

**CITY OF ELKO NEW MARKET  
CITY COUNCIL AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, SEPTEMBER 26, 2019**

**BUSINESS MEETING  
6:00 PM**

**REVISED**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt/Approve Agenda**

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

**5. Public Comment**

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

**6. Consent Agenda**

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

a. Approve September 12, 2019 Minutes of the City Council Meeting

b. Approve Payment of Claims and Electronic Transfer of Funds

c. Approval of Liquor Licenses

i. Adopt Resolution 19-57 granting On Sale and Sunday Liquor Licenses for Boulder Pointe Golf Club LLC

ii. Adopt Resolution 19-58 granting On Sale, Sunday and Off Sale Liquor Licenses for Captain Black's Bar & Grill Inc.

iii. Adopt Resolution 19-59 granting On Sale Non-Intoxicating Beer Liquor License for Elko Baseball Club Inc.

iv. Adopt Resolution 19-60 granting On Sale and Sunday Licenses for Elko Holding Company

v. Adopt Resolution 19-61 granting On Sale, Sunday and Off Sale Liquor Licenses for The End Zone

vi. Adopt Resolution 19-62 granting On Sale, Sunday and Off Sale Liquor Licenses for Leo's Bar

vii. Adopt Resolution 19-63 granting On Sale Non Intoxicating Beer Liquor License for New Market Baseball Association

- viii. Adopt Resolution 19-64 granting On Sale, Sunday and Off Sale Liquor Licenses for Red Eye Enterprises/Bullseye Saloon
- ix. Adopt Resolution 19-65 granting Off Sale Liquor License for TDF Liquors Inc.
- x. Adopt Resolution 19-66 granting On Sale, Sunday and Off Sale Liquor Licenses for Wide Awake Enterprises/The Doublewide
- d. 2020 Preliminary Budget
  - i. Adopt Resolution 19-71 Approving 2020 Preliminary Budget
  - ii. Adopt Resolution 19-72 Approving 2019 Tax Levy Collectible in 2020
- e. Approve Agreement for Animal Control Services
- f. Approve Amended Job Descriptions for City Administrator, Deputy Clerk And Accountant
- g. Appoint City Administrator/Clerk and Deputy Clerk
  - i. Adopt Resolution 19-73 Appointing Thomas Terry as City Administrator/Clerk
  - ii. Adopt Resolution 19-74 Appointing Lynda Jirak as Deputy City Clerk
- h. Responsible Authority for Data Practices
  - i. Adopt Resolution 19-75 Appointing A Responsible Authority And Assigning Duties

## **7. Public Hearings**

## **8. General Business**

- a. Liquor License for Firehouse Grille LLC
  - i. Resolution 19-67 granting On Sale and Sunday Liquor License for Firehouse Grille LLC
- b. Woodcrest 2019 Sewer Improvement Quotes

## **9. Reports**

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
  - i. Draft Parks & Recreation Commission Minutes of September 10, 2019 Meeting
- h. Community & Civic Events Committee (CCEC)
  - i. Draft Community & Civic Events Committee Minutes of September 17, 2019 Meeting
- i. Other Committee and Board Reports
  - i. Scott County Association for Leadership and Efficiency (SCALE)
    - Executive Committee
    - Service Delivery Committee
    - Unified Transit Plan Steering Committee
  - ii. Minnesota Valley Transit Authority (MVTA)
  - iii. I35 Solutions Alliance
  - iv. Chamber of Commerce

## **10. Discussion by Council**

## **11. Adjournment**

**1. CALL TO ORDER**

The meeting was called to order by Mayor Julius at 7:02 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, Police Chief Juell, City Attorney Poehler, City Planner Sevening, Community Development Specialist Christianson, City Engineer Revering and Public Works Supervisor Schweich

**2. PLEDGE OF ALLEGIANCE**

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

**3. ADOPT/APPROVE AGENDA**

City Administrator Terry indicated there was a new item under General Business, Approve Encroachment Agreement with Elko 34, LLC (Pete's Hill) and also the Mayor asked to have Items D and E under the Consent Agenda moved to General Business for further discussion. Mayor Julius requested General Business Items A and Item B be switched around. **MOTION** by Councilmember Timmerman, second by Councilmember Seepersaud to approve the agenda. **APIF, MOTION CARRIED**

**4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS**

None

**5. PUBLIC COMMENT**

None

**6. CONSENT AGENDA**

**MOTION** by Councilmember Timmerman, second Councilmember Schwichtenberg to approve Consent Agenda.

- a. Approve August 8, 2019 Minutes of the City Council Meeting
- b. Approve August 22, 2019 Minutes of the City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. Moved from Consent Agenda to General Business for discussion
- e. Moved from Consent Agenda to General Business for discussion
- f. Authorize Payment to R&F Properties, LLC for Easement Related to CSAH 2 & 91 Roundabout Project
- g. Adopt Resolution 19-52 Approving Extension of the Deadline for Filing the Final Plat for Dakota Acres 1<sup>st</sup> Addition
- h. Approve Special Assessment Agreements with Platinum Pioneers, LLC and Michael and Sara Mahoney
  - i. Adopt Resolution No. 19-54 Special Assessments – Platinum Pioneers LLC
  - ii. Adopt Resolution No. 19-55 Special Assessments – Michael & Sara Mahoney

- i. Adopt Resolution 19-53 Amending the City of Elko New Market Website Policy

**APIF, MOTION CARRIED**

**7. PUBLIC HEARINGS**

None

**8. GENERAL BUSINESS**

a. Refinancing of Market Village

City Engineer Revering requested the City Council consider a Resolution pertaining to refunding the 2010A/B bonds issued by the Scott County CDA (SCCDA) for the purpose of constructing Market Village. Mr. Paul Steinman, Baker Tilley made a presentation to the City Council. **MOTION** by Councilmember Timmerman, second Councilmember Berg, to approve Resolution 19-56, Approving the Pledge Of The General Obligation Of The City Of Elko New Market, Minnesota To Reimburse Scott County, Minnesota For The Payment Of The Governmental Development Refunding Bonds (Scott County, Minnesota Unlimited Tax General Obligation), Series 2019B, To Be Issued Bu The Scott County Community Development Agency; And Authorizing The Execution And Delivery Of Documents In Connection Therewith. **APIF, MOTION CARRIED**

b. Snowmobiles and Special Use Vehicles

City Planner Sevening made a presentation and requested the City Council consider the draft Ordinance Amendments concerning snowmobiles and special use vehicles. Berg indicated he would like to see more consistency between the different types of vehicles and age and to be consistent with State Statute.

Ms. Amanda Wynn, 1430 Overlook Drive, would like to have it stipulated that a child needed to be accompanied with a person 18 or older within the vehicle.

Mr. Brad Smith, 347 Brady Street, asked the City for clarification on proposed regulations in the Code.

Mr. Rod Schnickels, 26681 Oakridge Way, questioned the general transportation rule with these kinds of vehicles. Indicated he did not have an issue with a fee but noted the State already charges a license fee.

Mr. Glen Wear, 9720 Oxford Lane, thought the City did a good job on this. Would like to have the hours extended for special use vehicles.

Ms. Nicole Kruckman, 336 Wagner Way, asked for clarification on the transportation piece between trail and business. She also agreed on the time change. Police Chief Juell explained it would be according the officer's discretion.

After discussing this item, the City Council requested Staff to set a Public Hearing for October 10, 2019 adding to the Ordinance changing the time limit to 1:00am on ATV's and golf carts, and Council agreed that age restrictions as currently set is acceptable.

c. Elko New Market Police Department Pre-Design Report

City Administrator Terry requested the City Council to provide direction of preferred Police Department facility option. He made a presentation to the City Council. Mayor Julius was concerned with the cost associated with this project and was not sure if the City could afford a new addition. Councilmember Schwichtenberg did not think a renovation was the answer and the long-term solution would be at City Hall. Councilmember Seepersaud indicated that she believed the addition at City Hall was a better option than renovation. Councilmember Timmerman indicated the cost was significant, but she felt long term the Police Department needed to be at the City Hall. Councilmember Berg thought renovation is delaying eventually having to build a new facility. Majority of the Council was in favor of building a new building rather than renovation of the old building. After discussing this item, the City Council requested Staff to bring back a motion to negotiate a contract for Phase 2 for Architectural Services with Leo A Daly for Phase 2 of the Police Department Project with more details.

d. Approve Encroachment Agreement with Elko 34, LLC (Pete's Hill)

Community Development Specialist Christianson requested the City Council consider approving the Encroachment Agreement with Elko 34, LLC (Pete's Hill). **MOTION** by Councilmember Schwichtenberg, second Councilmember Berg, to approve the Encroachment Agreement with Elko 34, LLC (Pete's Hill). **APIF, MOTION CARRIED**

e. Approve Agreement For Legal Services Between The City Of Elko New Market and Campbell Knutson

City Administrator Terry requested the City Council approve the Agreement for Legal Services between The City of Elko New Market and Campbell Knutson. **MOTION** by Councilmember Berg, second Councilmember Timmerman, to approve the Agreement for Legal Services between The City of Elko New Market and Campbell Knutson. **APIF, MOTION CARRIED**

f. Adopt Ordinance No. 200 Amending City Of Elko New Market City Code Title 4, Chapter 2 Concerning Liquor License Applications

City Administrator Terry requested the City Council approve the elimination of legacy language related to food sales reporting in restaurant/bars for liquor licensing purposes. **MOTION** by Councilmember Berg, second Councilmember Schwichtenberg, to adopt Ordinance No. 200, removing legacy language in the Ordinance related to Food vs Liquor Sales. **4 Ayes, 1 Abstain (Timmerman), MOTION CARRIED**

## 9. REPORTS

a) ADMINISTRATION

None

b) PUBLIC WORKS

Written report included in Council Packet.

