | \$3.59             | Property Tax - PID 230030100   |
| Paid Chk#    | 039324 SUEL PRINTING COMPANY        | 1/10/2019         | \$100.00           | Legal Ads                      |
| Paid Chk#    | 039325 THOMPSON, JASON              | 1/10/2019         | \$179.99           | PW Uniforms - 2018 Boots       |
| Paid Chk#    | 039326 TOLL GAS & WELDING SUPPLY    | 1/10/2019         | \$147.42           | PW - Small Tools               |
| Paid Chk#    | 039327 TOWMASTER                    | 1/10/2019         | \$790.92           | PW - Fleet Maint & Equip       |
| Paid Chk#    | 039328 ULINE                        | 1/10/2019         | \$161.51           | FD - Cart for Fire Hall        |
| Paid Chk#    | 039329 SPLIT ROCK MANAGEMENT INC    | 1/10/2019         | \$845.00           | CITY HALL                      |
| Paid Chk#    | 039330 VERIZON WIRELESS             | 1/10/2019         | \$808.53           | Cell Phones                    |
| Paid Chk#    | 039331 WERNER IMPLEMENT CO., INC.   | 1/10/2019         | \$567.00           | PW - Fleet Main & Equip        |
| Paid Chk#    | 039332 XEROX CORPORATION            | 1/10/2019         | \$453.31           | Copier                         |
| <b>TOTAL</b> |                                     |                   | <b>\$85,672.82</b> |                                |

**DIRECT DEPOSIT**

|              |                       |            |                    |  |
|--------------|-----------------------|------------|--------------------|--|
| Paid Chk#    | 502207E Bi-Weekly ACH | 12/27/2018 | \$27,868.31        |  |
| Paid Chk#    | 502210E Bi-Weekly ACH | 12/31/2018 | \$27.70            |  |
| Paid Chk#    | 502228E Bi-Weekly ACH | 1/10/2019  | \$25,020.68        |  |
| <b>TOTAL</b> |                       |            | <b>\$52,916.69</b> |  |



# STAFF MEMORANDUM

|                          |  |
|--------------------------|--|
| <b>SUBJECT:</b>          | Agreement for Recording Secretary Services         |
| <b>MEETING DATE:</b>     | January 10, 2019                                   |
| <b>PREPARED BY:</b>      | Mark Nagel, Assistant City Administrator           |
| <b>REQUESTED ACTION:</b> | Approve Agreement for Recording Secretary Services |

## 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:**

Timesaver Off Site Secretarial Services, Inc. has submitted the attached proposal to provide recording secretary services for City Council regular and special meetings and work sessions for the City of Elko New Market, as necessary.

The company, owned by Carla Wirth of Savage, has been providing these services to nearly 50 public entities for over 25 years, including 30 cities. The Council proceedings will be taped, as usual, so that the work can be done off site at less expense, then a draft is sent to Staff no later than 5 days after the Council meeting for review. Staff has already met with Ms. Wirth to review the process and expectations on the minutes to be provided.

The cost of the services will vary based on the length of the meeting and number of pages of minutes. Cities contacted have found that the overall cost is approximately equal to staff time in doing the work and have been very pleased with the quality and timeliness of the work. If the city is not satisfied, or wishes to go back to doing them "in-house", the contract can be terminated in 30 days after written notice.

Finally, the attached Agreement has been approved, as to form, by the City Attorney.

**BUDGET IMPACT:**

The cost of the service will depend on the time and length of the Minutes. These costs are expected to be minimized by the template for Meeting Minutes that the City currently uses.

**ACTION:**

The City Council is being asked to approve the attached Recording Secretary Services Agreement

Attachments:

- Recording Secretary Services Agreement

# RECORDING SECRETARY SERVICE AGREEMENT

THIS AGREEMENT is made between TIMESAVER OFF SITE SECRETARIAL, INC. (“TOSS”) and the CITY OF ELKO NEW MARKET, (“Elko New Market”).

Elko New Market wishes to retain the services of TOSS to act as recording secretary for all regular City Council and Worksession meetings during the term of this Agreement, and such special meetings as Elko New Market shall request of TOSS from time to time.

IT IS THEREFORE AGREED AS FOLLOWS:

1. Recording Secretary. TOSS shall provide a competent, experienced and professional recording secretary to transcribe and submit minutes of all Elko New Market City Council and Planning Commission meetings and, as requested of TOSS by Elko New Market from time to time, special meetings of its Subcommittees. Minutes of each meeting shall be prepared and submitted via e-mail within five (5) business days after each meeting webcast is posted to such officer as the City Clerk may designate from time to time.
2. Equipment. Elko New Market shall provide for each meeting at the meeting site all equipment required to record the meeting. TOSS shall provide all equipment and materials necessary to transcribe and prepare the minutes.
3. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
  - a. Base Rate of One Hundred Forty-Five and 00/100 dollars (\$145.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 00/100 dollars (\$35.00) for each thirty (30) minutes following the first one (1) hour; **or**
  - b. Thirty-One and 50/100 dollars (\$31.50) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and, Fourteen and 75/100 dollars (\$14.75) for each page of draft minutes for submission to the Elko New Market for its preparation of final minutes.
4. Billing. When TOSS submits the minutes of each meeting, TOSS shall bill Elko New Market on TOSS' standard invoice form, which itemizes length of meeting and the number of pages of draft minutes prepared by TOSS of each meeting. Elko New Market agrees that it will submit each TOSS invoice with the next bill list or other applicable expense authorization list to be considered by the Elko New Market City Council or the authorizing official of the Council.
5. Term. This Agreement shall become effective on January 1, 2019, and shall continue in force until December 31, 2019. Either party may cancel this Service Agreement with or without cause upon thirty (30) days written notice; otherwise the Agreement shall remain in force.
6. Delegation. TOSS may, from time to time, appoint one or more persons and delegate its duties as recording secretary hereunder to its employees. TOSS warrants that any delegates will meet the minimum standards outlined in Section 1 of this Agreement.
7. No Approach for Hire. Elko New Market agrees that during the term of this Agreement and any extension to it, and for a period of six (6) months thereafter, it will not employ, hire, subcontract with, or otherwise engage as a recording secretary a person or an entity formed by a person who has acted as a recording secretary of TOSS.

