

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, DECEMBER 6, 2018**

**BUSINESS MEETING
7:30 PM**

Invocation: Pastor Doyle Vangelder, Crossroads Church

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Recognition of City Clerk
- b. Truth In Taxation

5. Public Comment

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

6. Consent Agenda

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

- a. Approve November 15, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve City Administrator Performance Evaluation Summary
- d. Mixed Municipal Solid Waste and Recyclable Material Collection Licenses
 - i. Adopt Resolution 18-74 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
 - ii. Adopt Resolution 18-75 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
 - iii. Adopt Resolution 18-76 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dick's Sanitation Services Inc./Lakeville Sanitation Services
- e. Adopt Resolution 18-77 Designating 2019 Polling Place
- f. Staff Representative to the Community and Civic Events Committee
- g. Staff Representative on Administrative Appeals Board

7. Public Hearings

8. General Business

- a. Feasibility Report for 2019 Streets Rehabilitation Project
 - i. Resolution 18-78 Accepting Feasibility Report and Calling for Public Improvement Hearing 2019 Streets Rehabilitation

9. Reports

- a. Administration
 - i. Appointment of Councilmember to Chief of Police Interview Committee
 - ii. Pending Council Vacancy
- b. Public Works
 - i. Superintendent Monthly Report
- c. Police Department
 - i. Police Chief Monthly Report
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Draft November 27, 2018 Planning Commission Minutes
- g. Parks Department
 - i. Parks Commission Update
 - ii. Parks Commission Minutes
- 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. Regional Council of Mayors
 - vi. Civic & Community Events Committee (CCEC)
 - vii. Downtown Improvement Committee
 - viii. 50 By 30 Collective Impact Project
 - Steering Committee
 - Transportation Committee
 - Housing Committee
 - Workforce Committee

10. Discussion by Council

11. Adjournment



STAFF MEMORANDUM

SUBJECT:	Truth In Taxation
MEETING DATE:	December 6, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Information Only No Action Required

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The City is required to hold a Truth in Taxation informational meeting prior to adoption of the annual budget.

DISCUSSION:

The intent of the meeting is to provide an opportunity for citizens to become more informed and provide input on the impact of City Council decisions on their property taxes and services that will be provided by those taxes. At the meeting, the City Administrator will make a presentation on the budget, as well as the priorities and plans set forward therein. No action is required by the City Council, however, the City Council must provide an opportunity for interested parties to ask questions. The City Council will consider adoption of the budget at the December 20th meeting.

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 6:30 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, Police Chief Mortenson, Finance Director Doud, City Engineer Revering, Public Works Superintendent Schweich and City Clerk Green

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Review Utility Fund Budgets and Rate Structures Analysis

Finance Director Doud and City Administrator Terry provided the City Council with the 2020 – 2021 Projected Budget. After discussing the 2020 – 2021 Projected Budget, the City Council directed Staff to use the assumptions provided in the presentation.

5. REPORTS (Continued)

a) Administration – 3rd Quarter Financial Report

Finance Director Doud and City Administrator Terry reviewed the 3rd Quarter Financial Report with the City Council.

2019 Pavement Rehabilitation Feasibility Report Update

City Engineer Revering provided the Council with an update on key information from the 2019 Pavement Rehabilitation Feasibility Report which included:

- a. Assessment Amount per Residential Equivalent Density (RED)
- b. Commercial Residential Equivalent Density (RED) Computation
- c. Perpendicular Parking in Downtown Elko

This was an informational item only and no action was required by the Council.

5. ADJOURNMENT

The Work Session was adjourned at 7:27 p.m.

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, Seepersaud and Timmerman

Members Absent None

Also Present: City Administrator Terry, Police Chief Mortenson, City Attorney Poehler, City Engineer Revering, Public works Superintendent Schweich and City Clerk Green

2. PLEDGE OF ALLEGIANCE

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

3. OATH OF OFFICE

City Clerk Green gave the Oath of Office to newly elected Councilmember Seepersaud.

4. ADOPT/APPROVE AGENDA

MOTION by Councilmember Berg, second by Councilmember Timmerman to approve the revised agenda.

Add Reports 10e, 2019 Pavement Rehabilitation Feasibility Report Update

APIF, MOTION CARRIED

5. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Recognition of Former Planning Commissioner Heather Vetter

Mayor Crawford on behalf of the City Council presented Heather Vetter with a plaque in appreciation of her service on the Planning Commission.

Recognition of Chief Steve Mortenson

Mayor Crawford on behalf of the City Council presented Steve Mortenson with a plaque in appreciation of his twenty-nine (29) years in law enforcement, including eight (8) years with the City of Elko New Market.

6. PUBLIC COMMENT

Scott County Commissioner Tom Wolf gave a brief update to the Council on recent activities within the County including the YMCA being interested in a day camp to be located in New Market Township, election results and that this year there was more voter turnout and absentee voting then in previous years.

7. CONSENT AGENDA

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

- a. Approve October 25, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-69 Canvassing Returns of Votes for the City of Elko New Market

- d. Appoint of Interim Chief Law Enforcement Officer
- e. Authorize Hire of Deputy Clerk
 - i. Approve Deputy Clerk Job Description
 - ii. Authorize City Administrator to Hire Position
- f. Approve Renewal of 2019 Employee Benefits Plan
- g. Approve 2019 Salary Schedules

APIF, MOTION CARRIED

8. PUBLIC HEARINGS

None

9. GENERAL BUSINESS

MOTION by Councilmember Julius, second Councilmember Berg to change the order of items on the General Business agenda to allow Item B, Planning Commissioner Appointment to Item A and move Item A, Appeal of Administrative Appeals Board Determination to Item B. **APIF, MOTION CARRIED**

Planning Commissioner Appointment

With the resignation of Kent Hartzler, the City Council established an Interview Committee to review applications, interview applicants and recommend an appointment to the Council to fill this vacancy. At that time the Interview Committee recommended appointment of Thomas Humphrey, who the City Council subsequently appointed.

Following the resignation of Steve Thompson, the City Council recommended that the next top two candidates from the existing pool of applicants be re-interviewed for the position. The next top two candidates, Melissa Hanson and Benjamin Luebbert were contacted to verify continued interest in the position. Mr. Luebbert indicated that he is no longer able to commit to the Planning Commission position. The Interview Committee recommendation to the Council was to appoint Melissa Hanson to the Planning Commission to fill the remainder of Steve Thompson's term.

MOTION by Councilmember Julius, second Councilmember Timmerman to adopt Resolution 18-70 appointing Melissa Hanson to the Planning Commission. **APIF, MOTION CARRIED**

Appeal of Administrative Appeals Board Determination

On October 25, 2018, Sharyn Mertens, on behalf of Mahowald Builders, along with The Farm Townhome Association, submitted an appeal requesting an adjustment be made to their utility account due to excessive irrigation for the month of August 2018.

The City Council was asked to review the determination made by the Administrative Appeals Board regarding excessive irrigation of sod for three new lawns at The Townhomes of the Farm. After discussing this item, along with input from Sharyn Mertens, the City Council upheld the determination made by the Administrative Appeals Board.

MOTION by Councilmember Timmerman, second Councilmember Berg to deny the appeal submitted by Sharyn Mertens, on behalf of Mahowald Builders, along with The Farm Townhome Association. **APIF, MOTION CARRIED**

Zoning Ordinance Amendment, Definitions and B1 Zoning District – Uses

Community Development Specialist Christianson reviewed with the City Council the recently considered amendments by the Planning Commission to the City’s Zoning Ordinance which would simplify the list of permitted and conditional uses in the B1 Neighborhood Business zoning district. The B1 zoning district allows a fairly wide variety of uses including various retail, service, and restaurant type uses. The changes being recommended by the Planning Commission at this time will make it easier for certain businesses to locate (office uses and (commercial) daycare facilities, in particular) by allowing them as “permitted uses” as opposed to the current requirement that they are a “conditional use”. In addition, the previous lengthy list of retail uses has not been simplified into a more general “retail” category. The proposed changes to the B1 zoning district requirements also triggered changes to several other sections of the City Code, primarily the “Definitions” and “Parking” sections of the code.

MOTION by Councilmember Julius, second Councilmember Timmerman to adopt Ordinance No. 179 Amending City Code Concerning Definitions, Daycare Facilities, Parking Regulations and Permitted and Conditional Uses. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmerman, second Councilmember Julius to adopt Summary Ordinance No. 180 which is a summary ordinance of Ordinance No. 179. **APIF, MOTION CARRIED**

Authorize City Administrator to Post Planning Commission Vacancy and Appointment of Selection Committee.

Due to the resignation of Heather Vetter from the Planning Commission effective October 24, 2018, Staff asked the Council to authorize the posting of the vacancy. Staff also recommended that the Council appoint a Selection Committee to review the applications, interview candidates and make recommendation(s) to the City Council.

MOTION by Councilmember Julius, second Mayor Crawford to authorize the City Administrator to post the Planning Commission vacancy and Appoint Councilmember Timmerman, Administrator Terry, Community Development Specialist Christianson, and Planning Commission Chair to the Selection Committee. **APIF, MOTION CARRIED**

10. REPORTS

b) ADMINISTRATION

League of Minnesota Cities and Metro Cities Policies

The City Council held a discussion on proposed policies for both the League of Minnesota Cities and Metro Cities, along with a discussion regarding sending a Councilmember to the annual meeting to represent the City and vote on policies.

MOTION by Councilmember Berg, second Councilmember Timmerman to support the proposed legislative policies for both the League of Minnesota Cities and Metro Cities and appoint Mayor Crawford to serve as Council representative at the annual meeting.
APIF, MOTION CARRIED

3rd Quarter Financial Report

This item was presented at the Work Session.

c) **PUBLIC WORKS**

Written report included in Council Packet.

d) **POLICE DEPARTMENT**

Written report included in Council Packet.

e) **FIRE DEPARTMENT**

None

f) **ENGINEERING**

2019 Pavement Rehabilitation Feasibility Report Update

Presented at Work Session

g) **COMMUNITY DEVELOPMENT**

Wagner Properties Letter

Community Development Specialist Christianson discussed a letter received from Wagner Properties dated October 5, 2018 regarding potential annexation and future land uses for a 73 acre property owned by Wagner Properties located adjacent to I-35/Irving Avenue.

This was an information item only and no action was required by the Council.

h) **PARKS DEPARTMENT**

Written Parks Commission Update included in Council Packet.

i) **OTHER COMMITTEE AND BOARD REPORTS**

i. **SCALE**

None

ii. **MVTA**

None

iii. **I35 SOLUTIONS ALLIANCE**

None

iv. **CHAMBER OF COMMERCE**

Councilmember Julius mentioned that the Chamber of Commerce will be holding their annual Tree Lighting on Saturday, December 1, 2018.

v. REGIONAL COUNCIL OF MAYORS

None

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

None

vii. DOWNTOWN IMPROVEMENT COMMITTEE

None

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

- Steering Committee – None
- Transportation Committee –None
- Housing Committee – None
- Work Force Committee –None

11. DISCUSSION BY COUNCIL

None

MOTION by Councilmember Berg, second Councilmember Julius to adjourn the Business Meeting at 8:30 p.m. for the performance evaluation for City Administrator Tom Terry, per State Statue 13D.05. **APIF, MOTION CARRIED**

12. CLOSED MEETING

The City Council conducted the performance evaluation for the City Administrator in closed session.

12. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmerman to adjourn the meeting at 9:36 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	December 6, 2018
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 month the Administrative Assistant presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

CITY OF ELKO/NEW MARKET

*Check Summary Register

December 6, 2018

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 005795E VISA	10/3/2018	\$0.00	Credit Card Bank Error
Paid Chk# 005796E VISA	10/3/2018	412.21	Credit Card Bank Error
Paid Chk# 005797E PERA	11/20/2018	\$6,927.62	Vendor Liability
Paid Chk# 005798E MN DEPT OF REVENUE	11/20/2018	\$1,891.77	Vendor Liability
Paid Chk# 005799E INTERNAL REVENUE SERVICE	11/20/2018	\$8,250.47	Vendor Liability
Paid Chk# 005800E MN DEPT OF LABOR & INDUSTRY	11/21/2018	\$1,093.38	QTR 3 State Surcharge 2018
Paid Chk# 005802E NUVERA COMMUNICATIONS	11/20/2018	\$324.14	Police Dept Phone/Fax
Paid Chk# 005803E NUVERA COMMUNICATIONS	11/20/2018	\$535.59	Area Hall Phone/SCADA
Paid Chk# 005804E MN VALLEY ELECTRIC CO	11/22/2018	\$69.00	268X Xerxes Water Tower, Elko
Paid Chk# 005805E NUVERA COMMUNICATIONS	11/20/2018	\$49.99	139503 - 25499 Natchez Ave
Paid Chk# 005806E NUVERA COMMUNICATIONS	11/20/2018	\$169.13	937759 - 25499 Natchez Ave Bld
Paid Chk# 005807E DAKOTA ELECTRIC ASSN	11/30/2018	\$127.67	Ptarmigan Drive Streetlights
Paid Chk# 005808E XCEL ENERGY	12/4/2018	\$393.66	Streetlights
Paid Chk# 005809E XCEL ENERGY	12/5/2018	\$4,534.53	601 Main Street
Paid Chk# 005810E MN VALLEY ELECTRIC CO	12/9/2018	\$10.74	City of Elko Park
Paid Chk# 005811E HEALTH PARTNERS	11/28/2018	\$11,257.31	MEDICAL INS -DEC
Paid Chk# 005812E HEALTH PARTNERS	11/6/2018	\$0.00	LIFE INS -NOV
Paid Chk# 005813E SUN LIFE FINANCIAL	11/12/2018	\$978.95	LIFE INS -DEC
Paid Chk# 005814E SUN LIFE FINANCIAL	11/6/2018	\$919.82	LIFE INS -NOV
Paid Chk# 005815E HEALTH EQUITY, INC.	11/21/2018	\$29.50	NOV FEES
Paid Chk# 005816E PERA	12/5/2018	\$7,587.18	Vendor Liability
Paid Chk# 005817E MN DEPT OF REVENUE	12/5/2018	\$1,951.81	Vendor Liability
Paid Chk# 005818E INTERNAL REVENUE SERVICE	12/5/2018	\$9,091.71	Vendor Liability
Paid Chk# 005819E PERA	12/5/2018	\$654.47	Vendor Liability
Paid Chk# 005820E MN DEPT OF REVENUE	12/5/2018	\$153.69	Vendor Liability
Paid Chk# 005821E INTERNAL REVENUE SERVICE	12/5/2018	\$603.94	Vendor Liability
Paid Chk# 005822E MN DEPT OF REVENUE	12/5/2018	\$1,248.24	Vendor Liability
Paid Chk# 005823E INTERNAL REVENUE SERVICE	12/5/2018	\$3,892.21	Vendor Liability
Paid Chk# 005824E HEALTH EQUITY, INC.	12/5/2018	\$416.53	H.S.A. Employee Contribution
Total Checks		\$63,575.26	

PRE-PAIDS			
Paid Chk# 039124 RICE COUNTY RECORDER	11/15/2018	\$20.00	Notary Name Change Recording
Paid Chk# 039125 CUB FOODS	11/15/2018	\$49.99	Cake for Steve Mortenson Retire
Paid Chk# 039126 ENM FIRE RELIEF ASSN.	11/15/2018	\$57,247.28	State Fire Aid
Paid Chk# 039128 METROPOLITAN COUNCIL	11/19/2018	\$22,568.75	Reserve Capacity Loan - 2018 d
Paid Chk# 039129 METROPOLITAN COUNCIL	11/19/2018	\$8,987.10	Reserve Capacity Loan - 2016 P
Paid Chk# 039130 SCOTT COUNTY RECORDER	11/20/2018	\$46.00	Recording Res 18-48
Paid Chk# 039131 IUOE LOCAL #49	11/21/2018	\$105.00	Dues Marty Deutsch
Paid Chk# 039132 PAYROLL	11/29/2018	\$69.26	
Paid Chk# 039133 PAYROLL	11/29/2018	\$429.25	
Paid Chk# 039134 PAYROLL	11/29/2018	\$46.17	
Paid Chk# 039135 PAYROLL	11/29/2018	\$306.87	
Paid Chk# 039136 PAYROLL	11/29/2018	\$69.26	
Paid Chk# 039137 PAYROLL	11/29/2018	\$499.41	
Paid Chk# 039138 PAYROLL	11/30/2018	\$1,461.47	
Paid Chk# 039139 PAYROLL	11/30/2018	\$1,681.84	
Paid Chk# 039140 PAYROLL	11/30/2018	\$10,390.60	
Paid Chk# 039141 VERIZON WIRELESS	12/4/2018	\$808.96	Cell Phones
Paid Chk# 039142 CUB FOODS	12/6/2018	\$44.99	Cake For Sandra Green Retirement
Total Checks		\$104,832.20	

CHECK REGISTER			
Paid Chk# 039143 ACE HARDWARE & PAINT2	12/6/2018	\$24.99	PW - Building Maint
Paid Chk# 039144 AIRGAS USA, LLC	12/6/2018	\$132.95	FD - Oxygen
Paid Chk# 039145 ALIZA AMEEN	12/6/2018	\$222.00	Mileage
Paid Chk# 039146 ANCOM COMMUNICATIONS, INC.	12/6/2018	\$518.00	PW - Small Tools
Paid Chk# 039147 CRAIG ANDERSON	12/6/2018	\$43.60	Mileage for Background Check
Paid Chk# 039148 BODYWERKS	12/6/2018	\$4,960.46	PD Vehicle Maint/Repairs
Paid Chk# 039149 BOLTON & MENK	12/6/2018	\$15,127.00	T43.115114 - CSAH 2 & 91 Round
Paid Chk# 039150 LINDA BORGAN	12/6/2018	\$334.75	PT Pay - Election 2018
Paid Chk# 039151 BOYER TRUCKS	12/6/2018	\$100.74	PW - Fleet Maint & Equip
Paid Chk# 039152 CAMPBELL KNUTSON	12/6/2018	\$6,409.60	General Matters