- c) POLICE DEPARTMENT  
Written report included in Council Packet.
- d) FIRE DEPARTMENT  
None
- e) ENGINEERING  
None
- f) COMMUNITY DEVELOPMENT
  - Community Development Updates
  - Written draft August 27, 2019 Planning Commission Minutes included in Council Packet.
  - Code Enforcement Report
- g) PARKS DEPARTMENT  
Written Parks Commission Update and Minutes included in Council Packet.  
  
Written draft August 20, 2019 Parks & Recreation Commission Minutes included in Council Packet.
- h) COMMUNITY & CIVIC EVENTS COMMITTEE (CCEC)  
Written draft August 20, 2019 Community & Civic Events Committee Minutes included in Council Packet.
- i) OTHER COMMITTEE AND BOARD REPORTS
  - i. SCALE
    - Executive Committee
    - Service Delivery Committee
    - Unified Transit Plan Steering Committee
  - ii. MVTA  
None
  - iii. I35 SOLUTIONS ALLIANCE  
None
  - iv. CHAMBER OF COMMERCE  
None

## 10. DISCUSSION BY COUNCIL

Councilmember Berg indicated the Policy Committees are wrapping up for Metro Cities and League of Minnesota Cities and there have been some interesting discussions.

**11. ADJOURNMENT**

**MOTION** by Councilmember Timmerman, second by Councilmember Berg, to adjourn the meeting at 9:17 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

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Thomas Terry, City Administrator



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Presentation of Elko New Market Claims and Electronic Transfer of Funds
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Stephanie Fredrickson, Administrative Assistant
<b>REQUESTED ACTION:</b>	Approve Payment of Current Claims

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND**

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

**BUDGET IMPACT:**

Budgeted

Attachments:

- Check Summary Register

**\*Check Summary Register©****September 26, 2019**

Name	Check Date	Check Amt	
<b>AUTOPAYS</b>			
Paid Chk# 006304	ENEW MARKET BANK	6/30/2019	\$34.00 Jun Bank Fees
Paid Chk# 006305	EMINNESOTA ENERGY RESOURCES	9/25/2019	\$166.30 50 Church Street
Paid Chk# 006306	EXCEL ENERGY	9/30/2019	\$384.97 Streetlights
<b>TOTAL</b>			<b>\$585.27</b>
<b>PREPAIDS</b>			
Paid Chk# 040151	UNITED STATES POSTAL SERVICE	9/12/2019	\$299.04 August 2019 Utility Bills
Paid Chk# 040152	JOSEPH FITTERER	9/18/2019	\$78.00 Reimburse title expense
<b>TOTAL</b>			<b>\$377.04</b>
<b>CHECK REGISTER</b>			
Paid Chk# 040153	ACE HARDWARE & PAINT	9/26/2019	\$147.06 PW - Operating Supplies
Paid Chk# 040154	ACE HARDWARE & PAINT2	9/26/2019	\$53.83 PW - Operating Supplies
Paid Chk# 040155	ADVANCED GRAPHIX INC	9/26/2019	\$2,436.00 FD - Graphix on Grass Trucks
Paid Chk# 040156	AIRGAS USA, LLC	9/26/2019	\$191.40 FD - Oxygen
Paid Chk# 040157	ANCHOR SOLAR INVESTMENTS, LLC.	9/26/2019	\$243.58 Solar Panel Lease Pmt
Paid Chk# 040158	ASPEN MILLS	9/26/2019	\$28.00 FD - Uniforms/Patch on Class A
Paid Chk# 040159	BOLTON & MENK	9/26/2019	\$55,216.52 2019 CIP/Pavement Rehab
Paid Chk# 040160	CAMPBELL KNUTSON	9/26/2019	\$8,575.67 General Matters
Paid Chk# 040161	CINTAS CORPORATION NO. 2	9/26/2019	\$21.85 PW UNIFORMS
Paid Chk# 040162	COMMERCIAL ASPHALT COMPANYY	9/26/2019	\$219.84 PW - Streets
Paid Chk# 040163	EMERGENCY AUTO TECH INC	9/26/2019	\$10,884.84 Code 3 New Grass Truck 2
Paid Chk# 040164	EQUIPMENT COATING, INC.	9/26/2019	\$800.00 PW - Fleet Maint & Equip
Paid Chk# 040165	FASTENAL COMPANY	9/26/2019	\$196.19 PW - Operating Supplies
Paid Chk# 040166	FISH ROCK COUNTRY MARKET	9/26/2019	\$14.97 PW - Operating Supplies
Paid Chk# 040167	GALLS, LLC	9/26/2019	\$45.88 FD - Name Tags
Paid Chk# 040168	GOPHER STATE ONE CALL	9/26/2019	\$98.55 Locates
Paid Chk# 040169	IDENTISYS	9/26/2019	\$696.93 FD ID Badges
Paid Chk# 040170	KELLEY FUELS, INC.	9/26/2019	\$1,770.28 PD - Fuel
Paid Chk# 040171	LAKEVILLE SANITARY, INC.	9/26/2019	\$865.55 11038 - Police Station
Paid Chk# 040172	LEAGUE OF MN CITIES INS TRUST	9/26/2019	\$53.00 General Liability 2018
Paid Chk# 040173	JOHN MACHABY	9/26/2019	\$272.40 Hotel for PD Conference - Reim
Paid Chk# 040174	MENARDS - DUNDAS	9/26/2019	\$201.02 PW - Water Repairs
Paid Chk# 040175	METROPOLITAN COUNCIL	9/26/2019	\$52,063.86 Wastewater Svcs - Oct 19
Paid Chk# 040176	MHSRC/RANGE	9/26/2019	\$435.00 EVOC Driving Class - Craig Bel
Paid Chk# 040177	MN DEPT OF HEALTH	9/26/2019	\$2,208.00 Comm Water Supply Svc Conn Fee
Paid Chk# 040178	NAPA AUTO PARTS	9/26/2019	\$257.96 PW - Fleet Maint & Equip
Paid Chk# 040179	NEW PRAGUE AREA COMMUNITY ED	9/26/2019	\$1,597.71 2019 Family Fun Nights Reimbur
Paid Chk# 040180	R&R CLEANING CONTRACTORS, INC.	9/26/2019	\$92.70 Rugs
Paid Chk# 040181	Reptile & Amphibian Disc. Zoo	9/26/2019	\$275.00 RAD Zoo at Library - Winter Pr
Paid Chk# 040182	REGENTS OF THE UNIV OF MN	9/26/2019	\$295.00 Raptor Center Summer Event
Paid Chk# 040183	RYAN CONTRACTING INC	9/26/2019	\$500.00 JD 650 Dozier Rental
Paid Chk# 040184	SCOTT COUNTY RECORDER	9/26/2019	\$46.00 Roundabout Easement Recording
Paid Chk# 040185	SHRED RIGHT	9/26/2019	\$15.00 Shredding
Paid Chk# 040186	SOUTH METRO RENTAL	9/26/2019	\$675.00 PW - Stormwater Repairs
Paid Chk# 040187	SRF CONSULTING GROUP, INC.	9/26/2019	\$389.09 Roundabout/Right of Way Agent
Paid Chk# 040188	SUEL PRINTING COMPANY	9/26/2019	\$72.00 Legal Ads
Paid Chk# 040189	XEROX CORPORATION	9/26/2019	\$545.91 Copier
<b>TOTAL</b>			<b>\$142,501.59</b>



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Liquor License Renewals
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolutions 19-57 through 19-66 Approving Liquor Licenses

## 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**

Per City Code, each year all establishments serving liquor within the City of Elko New Market are required to renew their liquor licenses. After the liquor licenses are approved by the City, they are submitted to the State of Minnesota for their review and approval.