8. Agreement Extension/Modification. At the end of the term of this Agreement or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement in writing.
9. Independent Contractor. The parties of this Agreement agree that TOSS is an independent contractor. TOSS is not an employee of the City and is not entitled to the benefits provided by the City to its employees, including but not limited to, health, worker's compensation and employment insurance, and pension or employee benefit plans.
10. Indemnification. TOSS shall indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contribution imposed or required under employment insurance, social security and income tax laws, with respect to TOSS' employees engaged in performance of the Agreement.
11. Compliance with Applicable Regulations. TOSS shall, pursuant to performance, comply with all applicable rules, regulations, statutes or ordinances of any other unit or agency of government, including but not limited to those relating to non-discrimination in hiring or labor or data practices.
12. Worker's Compensation. TOSS shall obtain and maintain for the duration of this Agreement, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.
13. Documents. The City shall be the owner of all documents, reports, studies, analysis and the like prepared by TOSS in conjunction with this contract. The City may use the information for its purposes. Such use by the City shall not relieve any liability on the part of TOSS.
14. Audit Disclosure. TOSS shall allow the City or its duly authorized agents reasonable access to such of the TOSS's books and records as are pertinent to all services provided under this Agreement.
15. Waiver. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
16. Entire Agreement. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

Dated: January 10, 2019

CITY OF ELKO NEW MARKET

By: \_\_\_\_\_  
 Its: Joe Julius, Mayor

By: \_\_\_\_\_  
 Its: Thomas Terry, City Administrator

Dated: \_\_\_\_\_, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By: \_\_\_\_\_  
 Its: Carla Wirth, President & CEO



# STAFF MEMORANDUM

|                          |   |
|--------------------------|---|
| <b>SUBJECT:</b>          | Declaring Vacancy on City Council and Appointing Councilmember                                      |
| <b>MEETING DATE:</b>     | January 10, 2019  |
| <b>PREPARED BY:</b>      | Thomas Terry, City Administrator  |
| <b>REQUESTED ACTION:</b> | Adopt Resolution 19-03 declaring a vacancy on the City Council and appointing a City Councilmember. |

## 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 declare a vacancy on the Council following the election of Joe Julius as Mayor and consider appointment of a Councilmember to fill the vacancy.

With the election of Councilmember Julius as Mayor, effective in January of 2019, a vacancy has been created on the City Council. With less than half of the term remaining for the position, the City may simply appoint an individual to fill the vacancy for the remainder of the term. Minnesota State Statute does not provide a specific process for making the appointment. Aside from the requirement that the appointee is a qualified individual, the Council has a significant amount of discretion regarding the appointment process.

## **DISCUSSION:**

In December, the Council directed posting the vacancy. The posting had a deadline of January 4, 2019. Applications for appointment were received from the following individuals: Jon Schwichtenberg, Kelly Strong and Amanda Novak. The Council is scheduled to interview the applicants during the work session prior to the Council business meeting. Following the interviews, the Council may make the appointment, effective January 24, 2019, allowing the new councilperson to take office at the Council meeting that evening.

## **Attachments:**

- Resolution 19-03 Declaring a Vacancy on the City Council and Appointing a City Councilmember

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

**RESOLUTION NO. 19-03**

**A RESOLUTION  
DECLARING A VACANCY ON THE ELKO NEW MARKET CITY  
COUNCIL,  
AND APPOINTING A CITY COUNCILMEMBER**

**WHEREAS**, City Councilmember Joe Julius was elected Mayor of the City of Elko New Market, effective January 10, 2019; and

**WHEREAS**, the next regular election is scheduled to take place on November 3, 2020 and less than two years remain in Mayor Julius' unexpired councilmember term; and

**WHEREAS**, pursuant to Minn. Stat. § 412.02, subd. 2a, the New Market City Council is required to fill a vacancy on the City Council by appointment; and

**WHEREAS**, \_\_\_\_\_ is eligible to fill the vacancy in Mayor Julius' unexpired councilmember term and desires the appointment.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Elko New Market, Minnesota:

1. A vacancy is declared to exist on the City Council created by Councilmember Julius' election as Mayor, effective January 10, 2019.

2. \_\_\_\_\_ is hereby appointed to fill the vacancy, effective January 24, 2019 and fulfill the balance of Mayor Julius' unexpired term as councilmember ending December 31, 2020.