CITY OF ELKO/NEW MARKET

*Check Summary Register

December 6, 2018

	Name	Check Date	Check Amt	
Paid Chk# 039153	VERNON CHRISTENSEN	12/6/2018	\$334.75	PT Pay - Election 2018
Paid Chk# 039154	CITY OF SAVAGE	12/6/2018	\$9,214.50	IT Items/Support
Paid Chk# 039155	LORI CLAUSEN	12/6/2018	\$194.75	PT Pay - Election 2018
Paid Chk# 039156	ROBERT CRAWFORD	12/6/2018	\$1,323.26	Mileage 7/18-11/18
Paid Chk# 039157	DAKOTA AGGREGATES, LLC	12/6/2018	\$39.12	PW - Sewer Repairs
Paid Chk# 039158	DRAIN PRO PLUMBING, INC.	12/6/2018	\$760.00	PW - Building Maint
Paid Chk# 039159	EDAM	12/6/2018	\$295.00	2019 Membership Renewal - Tom
Paid Chk# 039160	FASTENAL COMPANY	12/6/2018	\$109.31	PW - Operating Supplies
Paid Chk# 039161	JOSEPH FITTERER	12/6/2018	\$137.67	Mileage 11/13-11/15 Wastewater
Paid Chk# 039162	FLEETPRIDE	12/6/2018	\$127.14	PW - Fleet Maint & Equip
Paid Chk# 039163	FLOYD TOTAL SECURITY	12/6/2018	\$210.00	PW - Building Maint
Paid Chk# 039164	GOVERNMENT FORMS AND SUP	12/6/2018	\$44.48	Office Supplies
Paid Chk# 039165	GREAT LAKES MANAGEMENT	12/6/2018	\$225.00	Library - Quarterly Mgmt Fee
Paid Chk# 039166	HALVERSON, HERMAN	12/6/2018	\$222.00	Mileage
Paid Chk# 039167	HAWKINS, INC.	12/6/2018	\$279.28	PW - Water Chemicals
Paid Chk# 039168	THOMAS HUMPHREY	12/6/2018	\$541.00	PT Pay - Election 2018
Paid Chk# 039169	K MICHAEL HOMES	12/6/2018	\$10,874.00	Erosion Deposit - 10405 Windro
Paid Chk# 039170	KELLEY FUELS, INC.	12/6/2018	\$1,942.12	FD - Fuel
Paid Chk# 039171	KIRVIDA FIRE, INC.	12/6/2018	\$590.00	FD Repairs - Ladder 1 Pump Tes
Paid Chk# 039172	LAKEVILLE TROPHY CO.	12/6/2018	\$265.96	Recognition Plaques
Paid Chk# 039173	LEAGUE OF MN CITIES	12/6/2018	\$45.00	2018 Regional Mtgs - Bob Crawf
Paid Chk# 039174	LEAGUE OF MN CITIES INS TRUS	12/6/2018	\$40.00	General Liability 2019
Paid Chk# 039175	MACQUEEN EQUIPMENT	12/6/2018	\$829.53	PW - Fleet Maint & Equip
Paid Chk# 039176	MARKET VILLAGE SR RESIDENC	12/6/2018	\$311.70	Water/Sewer 5% / A-1 Landscapi
Paid Chk# 039177	RICK MARTIN	12/6/2018	\$76.00	PT Pay - Election 2018
Paid Chk# 039178	MENARDS - DUNDAS	12/6/2018	\$103.69	PW - Small Tools
Paid Chk# 039179	METROPOLITAN COUNCIL	12/6/2018	\$10,712.64	Reserve Capacity Loan 2017 - P
Paid Chk# 039180	METROPOLITAN COUNCIL	12/6/2018	\$8,987.10	Reserve Capacity Loan 2016 - P
Paid Chk# 039181	METROPOLITAN COUNCIL	12/6/2018	\$10,712.64	Reserve Capacity Loan 2017 - P
Paid Chk# 039182	METROPOLITAN COUNCIL	12/6/2018	\$22,568.75	Reserve Capacity Loan 2018 - P
Paid Chk# 039183	MN CRITTER GETTERS, INC.	12/6/2018	\$1,174.00	Monthly Animal Control
Paid Chk# 039184	MN DEPT OF HEALTH	12/6/2018	\$2,208.00	Comm Water Supply Svc Connect
Paid Chk# 039185	MN RURAL WATER ASSOCIATION	12/6/2018	\$1,314.70	Annual Membership Dues - 2019
Paid Chk# 039186	MVTL LABORATORIES	12/6/2018	\$95.00	PW - Water Testing
Paid Chk# 039187	NORTHWEST ASSOCIATED	12/6/2018	\$24.80	Consultant Planner
Paid Chk# 039188	NEW MARKET TOWNSHIP	12/6/2018	\$3,717.15	Tax Reimbursement - Oakland An
Paid Chk# 039189	NEW PRAGUE AREA SCHOOLS	12/6/2018	\$198.75	Halloween Party Custodian Fee
Paid Chk# 039190	NORTHLAND PEST CONTROL	12/6/2018	\$21.25	Pest Control - Library
Paid Chk# 039191	NOVACARE REHABILITATION	12/6/2018	\$240.00	Pre-employ Testing - Haley Sev
Paid Chk# 039192	POLZIN GLASS	12/6/2018	\$14,588.00	New Front Doors at City Hall
Paid Chk# 039193	GEORGE RHEIN	12/6/2018	\$236.25	PT Pay - Election 2018
Paid Chk# 039194	RIGID HITCH INCORPORATED	12/6/2018	\$369.97	PW - Small Tools
Paid Chk# 039195	RITWAY BUSINESS FORMS	12/6/2018	\$718.98	Laser Utility Bills
Paid Chk# 039196	SCHLOMKAS PORTABLE	12/6/2018	\$710.00	Portable Restrooms
Paid Chk# 039197	SCOTT CO. HISTORICAL SOCIET	12/6/2018	\$470.00	2018 SCHS Contribution
Paid Chk# 039198	SCOTT COUNTY RECORDER	12/6/2018	\$230.00	The Preserve Annexation Record
Paid Chk# 039199	SCOTT COUNTY	12/6/2018	\$909.08	Property Taxes PID 230600020
Paid Chk# 039200	JANET SEYKORA	12/6/2018	\$161.50	PT Pay - Election 2018
Paid Chk# 039201	C/O SHRED RIGHT	12/6/2018	\$16.80	Shredding
Paid Chk# 039202	SPRINGSTED, INC.	12/6/2018	\$2,565.00	2018 Continuing Disclosure - 2
Paid Chk# 039203	SHIRLEY STEVENS	12/6/2018	\$166.25	PT Pay - Election 2018
Paid Chk# 039204	SUEL PRINTING COMPANY	12/6/2018	\$75.00	Legal Ads
Paid Chk# 039205	MIKE SUTTON	12/6/2018	\$166.25	PT Pay - Election 2018
Paid Chk# 039206	SWEEPER SERVICES LLC	12/6/2018	\$546.50	PW - Fleet Maint & Equip
Paid Chk# 039207	TEMP-ASSURE, INC.	12/6/2018	\$865.00	PW - Building Maint
Paid Chk# 039208	TWIN CITY GARAGE DOOR CO.	12/6/2018	\$310.50	PW - Building Maint
Paid Chk# 039209	VALLEN DISTRIBUTION, INC.	12/6/2018	\$177.17	FD - Calibration Gas
Paid Chk# 039210	LEANDER WAGNER	12/6/2018	\$166.25	PT Pay - Election 2018
Paid Chk# 039211	ZIEGLER INC.	12/6/2018	\$6.21	PW - Fleet Maint & Equip
			Total Checks	\$142,438.84

Paid Chk# 502117E	Bi-Weekly ACH	11/29/2018	\$31,285.29	
			Total Checks	\$31,285.29

MEMORANDUM

TO: Mayor and City Councilmembers
cc: Tom Terry

FROM: Andrea McDowell Poehler

DATE: December 6, 2018

RE: City Administrator Evaluation Summary Report

Pursuant to the State's Open Meeting Law, Minn. Stat. Section 13D.05, subd. 3, the City Council conducted a closed meeting for approximately 1 hour as part of its December 7, 2017 regular Council Meeting to evaluate the performance of City Administrator Tom Terry. The following City Councilmembers were in attendance: Mayor Crawford, Councilmember Julius, Councilmember Berg, Councilmember Timmerman, and Councilmember Dawn Seepersaud.

The law requires that, at its next open meeting, the public body shall summarize its conclusions regarding the evaluation. The following is submitted for council review and approval as a summary of the evaluation conducted on November 15, 2018.

Administrator Terry's review was conducted pursuant to the terms of his employment agreement with the City, which requires annual performance reviews. The City Council has chosen to conduct a 360 degree review of the City Administrator that includes evaluations by Council members, department heads and key consultants. The summary evaluation is compiled by the City Attorney and submitted to the City Council without identifying evaluators by their scores or comments. At the meeting, the Council reviewed the City Attorney's summary of the performance evaluation surveys.

The evaluation format included scores for each area of the City Administrator position indicating either: needs improvement, meets expectations or exceeds expectations. Each area of evaluation provided for specific examples or comments supporting to be provided for very low or very high evaluations. The Council evaluations indicated that Administrator Terry was meeting or exceeds expectations in all areas of employment.

During the evaluation, Administrator Terry conducted a self-evaluation and indicated that his future goals were to address employee replacements in a timely fashion and make efforts to reduce burnout in the coming year that has occurred as a result of the cumulative effect of bandwidth and employee turnover. In addition, Administrator Terry indicated that he will continue to work on visibility at community events and connecting with community organizations and groups while maintaining a healthy work/life balance. He will also continue to become more proactive in promoting the City.

The City Council indicated that they believed that City Administrator Terry was doing an acceptable job overall in his position as City Administrator and had no significant areas of concern. Administrator Terry was encouraged to continue to find opportunities for professional growth and be involved in the community, recognizing the demands on his time both professionally and personally.

Department head and consultant reviews of Mr. Terry's performance were also very positive of Mr. Terry's performance overall.



STAFF MEMORANDUM

SUBJECT: Mixed Municipal Solid Waste & Recyclable Material Collection
MEETING DATE: December 6, 2018
PREPARED BY: Sandra Green, City Clerk
REQUESTED ACTION: Motion to approve Resolutions 18-74, 18-75 and 18-76 Approving Waste Management of Southern Minnesota, Buckingham Disposal and Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc. to collect solid waste and recycle pickup within the City of Elko New Market.

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:

Elko New Market City Code requires any business collecting solid waste and recycle pickup within the City of Elko New Market be licensed with the City. This license is valid for one calendar year and expires on December 31st of each year, unless revoked sooner.

DISCUSSION:

The City has received all required City application forms, fees and associated documentation for renewals from Waste Management of Southern Minnesota, Buckingham Disposal and Dick's Sanitation Services, Inc./Lakeville Sanitation Services, Inc.

After reviewing all City application materials, Staff is recommending the City Council approve Mixed Municipal Solid Waste & Recyclable Material Licenses for Waste Management of Southern Minnesota, Buckingham Disposal and Dick's Sanitation Services, Inc./Lakeville Sanitation Services, Inc. to collect solid waste and recycle pickup within the City of Elko New Market for 2019.

BUDGET IMPACT:

The City receives a minimal amount of \$750.00 per year for licenses to collect solid waste & recycle pickup within the City.

Attachments:

- Resolution 18-74 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
- Resolution 18-75 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
- Resolution 18-76 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-74

WHEREAS; Waste Management of Southern Minnesota, located at 1510 Hwy 3 S., Northfield, MN 55057 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2019 to December 31, 2019;

WHEREAS; Waste Management of Southern Minnesota meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Waste Management of Southern Minnesota application for the requested license and has determined that Waste Management of Southern Minnesota meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Waste Management of Southern Minnesota for the term commencing January 1, 2019 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 6th day of December 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-75

WHEREAS; Buckingham Disposal, located at 5980 Credit River Rd, Prior Lake, MN 55372 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2019 to December 31, 2019;

WHEREAS; Buckingham Disposal meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Buckingham Disposal application for the requested license and has determined that Buckingham Disposal meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Buckingham Disposal for the term commencing January 1, 2019 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 6th day of December 2018.

CITY OF ELKO NEW MARKET

By: _____

Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-76

WHEREAS; Dicks Sanitation Service, Inc./Lakeville Sanitation Services, Inc., located at 8984 W 215th Street, Lakeville, MN 55044 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2019 to December 31, 2019;

WHEREAS; Dicks Sanitation Service, Inc./Lakeville Sanitation Services, Inc. meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc. application for the requested license and has determined that Dicks Sanitation Services Inc/Lakeville Sanitation Services, Inc. meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc. for the term commencing January 1, 2019 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 6th day of December 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk

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

RESOLUTION NO. 18-77

RESOLUTION DESIGNATING 2019 POLLING PLACES

WHEREAS, Minnesota Statute section 204B.16, subdivision 1, requires that the governing body of each municipality must designate a polling place for each election precinct by December 31; and

WHEREAS, polling places shall be located within the boundaries of the precinct or within one mile of one of these boundaries.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Elko New Market hereby designates Elko New Market City Hall as the designated polling place for the City of Elko New Market.

ADOPTED this 6th day of December 2018, by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Appointment of Staff Representative to Community and Civic Events Committee
MEETING DATE:	December 6, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Motion to Confirm Mark Nagel to serve as Staff representative on the Community and Civic Events Committee.

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 established a Community and Civic Events Committee (CCEC) composed of at least 5 members with up to a total of 11 members, all appointed by City Council. The CCEC consists of the following: one City Council member, one member of the Parks Commission, the City Administrator or their designee and up to 8 at large members from the non-profit groups located within or serving the City of Elko New Market that are involved with sponsoring, organizing or conducting civic and community events. 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.

DISCUSSION

City Clerk Sandra Green was designated by the City Administrator to serve on the Community and Civic Events Committee as staff representative. The retirement of City Clerk Green from the City has created a vacancy on the Community and Civic Events Committee. The City Administrator has designated Mark Nagel to serve on the Community and Civic Events Committee as staff representative, effective immediately.

ACTION REQUESTED

Motion to confirm Mark Nagel to serve as staff representative on the Community and Civic Events Committee.



STAFF MEMORANDUM

SUBJECT:	Staff Representative to Serve on the Administrative Appeals Board
MEETING DATE:	December 6, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Motion to Confirm Mark Nagel to serve as Staff representative on Administrative Appeals Board

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
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- 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 established an Administrative Appeals Board composed of the City Administrator or designee, City Clerk or designee and Council Member appointed by the Council. This board was authorized to make adjustments in charges relating to water usage where, in the Board's opinion, it has been determined that the amount billed is erroneous due to meter deficiency or other mistake.

DISCUSSION

The retirement of City Clerk Green from the City has created a vacancy on the Administrative Appeals Board. City Clerk Green has designated Mark Nagel to fill the vacancy on the Administrative Appeals Board effective immediately.

ACTION REQUESTED

Motion to confirm Mark Nagel to serve as City Clerk designee on the Administrative Appeals Board.



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: December 6, 2018
To: Mayor Crawford and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Resolution Accepting Feasibility Report and Calling for Public Improvement Hearing
2019 Streets Rehabilitation
Elko New Market
Project No.: T17.116817

BACKGROUND

The City Council is being asked to adopt the attached resolution accepting the Feasibility Report for the above-referenced project and calling for a Public Hearing on the proposed improvement.

DISCUSSION

State Statute requires certain steps when Special Assessments will be used to fund all or part of an improvement project. One of these steps is preparation of a Feasibility Study by a qualified person. This was ordered in August 2018 and is attached for Council review. Following acceptance of the Feasibility Study, the Council must hold an Improvement Hearing whereby all affected property owners are given a chance to learn details about the project, estimated assessment amounts and are given opportunity to ask questions or comment on the project. The affected property owners must be given mailed and published notice at least 10 days in advance of the hearing.

A resolution setting the hearing is attached.

RECOMMENDATION

Adopt the attached resolution accepting the Feasibility Report and Calling for the Improvement Hearing for the 2019 Streets Rehabilitation project.



**BOLTON
& MENK**

Real People. Real Solutions.

Feasibility Report for

2019 Pavement Rehabilitation Improvements

City of Elko New Market, MN

November 2018

Submitted by:

Bolton & Menk, Inc.
12224 Nicollet Avenue
Burnsville, MN 56001
P: 952-890-0509
F: 952-890-8065

Certification

Feasibility Report

For

2019 Pavement Rehabilitation Improvements

City of Elko New Market

Elko New Market, MN

T17.116817

December 6, 2018

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Rich Revering, P.E.

License No. 20711

Bolton & Menk, Inc.

Date: December 6, 2018

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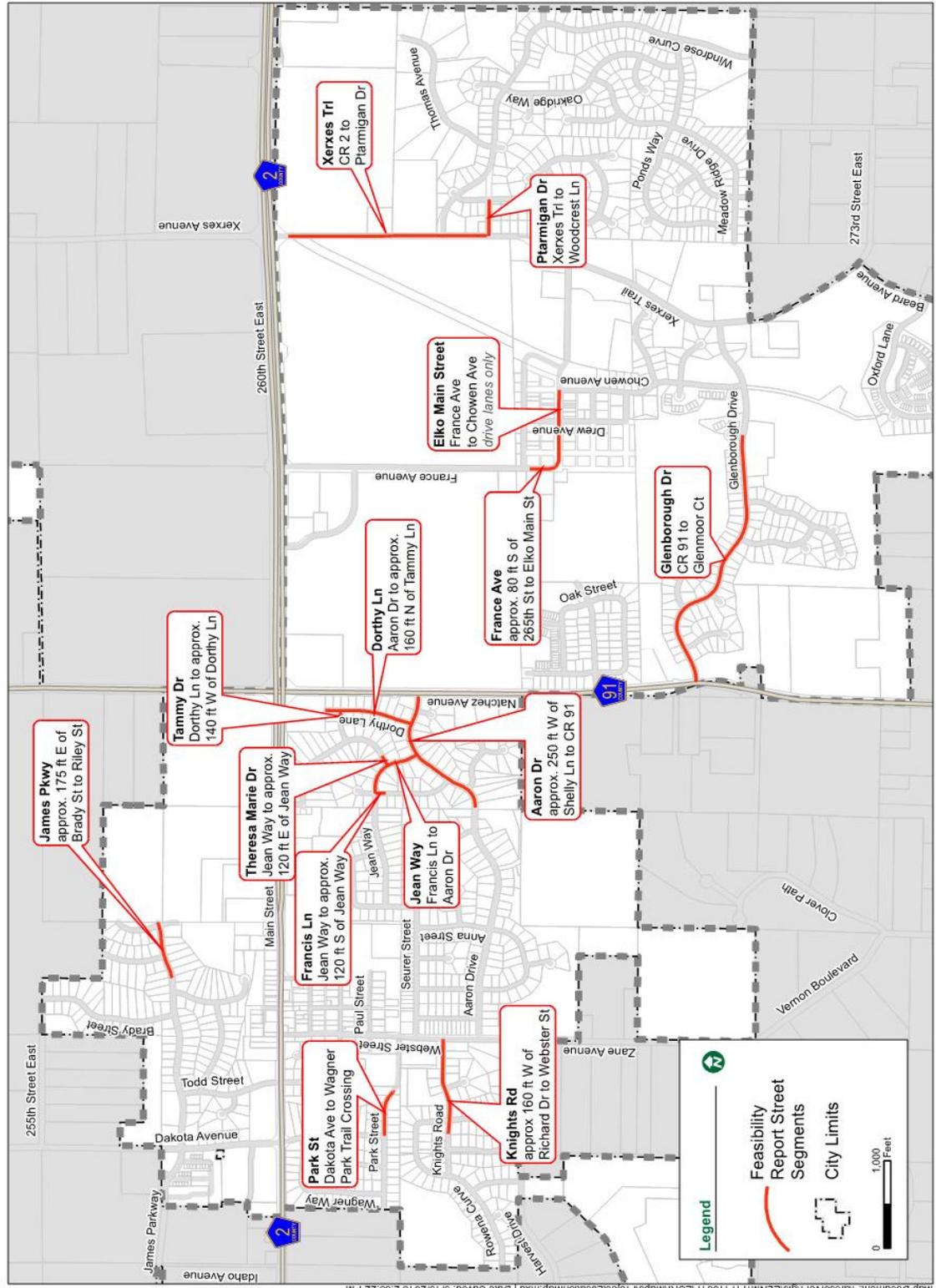
Appendix

- Appendix A: Roll Up of Street Segments and Ratings
- Appendix B: Elko New Market Pavement Maintenance
- Appendix C: Preliminary Assessment Roll

EXECUTIVE SUMMARY

BACKGROUND & INTRODUCTION

The Elko New Market City Council ordered preparation of this Feasibility Study at its August 23, 2018, regular meeting. The purpose of the project is to extend the duration of acceptable pavement condition of the City streets shown below in Figure 1. This report has been completed to identify the appropriate improvements and rehabilitations needed as well as the related project costs and preliminary estimated assessments.