## **DISCUSSION**

All liquor establishments included in this memorandum have provided complete documentation, along with associated fees required for renewal of liquor licenses.

Staff has confirmed that the liquor establishments have paid their first half property taxes, have no delinquent sales taxes and are current on their City utility bills. Staff is recommending approval.

Background Checks have been completed and no violations were noted that would be of probable cause not to approve the requested liquor licenses.

## **ACTION REQUESTED**

Motion to adopt Resolutions 19-57 through 19-66 approving Liquor License Renewals for Boulder Pointe Golf Club, Captain Black's, Elko Baseball Club, Elko Holding Company, End Zone, Leo's Bar, New Market Baseball, Red Eye Enterprises/Bullseye, TDF Liquors and Wide Awake Enterprises/Doublewide.

### **Attachments:**

Resolution 19-57 Approving Liquor License for Boulder Pointe Golf Club  
Resolution 19-58 Approving Liquor Licenses for Captain Black's  
Resolution 19-59 Approving Liquor Licenses for Elko Baseball Club  
Resolution 19-60 Approving Liquor License for Elko Holding Company  
Resolution 19-61 Approving Liquor Licenses for End Zone  
Resolution 19-62 Approving Liquor Licenses for Leo's Bar  
Resolution 19-63 Approving Liquor License for New Market Baseball  
Resolution 19-64 Approving Liquor Licenses for Red Eye Enterprises/Bullseye  
Resolution 19-65 Approving Liquor Licenses for TDF Liquors  
Resolution 19-66 Approving Liquor License for Wide Awake Enterprises/Doublewide

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-57**

**WHEREAS;** Boulder Pointe Golf Club LLC has submitted an application for an On Sale and/or Sunday Liquor License for Boulder Pointe Golf Club located at 9575 Glenborough Drive, Elko New Market, Minnesota, 55054;

**WHEREAS;** Boulder Pointe Golf Club meets the requirements for issuance of an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Boulder Pointe Golf Club's liquor license application and has determined that Boulder Pointe Golf Club meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On Sale and/or Sunday Liquor License be issued to Boulder Pointe Golf Club for the premises located at 9575 Glenborough Drive, Elko New Market, Minnesota 55054, contingent upon Firehouse Grill complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-58**

**WHEREAS;** Captain Black's Bar and Grill Inc. has submitted an application for an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License for Captain Black's Bar and Grill located at 9660 Main Street, Elko New Market, Minnesota, 55020;

**WHEREAS;** Captain Black's Bar and Grill meets the requirements for issuance of an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Captain Black's Bar and Grill's liquor license application and has determined that Captain Black's Bar and Grill meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License be issued to Captain Black's Bar and Grill for the premises located at 9660 Main Street, Elko New Market, Minnesota 55020, contingent upon Captain Black's Bar and Grill complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-59**

**WHEREAS;** the Elko Baseball Club Inc. has submitted an application for an On-Sale Non-Intoxicating Beer liquor license for the Elko City Park located at 26520 France Avenue, and Ball Field PID# 21-927007-0, Elko New Market, Minnesota 55020;

**WHEREAS;** the Elko Baseball Club meets the requirements for issuance of an On-Sale Non-Intoxicating Beer liquor license under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed the Elko Baseball Club's liquor license application and has determined that the Elko Baseball Club Inc. meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On-Sale Non-Intoxicating Beer liquor license be issued to the Elko Baseball Club Inc. for the premises located at 26520 France Avenue, Ball Field PID #21-927007-0, Elko New Market, Minnesota 55020, contingent upon the Elko Baseball Club Inc. complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-60**

**WHEREAS;** Elko Holding Company, has submitted an application for an On Sale and/or Sunday Liquor License for Elko Speedway located at 26350 France Ave, Elko New Market, Minnesota, 55020;

**WHEREAS;** Elko Holding Company, meets the requirements for issuance of an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Elko Holding Company's, liquor license application and has determined that Elko Holding Company,. meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On Sale and/or Sunday Liquor License be issued to Elko Holding Company, for the premises located at 26350 France Ave, Elko New Market, Minnesota 55020, contingent upon Elko Holding Company, complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-61**

**WHEREAS;** The End Zone, Inc. has submitted an application for an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License for The End Zone Inc. located at 10491 260th Street E., Elko New Market, Minnesota, 55020;

**WHEREAS;** The End Zone, Inc. meets the requirements for issuance of an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed The End Zone, Inc.'s liquor license application and has determined that The End Zone, Inc. meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License be issued to The End Zone, Inc. for the premises located at 10491 260th Street E., Elko New Market, Minnesota 55020, contingent upon, The End Zone, Inc. complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-62**

**WHEREAS;** Leo's Bar, Inc. has submitted an application for an On-Sale and/or Sunday and Off-Sale Liquor Licenses for Leo's Bar located at 451 Main Street East, Elko New Market, Minnesota, 55054;

**WHEREAS;** Leo's Bar, Inc. meets the requirements for issuance of an On-Sale and/or Sunday and Off-Sale Liquor Licenses under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Leo's Bar, Inc.'s liquor license application and has determined that Leo's Bar, Inc. meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On-Sale and/or Sunday and Off-Sale Liquor Licenses be issued to Leo's Bar, Inc. for the premises located at 451 Main Street East, Elko New Market, Minnesota 55054, contingent upon the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-63**

**WHEREAS;** the New Market Baseball Association has submitted an application for an On-Sale Non-Intoxicating Beer liquor license for the St Nicholas Hillside Park located at 51 Church Street, Elko New Market, Minnesota 55054;

**WHEREAS;** the New Market Baseball Association meets the requirements for issuance of an On-Sale Non-Intoxicating Beer liquor license under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed the New Market Baseball Association's liquor license application and has determined that the New Market Baseball Association meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On-Sale Non-Intoxicating Beer liquor license be issued to the New Market Baseball Association for the premises located at 51 Church Street for St. Nicholas Hillside Park, Elko New Market, Minnesota 55054, contingent upon the New Market Baseball Association complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-64**

**WHEREAS;** Red Eye Enterprises, Inc. doing business as Bullseye Saloon has submitted an application for an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License for Bullseye Saloon located at 9646 Main Street, Elko New Market, Minnesota, 55020;

**WHEREAS;** Bullseye Saloon meets the requirements for issuance of an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Bullseye Saloon's liquor license application and has determined that Bullseye Saloon meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License be issued to Bullseye Saloon for the premises located at 9646 Main Street, Elko New Market, Minnesota 55020, contingent upon Bullseye Saloon complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-65**

**WHEREAS;** TDF Liquor, Inc. has submitted an application for an Off-Sale liquor license for TDF Liquor, Inc. located at 450 Main Street, Elko New Market, Minnesota, 55054;

**WHEREAS;** TDF Liquor, Inc. meets the requirements for issuance of an Off-Sale Liquor Licenses under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed TDF Liquor, Inc's. liquor license application and has determined that TDF Liquor, Inc. meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that the Off-Sale liquor license be issued to TDF Liquor, Inc. for the premises located at 450 Main Street, Elko New Market, Minnesota 55054, contingent upon the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-66**

**WHEREAS;** Wide Awake Enterprises, LLC, doing business as The Doublewide has submitted an application for an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License for The Doublewide located at 421 St. Joseph Street, Elko New Market, Minnesota, 55054;

**WHEREAS;** The Doublewide meets the requirements for issuance of an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed The Doublewide's liquor license application and has determined that The Doublewide meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an Off Sale Intoxicating Liquor License and an On Sale and/or Sunday Liquor License be issued to The Doublewide for the premises located at 421 St. Joseph Street, Elko New Market, Minnesota 55054, contingent upon The Doublewide complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	2020 Preliminary Budget
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Kellie Stewart, Accountant
<b>REQUESTED ACTION:</b>	1. Adopt Resolution 19-71 Approving 2020 Preliminary Budget 2. Adopt Resolution 19-72 Approving 2019 Tax Levy Collectible in 2020.

## 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**

Council members have been provided an electronic version of the Draft Budget. Each version of the draft budget will be named for easy reference. In addition, the version date is located on the left side of the page footer.