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Joe Julius, Mayor

ATTEST:

\_\_\_\_\_  
Thomas Terry, City Clerk



# STAFF MEMORANDUM

|                          |   |
|--------------------------|---|
| <b>SUBJECT:</b>          | Monthly Public Works Report – December 2018 |
| <b>MEETING DATE:</b>     | January 10, 2019                            |
| <b>PREPARED BY:</b>      | Corey Schweich, Public Works Superintendent |
| <b>REQUESTED ACTION:</b> | 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
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## 5 YEAR GOALS:

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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:**

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

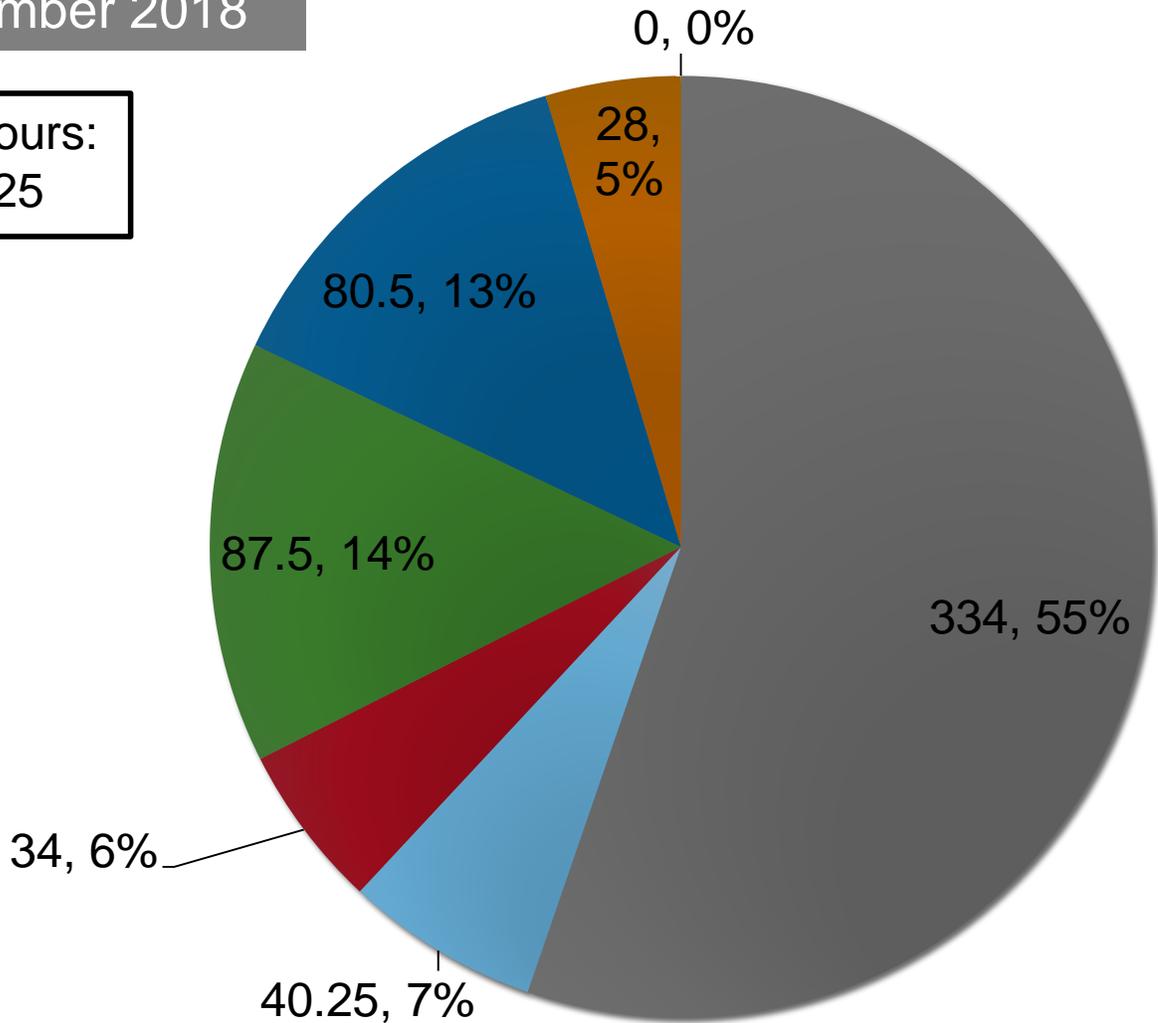
## **DISCUSSION:**

- Public Works Staff performed snow & ice control operations on 3 events in December. The first two events were longer in duration with a little more snow than the events in November. Staff experienced some minor breakdowns during the first event. The smallest of breakdowns can add hours to the time it takes to complete snow & ice control operations, and at the time of the first event, the department was still short staffed. The third event was on New Year's Eve, there was a light dusting but the temperature was going to be dropping. Staff salted all of the streets to limit the amount of slippery spots.
- Staff has started to make brine to pre-treat the roads, and pre-wet the salt on the trucks. Spraying salt brine to the streets (pre-treating) before a snow event can reduce the amount of actual salt needed to break the bond between the road surface and the ice. Spraying brine on the salt (pre-wetting) as it comes out of the truck can also significantly reduce the amount of salt that needs to be applied. Other additives can be added to the brine, such as beet juice to lower the freezing temperature. Every event is different and Staff will continue to make adjustments as needed to snow & ice control procedures. Staff has started to add "Beet Heat" to the salt brine used to pre-wet the salt; so far it has worked really well.
- As previously reported, Staff was working on filling the vacant Maintenance Worker I position. Jason Thompson was hired and started working in early December. Jason has a background working in many areas of construction, including underground utilities and snow plowing. Jason has started to catch on to things and will continue to learn new tasks as time permits. Currently he is being trained in on operation of the water treatment facility.
- Staff performed tree trimming and brush removal around inlet and outlet structures, this will continue as time and weather permits.
- As part of the regional safety group made up of Elko New Market, Lakeville, and Farmington, Staff attended ergonomics training this month. Staff will continue to attend monthly safety trainings through this group.
- Staff has started to flood the rinks. Depending on the weather, this process can take a significant amount of time to build the ice. During the really cold period early in the month, Staff worked overnight shifts to get the ice built. The lights have been turned on and the rinks are open. Even with the warmer temperatures late in the month, the ice is in pretty good shape. Staff will continue to sweep, shovel and flood on a daily basis as time permits.
- In between flooding and snow & ice control operations, Staff has been working on multiple indoor projects.
- The Department has been extremely busy dealing with various minor breakdowns within the fleet department. Joe continues to do an excellent job juggling projects, depending on equipment needs.