ELKO NEW MARKET PAVEMENT MANAGEMENT SYSTEM

The City of Elko New Market has been rating streets under its jurisdiction every two to five years since 2009. The ratings are tracked in a “Pavement Management System.” The system is a database of street segments that make up the city’s street mileage with rating data.

Each rating of a segment is done the same way. Various common pavement distresses are measured for each segment by observing the pavement either in the field or by high-quality aerial photography. A number is assigned to each distress type based on degree/severity and applied to a formula to calculate an overall numerical rating between 0 and 100 for each segment. The higher the rating, the better the pavement condition.

The ratings are made periodically and tracked to document the changing conditions and predict when ratings might fall below thresholds selected based on class of street and likelihood of acceleration of deterioration. The prediction is used to program improvement timing. The improvements to be made are based on the types of distresses behind the pavement’s condition, the condition of underlying utilities and subgrade, and current pavement section configuration.

The end-goal of the Pavement Management System is to preserve pavements at acceptable quality levels at the lowest long-term cost by making decisions based on data.

EXISTING PAVEMENT AND OTHER CONDITIONS

The streets shown in Figure 1 - Project Location Map consist largely of asphaltic concrete pavements at or approaching 20 years of age. The primary distresses observed consist of transverse, longitudinal, block and some alligator cracking.

The City’s Public Works Department staff has reported there are other street features showing signs of deterioration that should be considered to benefit from being bid as part of a larger project. These include faded or non-standard street name signs, corroding bolts on the buried portion of fire hydrants and water main valves, curbs with cracks or breaks that unduly affect function or appearance, and voids around catch basins due to improper sealing of pipes where they connect to the structures.

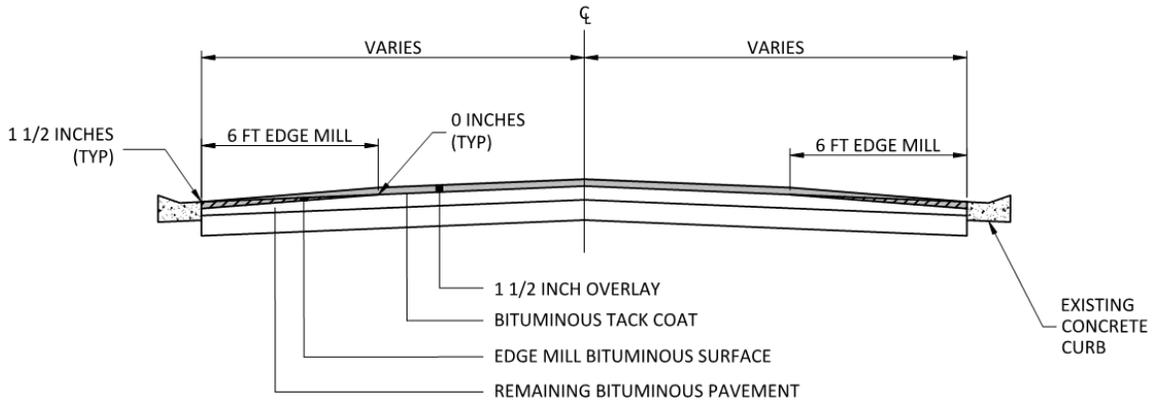
One street does show signs of a soft subgrade. Our experience on Jean Way and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

For cracked curb and catch basin leaks we assume 0.5 percent of curb in the project will require removal and replacement and that 1 in 10 catch basins will require excavation and repair of joint seals and re-setting of castings prior to pavement rehab.

PROPOSED IMPROVEMENTS

No streets in the 2019 project area have previously been rehabilitated. All are still in their original pavement section configuration. None except Jean Way exhibit distresses consistent with subgrade problems. The primary distresses are cracks related to pavement age and traffic. Accordingly, the streets are good candidates for extension of pavement life by strengthening the existing pavement structure.

A common strategy in this case is to provide a thin (1 ½ inches or so) overlay to reinforce the existing pavement. Edge milling to allow a smooth tie-in to existing curbs would be provided. Manholes and gate valve boxes in the pavement area will need to be raised to meet the new road surface.



TYPICAL SECTION

We recommend drain tile be installed at key locations in the Jean Way sand subgrade. It is recommended street signs in the project area be replaced to the current standard and that deficient catch basin leaks be repaired.

ESTIMATED COSTS & PROPOSED FUNDING

A summary cost estimate for the project outlined above is provided in table ES-1 below.

Table ES-1 – Estimated Cost of Proposed 2019 Pavement Rehabilitation Project

Item	Estimated Quantity	Unit	Unit Price	Total Amount
MOBILIZATION	LUMP SUM	LUMP SUM	LUMP SUM	\$41,139.74
TRAFFIC CONTROL	LUMP SUM	LUMP SUM	LUMP SUM	\$8,227.95
MILL BITUMINOUS PAVEMENT	17777	SQ YD	\$1.20	\$21,332.40
REMOVE BITUMINOUS PAVEMENT	1683	SQ YD	\$2.50	\$4,207.50
SUBGRADE PREPARATION	1400	SQ YD	\$2.00	\$2,800.00
BITUMINOUS PAVEMENT	4061	TON	\$65.00	\$263,965.00
ADJUST MANHOLE CASTINGS	55	EACH	\$600.00	\$33,000.00
ADJUST VALVE BOX	52	EACH	\$100.00	\$5,200.00
CATCH BASIN REPAIR	6	EACH	\$1,000.00	\$6,000.00
HYDRANT BOLT REPLACEMENT	2	EACH	\$1,000.00	\$2,000.00
VALVE BOLT REPLACEMENT AND BOX ADJUST	2	EACH	\$1,000.00	\$2,000.00
REMOVE & REPLACE CONCRETE CURB w/TURF	258	LIN FT	\$30.00	\$7,740.00
4" PERFORATED DRAINTILE	1695	LIN FT	\$16.00	\$27,120.00
4" YELLOW STRIPING	3605	LIN FT	\$2.50	\$9,012.50
4" WHITE STRIPING	4940	LIN FT	\$2.50	\$12,350.00
PAVEMENT MARKINGS - WHITE	570	SQ FT	\$6.00	\$3,420.00
REMOVE & REPLACE STREET SIGN	45	EACH	\$250.00	\$11,250.00
			Subtotals:	\$460,765.09
			Contingency	\$23,038.25
			Est. Construction Total	\$483,803.34
			Est. Overhead	\$120,950.84
			Total Est. Project Cost	\$604,754.18

The project is proposed to be funded with City utility funds, general obligation bonds and assessments to individual properties. The net effect on the general fund is estimated at approximately \$348,000, paid over 5 or 10 years depending upon bond terms.

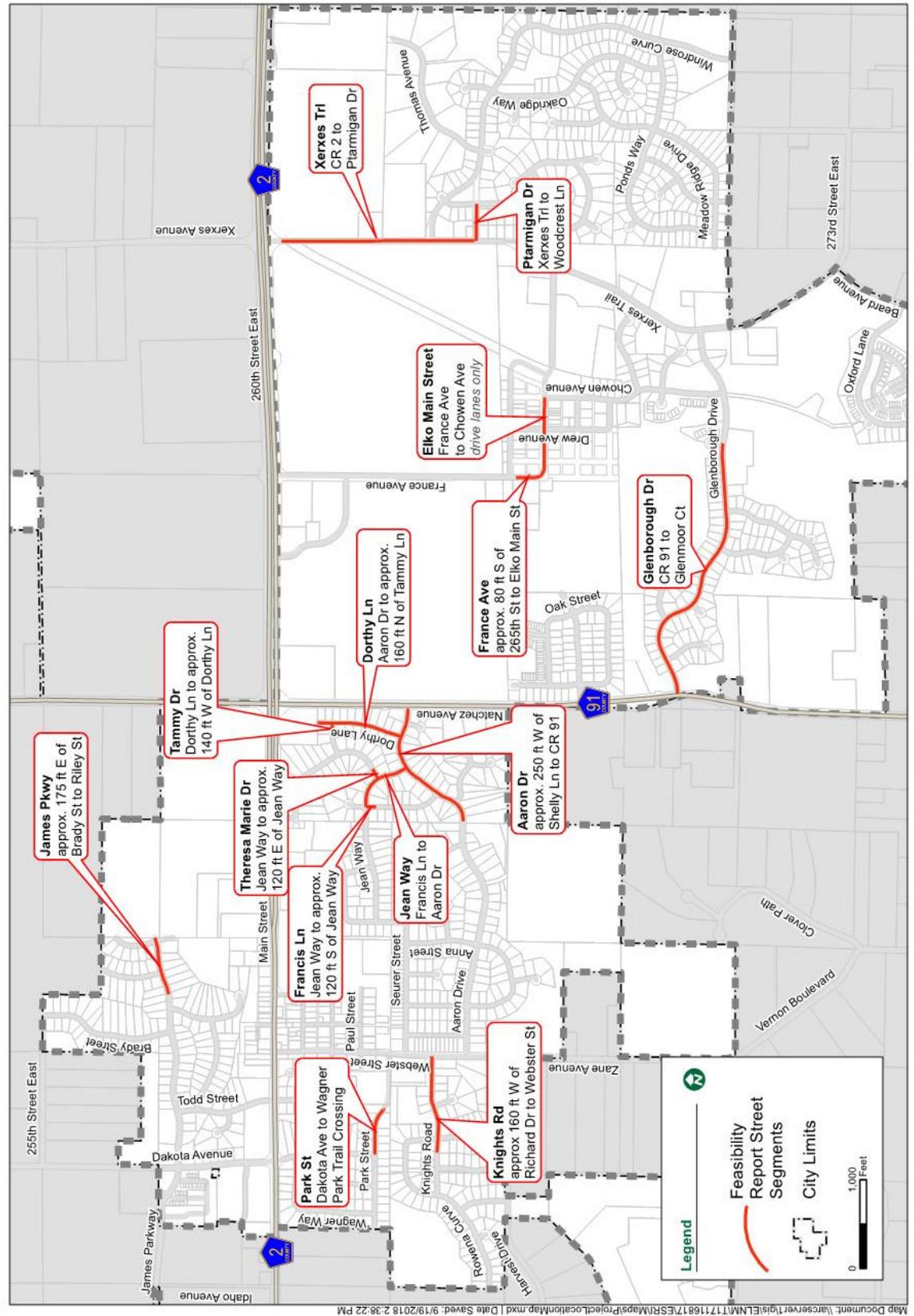
End of Executive Summary

PRELIMINARY ENGINEERING REPORT

INTRODUCTION

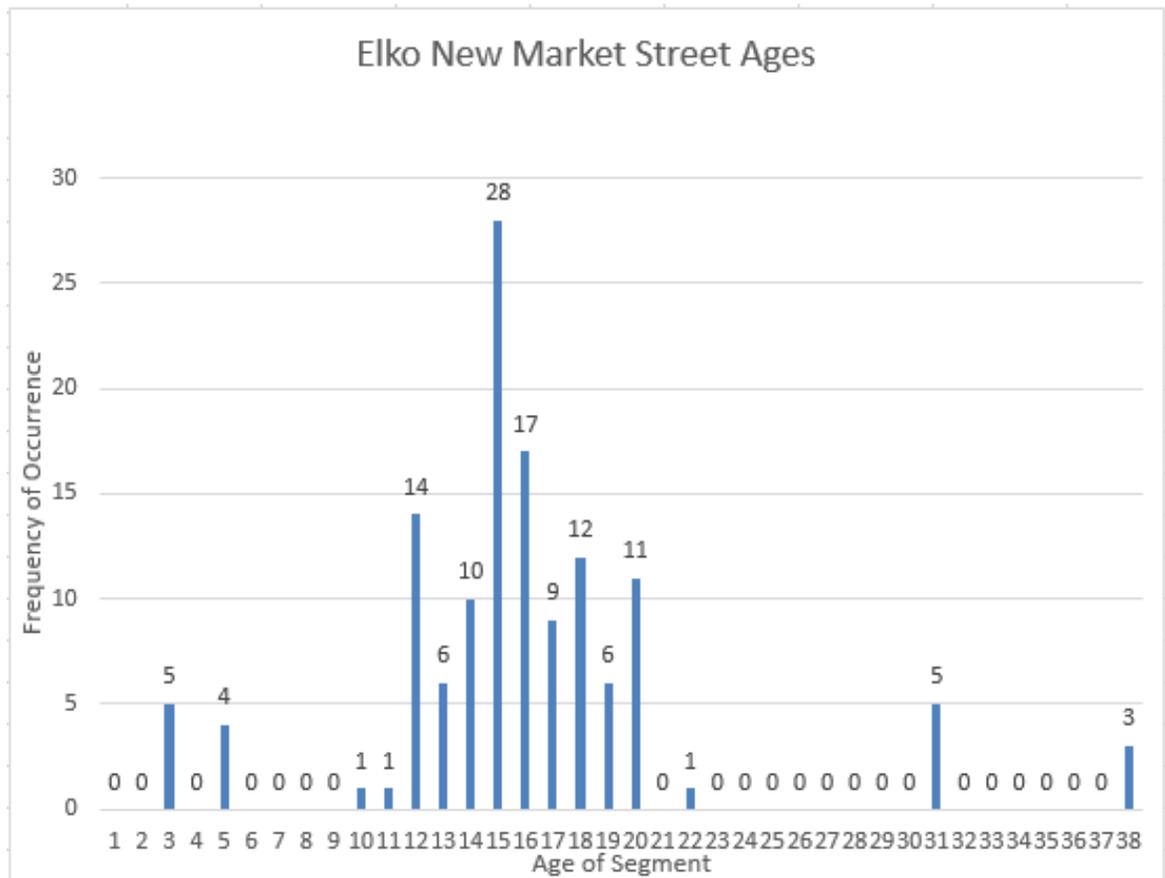
The Elko New Market City Council ordered preparation of this Feasibility Study at its August 23, 2018, regular meeting. The purpose of the project is pavement preservation (to extend the duration of acceptable pavement condition) of the City streets shown below in Figure 1.

This report has been prepared to identify the appropriate improvements and rehabilitations needed as well as the related project costs and preliminary estimated assessments.



BACKGROUND

The City of Elko New Market each year updates a 5-year Capital Improvement Program (CIP). The program lists, briefly describes and provides high-level cost estimates for projects expected to be financed by bond proceeds or significant expenditures from the City’s general or enterprise funds. Pavement rehabilitation first made an appearance in the CIP in 2016 as “2018 Pavement Overlays.” This decision was recommended by staff based on knowledge that many of the city’s pavements were constructed at roughly the same time and were aging. See Chart below. The preliminary scope and schedule for needed improvements was based on conditions being observed as part.



The City of Elko New Market has been rating streets under its jurisdiction every two to five years since 2009. The ratings are a key part of a “Pavement Management System.” The system consists of a database of street segments that make up all the city’s street mileage. State, county, and township roads are not tracked. Each City-owned street is broken into segments of commonality – that is, each segment will be the same age, width, and pavement section. This assumes that a segment of commonality will experience similar traffic volumes and loadings over its length and perform similarly over any given time period. Some streets have only one segment, some have several. The segments often are usually associated with specific subdivisions and phases. The database has age, length, width, and condition data based on the ratings from each year.

Each rating of a segment is done the same way. Various common pavement distresses are measured for each segment by observing the pavement either in the field or by high-quality aerial drone photography. Most distresses in Elko New Market are based on some type of crack. These cracks are counted whether they’ve been sealed or not. (Sealing doesn’t repair cracks; it minimizes

water penetration into base layers and delays development of adjacent cracks). Each segment is driven and noticeable “bumps” are counted to allow ride quality to also be a rating factor. A number is assigned to each distress type based on degree/severity and applied to a formula to calculate an overall numerical rating between 0 and 100 for each segment. The higher the rating, the better the pavement condition.



The ratings are made periodically and tracked to document the changing conditions and predict when ratings might fall below thresholds selected based on class of street and likelihood of acceleration of deterioration. The prediction is used to program improvement timing so projects can be grouped for economies of scale and the city can plan for financing and better interim maintenance decisions. The improvements to be made are based on the types of distresses behind the pavement’s condition, the condition of underlying utilities and subgrade, and current pavement section configuration.

The end-goal of the Pavement Management System is to preserve pavements at acceptable quality levels at the lowest long-term cost making decisions based on data rather than rules-of-thumb or complaints. Using these methods may result in unnecessary investment, or perhaps even more costly – acting too late.

EXISTING CONDITIONS

The streets shown in Figure 1 consist largely of asphaltic concrete (commonly referred to as bituminous) pavements at or approaching 20 years of age. The primary distresses observed consist of transverse, longitudinal, block and some alligator cracking. Examples of these distresses are shown below in Figure 2.



Map Document: \\arcserver1\gis\ELNMMT\T116817\ESRI\Maps\DistressExamples.mxd | Date Saved: 9/19/2018 2:28:51 PM

The onset of alligator cracking is typically an indication that potholes will soon begin to appear. Potholes dramatically reduce ride quality, allow moisture to spoil subgrades, and increase maintenance demands. Accordingly, alligator cracking is a distress given higher weight in the rating computation and is a common distress present or soon anticipated on the streets recommended for rehabilitation in 2019.

Minor and major collectors in Elko New Market carry more traffic than local residential streets. Their function is a step or two removed from an access function towards a mobility function. To facilitate mobility, they are typically designed with fewer driveways and fewer STOP signs. They usually experience less parking and slightly higher speeds. We assumed the public's expectation on these roads for a smooth ride would be higher than it would for local streets, and the tolerance for potholes would be lower. Accordingly, the computed rating threshold for rehabilitation of collector roads was set at 76 and below. The threshold for local roads was selected at 69 and below. The objective is to make structural improvements at or before streets reach a Pavement Condition Index (PCI) of 60 or below.