The City Council will need to adopt a Preliminary Levy during the Business meeting. The Preliminary Levy has to be certified to Scott County by September 30, 2019. The Preliminary Levy establishes the maximum property tax levy for taxes payable in 2020. Following the adoption of the Preliminary Levy, the City Council has until December to refine the final budget and levy for adoption and certification.

The Preliminary Budget is consistent with the Council direction and proposes a gross levy of \$2,463,328. This is an increase of \$158,329 or 6.87% from the 2019 levy. The total property tax levy consists of the following:

	<b><u>Adopted 2019</u></b>	<b><u>Preliminary 2020</u></b>	<b><u>Change</u></b>
General Operating Fund	1,778,819	1,874,718	5.41%
Capital Outlay	197,400	206,700	4.71%
Community Events	4,300	3,700	-13.95%
Fire Fund (including debt)	105,402	138,210	31.13%
Equipment Certificate Debt (excl. Fire Dept. debt)			
Bonded Debt	219,378	240,000	9.40%
Total	2,304,999	2,463,328	6.87%

In developing the 2020 Budget, the Council should be aware that a change of approximately \$19,000 in the levy equates to 1% tax impact. Each 1% of tax impact equates to approximately \$12 (annually) for the average home.

The Preliminary Budget assumes that all new debt service for major capital projects and purchases will be funded by the Capital Projects Fund which includes:

- New Police Department Space
- 2019 Streets Rehab Project
- Roundabout Project
- Purchase of Fire Rescue Truck

The Preliminary Budget includes a contingency at 4%. This contingency would provide for COLA, step, health, and unexpected benefit increases which are not built into the 2020 budget due to being unknown until later this year. The contingency also provides flexibility for addressing other unknowns. This can be potentially reduced later in the budget process as unknowns are resolved and confidence increases.

Based on information provided by Scott County, the typical home experienced an appreciation of 6.6%. Approximately 82% of homes experienced appreciation between 0% and 10%. Of the remaining homes, 11% experienced appreciation greater than 10%, and 7% experienced depreciation. The net result is that roughly 90% of homes experienced appreciation similar to or less than the typical home.

% EMV Value Range Inc/Dec	# of affected Properties	% of Total
+15.01+%	39	3%
+10.01-15.00%	115	8%
+5.01-10.00%	439	30%
+0.01-5.00%	761	52%
No Change	24	2%
-0.01-5.00%	85	6%
-5.01 - 10.00%	9	1%
-10.00 - 15.00%	0	0%
-15.01% +	0	0%
	1,472	100%

Based on information provided by the County Auditor's Office, the proposed levy in the Preliminary Budget would result in an estimated increased tax impact of 7.5% or \$93.08 for the "typical" home. Approximately 60% of homes experienced an increase in assessed value less than the "typical" home. The result is that the weighted estimated average tax impact for homestead residential properties is 4.38%.

Attachments:

- Resolution 19-71 Approving 2019 Tax Levy Collectable in 2020.
- Resolution 19-72 Approving 2019 Preliminary Budget.
- 2020 Preliminary Budget (Separate Attachment)

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

**RESOLUTION 19-71**

Date: September 26, 2019

Resolution No. 19-71

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**RESOLUTION 19-71 APPROVING 2019 TAX LEVY, COLLECTIBLE IN 2020**

**NOW, THEREFORE, BE IT RESOLVED** by the council of the City of Elko New Market, Minnesota, that the following sums of money be levied for the current year, collectible in 2020 upon taxable property in the City of Elko New Market, for the following purposes:

GROSS CERTIFIED GENERAL REVENUE:	\$ <u>2,450,818</u>
PROPERTY TAX AID (LGA):	\$ <u>(227,490)</u>
BOND DEBT:	\$ <u>240,000</u>
NET CERTIFIED TOTAL LEVY:	\$ <u>2,463,328</u>

The City Clerk is hereby instructed to submit a certified copy of this resolution to the County Auditor of Scott County, Minnesota.

This Resolution hereby adopted at a regular City Council meeting on Thursday, September 27, 2018.

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

ATTEST:

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

ATTEST:

\_\_\_\_\_  
I do hereby certify that this statement is correct to the best of my knowledge and belief, this 26 day of September 2019.

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

**RESOLUTION 19-72**

Date: September 26, 2019

Resolution No. 19-72

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**RESOLUTION APPROVING 2020 PRELIMINARY BUDGET**

**NOW, THEREFORE, BE IT RESOLVED** by the council of the City of Elko New Market, Minnesota, that the preliminary General Fund, Capital Outlay, Community Events, Fire Department, Bonded Debt, Interfund Loans and Equipment Certificate Debt budget for 2020 are hereby adopted.

This Resolution hereby adopted at a regular City Council meeting on Thursday, September 26, 2019.

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

ATTEST:

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk

WHAT IF TAX COMPARISON PAY 2019 vs Pay 2020 - Elko New Market City

Estimated Tax Impact

FISCAL YEAR 2019			MARKET VALUE TAX			Average Home	
4,327,796	TAX CAPACITY	\$ 2,304,999	FINAL CERTIFIED LEVY	\$ 418,858,900	Taxable Market Value	\$ 280,200	Median Market Value
-	TIF (-)	\$ (359,719)	FISCAL DISPARITY (-)	\$ 430,894,100	Referendum Market Value	\$ 280,600	Average Market Value
(105,325)	FISCAL DISPARITY (-)	\$ 1,945,280	TAX LEVY OR SPREAD LEVY	\$ -	CERTIFIED LEVY		
4,222,471	NET TAX CAPACITY						
	Tax Rate	46.070%		0.00000%	Tax Rate		

FISCAL YEAR 2020			MARKET VALUE TAX			Average Home	
4,656,947	Gross Tax Capacity	\$ 2,463,328	PROPOSED LEVY	\$ 450,227,900	Taxable Market Value	\$ 298,800	Median Market Value
-	TIF (-)	\$ (387,306)	FISCAL DISPARITY (-)	\$ 460,404,400	Referendum Market Value	\$ 294,400	Average Market Value
(108,014)	FISCAL DISPARITY (-)	\$ 2,076,022	TAX LEVY OR SPREAD LEVY	\$ -	PROPOSED LEVY		
4,548,933	NET TAX CAPACITY						
	Tax Rate	45.638%		0.00000%	Tax Rate		

27.587 Fiscal Disparity Increase (Decrease)  
 7.73% Tax Capacity Increase (Decrease)  
 7.49% Market Value Increase (Decrease)

RESIDENTIAL IMPACTS

	% EMV Value Range Inc/Dec	# of affected Properties	% of Total	Avg Market Value 2019	Avg Market Value 2020	Value Exclusion 2019	Value Exclusion 2020	Taxable Market Value 2019	Taxable Market Value 2020	Taxable % Change 19 vs 20	Net Payable 2019		Net Payable 2020		Net Payable 2020		Net Inc/Dec 19 vs 20	Net Difference % Change	2019 Median Values	2020 Median Values	2020 Average Values	2020 Value % Change
											Net Payable 2019	MV Tax Payable 2019	Net Payable 2019	MV Tax Payable 2020	Net Payable 2020	MV Tax Payable 2020						
Elko New Market	+15.01+%	39	3%	\$ 280,600	\$ 322,690	\$ 11,986	\$ 8,198	\$ 268,614	\$ 314,492	17.08%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,435.27	\$ -	\$ 1,435.27	\$ 197.77	16.0%	\$ 280,200	\$ 298,800	\$ 294,400	6.6%
	+10.01-15.00%	115	8%	\$ 280,600	\$ 315,675	\$ 11,986	\$ 8,829	\$ 268,614	\$ 306,846	14.23%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,400.37	\$ -	\$ 1,400.37	\$ 162.87	13.2%				
	+5.01-10.00%	439	30%	\$ 280,600	\$ 301,645	\$ 11,986	\$ 10,092	\$ 268,614	\$ 291,553	8.54%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,330.58	\$ -	\$ 1,330.58	\$ 93.08	7.5%				
	+0.01-5.00%	761	52%	\$ 280,600	\$ 287,615	\$ 11,986	\$ 11,355	\$ 268,614	\$ 276,260	2.85%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,260.78	\$ -	\$ 1,260.78	\$ 23.29	1.9%				
	No Change	24	2%	\$ 280,600	\$ 280,600	\$ 11,986	\$ 11,986	\$ 268,614	\$ 268,614	0.00%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,225.89	\$ -	\$ 1,225.89	\$ (11.61)	-0.9%				
	-0.01-5.00%	85	6%	\$ 280,600	\$ 273,585	\$ 11,986	\$ 12,617	\$ 268,614	\$ 260,968	-2.85%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,190.99	\$ -	\$ 1,190.99	\$ (46.50)	-3.8%				
	-5.01 - 10.00%	9	1%	\$ 280,600	\$ 259,555	\$ 11,986	\$ 13,880	\$ 268,614	\$ 245,675	-8.54%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,121.20	\$ -	\$ 1,121.20	\$ (116.30)	-9.4%				
	-10.00 - 15.00%	0	0%	\$ 280,600	\$ 245,525	\$ 11,986	\$ 15,143	\$ 268,614	\$ 230,382	-14.23%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,051.41	\$ -	\$ 1,051.41	\$ (186.09)	-15.0%				
-15.01% +	0	0%	\$ 280,600	\$ 238,510	\$ 11,986	\$ 15,774	\$ 268,614	\$ 222,736	-17.08%	\$ 1,237.50	\$ -	\$ 1,237.50	\$ 1,016.51	\$ -	\$ 1,016.51	\$ (220.98)	-17.9%					
		1,472	100%																			