# PUBLIC WORKS Combined Time By Department

November 2018

Total Hours:  
604.25

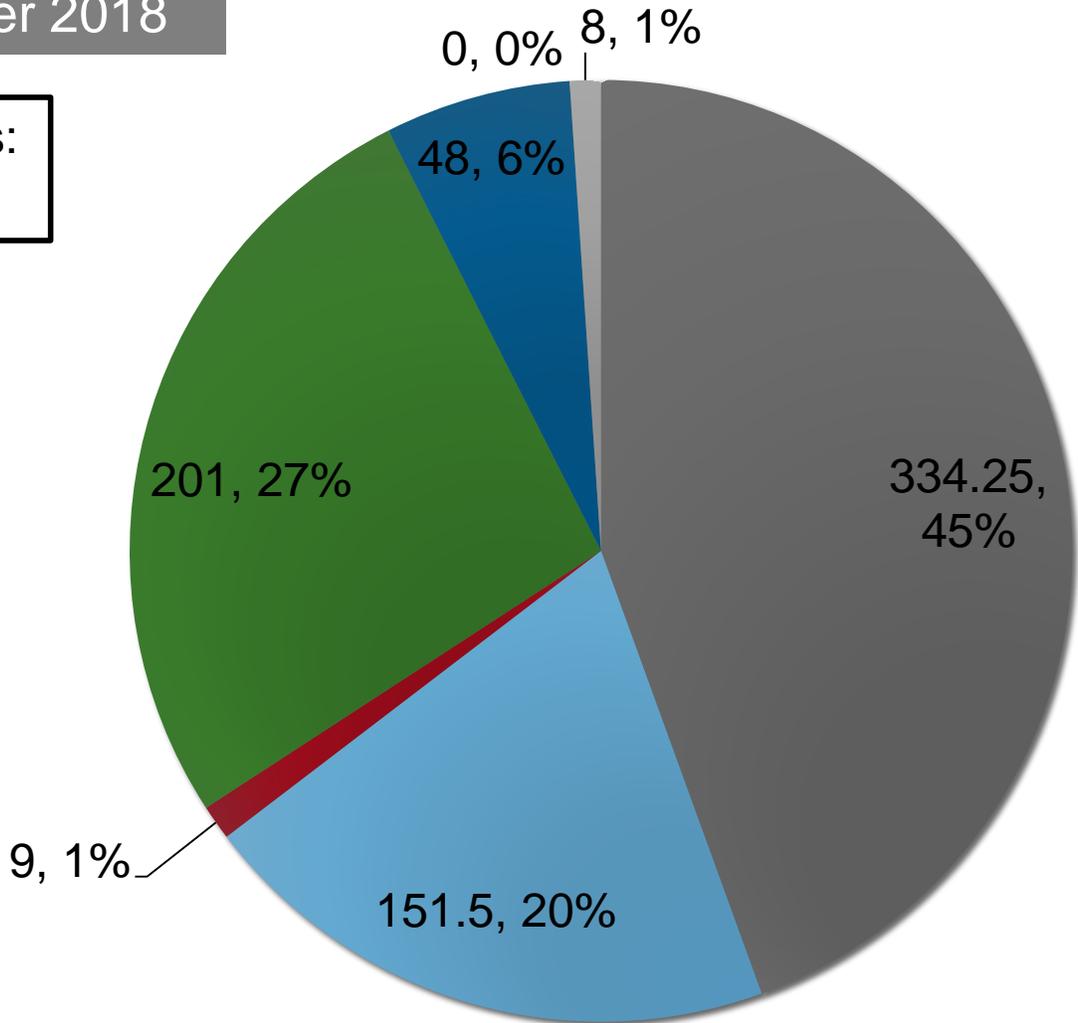


- Public Works
- Buildings
- Water
- Stormwater
- Snow Plowing
- Parks & Grounds
- Sewer

# PUBLIC WORKS Combined Time By Department

December 2018

Total Hours:  
751.75



- Public Works
- Buildings
- Water
- Stormwater
- Snow Plowing
- Parks & Grounds
- Sewer



# STAFF MEMORANDUM

**SUBJECT:** Monthly Police Activity – December 2018  
**MEETING DATE:** January 10, 2018  
**PREPARED BY:** Craig Bell, CLEO  
**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 to the City Council reporting on Police Department activities for the past month.

**DISCUSSION:**

December 19 - Officer Bell and Deputy Lueck ate lunch (delicious French toast) at Eagle View Elementary with 2 runners up for the Scott County Sheriff's Office Season's Greetings Card Contest winners.

December 21- Officers Gareis and Wirtz took a deserving family out toy shopping for our annual Shop with a Cop event. Special thanks to the Elko New Market Chamber of Commerce for their assistance and donations.

December - Police Officer candidate applications were scored and candidates will be notified of interview dates scheduled for January.