The criteria were set somewhat arbitrarily based on an approximate percentage of streets needing to be done each year and the ratings of streets with alligator cracking. Total city street mileage is 21.53. Assuming an average of 20 years to first rehabilitation, the City would need to improve, on average, a bit over one mile per year. Chart 1 clearly shows, however, that the streets weren't built at one mile per year. Using the rating data helps make decisions about which streets should be improved before age 20 and which ones can be delayed beyond year 20 to make improvement project sizes more manageable for financing and construction. The 2019 project includes 2.52 miles of rehabilitation.

Appendix A provides a roll-up of all street segments and pavement ratings by age for the three ratings available this far. Streets selected for the 2019 improvements are highlighted.

The size and frequency of future rehabilitation projects is beyond the scope of this report; however, it is recommended staff be directed to analyze and make recommendations annually based on updated ratings and the community's experience from implementing this project. Fewer larger projects may prove to be viable, or more frequent smaller projects may be indicated if the community feels the 2019 rehab project experience was too onerous.

The City's Public Works Department staff has reported there are other street features showing signs of deterioration that should be considered to benefit from being bid as part of a larger project. These include faded or non-standard street name signs, corroding bolts on the buried portion of fire hydrants and water main valves, curbs with cracks or breaks that unduly affect function or appearance, and voids around catch basins due to failed sealing of pipes where they connect to the structures.

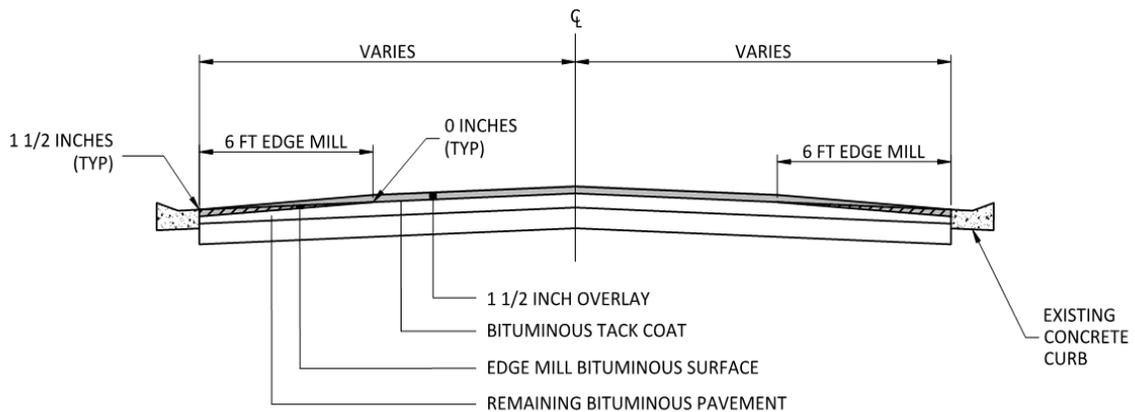
One street does show signs of a soft subgrade. Experience on Jean Way west of Francis Lane and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

For cracked curb and catch basin leaks we assume 0.5 percent of curb in the project will require removal and replacement and that 1 in 10 catch basins will require excavation and repair of joint seals and re-setting of castings prior to pavement rehab. Bid items will be provided in the contract, but actual quantities for payment would be based on walking the project with the contractor and Public Works Superintendent and choosing where repairs will be made. Payment would be made only for actual work performed.

PROPOSED IMPROVEMENTS

No streets in the 2019 project area have previously been rehabilitated. All are still in their original pavement section configuration. None except Jean Way exhibit distresses consistent with subgrade problems. The primary distresses are cracks related to pavement age and traffic. Accordingly, the streets are good candidates for extension of pavement life by strengthening the existing pavement structure. Minimal removal of damaged structure is indicated.

A separate report is attached in Appendix B that provides background on pavement maintenance and rehabilitation strategies in Elko New Market. Based on this report and the existing conditions encountered, it is recommended the city place a thin (1 ½ inches or so) overlay to reinforce the existing pavement on the indicated streets. Since the subject roadways can handle this additional thickness with no undue buildup to affect traffic, drainage, or appearance, and good adhesion would be anticipated to the existing surface, full-width milling and removal of any existing asphalt is not recommended. Edge milling to allow a smooth tie-in to existing curbs would be provided. Manholes and gate valve boxes in the pavement area will need to be raised to meet the new road surface.



TYPICAL SECTION

We recommend drain tile be installed at key locations in the Jean Way sand subgrade. The resulting pavement cuts should be patched to match the original pavement section prior to installation of the overlay. Park Street's subgrade drainage was improved this way several years ago with good results after exhibiting similar distresses. Park Street was never overlaid after patching, but is included with this project.

Some agencies apply pavement fabric to the existing pavement prior to placing overlays. The fabric is for creating a moisture barrier that minimizes water coming through the pavement and getting into the base. On streets with poorly drained base layers, this strategy can slow the rate of reflective cracking and extend the life of the overlay.

We evaluated using this strategy on these pavements; however, most streets being rehabilitated have a two-foot sand layer beneath the aggregate base. The base layers of these streets are well drained. Main Street in Elko may not have this layer; however, it is a former Scott County roadway and was constructed for higher volumes of heavy traffic. None of the streets except Jean Way exhibit distresses consistent with wet subgrade, and we're proposing to correct that. It is our

opinion the pavement fabric costs would exceed the benefits for the streets included in this project.

The estimated project cost to replace bonnet bolts on all valves and hydrants in the project is approximately \$100,000. Replacement requires excavation down to the top of the pipe, shutting down the valve or hydrant, removing the corroded bolts and placing new, corrosion-resistant bolts, backfilling to correct densities, and replacing curb, turf, base and the base layers of asphalt prior to overlay. The advantage to doing this work with the overlay is that that patches will not be visible. We do not; however, recommend including this work.

The historical failure rate of these bolts in Elko New Market was about 0.13% per year over the past 20 years on over 20 miles of system. Applying this rate to the 2.52 miles of system and assuming repair costs are tripled when isolated repairs are made rather than as part of a larger project, the expected total cost of all failures based on probabilities over the 15-year life of the overlay is only \$700. The historical failure rate would have to increase by a factor of 143 to justify switching out all bolts in 2019. The Council is advised this analysis is based on assumptions, so the recommendation does pose a risk of higher costs per location and pavement patching if failures do occur. Based on the estimates, it appears to be a risk worth accepting. Costs for bolt replacement are not included in project estimates.

The description of pavement work above only includes the travel and parallel parking lanes of residential streets. Main Street in the downtown area of former Elko has perpendicular parking available on each side. These parking areas are paved with asphalt. The origin of the asphalt is unknown. Main Street was formerly a county highway. It was turned back to the City in association after the improvement of France Avenue in 2006 using county highway funds. The Main Street portion was not improved as the condition was adequate at that time and there was uncertainty about whether it should be redesigned to meet typical city standards (at significant expense) or remain as is.

This uncertainty remains; however, the road is deteriorating and an overlay is recommended on the travel lanes to extend remaining service life. The parking areas are too deteriorated to overlay or even reclaim. This asphalt will need to be removed and the subgrade prepared for new aggregate base and asphalt. The cost for the parking is included in the project estimate. It is proposed to either assess the parking reconstruction to benefitting commercial properties with their consent, or to omit the parking from the project in favor of parallel parking only. This will be discussed further under the financing section of this report.

Finally, Federal law requires that handicapped accessible ramps be installed when pavement improvements, including overlays, are being conducted on adjacent roadways. All sidewalks intersecting the project have ramps that complied with requirements when installed. It is not recommended these ramps be replaced with this project, so no pedestrian ramp costs are included in the estimate.

Replacement of street name signs in the project area is recommended and costs are included in the estimate. Replacement of deficient curbs and replacement of leaking catch basins is also recommended with this project prior to the overlay work.

PUBLIC ENGAGEMENT

An edge mill and overlay project is not unduly intrusive on the daily lives of affected residents; however, those owners of parcels adjacent to the work and that front on the projects are proposed to be assessed for a portion of the cost. Accordingly, staff has thus far posted concept-level information about the project on social media and provided an informational presentation at the October 8th Streets Expo hosted by the City and open to the public.

Staff's takeaway from these interactions include:

- A need for the City to better explain the reason for the overlay; that it is not to “fix” pavements, but to extend the pavement lifespan before extensive fixing is required. Interest in the method of selection of streets for overlay was an apparent result of this lack of information.
- A need to explain why the City has chosen the crack seal and overlay approach to maintenance in lieu of chip sealing (another common maintenance approach).
- Attendance by the public was meager given the scale of the proposed project and efforts to attract members of the public. Generic interest appears to be limited. Staff anticipates mailings to directly affected owners will generate more interest in the project.

State Statutes require two public hearings be held before assessments can be levied for the project. Each hearing requires individual mailed notice to affected parcels as well as published notice. The Council will be asked to schedule the first hearing at the time it accepts this report.

PERMITS/RIGHT-OF-WAY/COORDINATION

The proposed improvements will largely be limited to existing pavement areas. Some storm sewer repairs may involve disturbance of the boulevards behind curbs. The disturbance will be containing to public rights of way.

Owners of private utilities will be notified of the project so they may coordinate any upcoming utility improvement projects with the City project.

ESTIMATED PROJECT COSTS

Estimated construction costs for the street improvements are presented on the following page. These cost estimates are based upon public construction cost information. Since the consultant has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the client and no warranty of guarantee as to the accuracy of construction cost estimates is made. It is recommended that costs for project financing should be based upon actual, competitive bid prices with reasonable contingencies.

Project Cost Estimate
 2019 Pavement Rehabilitation Feasibility Study
 Elko New Market, Minnesota

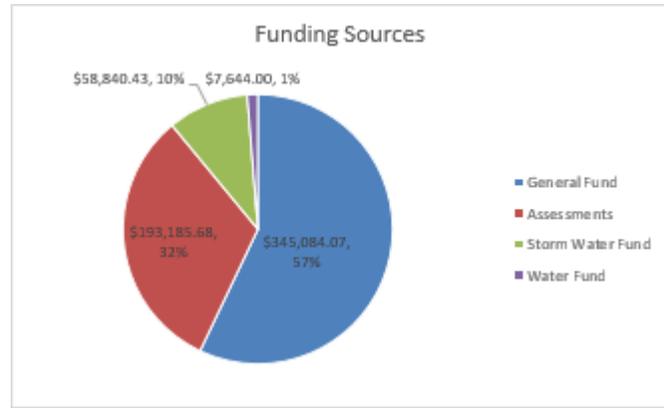


Date: 11/26/2018

Item	Estimated Quantity	Local/Minor Quantity	Major Quantity	Perp. Parking	Storm Fund Quantity	Water Fund Quantity	Unit	Unit Price	Local/Minor Cost	Major Cost	Parking Cost	Storm Fund Cost	Water Fund Cost	Total Amount
MOBILIZATION	LUMP SUM	-	-	-	-	-	LUMP SUM	LUMP SUM	\$25,577.12	\$8,194.37	\$2,845.50	\$4,002.75	\$520.00	\$41,139.74
TRAFFIC CONTROL	LUMP SUM	-	-	-	-	-	LUMP SUM	LUMP SUM	\$5,115.42	\$1,638.87	\$569.10	\$800.55	\$104.00	\$8,227.95
MILL BITUMINOUS PAVEMENT	17777	12,651.00	5,126.00				SQYD	\$1.20	\$15,181.20	\$6,151.20				\$21,332.40
REMOVE BITUMINOUS PAVEMENT	1683			1,400.00	283.00		SQYD	\$2.50			\$3,500.00	\$707.50		\$4,207.50
SUBGRADE PREPARATION	1400			1,400.00			SQYD	\$2.00			\$2,800.00			\$2,800.00
BITUMINOUS PAVEMENT	4061	2,904.00	840.00	277.00	40.00		TON	\$65.00	\$188,760.00	\$54,600.00	\$18,005.00	\$2,600.00		\$263,965.00
ADJUST MANHOLE CASTINGS	55	53.00	2.00				EACH	\$600.00	\$31,800.00	\$1,200.00				\$33,000.00
ADJUST VALVE BOX	52	51.00	1.00				EACH	\$100.00	\$5,100.00	\$100.00				\$5,200.00
CATCH BASIN REPAIR	6				6.00		EACH	\$1,000.00				\$6,000.00		\$6,000.00
HYDRANT BOLT REPLACEMENT	2					2.00	EACH	\$1,000.00					\$2,000.00	\$2,000.00
VALVE BOLT REPLACEMENT AND BOX	2					2.00	EACH	\$1,000.00					\$2,000.00	\$2,000.00
REMOVE & REPLACE CONCRETE CURB	258	98.00	-		120.00	40.00	LINFT	\$30.00	\$2,940.00			\$3,600.00	\$1,200.00	\$7,740.00
4" PERFORATED DRAINTILE	1695				1,695.00		LINFT	\$16.00				\$27,120.00		\$27,120.00
4" YELLOW STRIPING	3605		3,605.00				LINFT	\$2.50		\$9,012.50				\$9,012.50
4" WHITE STRIPING	4940		3,280.00	1,660.00			LINFT	\$2.50		\$8,200.00	\$4,150.00			\$12,350.00
PAVEMENT MARKINGS - WHITE	570	540.00	30.00				SQ FT	\$6.00	\$3,240.00	\$180.00				\$3,420.00
REMOVE & REPLACE STREET SIGN	45	35.00	10.00				EACH	\$250.00	\$8,750.00	\$2,500.00				\$11,250.00
							Subtotals:		\$286,463.74	\$91,776.94	\$31,869.60	\$44,830.80	\$5,824.00	\$460,765.09
							Contingency		\$14,323.19	\$4,588.85	\$1,593.48	\$2,241.54	\$291.20	\$23,038.25
							Est. Construction Total		\$300,786.93	\$96,365.79	\$33,463.08	\$47,072.34	\$6,115.20	\$483,803.34
							Est. Overhead		\$75,196.73	\$24,091.45	\$8,365.77	\$11,768.09	\$1,528.80	\$120,950.84
							Total Est. Project Cost		\$375,983.66	\$120,457.24	\$41,828.85	\$58,840.43	\$7,644.00	\$604,754.18
							Assessable Amt		\$150,393.47		\$9,321.86			
							Units		134.80		39.00			
							Assmt Rate		\$1,115.68		\$239.02			
												Gen Fund		\$538,269.75
							Assessed Amount		\$183,863.82		\$9,321.86	Net Gen Fund		\$345,084.07

PROJECT FUNDING

The 2019 Pavement Rehabilitation Project is proposed to be funded with a mix of utility funds, general obligation bonds, and special assessments to benefitting properties. Based on the preliminary project estimates for both costs and special assessment for funding, a summary of project funding sources is as follows:



SPECIAL ASSESSMENTS

Preliminary estimated special assessments have been calculated per the City's Assessment Policy and tabulated in Appendix C. The proposed unit assessment per Residential Equivalent Density (RED) is \$1,115.68. This rate only applies to the improvement of travel lanes.

The number of REDs for commercial properties on Main Street in former Elko is based on the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Manual. SAC is a measure of wastewater volumes based on the characteristics of the use, and thus is an indicator of traffic needed to generate activity on a site. It was felt SAC better represented traffic generation than front footage because the ratio of trips generated per square foot is believed to be substantially higher for these uses on a daily basis than trips generated from a residential unit. This application is consistent with the City's Assessment Policy.

For the golf course, clubhouse, and pool, SAC Manual REDs are not supported by actual historical water/wastewater use, which is very low relative to traffic generation as indicated by parking supply, so all front footage owned by these uses adjacent to the improvements was used to determine a fair number of REDs.

For the perpendicular parking the total number of stalls that could be provided based on pavement area was discounted for driveways and residential uses, leaving an estimated 40 stalls for commercial use. Examination of available offstreet parking for the two bars indicated a shortfall of about 39 stalls. 40% of the cost of 39 stalls was apportioned to the two bars based on their respective shortfalls. It is proposed to seek a voluntary agreement from the bars for the parking costs if the perpendicular stalls are included in the project. Should the bars feel the parking is not necessary, it is proposed the replacement parking only include 8-foot parallel parking lanes on each side of the street in the downtown Elko block. No curb and gutter or walks are proposed. Driveways and parking stalls would be marked with traffic paint. The cost estimates and draft assessment roll include costs for perpendicular parking.

PROJECT SCHEDULE

If this report is accepted and the Council authorizes the project to proceed at each milestone, the

following schedule is proposed for implementation of the project.

Present Feasibility Report to Council, Order Public Hearing.....	December 6, 2018
Conduct Public Improvement Hearing, Council Order Final Plans.....	January 10, 2019
Present Final Plans to Council, Council Orders Bids.....	February 14, 2019
Open Bids.....	March 4, 2019
Present Bids to Council, Order Assessment Hearing.....	March 14, 2019
Conduct Assessment Hearing, Council Awards Construction Contract.....	April 11, 2019
Construction.....	June, 2019 – October, 2019

FEASIBILITY & RECOMMENDATION

This report identifies the recommended improvements for the 2019 Pavement Rehabilitation Project. It also provides an estimated cost for the proposed work in 2019. The improvements are necessary based on the City's approach to minimizing long-term costs by extending remaining service life of pavements through timely maintenance.

From an engineering standpoint, this project, as proposed, is feasible, cost effective and necessary and it can best be accomplished by letting competitive bids for the work for 2019 construction. It is recommended that the work be done under one contract to complete the work in an orderly and efficient manner. The City Council with support from financial staff and consultants and based on this report and testimony from any Improvement Hearing, must determine the economic feasibility of the proposed improvements and funding solutions.