% EMV Value Range Inc/Dec	# of affected Properties	Net Difference % Change
+15.01+%	39	16.0%
+10.01-15.00%	115	13.2%
+5.01-10.00%	439	7.5%
+0.01-5.00%	761	1.9%
No Change	24	-0.9%
-0.01-5.00%	85	-3.8%
-5.01 - 10.00%	9	-9.4%
-10.00 - 15.00%	-	-15.0%
-15.01% +	-	-17.9%

1,472

Weighted Value
623.27%
1513.57%
3302.01%
1432.10%
-22.51%
-319.42%
-84.58%
0.00%
0.00%

6444.44%

4.38% Weighted Avg. Impact

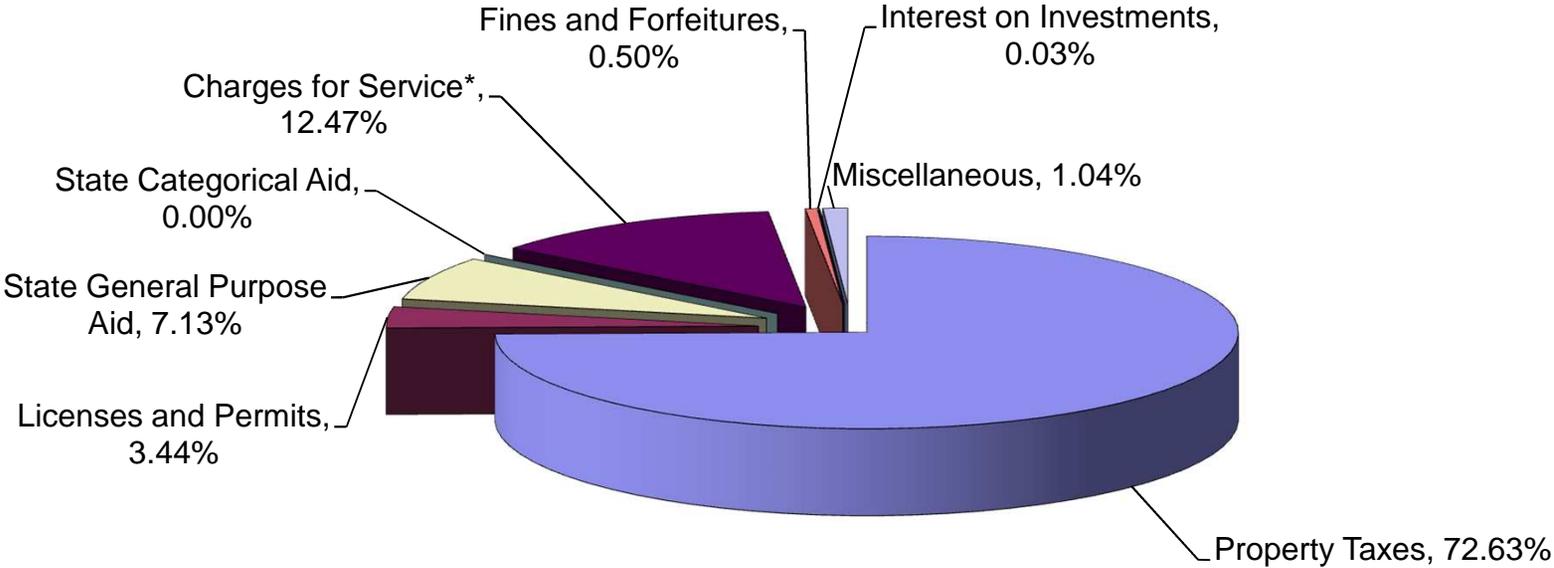
## Summary of General Fund

	2020			2020	
<u>Revenues</u>	<u>Budget</u>	<u>%</u>	<u>Expenditures</u>	<u>Budget</u>	<u>%</u>
Property Taxes	2,318,553	72.63%	General Government	676,570	21.19%
Tax Increments	-	0.00%	Public Safety**	1,237,189	38.76%
Other Taxes	-	0.00%	Streets and Highways	326,844	10.24%
Special Assessments	-	0.00%	Sanitation	6,500	0.20%
Licenses and Permits	109,781	3.44%	Human Services	-	0.00%
Federal Grants	-	0.00%	Health	-	0.00%
State General Purpose Aid	227,490	7.13%	Culture and Recreation	182,721	5.72%
State Categorical Aid	-	0.00%	Conservation of Natural Resources	-	0.00%
County and Local Government Grants	88,000	2.76%	Redevelopment, Economic Development and Housing	-	0.00%
Charges for Service*	398,094	12.47%	Miscellaneous	-	0.00%
Fines and Forfeitures	16,000	0.50%	Debt Service Principal	198,099	6.21%
Interest on Investments	1,000	0.03%	Interest and Fiscal Charges	11,024	0.35%
Bond Sale Proceeds	-	0.00%	Capital Outlay	234,000	7.33%
Other Financing Sources	-	0.00%	Other Financing Uses	-	0.00%
Transfers from Other Funds	-	0.00%	Transfer to Other Funds	227,490	7.13%
Miscellaneous	33,300	1.04%	Budgeted Reserves	91,780	2.88%
<b>Total Revenues</b>	<b>3,192,218</b>	<b>100.00%</b>	<b>Total Expenditures</b>	<b>3,192,217</b>	<b>100.00%</b>