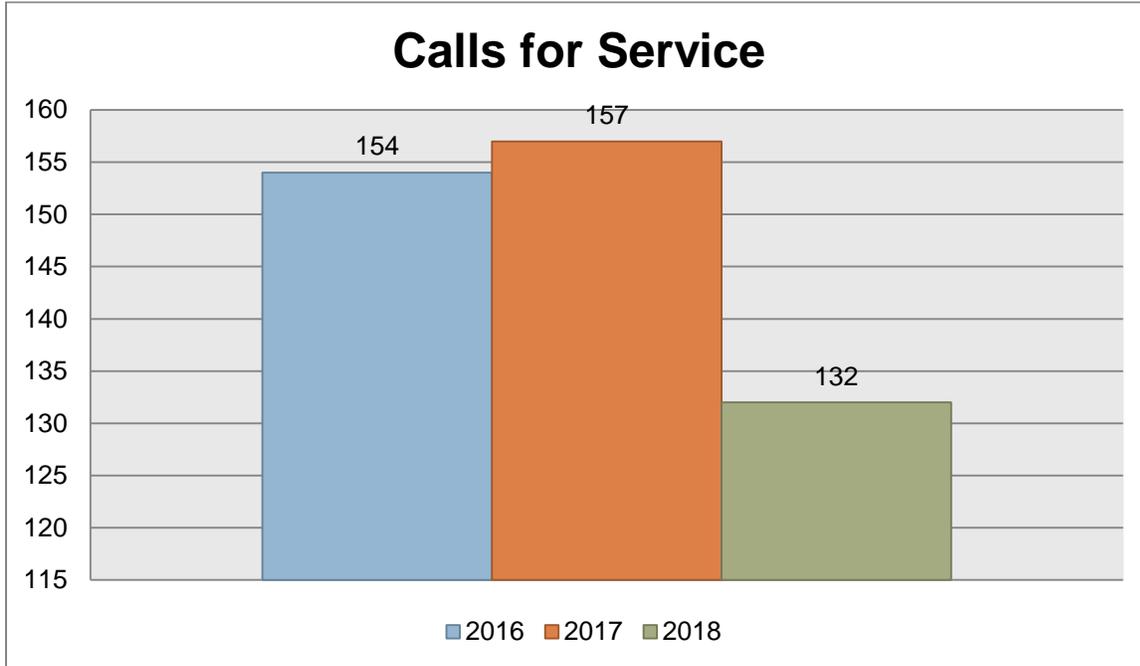
## STATISTICAL INFORMATION – December 2018

### Types of calls officers responded to:

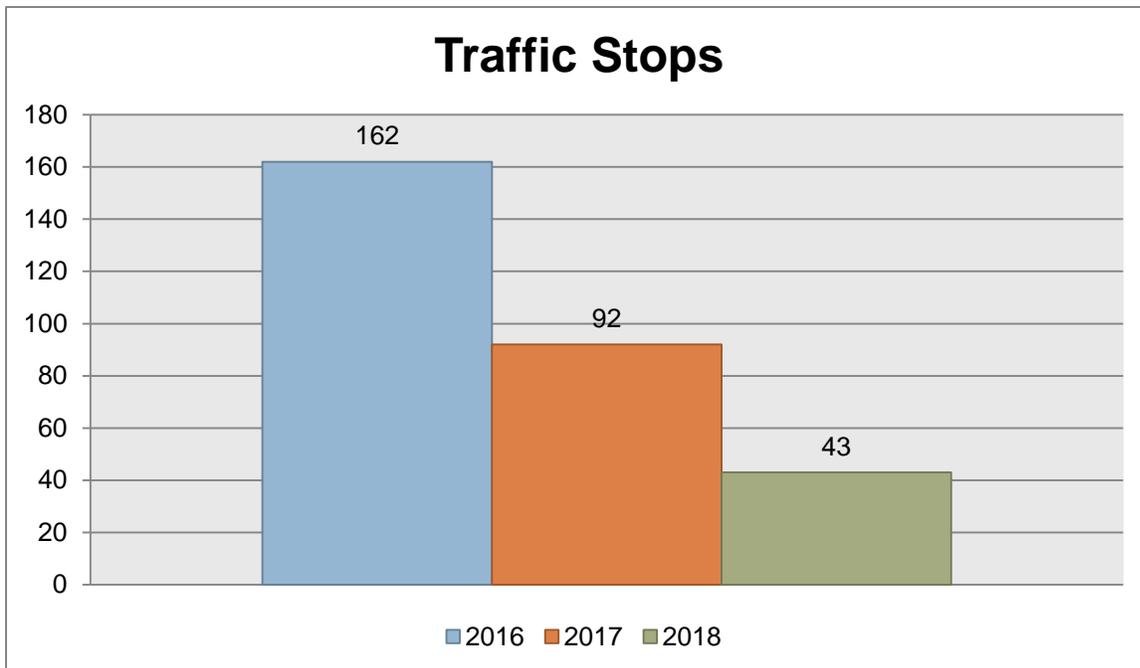
- 3 Juvenile runaway calls. Juveniles located by LE and returned all 3 times.
- 4 Mental Health (Officers referred parties to Canvas Health)
- 5 Domestic (3 physical assaults that resulted in same juvenile arrested twice and one adult once)
- 3 Disturbances
- 11 Medicals
- 2 Fraud
- 1 Theft
- 3 Threats
- 2 Damage to property
- 2 Noise complaints
- 2 Thefts from motor vehicles
- 1 Burglary of an occupied dwelling
- 29 Assists to other agencies

A total of 3 people, two adult males and one juvenile male, were arrested and transported to the Scott County Jail in December.