End of Preliminary Engineering Report

Appendix A: Roll Up of Street Segments and Ratings

Street Segment	Length	Width	2009 Rating	2016 Rating	2018			2009 Age	2016 Age	2018		2019 Mileage
					Rating	Rating	Rating			Pavement Age	Functional Class	
Francis Lane 2	109	31.34	100	97.5	81	52.5	0	9	16	18	local	0.021
Park St 2	297	29.34	100	92	69.5	55.5	0	11	18	20	local	0.056
Jean Way 1	847	31.34	100	95	82	57.5	0	9	16	18	local	0.160
Dorothy Lane 1	956	31.34	100	90	85.5	57.5	0	9	16	18	local	0.181
Tammy Dr 1	150	31.34	100	95	87	58	0	9	16	18	local	0.028
Theresa Marie 2	104	31.34	100	95	86	58.5	0	9	16	18	local	0.020
Ptarmigan Dr 1	199	24	100	91	79	60	0	4	11	13	local	0.038
Francis Ct 1	240	31.34	100	92.5	87	68.5	0	9	16	18	local	0.045
Oakridge Way 1	478	28	100	97	91.5	69.5	0	9	16	18	local	
Glenmoor Court 1	181	23	100	100	87.5	71	0	8	15	17	local	
Overlook St 2	116	31.66	100	100	97	71.5	0	7	14	16	local	
Oak Street 1	700	29.34	100	99	85.5	72.5	0	5	12	14	local	
Todd Ct 1	329	31.34	100	98	91	72.5	0	8	15	17	local	
Brady 1	1403	31.34	100	98	89.5	73.5	0	6	13	15	local	
Maverick Ave 1	858	31.34	100	98	92	73.5	0	8	15	17	local	
Oakridge Place 1	488	28	100	100	97	73.5	0	7	14	16	local	
Overlook Court 2	273	31.666	100	100	100	73.5	0	6	13	15	local	
Stirling Court 1	159	23	100	86.5	95	74.5	0	8	15	17	local	
Church Street 2	236	33	100	93.5	92	75	0	11	18	20	local	
Pond Court 1	426	29.34	100	99	88	76	0	5	12	14	local	
Brady 2	126	31.34	100	98	95	76	0	7	14	16	local	
Todd Street 2	1052	31.34	100	99	91	77.5	0	8	15	17	local	
Theresa Marie 1	1457	31.34	100	99	93	77.5	0	7	14	16	local	
Wagner 1	147	29.34	100	96	84.5	78.5	0	11	18	20	local	
Fairway Hills Drive 1	800	29.34	100	99	89	78.5	0	5	12	14	local	
Longridge Drive 2	204	27	100	95.5	95.5	78.5	0	8	15	17	local	
Church Street 1	309	30	100	100	74.5	80	0	1	8	10	local	
Park Ct 1	314	31.66	100	100	100	80	0		3	5	local	
Richard Dr 1	786	27	100	95.5	97.5	80.5	0	6	13	15	local	
Rowena Ct N 1	260	31.34	100	97	100	80.5	0	6	13	15	local	
Wagner 2	1303	29.34	100	100	97.5	81	0	10	17	19	local	
Meadowridge Court 1	642	28	100	100	100	81	0	6	13	15	local	
Meadow Road 1	152	28	100	100	92	81	0	10	17	19	local	
Rowena Curve 3	499	31.34	100	92.5	100	81.5	0	6	13	15	local	
Brady 3	1020	31.34	100	100	95.5	81.5	0	7	14	16	local	
Prairie St. 1	735	29.34	100	100	91	81.5	0	5	12	14	local	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	2009 Age	2016 Age							
Oakridge Way 4	539	28	100	98	93.5	82	0	11	18	20	local	
Park St 1	636	29.34	100	99	98	82	0	10	17	19	local	
Overlook St 1	563	31.66	100	100	100	82.5	0	6	13	15	local	
Rowena Ct S 1	141	31.34	100	97.5	95	83	0	6	13	15	local	
Seuer Ct 1	263	31.66	100	100	94	83	0	7	14	16	local	
Wild Wings Pass 2	156	31.34	100	100	92	83	0	9	16	18	local	
Evergreen Ct. 1	403	29.34	100	95.5	89.5	83.5	0	5	12	14	local	
Holly Court 1	197	31.34	100	95	95.5	83.5	0	9	16	18	local	
Meadowridge Dr 3	928	28	100	100	93	84	0	6	13	15	local	
Anna St 1	493	31.66	100	100	94	84	0	6	13	15	local	
Oakhill Ct. 1	318	28	100	95	78	84.5	0	11	18	20	local	
Whispering Hills Ln 1	1246	29.34	100	100	91	84.5	0	5	12	14	local	
Paul St 1	744	22	100	95	86	84.5	0	29	36	38	local	
Riley Road 1	492	31.34	100	100	90	84.5	0	6	13	15	local	
West Louis St 1	500	27	100	98	90.5	85	0	22	29	31	local	
Francis Lane 1	732	31.34	100	99	90.5	85	0	6	13	15	local	
St Mary 2	622	26	100	90	88.5	85.5	0	22	29	31	local	
Maverick Ave 2	188	31.34	100	100	93	85.5	0	7	14	16	local	
Thomas Ave 1	1843	28	100	94.5	98	85.5	0	13	20	22	local	
Tammy Dr 2	186	31.34	100	94.5	92	86	0	7	14	16	local	
Blackpool Court West	186	23.34	100	100	98	86	0	6	13	15	local	
Weston Court 1	524	23	100	91.5	82	86	0	8	15	17	local	
Overlook Court 1	119	31.666	100	100	91	86	0	7	14	16	local	
Judy Court 1	173	31.34	100	95.5	94	86	0	6	13	15	local	
Woodcrest Ln 2	348	28	100	99	73.5	86.5	0	11	18	20	local	
Francis Dr 1	117	31.66	100	97	95	87	0	7	14	16	local	
J Roberts Way 1	213	31.34	100	100	98	88	0	7	14	16	local	
Hickory Ridge Drive 1	1326	27	100	100	94.5	88	0	3	10	12	local	
Blackpool Court East	568	23.34	100	100	99	88	0	6	13	15	local	
Meadowridge Dr 4	210	28	100	100	100	88	0	7	14	16	local	
Shelly Lane 1	482	31.34	100	98	92	88	0	6	13	15	local	
Woodcrest Ln 1	686	26	100	94.5	90	88.5	0	4	11	13	local	
Ponds Way 2	514	28	100	100	100	89	0	6	13	15	local	
St Mary 1	526	24	100	100	84.5	89	0	11	18	20	local	
St Joseph 2	284	26	100	84.5	90	89.5	0	22	29	31	local	
St Joseph 1	325	29.67	100	100	98	89.5	0	22	29	31	local	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	2009 Age	2016 Age							
Wild Wings Pass 1	1334	31.34	100	100	98	89.5	0	9	16	18	local	
Wexford Lane	922	23.34	100	100	98	89.5	0	6	13	15	local	
Ptarmigan Court 1	86	27.34	100	99	94	90	0	3	10	12	local	
Jean Way 2	1116	31.34	100	100	93	90	0	9	16	18	local	
Ponds Way 1	477	28	100	98	99	90	0	9	16	18	local	
Cambridge Lane 1	492	23	100	98	100	90	0	8	15	17	local	
Williams St 2	295	30	100	98	83.5	90	0	22	29	31	local	
Anna St 3	124	31.66	100	100	92	90	0	7	14	16	local	
Todd Street 1	670	28	100	100	93	90	0	11	18	20	local	
Anna Court 1	430	31.66	100	100	93	90	0	6	13	15	local	
Oakridge Way 2	665	28	100	100	94	91	0	7	14	16	local	
Francis Dr 2	544	31.66	100	100	98	91	0	6	13	15	local	
Oxford Lane 1	2634	27.34	100	100	98	91	0	3	10	12	local	
Windrose Court 1	373	28	100	100	95	91	0	11	18	20	local	
Meadowridge Dr 2	1285	28	100	100	99	91	0	4	11	13	local	
Mac 1	874	29.34	100	100	100	91	0	10	17	19	local	
Longridge Drive 3	133	27	100	95	100	91.5	0	3	10	12	local	
Wild St 2	272	31.66	100	100	98	92	0	7	14	16	local	
Pondview Circle 1	135	31.34	100	100	95	92	0	3	10	12	local	
Old Town Road 1	827	27.66	100	100	99	92	0	3	10	12	local	
Williams St 1	304	25	100	99	88.5	93	0	29	36	38	local	
Carter St 1	682	31.34	100	100	90.5	93	0	6	13	15	local	
Anna St 2	162	31.66	100	100	95	93	0		3	5	local	
Seuer 1	2174	31.66	100	100	100	93	0	7	14	16	local	
Rowena Curve 1	792	31.34	100	100	100	93	0	3	10	12	local	
Longridge Drive 1	696	27	100	100	92	94	0	3	10	12	local	
Wild St 1	383	31.66	100	99	100	94	0	6	13	15	local	
Cedric Lane 1	543	31.34	100	99	100	94	0	5	12	14	local	
Drew Ave 1	340	25	100	100	100	95	0	3	10	12	local	
Shelly Court 1	270	31.34	100	100	94	95	0	6	13	15	local	
Park St 3	678	29.34	100	100	100	95	0	6	13	15	local	
Meadowridge Dr 1	390	28	100	100	100	96	0		1	3	local	
Ponds Circle 1	156	28	100	100	100	96	0		1	3	local	
Overlook Dr 1	1265	31.66	100	100	98	97	0		3	5	local	
Ponds Way 3	2013	28	100	100	100	97	0		1	3	local	
Rowena Curve 2	1302	31.34	100	100	100	97.5	0	3	10	12	local	

Street Segment	Length	Width	2009 Rating	2016 Rating	2018 Rating	2018			2019 Mileage			
						2009 Age	2016 Age	Pavement Age		Functional Class		
Dogwood Dr 2	827	28	100	100	97	98	0	1	3	local		
Saxon Drive 1	788	31.34	100	100	100	98	0	5	12	14	local	
265th St. E 1	1223	25	100	100	100	98	0	3	10	12	local	
Harvest Drive 1	250	26	100	81.5	45	99	0	29	36	38	Local	
Oakridge Way 3	446	28	100	100	81.5	99	0	10	17	19	local	
Dogwood Dr 1	173	28	100	100	96	99	0	4	11	13	local	
Marketplace 1	1400	43	100	100	100	100	0				local	
Dogwood Ct 1	333	28	100	100	100	100	0		1	3	local	
Main St 1	1077	24	100	96	72	50	0	22	29	31	Major Collector	0.204
Xerxes 1	2400	24	100	100	76.5	73.5	0	11	18	20	Major Collector	0.455
France 1	367	22	100	94	89	73.5	0	22	29	31	Major collector	0.070
France 2	2691	33	100	100	94	78.5	0	2	9	11	Major Collector	
Dakota 1	706	35.34	100	97	89.5	80.5	0	8	15	17	Major Collector	
255th 1	2650	35.66	100	100	94.5	81	0	3	10	12	Major Collector	
275th 1	1024	26	100	100	95	83.5	0	3	10	12	Major Collector	
Beard Ave 1	1754	26	100	98	96	83.5	0	3	10	12	Major Collector	
Dakota 2	1092	29.34	100	96.5	90	84	0	11	18	20	Major Collector	
Webster st 1	1760	29.67	100	100	100	86	0	6	13	15	Major Collector	
James Pkwy 4	2788	35.34	100	100	98	87	0	3	10	12	Major Collector	
Xerxes 3	1550	26	100	100	95	88	0	6	13	15	Major Collector	
Nevada Ave 1	1965	35.34	100	100	99	88	0	3	10	12	Major Collector	
Xerxes 2	3095	26	100	100	97	93	0	6	13	15	Major Collector	
Webster St 2	996	29.67	100	100	100	94	0	4	11	13	Major Collector	
Glenborough Drive 2	3194	35	100	98	75	63.5	0	8	15	17	Minor Collector	0.605
Aaron Dr 2	792	35.34	100	98	82.5	68.5	0	6	13	15	Minor Collector	0.150
James Pkwy 3	636	35.34	100	100	86	73.5	0	6	13	15	Minor Collector	0.120
Knights Road 1	1093	31.34	100	99	83	75.5	0	5	12	14	Minor Collector	0.207
Aaron Dr 1	868	35.34	100	96.5	90	75.5	0	9	16	18	Minor Collector	0.164
James Pkwy 2	1338	35.34	100	99	92	81	0	7	14	16	Minor Collector	
Chowen Ave 1	1237	27.34	100	99	94.5	84.5	0	6	13	15	Minor Collector	
James Pkwy 1	647	35.34	100	100	96.5	87	0	8	15	17	Minor Collector	
Windrose Curve 3	2092	36	100	99	93.5	84.5	0	11	18	20	Minor Collector	
Aaron Dr 3	708	35.34	100	97.5	95	88	0	5	12	14	Minor Collector	
Windrose Curve 1	1834	36	100	100	96	86.5	0	9	16	18	Minor Collector	
Aaron Dr 5	1653	35.34	100	100	95	91	0	-4	3	5	Minor Collector	
Glenborough Drive 1	1323	35	100	100	100	91.5	0	6	13	15	Minor Collector	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	2009 Age	2016 Age							
Windrose Curve 2	1230	36	100	100	93	92	0	10	17	19	Minor Collector	
Knights Road 2	458	32.34	100	100	100	93	0	4	11	13	Minor Collector	
Aaron Dr 4	346	35.34	100	100	95	94	0	5	12	14	Minor Collector	
Chowen Ave 2	308	26	100	100	97	95	0	3	10	12	minor collector	
Chowen Ave 3	483	26	100	99	100	97	0	7	14	16	Minor Collector	

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Appendix B: Elko New Market Pavement Maintenance

ELKO NEW MARKET STREET PAVEMENTS

BACKGROUND

The City of Elko New Market is dedicated to the preservation of one of its largest assets in size and monetary value – its street pavements. In this report, preservation means keeping up a street in an acceptable condition for as long as there is a need for that street. It does not mean solely making the pavement last longer, although that is part of it. Preservation includes proper maintenance, timely rehabilitation to delay increases in deterioration rates that happen as conditions decline, and, finally, replacement - which begins the cycle all over again.

This report provides an overview of the City's pavements – how they're built, their typical life, types of distresses seen due to age, traffic, and weather, and the maintenance, rehabilitation, and reconstruction strategies used or planned in Elko New Market. An overview of management systems will also be provided.

A. Pavements and Their Construction

Blacktop, tar, asphalt, bituminous, and even macadam are all terms used by folks to describe the type of roadway pavement used exclusively on Elko New Market's local roads. The Construction Specification Institute's Masterspec calls it "Asphaltic Concrete Pavement" (as opposed to Portland Cement Concrete). The Minnesota Department of Transportation's Standard Specifications (the pavement bible in Minnesota) calls it "Plant Mixed Asphalt Pavement." This memo will use "asphalt pavement" to refer to the mix of hot bituminous material (asphalt), aggregates, and sand used to create a durable, dust free, and smooth-riding surface for roads. Other types of pavements won't be discussed here, but feel free to ask the City Engineer about them if you're curious.

Streets surfaced with asphalt pavements typically consist of layers constructed in the following order (bottom layer to top):

1. A roadbed prepared by removal of weak and/or wet material that is shaped and compacted to the desired cross-section and grade
2. (Sometimes) a subbase consisting of on-site or imported material, usually granular due to its free draining and strong-when-wet properties, shaped and compacted to the desired thickness
3. An aggregate base (commonly called "Class 5") layer of well mixed fine, medium, and large, angular aggregate particles, shaped and compacted as a high-strength, stable base for the asphalt pavement
4. A non-wearing course of asphalt pavement, usually consisting of a lower cost blend of aggregates and/or asphalt cement (AC) to add strength and additional smoothness in preparation for the final layer. This layer is usually at least two inches thick. It is also referred to as the "base course".

5. A sprayed-on layer of tack coat. This layer of asphalt material helps the non-wearing course bind with the final layer so they behave together more like a single layer.
6. The wearing-course layer of asphalt pavement. This is where the higher quality, more finely graded aggregates and often a better performing AC is used. The goal is a high-strength, smooth-riding, nice-looking final layer. The smaller rock and costlier oil allows tighter compaction and reduces brittleness in cold weather and undue softness in hot weather.

Asphalt pavement is considered a flexible pavement. When a load is placed on the surface, the pavement flexes, and the load is transferred and spread to the layers below in proportion to the strength of each layer. The objective is to spread the load so the force on the roadbed, or subgrade, is such that no permanent deformation of the soil occurs. It becomes evident then, that the strength of the subgrade is an essential part of the pavement design. A strong subgrade requires less spreading of the loads – a weaker pavement section is required. Elko New Market generally has weak subgrade soils, meaning a more robust (and expensive) pavement section is required.

B. Pavement Lifespan and Distresses

The enemies of asphalt pavements include water, freezing and thawing, excessive loads, repeated loads, and time. These can damage pavements independently, but when working together can be quickly destructive to a pavement. It is important they be managed well.

We typically expect a properly designed, constructed and maintained/rehabilitated pavement to “last” 35 to 40 years before it must be re-built from the subgrade up. Pavements will almost always need some type of more intensive maintenance or rehabilitation to reach this life. More information on this is provided in the next section.

The distresses that can occur in an asphalt pavement are legion. There are also multiple causes. This primer will stick to common distresses in Elko New Market.

The most common and non-preventable distress is shrinkage cracks. Asphalt pavement changes dimension with temperature. You might imagine this is a big issue in Minnesota. Additives in the AC help minimize this, however, asphalt pavements will all develop transverse (perpendicular to centerline) cracks across the roadway within a few years of construction. These cracks will typically be spaced uniformly every 30 feet or so.

There are other types of cracks that develop just from use. If you’ve ever broken a wire by bending it back and forth you can imagine how pavement cracks develop from the repeated flexing from loads. The concept is the same. Cracks from all reasons continue to develop in smaller and smaller blocks as the pavement ages. The important thing about cracks is that they create a conduit through the asphaltic pavement courses that allow runoff to weaken the aggregate base layer. They can also lead to complaints about ride quality if they become too deep or wide or there is an offset in the pavement. Cracks also lead to perceptions that the road is old or worn out.

As crack spacing gets smaller and smaller, the pavement will develop areas of “alligator cracking” (think of the pattern on alligator hide boots). The density of the cracks allows more water to weaken the base, and the loss of structural bridging means loads are more concentrated on the base layer. Alligator

cracking typically leads soon to potholes. This is where portions of the pavement are displaced, traffic and water pounds out weak base material, and a hole in the road deepens and widens and makes you spill your coffee if you hit it.

Pavements discolor over time from a deep black to a dull gray. This doesn't affect strength, it is primarily cosmetic. Pavements can also become brittle at the surface and some fine aggregates can be dislodged. The surface gets polished from high traffic volumes or heavy loads and skid resistance declines. This is a valid reason for some types of maintenance strategies such as a chip seal, but is not typically an issue on City streets due to low volumes and speeds.

C. Pavement Preservation

An important issue for the Council to consider is, "how bad is bad?" Or, "what is an acceptable pavement condition and what isn't?" This can be answered in many ways. The most conservative might be a strategy based on the volume of complaints being received, or an approach that only seeks to prevent or minimize vehicle damage. These approaches would probably mean some pretty tough-looking roads are kept in service. It might also mean a bigger street crew is needed. At the other extreme, a community could desire that its roads be constantly maintained in a smooth, dark, like-new condition. This would have notable budget impacts. There is no best answer. The selected threshold is a value judgment that will vary from community to community.

Elko New Market is pursuing a balance between always perfect and waiting for residents to start complaining. The City has not historically been concerned with keeping streets looking "new", but rather on minimizing undue pavement damage from water penetration at cracks and intervening when conditions reach a point where deterioration could accelerate. The selected approach also seeks to minimize long-term costs.