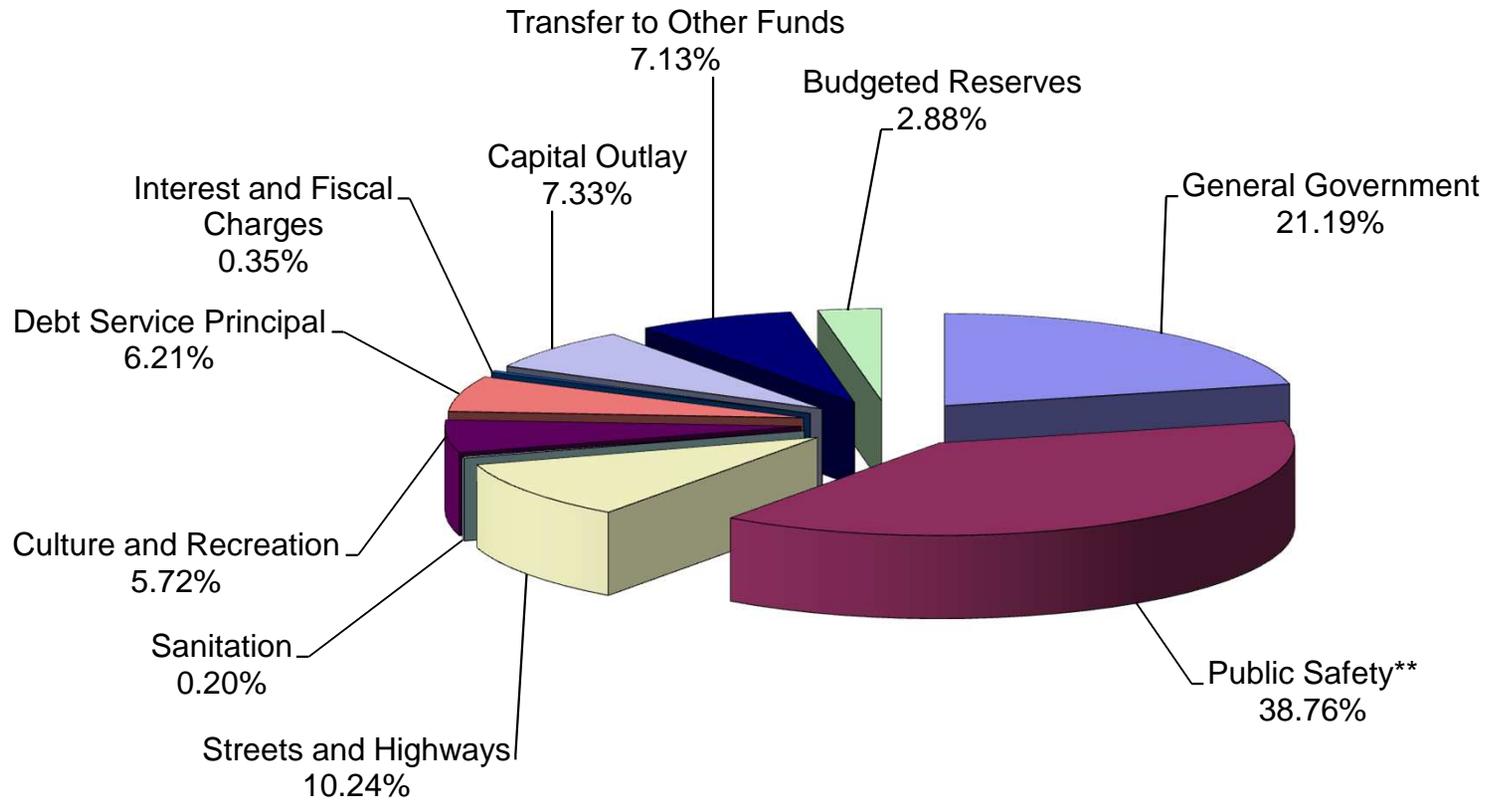
\*Includes Revenues from Fire Contracts

\*\*Includes Fire Department Expenditures

# Revenues



# Expenditures



## Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
40000 General									
31010	Current Ad Valorem Taxes	1,139,287	1,485,017	1,506,766	1,569,230	1,660,044	1,778,519	14,077	1,874,718
31019	Special Assessments		10,203	5,251	4,879	6,966	-	2	-
31040	Fiscal Disparities	319,530							
31900	Penalties and Interest DelTax	134							
31910	Penalties and Interest AdValTax		386						
33401	Local Government Aid	206,682	239,132	215,967	216,188	225,909	226,551	-	227,490
33402	Market Value Credit	188	386	379	383	374	-	-	-
33403	Small City Assistance Grant	-	-	-	33,247	33,662	-	-	-
36200	Miscellaneous Revenues	6,288	8,859	1,796	4,008	8,082	-	2,254	-
36210	Interest Earnings	803	1,490	1,389	797	1,517	1,000	254	1,000
36230	Contributions and Donations	625	425	-	350	1,596	2,000	-	1,000
39101	Sales of General Fixed Assets	-	-	-	21,300	(19,188)	-	-	-
Total General		1,673,537	1,745,898	1,731,548	1,850,381	1,918,962	2,008,070	16,587	2,104,208
41400 City Clerk - Finance									
32000	Licenses and Permits	750	1,565	865	1,130	930	1,000	65	1,000
32110	On-Sale Liquor License	16,000	19,447	18,600	16,000	16,000	18,000	-	16,000
32111	Off-Sale Liquor License	650	600	50	600	600	600	-	600
32112	Sunday Liquor	1,600	1,905		1,625	1,600	1,800	-	1,600
32113	On-Sale Non-Intoxicating Beer	400	-		400	400	400	-	400
32114	Off-Sale Non-Intoxicating Beer	-	50		-	-	50	-	-
32115	Wine License	-	-	25	-	25	-	25	-
32116	Liquor License Investigation Fee	-	1,000		-	-	-	-	-
32118	One Day Special Event Beer	25	50	50	50	100	-	25	-
32119	Temporary Amendment Liquor License Fee	50	25		225	100	-	125	-
32120	Temporary Expansion of Liquor Premise	150	100						-
32171	Speedway Permit - Annual	1,171	2,342	1,471					-
32175	Speedway - Qtr. Midgets Annual	180	360	180					-
32176	Annual Permit Schedule Changes	-	10						-
32240	Animal Licenses	960	1,130	720	955	840	800	375	800
32301	Gambling Permit/Special	645	1,010	941	910	410	1,000	70	800
32303	Permits Sign Permit	-	-	100	-	150	-	-	-
32304	Permits Band/Outdoor Event	600	500	1,000	1,200	500	400	100	500
32305	Permits Fireworks	200	300	100	100	300	100	-	100
32308	ROW/Grading Permit	2,850	2,550	3,375	4,525	3,550	2,500	1,050	3,000
32400	Election Filings	25	-	30	-	30	-	-	-
34000	Charges for Service	10	-		-	-	-	45	-
34101	Franchise Fees	24,334	40,696	30,505	30,281	21,504	29,000	14,298	29,000
34102	Rent Revenue	4,500	5,200	4,825	4,600	4,800	4,800	1,900	4,800
34105	Notary Fee	45	33	29	91	101	-	40	-
34106	Copy / Tape Income	73	65	47	76	36	-	25	-
34107	Assessment Search Fees	50	-	400	50	275	-	125	-
36200	Miscellaneous Revenues	-	6	5,072	168	5,508	-	-	-
36240	Refunds & Reimbursements	4,427	9,053	14,686	4,975	1,858	3,000	99	3,000
Total City Clerk - Finance		59,696	87,995	83,071	67,962	59,617	63,450	18,368	61,600

## Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
41550 Assessing									
31018	Certified Delinquent Bill Fee	-	6,809	-	-	-	7,000	-	-
	Total Assessing	-	6,809	-	-	-	7,000	-	-
41600 Professional Services									
36240	Refunds & Reimbursements	-	-	-	-	1,420	-	-	-
39825	Grant Income	-	-	29,990	-	-	-	-	-
	Total Professional Services	-	-	29,990	-	-	-	-	-
41910 Planning & Zoning									
34120	Application Fees	800	2,000	800	6,100	5,150	1,200	1,800	2,000
	Total Planning & Zoning	800	2,000	800	6,100	5,150	1,200	1,800	2,000
41940 General Govt. Buildings									
36220	Other Rents and Royalties	-	3,900	-	-	-	-	-	-
51000	Land	-	15,794	114,374	-	-	-	-	-
	Total General Govt. Buildings	-	19,694	114,374	-	-	-	-	-
42000 Police									
33423	State Police Aid	15,232	22,598	23,428	24,492	34,800	25,000	-	34,000
36230	Contributions and Donations	-	-	-	-	360	-	-	-
36240	Refunds & Reimbursements	-	-	579	-	1,216	-	659	-
39826	Grant Income Night Cap (TED)	5,795	3,532	3,239	2,855	3,757	-	-	-
39944	Community Programs	-	483	-	-	200	-	-	-
	Total Police	21,027	26,612	27,246	27,347	40,333	25,000	659	34,000
42100 Public Safety									
33400	State Grants and Aids	-	1,333	1,251	1,908	-	-	-	-
34000	Charges for Services	1,274	270	-	(395)	(30)	-	-	-
35000	Fines - Traffic	16,293	17,832	18,736	17,821	16,914	15,000	4,473	16,000
35100	Joint Prosecution	6,526	6,842	-	-	-	-	-	-
35102	Accident Reports	-	-	5	-	-	-	-	-
36230	Contributions and Donations	-	-	-	2,051	347	-	-	-
39800	Towing Charges	-	241	109	218	-	-	-	-
39945	Miscellaneous Income	669	851	-	-	-	-	264	-
	Total Public Safety	24,761	27,368	20,100	21,603	17,231	15,000	4,736	16,000

## Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
42400 Building Permits									
32210	Building Permits	105,718	85,007	101,883	79,984	115,773	76,317	15,687	80,037
32211	MN. State Surcharge Fee	5,650	2,767	4,153	2,718	4,020	2,793	444	2,944
Total Building Permits		111,369	87,774	106,037	82,702	119,793	79,110	16,131	82,981
43000 Public Works									
34000	Charges for Services	2,415	3,864	5,400	5,400	-	-	-	-
34408	Solid Waste/Recycling	4,877	4,077	3,849	4,668	3,799	5,661	-	4,500
36200	Miscellaneous Revenues	1,827	1,803	334	11,387	-	-	453	-
Total Public Works		9,119	9,744	9,583	21,456	3,799	5,661	453	4,500
43160 Light & Siren Utility									
36102	Penalties and Interest	(8)	148	(1,361)	(1,486)	(48)	-	(1)	-
37500	Street Light / Siren Utility	76,168	70,247	80,374	77,390	83,192	78,500	38,030	78,500
Total Light & Siren Utility		76,160	70,395	79,013	75,904	83,145	78,500	38,029	78,500
45000 Parks/ Grounds Maintenance									
34701	Rental Fee Park Shelter	2,657	3,068	3,750	2,550	2,777	2,500	1,118	2,500
36200	Miscellaneous Revenues	-	-	1,520	-	27	-	-	-
36230	Contributions and Donations	-	-	-	-	200	-	-	-
38080	Recreation Program	-	425	-	-	-	-	-	-
39825	Grant Income	-	-	-	-	1,827	-	-	-
Total Parks		2,657	3,493	5,270	2,550	4,831	2,500	1,118	2,500
<b>Total General Fund Revenues</b>		<b>1,979,125</b>	<b>2,087,782</b>	<b>2,207,032</b>	<b>2,156,004</b>	<b>2,252,860</b>	<b>2,285,490</b>	<b>97,879</b>	<b>2,386,288</b>