Calls for Service:

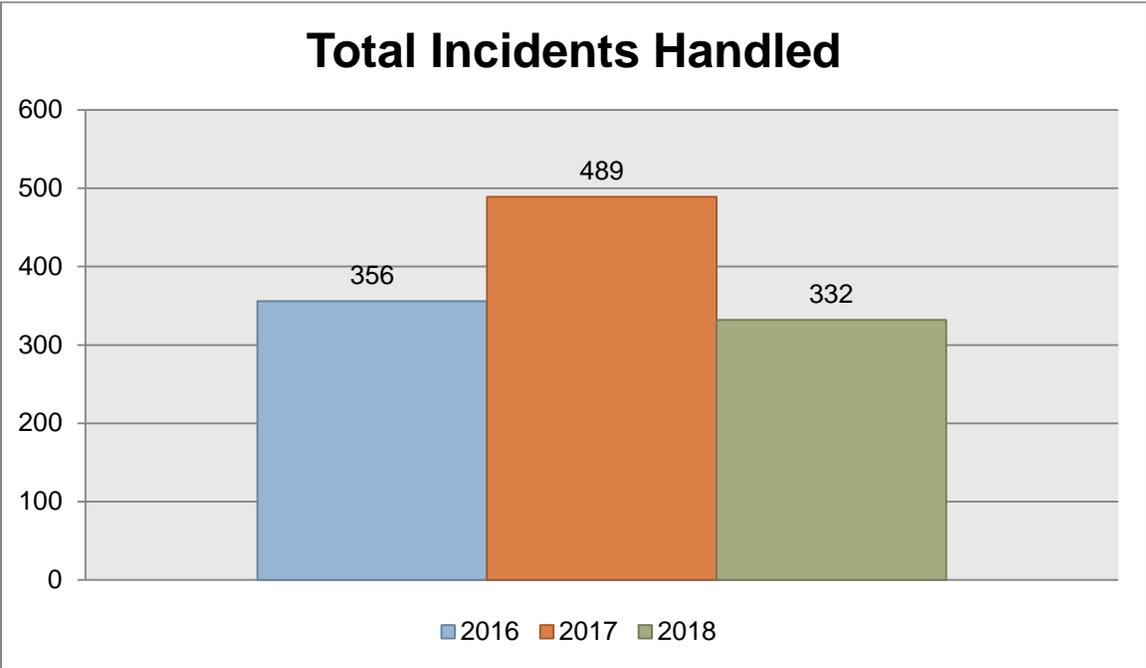


Total Traffic Stops:



**43** traffic stops were conducted in December 2018. **27** warnings issued and **16** citations issued for speed, stop sign violation, no proof of insurance/no insurance, winter parking ordinance, and driving license restriction violations.

Total Incidents Handled:



# PHOTO ALBUM

BY CRAIG BELL, CLEO







**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, DECEMBER 11, 2018  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Commissioner Melgaard; Commissioner Miller; Commissioner Dornseif; and Chair Mike Sutton. Also present was Assistant City Administrator Mark Nagel; city Administrator Tom Terry; and Mayor Bob Crawford.

**CALL TO ORDER:**

The meeting was called to order at 4:02 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said that there was one revision to the December Parks Commission Meeting Agenda – Item 7. b. was revised to read Consider approval of Replacement of Archery Equipment, instead of Purchase of Hockey Goals. On motion by Chair Sutton, seconded by Commissioner Dornseif, the December Meeting Agenda was approved.

**CITIZEN COMMENTS:**

There were no citizens present at the December Parks Commission Meeting to make comments to the Parks Commission. City Administrator Terry and Mayor Crawford stopped by to offer Holiday greetings and thank Parks Commissioners for their work in 2018.

## **APPROVAL OF MINUTES OF NOVEMBER 13, 2018 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton; seconded Commissioner Miller, the Parks Commission Unanimously approved the November 13, 2018 Parks Commission Meeting Minutes as printed.

## **PETITIONS, REQUESTS, AND COMMUNICATIONS:**

Mr. Nagel reviewed an article on Park Access from the National Recreation and Park Association noting that the preferred distance for a public park/open space is about ½ mile, which is a one of the goals in the new Comp Plan. He said that he provides articles, like this one, to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

## **UPDATES:**

Mr. Nagel reviewed the November 30, 2018 ENM Parks Commission Update, which contained 14 items, with the Commissioners. Mr. Nagel said commented that the ice rink was being prepared now that the weather is cold enough.

Chair Sutton reported that the Halloween festivities on Saturday morning, October 27<sup>th</sup> were a success and that the CCEC would be talking about “what worked/what didn’t” for the event immediately after the Parks Commission Meeting.

Commissioner Zahratka was not in attendance at the meeting, so the report was tabled until the January meeting.

## **OLD/NEW BUSINESS:**

Mr. Nagel provided a revised course layout for the proposed Disc Golf Course. He said that he had met with the vendor and he will come to the February Parks commission meeting to review the construction schedule, as well as answer any questions from the Parks Commissioners. There was no further action taken by the Parks Commission on this item.

Mr. Nagel said that there were funds remaining in the 2018 Budget to purchase the necessary equipment to replace the bows and arrows for next year’s program. He

said that he would be working with Three Rivers Park District and New Prague Community Ed on the needed equipment for this popular program, then buying it before the end of the year to take advantage of seasonal discount. On Motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the purchase of archery equipment for the 2019 program.

Mr. Nagel presented the survey from Bolton-Menk, Inc of the area for the relocation Rowena Pond Park T-Ball field. He said it was necessary to do the survey to insure the grading plan was correct and properly handled drainage from the surrounding properties. He reviewed the survey with Commissioners noting that several options were under consideration to improve the drainage, but the best one appeared to be to create a swale that would collect the excess stormwater and drain it into Rowena Pond. It also shows that work can begin on the improvement without preventing the 2018 T-Ball season from being conducted. The next step, he said, would be meet with the 3 neighbors that border the park and are affected by the changes prior to the December 20<sup>th</sup> city Council meeting. No further action was taken on this item by the Parks Commission.