D. Pavement Maintenance Strategies

In this memo maintenance strategies are considered those practices that slow the development of further distresses or mitigate existing distresses. The Elko New Market Public Works Department has focused on annual crack sealing. This technique involves cleaning out cracks to create a reservoir for a high-strength rubberized sealant to be placed in them. The sealing minimizes water intrusion that can weaken the base and promote further cracking in the area of the original crack. It does not "weld" a crack together or prevent other shrinkage or flexural cracks. They will continue to develop over time.

Pothole patching has not yet been a prominent maintenance activity in Elko New Market, but it will increase as the streets age. This practice is an art and science of its own. It can vary from throwing some cold mix in a hole and stomping it into place as a quick fix, to excavating, shaping and carefully rebuilding pavement layers in a discrete area, to using infrared equipment to heat asphalt and allow it to be re-spread and compacted over a pothole-prone spot. There are lots of novel approaches, and you can make a patch look very nice – for a little while. It is our opinion that the onset of potholes is an indication that a request from the public for rehabilitation or reconstruction is not far away.

Snow plowing, catch basin maintenance, load restrictions, and street sweeping are also maintenance practices that help delay deterioration of the pavement. The first two help remove water from the pavement. Load restrictions keep heavy loads off pavements in the spring when they are at their weakest due to frost melt and water intrusion. Street sweeping removes incompressible materials that

can keep cracks open and make them harder to seal. Loose sand and gravel on the surface also poses a hazard and/or nuisance for street users.

E. Pavement Rehabilitation Techniques

Rehabilitation techniques are those that extend the usefulness of a deteriorated pavement and delay further deterioration. Rehabilitation is typically a more capital-intensive approach. In Elko New Market, we anticipate the primary rehabilitation strategy will be thin overlays. This is where the pavement is cleaned, spots or potholes repaired as needed, pavements near curbs or structures are milled down to prevent undesirable grade differentials, a tack coat is sprayed on, and an inch or two of asphalt wearing course pavement is paved onto the road. The road looks new and will ride better for a time. Many of the smaller and newer cracks will be bridged. Shrinkage cracks or other active cracks will reflect through fairly soon; however, the onset of potholes will be significantly delayed. The cost of the overlay is typically justified by the delay in reconstruction expenditures.

In Elko New Market a rehabilitation is planned for each street segment based on a measured decline in condition. This point is expected between a pavement age of 15 to 25 years. The rehabilitation is for improving the ride and restoring some strength to prolong the pavement's usefulness. Thin overlays been found to extend pavement life at a relatively low cost compared to reconstructing the street. Most agencies hope for another 10 to 15 years of acceptable service when a thin overlay is applied at the proper time.

Another common approach, although usually considered maintenance rather than rehabilitation, is to periodically apply a "chip seal" to existing pavements. A chip seal involves spraying an asphalt emulsion on the surface and spreading fine, crushed rock over it. When the water evaporates from the emulsion, the rocks stick to the oil left behind creating a very thin new wearing surface. During a recent economic analysis to compare chip sealing streets every 5 years versus placing a thin overlay at year 20, it was found that while any individual chip seal application is less costly than the overlay, over the long term the overlay equivalent cost is over 30 percent less than the chip seal approach. While some chip sealing was done by the developer after pavements were initially constructed in the Windrose subdivision, the City has not continued the practice. Instead, the City chose the overlay approach shortly after the cities merged in 2007. Overlay remains the favored option.

F. Pavement Reconstruction Methods

Reconstruction is just what it sounds like – take apart the street and rebuild it. Historically, that meant going down to the subgrade by removing pavement layers and starting over. This has advantages, especially if there are utilities below the street that also require attention, or the alignment, grade, and/or cross section of the street will be changing. As you might imagine, switching out all these layers is expensive. So much so that it is often advised that cities live with troublesome utilities, if possible, until the street needs reconstruction. On a full utility and street reconstruction project, the street alone can reach or exceed half the total project cost.

These days, technologies have evolved that provide more options for utility improvements and street reconstruction. Utility improvements won't be discussed here. Again, ask the City Engineer if you're curious. The use of Cold In-Place Recycling of pavements has become more common. This technique involves grinding up and mixing together the existing deteriorated asphalt pavement and underlying

base with a large machine called a “reclaimer”. The new product is then shaped and compacted to form a thicker, rejuvenated base for new pavement layers. Variations on the theme might include salvaging and recycling some of the asphalt pavement or blading the ground-up material aside to allow utility work to be done before re-placing and compacting it. This technique avoids the cost of picking up the old material and trucking it out and new material in, plus saves the cost of the new base materials. It also saves time. We expect that recycling will be a commonly used technique in Elko New Market when rehabbed pavements finally need to be reconstructed.

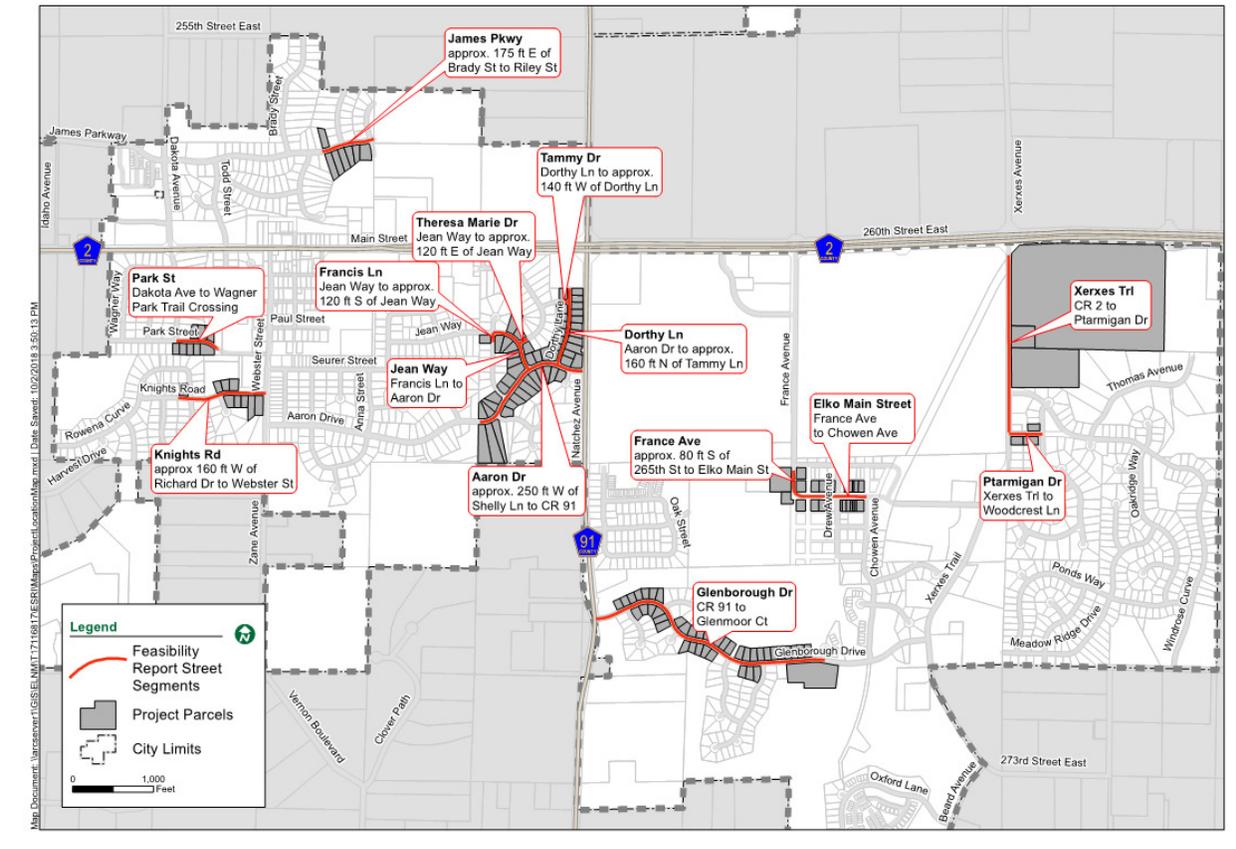
G. Pavement Management Systems

How do we keep track of where streets are at in their maintenance, rehab, and reconstruction cycle? By use of some sort of Pavement Management System. These can be as simple as a map that gets marked up every year to as elaborate as a customized software program that tracks every inspection, distress and dollar spent. They all share key features, or should, which are:

- Breaking the street system up into manageable segments of common location, age, section, etc.
- Some type of objective way of inventorying and tracking the existing pavement distresses
- Using the distresses to establish a pavement rating
- Matching maintenance, rehab, or recon strategies to the distresses
- Assigning costs to the various street segments based on the selected strategies
- Using pavement ratings and other criteria to prioritize and project a schedule for the work
- Updating the data in the system periodically so funding needs can be forecast

Elko New Market has been using a spreadsheet to track pavement rating data gathered by an engineer that examined each road segment. Automated systems that test road strength and measure other distresses are available but have not been deemed cost effective for Elko New Market roads at this point.

Most Elko New Market pavements were constructed in roughly the same nine-year period and only crack filling has been indicated thus far.



The streets in the 2019 project were selected based on functional class and condition. Local road segments selected all had a Pavement Condition Index (PCI) rating of 69 or worse. The PCI is a 0 to 100 scale, with 100 being perfect condition. Most local streets included will be 19 years or older in 2019, although one will be only 14 years. Its condition; however, warranted inclusion. Local roads are roads that have little or no “through” traffic – most traffic is from residents accessing their homes. The thin overlay approach to extending remaining service life seeks to improve the pavement when or before its condition deteriorates by about 40 percent. This is approximated by a PCI of 60.

There are some local roads of unknown age, but likely older than the selected roads, with better-than-expected conditions based on measured distresses. The streets look distressed; however, close examination reveals the distresses are largely surficial due to uneven surface and fine cracks in one or more seal coat layers applied in decades past. Traffic volumes on these streets are very low. The City will want to consider when the time comes to rehabilitate these streets whether additional investment – perhaps incurring additional assessments – should be made to upgrade old water pipes, improve drainage, and add curb and gutter to bring these neighborhoods to current standards.

The project also includes minor and major collector roads. All major and minor collectors chosen had a PCI of 76 or worse and will be 15 years old or older in 2019. A higher threshold was selected for these

roads because they typically experience higher traffic volumes and loadings. It is also anticipated user expectations for condition and free flow of traffic are higher on through roads.

The roads selected result in a ratio of benefitting parcels per mile that is like the overall ratio throughout the city for the mix of local, minor and major collector roads. What this means is that assessments based on an approach where the City pays for major collectors and assesses 40 percent of the cost of local and minor collector overlays would be uniform over all rehabilitation projects if a similar ratio is maintained. The 2019 assessments should be like assessments in later years if the mix of roads selected continues to reflect the overall mix.

Appendix C: Preliminary Assessment Roll

DRAFT Assessment Roll - 2019 Pavement Rehabilitation										
PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment	
230380330	9498 GLENBOROUGH DR	ANDERSON DAN T & LINDA J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190560	351 JAMES PKWY	ANDERSON JAY A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190170	336 JAMES PKWY	ANDERSON LARRY D & ANGELA S				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090050	2210 JEAN WAY	ARITA HAWA & KEFA ARITA				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200350	317 KNIGHTS RD	ARVAN DAVID				1	1 \$ 1,115.68	na	\$ 1,115.68	
230070130	120 PARK ST	BACON GERALD L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380210	9376 GLENBOROUGH DR	BEHNKEN STEVEN P				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090310	1018 TAMMY DR	BEREUTER ERIKA & JANNA E BEREU				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090300	1137 DORTHY LN	BERNARDY ADAM R				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200340	319 KNIGHTS RD	BESEKE STEVEN P & PATRICIA A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380200	9362 GLENBOROUGH DR	BOSCH GUY F & TRACEE M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090280	1141 DORTHY LN	BOWMAN JOHNNY D				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380010	9020 GLENBOROUGH DR	BRAUN ALLEN M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380070	9130 GLENBOROUGH DR	BRITTEN ANDREW L & SHEENA A BR				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380640	9421 GLENBOROUGH DR	BUNDE ALAN W				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290210	9500 MAIN ST	BUSKE BRUCE R & SUPAPORN PHUNG	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230380260	9428 GLENBOROUGH DR	BYERS RICHARD W & JENNIFER L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230130410	3309 AARON DR	BYRNE RICHARD				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290310	9645 MAIN ST	CHALMERS JERRY W & CHERYL D	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230290320	Main	CHALMERS JERRY W & CHERYL D	y			0	0 \$ -	na	\$ -	
230070180	119 PARK ST	COLLIGNON AMBER J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380600	9377 GLENBOROUGH DR	COLLINS CHRISTOPHER M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380810	9575 GLENBOROUGH DR	COPPERHEAD DEVELOPMENT INC		Y		13.3	13.3 \$ 14,838.52	na	\$ 14,838.52	
230090340	3323 AARON DR	CRAWFORD ROBERT L & ELIZABETH				1	1 \$ 1,115.68	na	\$ 1,115.68	
230300010	10013 PTARMIGAN DR	CUTSFORTH DAVID A & MARLENE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380020	9046 GLENBOROUGH DR	DAILEY DANIEL E				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380060	9118 GLENBOROUGH DR	DAO KHANG V & CHRISTINE C				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090510	1030 THERESA MARIE DR	DEUTH CRAIG R & BRENDA K				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380270	9438 GLENBOROUGH DR	DOHERTY PATRICK W				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380300	9466 GLENBOROUGH DR	DONNELLY JEFFREY J & MELISSA A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230300060	10051 PTARMIGAN DR	DRAPER STANLEY J & DEBRA J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090060	2212 JEAN WAY	DRIESCH KIMBERLY A & RICHARD J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380040	9082 GLENBOROUGH DR	DYBSETTER KEITH D & LORI K ENG				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380280	9444 GLENBOROUGH DR	EASTMAN JANIS L & RONALD J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380440	9359 GLENBOROUGH DR	ELANDER LEE RUSSELL III				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190610	359 JAMES PKWY	ELKO NEW MARKET CITY OF				1	1 \$ 1,115.68	na	\$ 1,115.68	
239270120	26518 FRANCE AVE	ELKO NEW MARKET CITY OF	y			0	0 \$ -	na	\$ -	
230380320	Glenborough	FAREL ROGER B				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090210	1155 DORTHY LN	FOLEY KATIE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380290	9450 GLENBOROUGH DR	FORST DILLION T				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090370	1150 DORTHY LN	FOX LARRY				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090030	2206 JEAN WAY	FRAZIER ERIC T				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290300	Main	FREDRICKSON TERRY L	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
239270070	26540 FRANCE AVE	FRENG LANNY A	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230090260	1145 DORTHY LN	FRIEDGES TYRONE & TROY FRIEDGE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190550	347 JAMES PKWY	GABRIEL BRAD P & BREA L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190540	345 JAMES PKWY	GARVIS SCOTT M & JAYNE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090420	1140 DORTHY LN	GROSAM TROY				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090090	3318 AARON DR	GRUNWALD GARY A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200370	305 KNIGHTS RD	HAGEN ROBERT R & PETRA J				1	1 \$ 1,115.68	na	\$ 1,115.68	

PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment
230290070	9630 MAIN ST	HAMANN JUSTIN	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230380430	9351 GLENBOROUGH DR	HANSON DAVID H & LORI M				1	1 \$ 1,115.68	na	\$ 1,115.68
230380230	9390 GLENBOROUGH DR	HARMER JAY W				1	1 \$ 1,115.68	na	\$ 1,115.68
230090290	1139 DORTHY LN	HERBECK JACOB D & CARRIE L STA				1	1 \$ 1,115.68	na	\$ 1,115.68
230070160	103 PARK ST	HERTAUS TODD M				1	1 \$ 1,115.68	na	\$ 1,115.68
230090410	1142 DORTHY LN	HESS JEFFREY				1	1 \$ 1,115.68	na	\$ 1,115.68
230290170	9596 MAIN ST	HOLLIDAY TIMOTHY D	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090220	1153 DORTHY LN	HOUSER COREY A & STEPHANIE A B				1	1 \$ 1,115.68	na	\$ 1,115.68
230090400	1144 DORTHY LN	IH3 PROPERTY MINNESOTA LP				1	1 \$ 1,115.68	na	\$ 1,115.68
230090230	1151 DORTHY LN	JENSEN CHARLES & VICKIE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380030	9060 GLENBOROUGH DR	KANFIELD WILLIAM J & DENISE L				1	1 \$ 1,115.68	na	\$ 1,115.68
230200410	320 KNIGHTS RD	KENNGOTT JAMES T				1	1 \$ 1,115.68	na	\$ 1,115.68
230130160	3306 AARON DR	KERVINA LEE M				1	1 \$ 1,115.68	na	\$ 1,115.68
230530010	BP Pool	KJ Wak, Inc		y		1.5	1.5 \$ 1,673.52	na	\$ 1,673.52
239260013	26253 XERXES AVE	KNIPP JOSEPH C & TRACY	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230070200	125 PARK ST	KNUTSEN RONALD & HEIDI				1	1 \$ 1,115.68	na	\$ 1,115.68
230380380	9568 GLENBOROUGH DR	KRASKA KYLE				1	1 \$ 1,115.68	na	\$ 1,115.68
230090350	3325 AARON DR	KROSKA DIANA M & JOHN A				1	1 \$ 1,115.68	na	\$ 1,115.68
230380250	9414 GLENBOROUGH DR	LAWSTUEN CARL J				1	1 \$ 1,115.68	na	\$ 1,115.68
230090100	3320 AARON DR	LEESON ANTHONY J				1	1 \$ 1,115.68	na	\$ 1,115.68
230090390	1146 DORTHY LN	LEMAY ROBERT G & JESSICA R				1	1 \$ 1,115.68	na	\$ 1,115.68
230130130	3312 AARON DR	LEWIS LACEY E				1	1 \$ 1,115.68	na	\$ 1,115.68
230130120	3314 AARON DR	LUEBBERT RICHARD K & SHARI A				1	1 \$ 1,115.68	na	\$ 1,115.68
230290100	9660 MAIN ST	MAHONEY MICHAEL P & SARA B	y	y		0	5 \$ 5,578.39	\$ 1,673.15	\$ 7,251.55
230290260	9575 MAIN ST	MARILYN K GREEN TRUST AGREEMEN	y			0	0 \$ -	na	\$ -
230290270	Main	MARILYN K GREEN TRUST AGREEMEN	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090500	2205 JEAN WAY	MATHEW BINOY				1	1 \$ 1,115.68	na	\$ 1,115.68
230090360	3327 AARON DR	MATTHIES DANIELLE NICOLE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380620	9395 GLENBOROUGH DR	MCBRIDE JEFFREY T & JANET L				1	1 \$ 1,115.68	na	\$ 1,115.68
230090270	1143 DORTHY LN	MERRIMAN CHRISTOPHER				1	1 \$ 1,115.68	na	\$ 1,115.68
230380340	Glenborough	METRO LAND LLC				1	1 \$ 1,115.68	na	\$ 1,115.68
230130080	3207 AARON DR	MIKUNDA TORY M & DANIELLE R				1	1 \$ 1,115.68	na	\$ 1,115.68
239260030	26315 XERXES AVE	MILLER JAMES P & CAROLYN A	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090120	3324 AARON DR	MISCHKE SCOTT D & DEBRA S				1	1 \$ 1,115.68	na	\$ 1,115.68
230090010	3002 FRANCIS LN	MOHN BILLY				1	1 \$ 1,115.68	na	\$ 1,115.68
239260010	26071 XERXES AVE	MOOSBRUGGER SUSAN & JOSEPH J C	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230130370	3300 AARON DR	NAATJES JONATHAN R & DEBRA L				1	1 \$ 1,115.68	na	\$ 1,115.68
230130360	3302 AARON DR	NELSON ROBB A & DEBRA R				1	1 \$ 1,115.68	na	\$ 1,115.68
230190530	337 JAMES PKWY	NEW MARKET PROPERTIES LLC				1	1 \$ 1,115.68	na	\$ 1,115.68
230090070	2214 JEAN WAY	NGUYEN HIEP T				1	1 \$ 1,115.68	na	\$ 1,115.68
230130350	3304 AARON DR	NORRIS CHRISTOPHER & CHRISTINE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380610	9383 GLENBOROUGH DR	O'CONNELL GINA MARIE				1	1 \$ 1,115.68	na	\$ 1,115.68
230230210	440 KNIGHTS RD	O'NEILL RYAN				1	1 \$ 1,115.68	na	\$ 1,115.68
230090020	2204 JEAN WAY	ORTH SCOTT P & CHRISTINE M				1	1 \$ 1,115.68	na	\$ 1,115.68
230090080	3316 AARON DR	OSIECKI TYLER J & KRISTIN M				1	1 \$ 1,115.68	na	\$ 1,115.68
230200360	309 KNIGHTS RD	PARENT DAVID T & DARCI				1	1 \$ 1,115.68	na	\$ 1,115.68
230090240	1149 DORTHY LN	PATOCK MICHAEL T & MELODY M				1	1 \$ 1,115.68	na	\$ 1,115.68
230380400	9091 GLENBOROUGH DR	PETERSEN ROSS T & VUOKKO T				1	1 \$ 1,115.68	na	\$ 1,115.68
230290080	Main	PLATINUM PIONEERS LLC	y	y		0	0 \$ -	na	\$ -
230290090	9646 MAIN ST	PLATINUM PIONEERS LLC	y	y		0	6 \$ 6,694.07	\$ 7,648.70	\$ 14,342.78
230130090	3205 AARON DR	RASMUSSEN KEITH N				1	1 \$ 1,115.68	na	\$ 1,115.68

PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment
230290280	9561 MAIN ST	REEVES MARK	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230090320	1031 THERESA MARIE DR	REICHMUTH CHRISTOPHER D & CATH			1	1	\$ 1,115.68	na	\$ 1,115.68
230380690	Glenborough	REMEY STEPHEN A			1	1	\$ 1,115.68	na	\$ 1,115.68
230070150	100 PARK ST	RHEIN ETAL SCOTT A			1	1	\$ 1,115.68	na	\$ 1,115.68
230070140	110 PARK ST	RHEIN SCOTT A & LISA M			1	1	\$ 1,115.68	na	\$ 1,115.68
230330130	26424 WOODCREST LN	ROEPKE JACOB T			1	1	\$ 1,115.68	na	\$ 1,115.68
230090130	3326 AARON DR	RUHLAND BRIAN J & AMBER L RUHL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380420	9300 GLENBOROUGH DR	SCEARCY CHAD T & AMY E			1	1	\$ 1,115.68	na	\$ 1,115.68
230200400	322 KNIGHTS RD	SCHALLEHN JOEL & MARY			1	1	\$ 1,115.68	na	\$ 1,115.68
230200380	303 KNIGHTS RD	SCHMITZ CHRISTINE M			1	1	\$ 1,115.68	na	\$ 1,115.68
230090200	1157 DORTHY LN	SCHULTZ CYNTHIA M			1	1	\$ 1,115.68	na	\$ 1,115.68
230090250	1147 DORTHY LN	SCHULTZ PAUL & ALICIA			1	1	\$ 1,115.68	na	\$ 1,115.68
230130150	3308 AARON DR	SCHWENK MICHAEL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380220	9382 GLENBOROUGH DR	SEEPERSAUD SHAHABUDEEN & BENI			1	1	\$ 1,115.68	na	\$ 1,115.68
230380700	9459 GLENBOROUGH DR	SHAWN JACK P & VICKI M MILLER			1	1	\$ 1,115.68	na	\$ 1,115.68
230090380	1148 DORTHY LN	SHENOUDA REDA A & MONA H			1	1	\$ 1,115.68	na	\$ 1,115.68
230380350	9528 GLENBOROUGH DR	SIGL BECKI J			1	1	\$ 1,115.68	na	\$ 1,115.68
230290150	9546 MAIN ST	SIMBA WILDER M & HESBON N & YA	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230090190	3335 AARON DR	SMITH JONATHAN & GLORIA			1	1	\$ 1,115.68	na	\$ 1,115.68
230070170	115 PARK ST	SPRIGGS SHAWNA			1	1	\$ 1,115.68	na	\$ 1,115.68
230200390	324 KNIGHTS RD	STEHR DENNIS A & SUSAN K			1	1	\$ 1,115.68	na	\$ 1,115.68
230380370	9556 GLENBOROUGH DR	STENZEL STEPHEN			1	1	\$ 1,115.68	na	\$ 1,115.68
230380050	9102 GLENBOROUGH DR	STINNETT ROBERT S & CAROL M			1	1	\$ 1,115.68	na	\$ 1,115.68
230380360	9540 GLENBOROUGH DR	STINNETT ROBERT S & CAROL M			1	1	\$ 1,115.68	na	\$ 1,115.68
230130420	3311 AARON DR	STRATTON CHAD M			1	1	\$ 1,115.68	na	\$ 1,115.68
230380410	9125 GLENBOROUGH DR	TELLEZ DANIEL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380240	9400 GLENBOROUGH DR	THORESON GREGORY B			1	1	\$ 1,115.68	na	\$ 1,115.68
230380310	9478 GLENBOROUGH DR	TYMA PETER J			1	1	\$ 1,115.68	na	\$ 1,115.68
230380390	9055 GLENBOROUGH DR	ULMEN BARRY			1	1	\$ 1,115.68	na	\$ 1,115.68
230090040	2208 JEAN WAY	VANDERVEEN LISA R			1	1	\$ 1,115.68	na	\$ 1,115.68
230090330	3321 AARON DR	VELIN TREVOR A & TAMARA S			1	1	\$ 1,115.68	na	\$ 1,115.68
230380630	9409 GLENBOROUGH DR	WALTON JOSHUA			1	1	\$ 1,115.68	na	\$ 1,115.68
230130100	3203 AARON DR	WEAVER JENNIFER E			1	1	\$ 1,115.68	na	\$ 1,115.68
230090110	3322 AARON DR	WENZEL JEFFREY S & LINDA K			1	1	\$ 1,115.68	na	\$ 1,115.68
230290160	9566 MAIN ST	WESTLIE BERNARD S & KATHLEEN	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290060	9616 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290200	26511 FRANCE AVE	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290330	9631 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290340	Main	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290350	9615 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290360	Main	WIERSON PROPERTIES LLC	y		0	0	\$ -	na	\$ -
230070190	121 PARK ST	WIGHT ROBERT A			1	1	\$ 1,115.68	na	\$ 1,115.68
230130140	3310 AARON DR	WILKINS ANDREW L & JODY K			1	1	\$ 1,115.68	na	\$ 1,115.68
230190570	355 JAMES PKWY	WILLIAMS SCOTT W & CARIEANN L			1	1	\$ 1,115.68	na	\$ 1,115.68
230290230	9511 MAIN ST	WOLTER JOHN & MARILYN	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230380710	9471 GLENBOROUGH DR	ZAK NICHULIS G & NICOLE L			1	1	\$ 1,115.68	na	\$ 1,115.68
230130110	3201 AARON DR	ZELLER JAMES A & DIXIE			1	1	\$ 1,115.68	na	\$ 1,115.68

Services Provided:

Civil & Municipal Engineering

Water & Wastewater Engineering

Transportation Planning & Engineering

Structural Engineering

Aviation Services

Water Resources Engineering

Landscape Architecture

Land Surveying

Geographic Information System

Project Funding & Financing

Bolton-Menk.com



RESOLUTION 18-78

RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted August 23, 2018, a report has been prepared by Bolton & Menk, Inc. (Consultant City Engineer) with reference to proposed improvement of selected streets by edge mill and overlay and associated work, and this report was received by the council on December 6, 2018, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF Elko New Market, MINNESOTA:

1. The council will consider such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$604,754.18.
2. A public hearing shall be held on such proposed improvement on the 10th day of January, 2019, in the council chambers of the city hall at 7:45 pm and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 6th day of December, 2018.

Mayor

City Clerk



STAFF MEMORANDUM

SUBJECT:	Appointment of Councilmember to Chief of Police Interview Committee
MEETING DATE:	December 6, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Appointment of Councilmember to Chief of Police Interview Committee

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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- 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

With the retirement of Chief Mortenson, the City Council authorized the posting of the Chief of Police/Emergency Management Director position. The selection process will consist of three interviews. The first round of interviews will be conducted by the City Administrator, former Chief of Police Steve Mortenson, former Chief of Police Craig Anderson and the City Clerk. The second round of interviews will be conducted by the City Administrator, former Chief of Police Steve Mortenson, the Assistant City Administrator, the Public Works Superintendent and one council person. The second round of interviews are tentatively scheduled for December 21. The third and final interview will be with the full City Council and will take place sometime after the first of the year as part of an extended work session or at a special meeting.

Staff is requesting that the City Council appoint a member to serve as part of the second round interview panel.



STAFF MEMORANDUM

SUBJECT:	Pending City Council Vacancy
MEETING DATE:	December 6, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Discussion and direction

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City Council is being asked to provide direction, if any, regarding the process for filling the Council vacancy that will be created upon Councilmember Julius assuming the position of Mayor in January.

DISCUSSION:

With the election of Councilmember Julius as Mayor, effective in January of 2019, a vacancy will be created on the City Council. Under previous similar circumstances, the Council has expressed a desire to expedite the process of filling the vacancy. The intent is to determine the process that will be used to fill the vacancy and if appropriate and feasible, initiate any appropriate aspects of the process prior to January.

With less than two years remaining on the term for the position vacated by Mayor-elect Julius, no special election is required by Minnesota State Statute. The Council may appoint a qualified individual to fulfill the remainder of the term for the position vacated by Mayor-elect Julius. In this circumstance, the Council may still choose to hold a special election. A summary of the options has been provided for the benefit of the discussion.

Special Election

Although a special election is not required, the City may hold a special election to fill the vacancy. However, state law requires that the vacancy be filled by council appointment of an individual who is eligible to hold the office until a special election is held. A special election to fill a council vacancy may be held at or before the next regular city election. Many cities hold this type of special election at the same time as the next regular city election. However, the vacancy has occurred with less than half of the term remaining and nearly two years before the next general election. In this circumstance, a "stand-alone" special election would be required before the next regular election, if the vacancy is to be filled by this method.

In order to hold a special election, the council must adopt an ordinance that specifies under what circumstances it will hold a special election to fill a vacancy before the next regular city election. The City does not have an ordinance that addresses this issue. Therefore, the City may choose to adopt an ordinance that addresses all future special elections on vacancies or adopt an ordinance that addresses only a particular election, which would not apply to any future special elections.

Based on statutory requirements, the minimum timeframe to hold a special election is approximately two and a half months. This timeline does not include any delays due to required publication timelines, additional time to advertise the special election. The estimated cost for holding a special election is \$7,000. Again, the Council would still be required to appoint an individual to fill the vacancy until the special election is held and the elected individual takes office.

Appointment

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.

Over the years, the former Cities of Elko and New Market, as well as the merged City of Elko New Market, have utilized a variety of selection methods for appointments to fill council vacancies. These include, but are not necessarily limited to:

- Posting – advertising the vacancy and accepting applications from all interested individuals. This has been the most common approach.
- Limited Solicitation – identifying a select group of potentially interested and qualified individuals (short list, Commissioners, etc.).
- Specific Individual – identifying a specific individual (without posting or other solicitation of interest from multiple individuals) for appointment.

The process for identifying interested individuals and the process for vetting the candidates may vary, but the decision ultimately resides with the Council. The cost of the appointment process is limited to staff and council time, as well as any ancillary publishing costs. The timeline for the appointment process is heavily dependent upon the selection and vetting process utilized.



STAFF MEMORANDUM

SUBJECT:	Monthly Public Works Report – November 2018
MEETING DATE:	December 6, 2018
PREPARED BY:	Corey Schweich, Public Works Superintendent
REQUESTED ACTION:	Information Only

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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 November.

DISCUSSION:

- Public Works Staff performed snow & ice control operations on 2 events in November. Both events consisted of small amounts of snow that needed to be treated with salt. As a result of being short staffed and having other Staff in training for multiple days in November, most of the equipment had not been prepped before the first event. Most of the equipment is now ready for the next event.
- 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.
- As previously reported, Staff is working on filling the vacant Maintenance Worker I position. Staff has chosen a finalist to be moved into a background investigation, and hope to have the position filled sometime in early December as winter is coming soon.
- The Seasonal Maintenance Worker position has also been filled; Justin Weigel has started working and is starting to catch on.
- As part of the regional safety group made up of Elko New Market, Lakeville, and Farmington, Staff attended Fire Prevention training this month. Staff will continue to attend monthly safety trainings through this group.
- Staff removed the basketball hoops from Little Windrose Park
- As part of the seasonal changeover, Staff has continued to put all of the mowing equipment away for the season, and has started to prep the snow and ice control equipment for the winter season.
- Staff pumped down non draining hydrants.
- Staff has started to turn the heaters on in the well houses and towers as the temperatures start to drop.
- Maintenance Workers Hill and Fitterer attended wastewater school and successfully passed their wastewater operators test and now have their class "SD" wastewater operator licenses.
- Staff setup and took down all of the election equipment for the general election.
- As previously reported, Polzin Glass was hired to replace the front doors and openers at City Hall. The work was completed before the general elections.
- The exterior of the New Market water tower had been scheduled to be cleaned in November, but with the cold temperatures it has been rescheduled until spring.
- 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.
- Superintendent Schweich attended Respectful Workplace Training.
- Staff decorated the Community Tree.



STAFF MEMORANDUM

SUBJECT: Monthly Police Activity – November 2018
MEETING DATE: December 6, 2018
PREPARED BY: Craig Bell, CLEO
REQUESTED ACTION: Information only

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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:

November 15 – Officer Machaby attended Glock Armorer certification class to be certified in maintenance and repair of department issued handguns.

November 22 – The Lofton Family (area residents) send out an annual invitation to all law enforcement officers working on Thanksgiving to attend their Thanksgiving festivities. Officer Bell and several Scott County Deputies had lunch with the Lofton Family at their house.

November – Officers Gareis and Bell completed an overhaul and update on the department Field Training Officer Manual, including the expansion of the CIT (crisis intervention training), de-escalation, and critical incident management modules.

November – The police department re-posted the opening for police officer which closes on December 17.

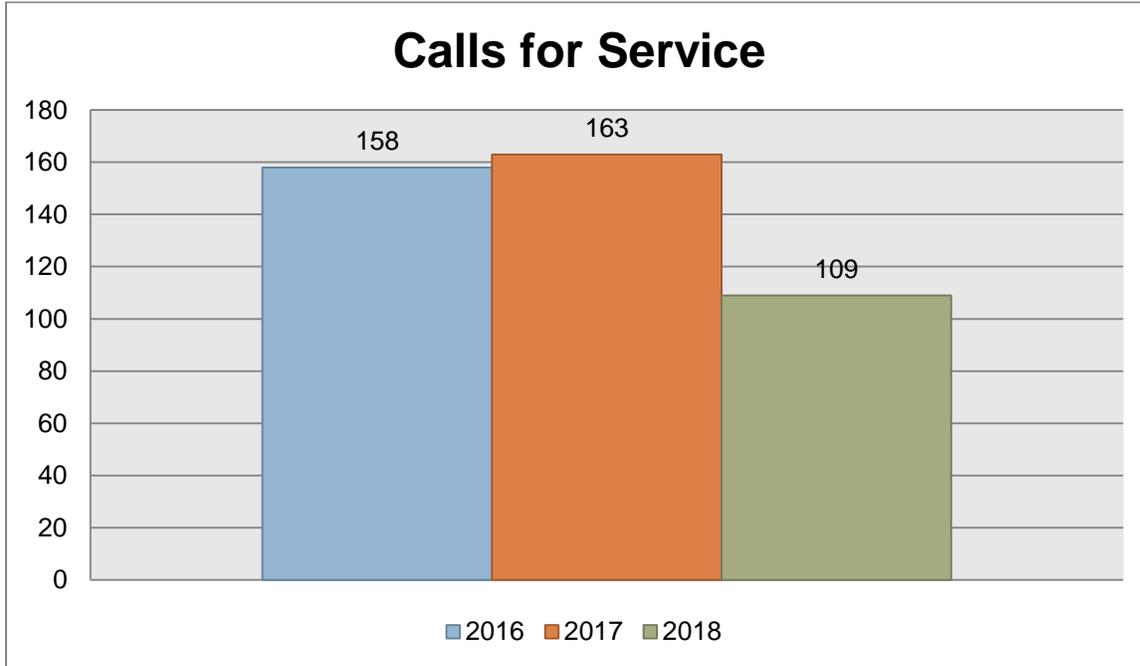
STATISTICAL INFORMATION – November 2018

Types of calls officers responded to:

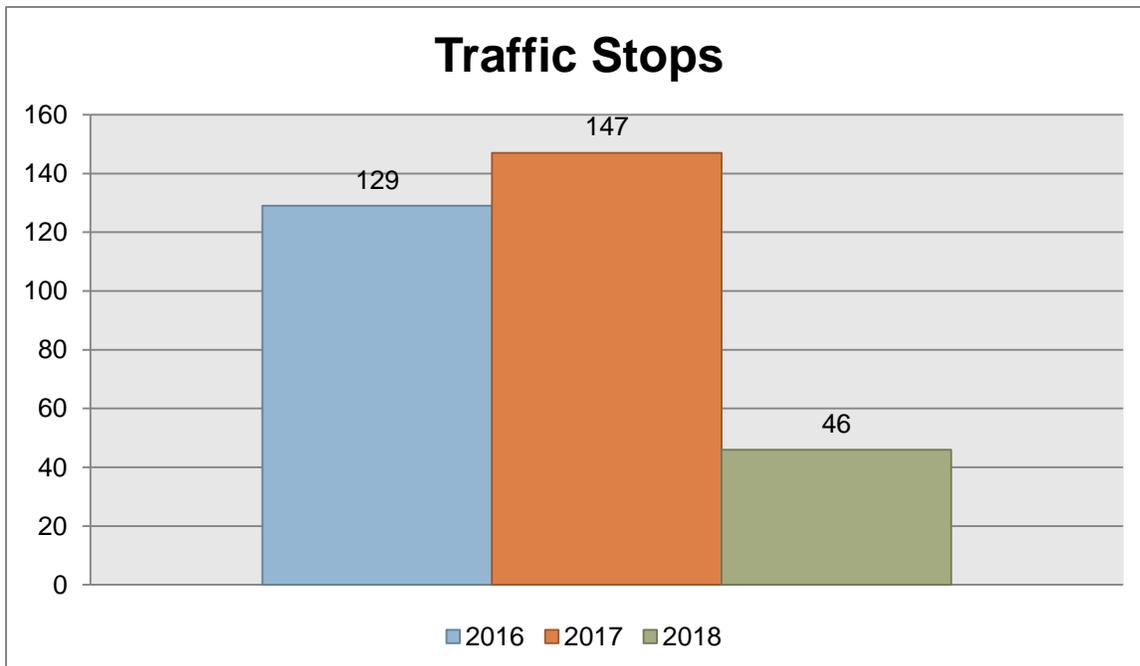
- 1 Assault (one victim hospitalized and other victim taken against his will. Burglary, assault, and kidnapping charges pending)
- 1 Warrant arrest for a gross misdemeanor Scott County warrant
- 1 DUI gross misdemeanor arrest (BAC .16)
- 4 Mental Health (Officers referred parties to Canvas Health)
- 2 Domestic (1 verbal only and one physical that resulted in juvenile arrest)
- 2 Disturbances
- 8 Medicals
- 6 Fraud
- 2 Theft
- 3 Threats
- 1 Vandalism
- 2 Noise complaints
- 3 Thefts from motor vehicles including a firearm
- 1 Burglary of an occupied dwelling
- 26 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 November.