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Revenues**

<b>Dept 40000</b>	<b>General Government</b>	
31010	Current Ad Valorem Taxes	Revenue from levies.
31019	Special Assessments	Revenue from special assessments.
31040	Fiscal Disparities	Communities in the seven-county metro area participate in the metropolitan fiscal disparities program. Communities in each area share a portion of the growth in commercial and industrial property value. The programs redistribute this growth through a formula based on population and market value of taxable property. This is no longer used by the City.
31910	Penalties and Interest AdValTax	Revenue from delinquent property taxes.
33401	Local Government Aid	State Aid Originally established in 1971 as a per capita revenue sharing/property tax relief program.
33402	Market Value Credit	Each homestead is eligible for a state paid credit equal to 0.4 percent of the home's market value, limited to a maximum amount established by law. The county auditor determines the amount of tax reductions, and the commissioner of revenue reimburses cities for the lost revenue as a result of the reductions. This program is no longer in effect.
33403	Small City Assistance Grant	Revenue received from State Aid.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36210	Interest Earnings	Interest received on bank accounts, savings accounts and certificates of deposit.
36230	Contributions and Donations	Revenue received from donations or contributions to the City. (ie., movie night, park benches and tables).
39101	Sales of General Fixed Assets	Revenue from sale of property or city owned assets.
39102	Compensation – Loss Fixed Assets	Revenue compensation for damaged city property.
39200	Interfund Operating Transfers	Transfer between funds.

<b>Dept 41400</b>	<b>City Clerk - Finance</b>	
32000	Licenses and Permits	Fees received for licenses and permits not otherwise specified.
32110	On-Sale Liquor License	Fees received for on-sale liquor licenses.
32111	Off-Sale Liquor License	Fees received for off-sale liquor licenses.
32112	Sunday Liquor	Fees received for Sunday liquor licenses.
32113	On-Sale Non-Intoxicating Beer	Fees received for on-sale non-intoxicating beer.
32114	Off-Sale Non-Intoxicating Beer	Fees received for off-sale non-intoxicating beer.
32115	Wine License	Fees received for wine licenses.
32116	Liquor License Investigation	Fees received for liquor license investigation.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Revenues**

32118	One Day Special Event Beer	Fees received for one day special event beer license.
32119	Temporary Amendment Liquor License Fee	Special Event Fees.
32120	Temporary Expansion of Liquor Premise	Expands the liquor licenses serving area.
32171	Speedway Permit - Annual	Fees received for Speedway annual events permit.
32175	Speedway – Qtr. Midgets Annual	Fees received for Speedway – Qtr. Midgets annual events permit.
32176	Annual permit Schedule Changes	Any changes to the annual Elko Speedway schedule.
32240	Animal Licenses	Fees received from dog licenses.
32301	Gambling Permit/Special	Fees received from gambling permit/special.
32303	Permits Sign Permit	Fees received from permits for signs.
32304	Permits Band/Outdoor Event	Fees received for band/outdoor events permits.
32305	Permits Fireworks	Fees received for fireworks permits.
32308	Grading Permit	Fees received for grading permits and Right of Way.
32400	Election Filings	Fees received from candidates filing for elected offices.
34000	Charges for Service	Employee's time spent on special projects.
34101	Franchise Fees	Medicom Cable and Integra Franchise Fees.
34102	Rent Revenue	Revenue received from rental space associated with City Hall. This includes Mediacom shed located behind City Hall.
34105	Notary Fee	Revenue for notary services provided by the City.
34106	Copy/Tape Income	Revenue received from copying services, maps, mailing lists and council meeting tapes.
34107	Assessment Search Fees	Fees received from doing assessment searches on properties.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.

<b>Dept 41550</b>	<b>Assessing</b>	
31018	Certified Delinquent Bill Fee	Administrative Fee for Processing Special Assessments related to delinquent accounts.

<b>Dept 41600</b>	<b>Professional Services</b>	
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39825	Grant Income	Accounts for Scott County CDA grant.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Revenues**

<b>Dept 41910</b>	<b>Planning &amp; Zoning</b>	
34120	Application Fees	Fees received for land use applications, such as variances, conditional use permits and plats.

<b>Dept 41940</b>	<b>General Government Bldg</b>	
36220	Other Rents and Royalties	Revenues related to Rents and Royalties.
51000	Land	Revenues related to sale or transfer of City property.

<b>Dept 42000</b>	<b>Police</b>	
33423	State Police Aid	State Police Aid allocation is based on the population and market value of the service areas protected by the Police Department.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39826	Grant Income Night Cap	Revenues related to reimbursement of expenses associated with Night Cap Program.

<b>Dept 42100</b>	<b>Public Safety</b>	
33400	State Grants and Aids	State grants awarded to public safety.
34000	Charges for Services	Revenues received from services rendered including code compliance activities and nuisance mitigation.
35000	Fines - Traffic	Revenue received for citations.
35100	Joint Prosecution	Revenue received for share of prosecution costs on court cases.
35102	Accident Reports	Revenue received for copies of accident reports.
36230	Contributions and Donations	Revenue received from private parties.
39800	Towing Charges	Revenue received for towing charges and storage of impounded vehicles.
39945	Misc Income	All revenue not accounted for within other specific source codes.

<b>Dept 42400</b>	<b>Building Permits</b>	
32210	Building Permits	Revenues received on bulding permits.
32211	Mn. State Surcharge Fee	State surcharge on building permit.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Revenues**

<b>Dept 43000</b>	<b>Public Works</b>	
34000	Charges For Service	Revenues received from services rendered including code compliance activities and nuisance mitigation.
34408	Solid Waste / Recycling	Revenues received from recycling and spring cleanup.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.

<b>Dept 43160</b>	<b>Light &amp; Siren Utility</b>	
36102	Penalties and Interest	Revenue from street light utilities on past due water bills.
37500	Street Light/Siren Utility	Revenue received for operation and maintenance of street lights and emergency siren.

<b>Dept 45000</b>	<b>Parks / Grounds Maintenance</b>	
34701	Rental Fee Park Shelter	Revenues received from park facility rentals.
36200	Miscellaneous Income	Revenue not accounted for within other specific source codes.
38080	Recreation Program	Revenue from registration fees for recreational programs.
39825	Grant Income	Misc. grant revenues received.

## Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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40000 General Government

430	Miscellaneous	2,334	(9,239)	603	5,281	4,079	-	2	-
510	Land				-	1,400	1,400	1,400	1,400
702	Transfers Out	412,000	140,966	161,442	312,604	169,432	197,099	-	227,490
Total General Government		414,334	131,727	162,045	317,885	174,911	198,499	1,402	228,890

41100 Legislative

104	Part-Time Salaries (Council)	12,900	12,800	13,000	19,200	18,000	19,200	8,000	19,200
105	Part-Time Salaries (Planning Commission)	2,880	3,180	3,180	3,180	2,980	3,180	1,325	3,180
107	Part-Time Salaries (Park & Rec Commission)	2,980	3,180	3,180	3,180	3,180	3,180	1,325	3,180
122	FICA & Medicare	1,436	1,466	1,481	1,956	1,849	1,966	815	1,955
331	Travel Expenses	1,086	2,543	2,766	3,143	3,689	3,000	355	3,000
332	Training and Conferences	928	3,625	788	1,523	918	1,500	625	2,000
430	Miscellaneous	545	214	289	1,221	228	500	15	500
433	Dues and Subscriptions	6,685	6,990	4,270	9,605	14,496	10,000	4,172	10,000
Total Legislative		29,439	33,998	28,955	43,006	45,340	42,526	16,632	43,015