Mr. Nagel said that Commissioner Dornseif had requested that consideration of additional pet waste stations at agreed upon locations be placed on the Agenda. Mr. Nagel said that there have been improvements to them since the first 3 were placed along paths about 3years ago and he passed out copies of examples for review by the Parks Commissioners. Possible new locations could include the trail connecting Seurer Street and the Downtown; Pete's Hill Wagner Park, and Windrose Park. After discussion consensus was table the item until January, so that Commissioners could review locations and design options in more detail. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Commission unanimously tabled this item until the January 8, 2019 Parks Commission Meeting.

Mr. Nagel said that at the City received a concept Plan for the Le Property located at the NW Quadrant of Dakota Avenue and James Parkway. The property, he said, is actually located in New Market Township, so would have to be annexed by the City. The tentative plan calls for about 70 SF lots. The Planning Commission is requesting the Parks Commission's recommendation on accepting the Park Dedication Fee in cash or in land. Consensus of the Parks Commissioners was that there were adequate parks within the ¾ mile radius, so preferred the cash payment. Upon motion by commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved a motion to recommend to the Planning Commission and

City Council that the Park Dedication Fee be accepted in cash, rather than in property.

Mr. Nagel reviewed the Annual Goals Process for 2018 with Commissioners. He said that a draft Memo of the 2017 Accomplishments would be presented to the Commission prior to the February, 2018 meeting to provide further background. More discussion would take place at the January Parks Commission Meeting and this year, he said, he asked City Council if they had specific goals and would be asking City Staff to do the same. The Parks Commission directed Mr. Nagel to put the 2018 Goals on the February Meeting Agenda for final action. No further action was taken on this Agenda Item.

Mr. Nagel presented the Bill List to the Commissioners – A bill from Schlomka’s Portable Restrooms for services for November for a total of \$420.00; MRPA 2019 Membership and Professional Dues for a total of \$579.00; Reptile and Amphibian Discovery Zoo for a Summer 2018 Event for a total of \$260.00; and New Prague Community Ed for Jessica Davidson for Summer Event coordination for a total of \$983.78. Upon Motion by Commissioner Melgaard; seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

### **OTHER BUSINESS:**

There were no additional business items to come before the Parks Commission at the December 11, 2018 Parks Commission meeting.

### **NEXT MEETING:**

On motion by Commissioner Miller; seconded by Commissioner Melgaard, the next meeting of the ENM Parks Commission was set for Tuesday, January 8, 2019 at 4 PM in Conference Room B of Elko New Market City Hall.

### **PARK COMMISSIONER COMMENTS:**

There were no additional comments from Commissioners at the December 11, 2018 Parks Commission meeting.

**ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the meeting was adjourned by voice vote at 5:00 PM.

**Respectfully Submitted,  
Mark Nagel, Assistant City Administrator**

DRAFT

# ENM Parks Commission Update

December 31, 2018

Happy Holidays!

1. The City Council approved a budget of \$171,234.00 for the Parks Department for 2018. Through November 30, 2018, expenditures total \$126,323, or about 73.77%, of the total budgeted. We are well under the 92% guideline for the first 11 months of 2018.
2. The Rowena Pond Park RePurposing Master Plan is now underway! The Public Works Department has completed the first phase by relocating the playground equipment. Now that the playground equipment has been moved, the next step will be to move the baseball field. I will meeting with the neighbors adjacent to the park in January before that part of the project is started to go over resolution of their current drainage issues now that the City Engineer has determined options. Assuming assent from the neighbors, we can start grading next Spring for the new T-Ball field, while the current one is in use over the Summer.
3. The Skating Rink at Little Windrose Park opened on Wednesday, December 19<sup>th</sup> for use over the Holidays.
4. The Parks Commission approved the purchase of archery equipment at the December meeting. I have contacted the Three Rivers Parks staff to outline a list of needed equipment to purchase through New Prague Community Ed. I hope to have the archery equipment purchased in January for use in 2019.
5. The Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Council approved the concept of movable gates that will only be closed during ballgames and approved an Encroachment Agreement, which legally addresses the design, installation and maintenance of the fence. With the fence now complete, I recently inspected it to insure compliance with the Encroachment Agreement – there are a couple of minor items that need to be fixed, which can be done in the Spring.
6. Jessica Davidson and I reviewed possible programming for our “Fabulous February” events on December 4th. We hope to have the “lineup” ready to go for the January Parks Commission Meeting. Again, a special thanks to

Jessica Davidson and New Prague Community Ed for their support in managing these events!