Calls for Service:



Total Traffic Stops:



46 traffic stops were conducted in November 2018. **37** warnings issued and **9** citations issued for speed, stop sign violation, no proof of insurance/no insurance, and driving after revocation.

Total Incidents Handled:

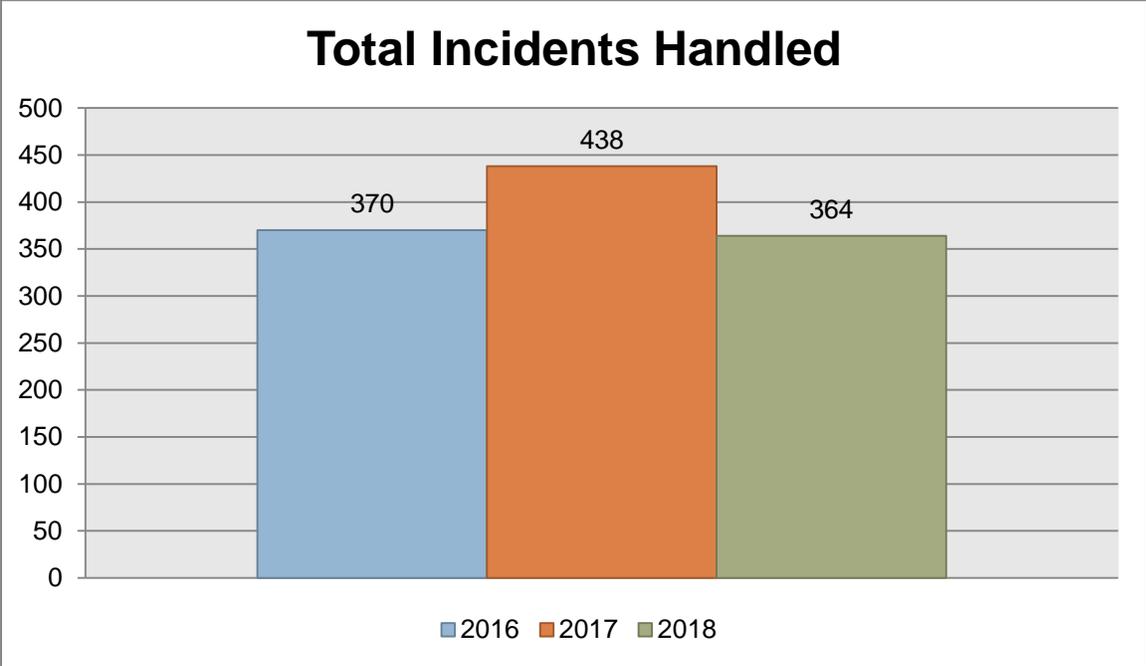


PHOTO ALBUM

CRAIG BELL, CLEO



**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
November 27, 2018
7:00 PM**

1. CALL TO ORDER

Vice-Chairman Smith called the meeting of the Elko New Market Planning Commission to order at 7:00 p.m.

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

Members absent and excused: Ex-officio member Anderson

Staff Present: Community Development Specialist Christianson,
Community Development Intern Haley Sevening, City
Engineer Revering

2. PLEDGE OF ALLEGIANCE

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

3. APPROVAL OF AGENDA

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

4. PUBLIC COMMENT

A. Oakland Property

Sheryl Petrashek introduced herself as the Realtor representing Ted and Pamela Oakland who reside at 7837 260th Street East, and stated that they had a purchase agreement with a developer who has not performed on their contract. She stated that they would be seeking additional development opportunities / investors. She asked about the recent annexation and how that may affect the Oaklands, and asked what options there may be for development of the property. She specifically asked about the possibility of large-lot development.

Christianson responded, stating that the annexation has been completed and the property is now located in the City limits. There would be minimal effect on the Oakland property, other than a change in property tax levy for the city/township portion of the property taxes. They would also be under City police jurisdiction versus the County sheriff jurisdiction and would now vote in City elections rather than the Township. Christianson stated that the City would not support large lot development of the property and that it would be considered an obstacle to orderly municipal growth. She stated that it is the City's intent to continue the extension of City sewer and water, and urban style development, to the west of the current City limit boundary.

Mr. Ted Oakland, 7837 260th Street East, also addressed the Commission and asked what affect the annexation would have on his property and what would be allowed on his property. Christianson reiterated earlier feedback, and City Engineer Revering noted that all new development is required to connect to City sewer and water.

5. APPOINTMENT OF CHAIR AND VICE-CHAIR

Christianson noted that due to the recent resignation of Chairman Thompson, the Commission must appoint a new Chair and Vice-Chair for the remainder of the appointment term, which expires on March 31, 2019. After discussion, it was moved by Humphrey and seconded by Kruckman to appoint Commissioner Smith as Chairman. Motion carried: (4-0). It was then moved by Smith and seconded by Kruckman to appoint Humphrey as Vice-Chair. Motion carried: (4-0).

6. ANNOUNCEMENTS

B. Introduction of Planning Commissioner Melissa Hanson

Christianson introduced newly appointed Planning Commissioner Melissa Hanson who was recently appointed by the City Council to serve the remainder of Steve Thompson's term. Her term expires on March 31, 2021. Hanson also introduced herself, citing that she works for the Scott County Community Development Agency administering housing programs, and noting that she is passionate about affordable housing.

C. Resignation of Planning Commissioner Heather Vetter

Christianson advised the Commission that Commissioner Heather Vetter has resigned from the Commission effective October 24, 2018. The City Council has accepted her resignation and acknowledged her for her service to the City. The vacancy has been declared and advertised on the City's website and social media outlets.

D. Introduction of Community Development Intern Haley Sevening

Christianson introduced Haley Sevening who was hired as an intern and is assisting in all areas of the City government, including Community Development, Administration and Parks. Sevening is a second year graduate student at the University of Minnesota.

7. APPROVAL OF MINUTES

A motion was made by Humphrey and seconded by Kruckman to approve the minutes of the September 25, 2018 Planning Commission meeting as written. Motion carried: (4-0).

8. PUBLIC HEARINGS

A. Draft Amendment to Zoning Ordinance – Residential Lot Size Requirements

Christianson provided background information regarding on the proposed amendment to the Zoning Ordinance. She explained that the City currently has five residential zoning districts, and single family homes are currently allowed in the R1 and R2 districts, which are low density residential districts. The R3 district is a medium density district, the R4 is a high density district, and the R5 is a downtown high density / mixed use district. She noted that all new single family development has historically been directed to the R1 district, which

has a minimum lot size of 12,000 square feet and a minimum lot width of 85'. Christianson explained that recently the City has been receiving many requests and inquiries for Planned Unit Development (PUD) zoning for the purpose of requesting smaller residential lots than allowed in the R1 district, and that upon research of other communities it was found that the majority allow a smaller lot size than Elko New Market's R1 district standards.

Christianson stated that the Commission has reviewed the topic over several Planning Commission meetings and ultimately directed staff to draft an ordinance amendment that would allow a developer to request either R1, R2 or R3 zoning for single family developments, with the following directives:

- Add clarifying language to both the Comprehensive Land Use Plan and also the R1 and R2 district "purpose" to further clarify where the City would support the use of R1 and R2 zoning.
- Leave the R1 district standards as currently written.
- Amend the minimum standards in the R2 district to 8,400 square foot minimum lot size and 70' minimum lot width.
- Amend the R3 district to allow a single family detached home as a permitted use on a smaller lot size.

Christianson reviewed the proposed changes and also reviewed hypothetical infrastructure costs for a residential development and the number of lots that could be achieved using an 85' lot width versus a 70' lot width, and also the potential difference in gross revenues on a project.

Chairman Smith opened the public hearing at 7:24 p.m. Todd Priebe, 10386 Windrose Curve, addressed the Commission. He stated that he is a Realtor and that he does work with many investors and developers. He expressed his support for the ordinance amendment and noted that many other communities do allow a smaller lot. He also stated that overall, the market is going to a smaller, narrower lot size for residential development. Chairman Smith asked several questions regarding the proposed ordinance amendments. With no further comments, the public hearing was closed at 7:47 p.m.

Following discussion on the topic, it was moved by Humphrey and seconded by Kruckman to recommend approval of the proposed zoning ordinance amendment to the City Council, as contained in the Planning Commission Memorandum dated 11/27/18. Motion carried: (4-0).

9. GENERAL BUSINESS

A. Draft Amendment to Zoning Ordinance – Performance Standards

Christianson presented her staff report containing recommended changes to various sections of the Zoning Ordinance containing performance standards for various uses. She stated that performance standards for various uses are currently repeated in several different sections of the Ordinance. She recommends that they be removed from the individual zoning districts and placed only in Section 5 – General Zoning Regulations. She stated that Haley Sevensing

researched and compared the standards contained in all of the individual business zoning districts to make sure all of the standards were identical. The Commission supported the proposed changes which would simplify the Ordinance. Christianson noted that staff is working on additional clean-up items in the Zoning Ordinance and will bring additional items to the Commission for review before requesting a public hearing on the proposed changes.

10. MISCELLANEOUS

A. City Staff/Consultant Business Updates and Reports

Community Development Specialist Christianson stated that a report containing updates on various projects was contained in the Planning Commission packets. There were no additional questions regarding the report

B. Concept Sketch Plan – Aaron Le Property

Christianson stated that the City has received a concept development plan for a proposed residential development containing 81 lots, and that staff was currently compiling comments on the proposed layout. The property would require annexation. The concept plan drawing was provided to the Commission. Commissioner Kruckman noted that the layout contained 65' wide lots, and that the new proposed standards is 70'.

C. Planning Commission Questions and Comments

There were not questions or comments from the Commission..

11. ADJOURNMENT

A motion was made by Humphrey and seconded by Smith to adjourn the meeting at 8:10 p.m. Motion carried: (4-0).

Submitted by:



Renee Christianson
Community Development Specialist

ENM Parks Commission Update

November 30, 2018

1. The City Council approved a budget of \$171,234.00 for the Parks Department for 2018. Through August 31, 2018, expenditures total \$92,056.20, or about 53.76%, of the total budgeted. We are well under the 67 % guideline for the first 8 months of 2018, but there will be a couple of larger expenditures coming up in the repair and maintenance line-item, including the repairs to the Wagner Park Shelter and Archery equipment.
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, tentatively on Thursday, December 6th, 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. A further update will be on the Agenda for the November meeting.
3. The Wagner Park Shelter closed on Monday, October 29th for the winter. The SkatePark closed on Monday, November 19th, as it looks like cold weather has set in for good.
4. As we discussed at the September Parks Commission Meeting, we need about \$2,000 to buy new archery equipment for next season. I looked into grants for the equipment from the National Wild Turkey Federation and the Minnesota Deer Hunters Association, but the funding is for new programs only. As I've noted in previous Updates, we'll consider purchase of the equipment at the December meeting.
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, at the April 12th City Council Meeting. The Team has now provided the City Attorney with the proper deed indicating their ownership, the Agreement has been signed by both parties and the reimbursement for the City Attorney's expenses has been received. The contractor came in, paid for the permit, and the fence is complete. I will

inspect it to insure compliance with the Encroachment Agreement before the end of the year.

6. The City Council approved a Resolution to accept the donation of \$700 by the N.E.W. Lions Club for the purchase of an electric stove/oven for the Wagner Park Shelter on July 26th. I personally thanked the Lion's Club for their donation when they stopped by with the check a couple of weeks ago and we'll thank them again once it's purchased and installed. The Parks Commission approved the purchase at their September meeting. It was purchased on October 26th, installed on November 13th, and is now operational for the 2019 season!
7. Next month, we'll start to get ready for our "Fabulous February" events! Again, a special thanks to Jessica Davidson and New Prague Community Ed for their support in managing these events!
8. 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 now have a better graphic to show you at the December Parks Commission Meeting. Another public meeting will be held in the Spring prior to constructing the course just to make sure that any concerns are heard. I will inform the vendor of our plans.
9. As you can see from the grading going on, there has been further action by the developer of the Christmas Pines subdivision on an offer for the Parks Commission to accept approximately 7.5 acres of land off Dakota Avenue at the City's northern boundary, instead of paying Park Dedication fees for the proposed subdivision. I informed the Planning Commission that Parks Commission has recommended that has signed off on that deal. For the record, I noted in the Minutes that the Parks Commission would like to see the land remain Open Space or eventually be designated as Park.
10. Another 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 60 to 70 single family homes. The Developer is proposing no land dedication but would pay the \$2,000 Parks Dedication Fee. I will have more at the 12/11 Parks Commission Meeting, as we will need to make a recommendation that evening.

11. At the December Parks Commission Meeting, as we've done in the past, we'll kickoff our 2019 Goals process with review of progress on the 2018 Goals and a draft of possible 2019 Goals for consideration. So, let me know if you have any you'd like discussed at the meeting.
12. Also, on the Agenda will be the annual renewal of Minnesota Recreation and Parks Association membership...it will be on the Bill List with the dues amount being \$499 for 2019.
13. The terms of Commissioner Miller and Commissioner Melgaard are up on March 31, 2019. Please let me know if you'd like to be reconsidered for a 3-year term at the Parks Commission Meeting. City Council may decide to open up the process to consider other candidates, but would like to know, if you'd like to be re-appointed.
14. A reminder that the next Parks Commission Meeting will be on Tuesday, December 11th, 2018 at 4:00 PM at ENM City Hall. See you there!

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, NOVEMBER 13, 2018
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioner Melgaard; Commissioner Miller; and Chair Mike Sutton. Also present was Assistant City Administrator Mark Nagel.

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.

PUBLIC MEETING:

Mr. Nagel said that the Public Meeting for the proposed Disc Golf Course was posted on the City Website and twice on the City's Facebook page. He handed out a copy of the course layout, which will be upgraded for the December Parks Commission Meeting and noted that the cost would be about \$8,400 excluding Public Works Department assistance, for the construction of course. The course, he said, is slated for Spring, 2019 start. There was no one present from the public with questions. Mr. Nagel said that he had not received any emails or phone calls regarding the proposed Disc Golf Course. The Public Meeting was closed at 4:21 PM. No further action was taken on this item.

APPROVE AGENDA:

Mr. Nagel said that there was one addition to the November Parks Commission Meeting Agenda – under Bills, payment of the Schlomka Portable Restrooms invoice was added. On motion by Chair Sutton, seconded by Commissioner Miller, the November Meeting Agenda was approved.

CITIZEN COMMENTS:

There were no citizens present at the November Parks Commission Meeting to make comments to the Parks Commission.

APPROVAL OF MINUTES OF SEPTEMBER 11, 2018 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton; seconded Commissioner Miller, the Parks Commission Unanimously approved the October 9, 2018 Parks Commission Meeting Minutes as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel reviewed an article on Park Metrics from the National Recreation and Park Association. 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 October 31, 2018 ENM Parks Commission Update, which contained 14 items, with the Commissioners. Mr. Nagel said commented that the Wagner Park Shelter was now closed for the Winter, grants for the Archery equipment were still being pursued, and that he had a Conference Call with 3 Rivers Parks System about possible Winter programming.

Chair Sutton reported that the Halloween festivities on Saturday morning, October 27th 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.

OLD/NEW BUSINESS:

Mr. Nagel said that at the June Meeting that the Parks Commission was willing to consider accepting a piece of property of about 7.5 acres off of Dakota Avenue at the City’s northern boundary instead of the approximately \$40,000 in Park Dedication fees for the Christmas Pines subdivision to be developed at the corner of CSAH 2 and CSAH 2, if made and subject to acceptable terms and conditions.

He reported that an appraisal of the property had been completed and the parcel was appraised at \$135,000. The current clause in the proposed Development Agreement, which Mr. Nagel provided to the Parks Commission, centered on a combination of the \$40,000 waiver of the Park Dedication fee and Donation to the City of the property for the remaining \$95,000 for the \$135,000 appraised value. The land would be deeded to the City for their use, but not specifically for park purposes. Consensus of the Parks Commissioners was that they understood that the land would not be immediately designated as Open Space or a park, they hoped it would be in the future. Upon motion by commissioner Melgaard, seconded by Chair Sutton, the Parks unanimously approved a motion to recommend to the Planning Commission and City Council that the Park Dedication Fee of \$40,000 be waived for the Christmas Pines development in partial exchange for deeding Outlot A, Steeple View, Scott County MN to the City of Elko New Market.

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. The next step, he said, would be meet with the 3 neighbors that border the park and are affected by the changes. 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 November 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. After discussion consensus was table the item until Commissioner Dornseif could be present for her comments on this item. Upon motion by Commissioner Miller, seconded by Chair Sutton, the Commission unanimously tabled this item until the December 11, 2018 Parks Commission Meeting.

Mr. Nagel presented the Bill List to the Commissioners – A bill from Schlomka's Portable Restrooms for services for October for a total of \$710.00. Upon Motion by Commissioner Melgaard; seconded by Commissioner Miller, 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 November 13, 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, December 11, 2018 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 November 13, 2018 Parks Commission meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Chair Sutton, the meeting was adjourned by voice vote at 5:23 PM.

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