7. I met with Scott County Library Director, Jake Grussing, to discuss ways to develop more programming in the Community Room. We agreed to meet on a more regular basis to get this done.
8. Speaking of programming, the Winter/Spring Community Ed catalogues are out for both New Prague and Lakeville. I will have copies of both for you at the January Parks Commission meeting. This Winter, we've focused on more senior programming, so a sampling of those in Elko New Market include: AARP Smart Driver Courses at the ENM Library; Hearts and Flowers for Valentine's Day; a movie day; and Spring Fling. Other programming along the same lines includes: How to Pay for a Nursing Home; Long Term Care insurance; and Understanding Trusts and Wills. In addition, the popular Adult Open Basketball is back at Eagle View every Tuesday evening from 8 PM to 10 PM and Zumba; Dance Fitness; Pilates; and Hall Walking return to Eagle View for the Winter. Finally, online learning on 52 different subjects is available on [ed2go/ce721](http://ed2go/ce721) to all ENM residents! Of course, there are many programs for young adults and kids, too!
9. As you recall from the November Parks Commission Meeting, the Open House on the Disc Golf Course was held. I did 2 Facebook postings on it and a Website invitation to talk about it with interested residents at the meeting, but none showed, nor did I receive any other email or phone feedback. I've firmed up the course design with the assistance of the City Engineer's Office and showed you a better graphic at the December Parks Commission Meeting. I met with the vendor on December 10<sup>th</sup> and reviewed/confirmed the design layout and he will begin construction in early May. I will do a couple of Facebook postings when I have an official start date, so the neighborhood is aware of the project.
10. As we discussed at the December Parks Commission meeting, another residential development starting to take shape is the Le Property on the NW Quadrant of Dakota Avenue and James Parkway, which would be annexed to the City for about 70 single family homes. I conveyed the Parks Commission recommendation that should the development move forward, cash, rather than land, should be paid by the developer. There has been no further progress to date on the development.

11. At the December Parks Commission Meeting, as we've done in the past, we kicked off our 2019 Goals process with review of progress on the 2018 Goals and a draft of possible 2019 Goals for consideration. We'll firm them up at the January Parks Commission meeting.
12. Also, on the Agenda will be the consideration of the additional pet waste stations and their locations.
13. The terms of Commissioner Miller and Commissioner Melgaard are up on March 31, 2019. I passed along their interest in being reappointed for a 3-year term to the City Council. They may decide to open the process to consider other candidates, as has been done in the past, or simply make the reappointments. I will let you know off their decision at the January Parks Commission meeting.
14. A reminder that the next Parks Commission Meeting will be on Tuesday, January 8th, 2018 at 4:00 PM at ENM City Hall. See you there!

# **ELKO NEW MARKET PARKS COMMISSION**

## **2019 DRAFT GOALS**

- 1. Rehab Existing Half-Court Basketball Court at Wagner Park**
- 2. Establish Sledding Hill at Windrose Park**
- 3. Inclusion of Trail Links – Westside of Xerxes Ave from Ptarmigan Rd/Ct to CSAH 2; RR Tracks from Old Elko to Vermillion River; and others – in Parks Capital Improvement Program**
- 4. Relocate T-Ball Baseball Field – Phase 2 of Repurposing Rowena Ponds Park Plan**
- 6. Conduct RFP Process for Repurposing Woodcrest Park**
- 7. Develop 9-Hole Disc Golf Course at Windrose Park**
- 8. Develop Marketing Plan for Park Programs**
- 10. Complete Installation of Little Libraries in City Parks**
- 11. Establish a Farmer's Market**
- 12. Replace Non-Compliant Swing Sets at Old Elko City Hall Park**
- 13. Develop Financial Plan for Purchasing Property for a Community Park**

**14.Purchase Additional/Replacement Archery Equipment**

**15.Expand Pet Waste Station Program for City Parks/Trails**

**16.Establish Working Relationship with ENM Library for  
Additional Community Room Programming and Joint  
Marketing of Programs**

**COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING  
December 11, 2018 Minutes**

Meeting was called to order at 5:00 PM by Chair Mike Sutton in the ENM City Hall Council Chambers.

Members Attending: Chair Mike Sutton, Vice Chair Jodi Muelken, Terre Larsen, Amanda Cambronne, Leander Wagner, and Mark Nagel

Others Attending: Sandy Green, Sadie Miller, Dennis Melgaard, Emily Dornseif.

Absent: Janelle Kirsch, Toni Maat, Lori Nelson, and Kate Timmerman

Members of both the Parks Commission and the CCEC began the meeting with a "Thank You" to retiring City Clerk Sandy Green for her 19 years of service to the City and to the CCEC.

**MOTION** by Chair Mike Sutton, second by Leander Wagner, to approve the December 11, 2018 agenda. **APIF, MOTION CARRIED**

**MOTION** by Vice Chair Jodi Muelken, second by Terre Larsen to approve the Minutes of the October 16, 2018 Meeting. **APIF, MOTION CARRIED**

The Commissioners "debriefed the Halloween party - overall, a great event! Some thoughts for consideration for Halloween 2019 expressed by the Commissioners – shorten the form for those signing up at the event, so all they have to do is sign their name; more marketing so people that haven't signed up have a check already made out or exact change; revamp/update some of the games; more popcorn, and more direction to the crafts area in the back of the school.

The Commissioners discussed Elko Speedway Sponsorship of all Civic Events, but the item was tabled until January, 2019 meeting for a decision. Amanda Cambronne to forward a tiered sponsorship version to Mark for consideration at the next meeting.

Mark Nagel said that the CCEC could go back to its normal 3<sup>rd</sup> Tuesday of the Month meeting schedule in 2019, if members wanted to make that change permanent.

**MOTION** by Amanda Cambronne, second by Chair Mike change the monthly meeting dates for 2019 for the 3<sup>rd</sup> Tuesday at 5:30 PM in ENM City Hall. **APIF, MOTION CARRIED**

The next meeting of the CCEC will be Tuesday, January 15, 2018 at 5:30 PM at ENM City Hall.

There was no further business brought before the CCEC at the December Meeting.

**MOTION** by Mark Nagel, second by Amanda Cambronne to adjourn the meeting at 6:04 PM. **APIF, MOTION CARRIED**

Respectfully submitted,

Mark Nagel, Assistant City Administrator.