41310 City Administrator

101	Full Time Employees Regular	72,378	77,533	80,009	84,751	80,748	81,752	31,695	81,750
103	Part-Time Salaries	26,124	27,684	25,229	25,605	31,393	35,328	17,042	29,453
121	PERA	7,069	7,674	7,643	7,827	8,462	8,781	3,761	8,340
122	FICA & Medicare	7,749	8,206	8,007	8,325	8,914	8,957	4,181	8,507
131	Employer Paid Insurance	3,437	3,213	3,955	5,074	3,616	4,181	747	4,416
331	Travel Expenses	1,799	2,022	455	959	685	1,500	336	1,500
332	Training and Conferences	646	805	964	654	723	1,500	775	1,000
430	Miscellaneous	187	-	234	156	1,370	200	105	200
433	Dues and Subscriptions	2,037	(2,620)	6,557	2,077	2,054	2,100	329	2,100
Total City Administrator		121,427	124,517	133,054	135,429	137,964	144,299	58,971	137,266

## Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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41400 City Clerk - Finance

101	Full Time Employees	55,640	63,690	51,516	51,313	62,479	59,661	20,181	60,201
102	Overtime	640	254	-	4	56	1,790	96	1,806
103	Part-Time Salaries	-	-	-	-	-	18,382	5,032	-
121	PERA	4,026	4,531	3,588	3,740	4,445	5,987	1,585	4,651
122	FICA & Medicare	4,140	4,747	3,655	3,820	4,895	6,107	1,881	4,744
131	Employer Paid Insurance	11,302	11,198	7,426	8,399	10,796	13,273	7,056	17,003
150	Worker's Comp (GENERAL)	13,644	15,303	7,967	14,214	17,628	18,921	11,918	20,056
200	Office Supplies (GENERAL)	2,827	2,963	1,837	2,327	2,479	2,480	1,034	2,480
214	Debit / Credit Card Charges	-	-	-	180	-	-	-	-
301	Auditing and Acct'g Services	7,109	9,283	34,876	30,864	9,272	9,450	2,701	9,800
306	Bank Charges	41	(85)	492	438	447	500	195	500
310	Information Technology	5,094	8,859	7,548	10,668	14,458	11,550	6,526	14,850
311	Optic Fiber Maint/Lease	855	855	855	855	855	1,000	-	1,000
321	Telephone	2,941	3,616	3,565	3,566	3,193	2,800	1,600	2,800
322	Postage	4,500	4,820	5,224	4,041	2,648	4,500	991	3,900
326	Cell Phones	-	634	742	831	1,228	1,463	602	788
331	Travel Expenses	1,765	784	384	326	1,476	1,000	516	1,000
332	Training and Conferences	591	1,080	21	20	740	1,200	990	1,200
351	Legal Notices Publishing	3,262	5,335	5,996	3,287	4,977	7,200	1,148	6,000
429	Contributions	-	-	-	470	470	700	-	700
430	Miscellaneous	600	1,311	111	3,535	992	1,000	945	1,000
431	Refunds & Reimbursement	-	-	-	-	50	-	10	-
433	Dues and Subscriptions	460	623	440	701	894	1,000	460	1,000
576	Copier	2,901	2,923	2,518	3,080	2,597	3,200	861	3,200
590	Codification	329	766	1,953	569	1,742	1,200	343	1,200
Total City Clerk - Finance		122,667	143,491	140,712	147,247	148,818	174,364		159,878

41410 Elections

103	Part-Time Salaries	3,635	-	3,839	-	4,271	-	-	7,650
210	Operating Supplies (GENERAL)	230	275	97	-	95	-	-	1,500
300	Professional Services	973	-	403	-	343	-	-	900
331	Travel Expenses	489	-	216	-	492	-	-	700
Total Election		5,328	275	4,555	-	5,200	-	-	10,750

## Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
41550 Assessing									
300	Professional Services	22,563	27,952	28,913	30,055	31,271	32,445	32,080	33,700
Total Assessing		22,563	27,952	28,913	30,055	31,271	32,445	32,080	33,700
41600 Professional Services									
300	Professional Services (GENERAL)	26,564	17,737	12,746	16,595	17,996	18,000	9,642	18,000
301	Auditing and Acct'g Services	-	-	-	-	29,350	10,500	3,602	-
303	Engineering Fees	94,243	150,855	129,043	84,389	100,844	105,000	27,522	105,000
304	Legal Fees	88,496	82,036	105,932	56,144	54,372	75,000	20,676	60,000
305	Consultant Planner	96,073	112,708	123,634	53,406	24,824	25,000	625	7,500
Total Professional Services		305,375	363,337	371,355	210,535	227,386	233,500	62,067	190,500
41940 General Government Buildings									
210	Operating Supplies	3,099	2,898	1,431	1,045	1,186	2,500	436	2,400
300	Other Professional Services	838	858	1,015	706	800	1,000	162	1,000
381	Electric Utilities	-	-	-	-	18,310	22,000	7,081	18,000
383	Gas Utilities	15,736	10,853	12,120	10,892	11,240	12,000	9,275	13,200
384	Garbage & Refuse Disposal	5,139	3,182	1,603	1,961	1,568	2,000	713	2,000
401	Repair/Maint	9,250	8,668	10,905	11,585	9,979	9,500	2,902	9,500
406	Cleaning / Janitorial	12,710	13,745	12,272	12,240	9,469	9,240	3,630	9,240
510	Land	-	-	-	1,400	3,717	-	-	-
515	Library	2,414	3,097	4,354	4,160	15,563	16,600	7,433	17,000
520	Buildings and Structures	-	232	30	-	-	-	-	-
Total General Government Buildings		49,185	43,531	43,730	43,988	71,831	74,840	31,630	72,340

## Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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42000 Police

101	Full-Time Employees Regular	204,702	211,821	231,200	293,445	314,644	389,488	114,432	383,614
102	Overtime	6,060	4,663	9,090	8,127	15,340	13,632	5,820	13,427
103	Part-Time Salaries	34,027	40,858	46,563	39,122	48,824	36,161	25,174	36,169
121	PERA	35,164	36,804	42,718	52,545	54,747	74,458	22,265	76,678
122	FICA & Medicare	4,395	5,220	5,240	5,793	7,003	6,370	3,163	6,282
131	Employer Paid Insurance	26,169	26,660	41,058	45,442	47,624	64,479	34,532	87,637
200	Office Supplies (GENERAL)	43	84	293	20	342	500	129	500
201	Community Events Expense	735	286	150	392	559	800	260	800
205	Alcohol Testing Equipment	195	150	107	63	-	300	-	300
206	Scott County Transportation Detox	67	-	-	-	-	200	-	-
209	Office Equipment	109	52	-	-	86	400	-	500
210	Operating Supplies (GENERAL)	679	469	336	381	219	800	656	800
212	Motor Fuels	14,883	9,495	8,842	11,793	10,938	12,500	3,870	14,500
213	Car Maintenance & Repairs	10,928	4,170	3,591	10,848	10,154	4,000	6,370	7,800
215	Shop Supplies	-	-	-	39	23	100	13	100
217	Uniforms	2,595	968	4,581	1,990	1,003	2,700	5,026	2,000
221	Equipment Vehicle	101	553	460	141	317	500	175	500
228	Communication Repairs	-	-	180	-	-	-	-	-
230	Car Communication Computer	1,816	2,143	1,556	1,080	990	2,500	343	2,000
300	Professional Services (GENERAL)	-	219	950	-	-	-	-	-
301	Auditing and Accounting Services	-	-	7,517	6,701	-	-	-	-
310	Information Technology	280	3,797	5,803	9,034	12,156	8,400	4,935	10,800
311	Optic Fiber Maint/Lease	-	-	-	-	-	2,200	1,241	2,200
321	Telephone / Office Phones	894	849	1,019	1,041	1,305	1,120	698	1,120
322	Postage	138	13	-	-	-	200	-	200
323	Radio Units	183	182	97	-	-	200	195	200
326	Cell Phones	2,807	2,872	3,382	3,784	4,556	5,625	2,082	5,850
327	Fax / DSL	1,400	1,444	1,791	1,879	2,320	-	-	-
329	Car Phones	230	-	-	-	-	-	-	-
331	Travel Expenses	277	521	603	808	1,079	1,000	220	1,000
332	Training and Conferences	3,069	3,639	4,469	4,196	4,509	7,000	1,045	7,000
430	Miscellaneous (GENERAL)	2,312	798	1,599	1,726	620	1,500	236	1,500
433	Dues and Subscriptions	510	705	875	275	448	1,000	1,088	1,000
436	Towing Charges	199	194	1,716	597	920	500	-	500
490	Community Programs	-	330	449	-	217	-	-	-
576	Copier	235	291	454	203	278	300	135	350

## Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
580	Officer Equipment	1,432	1,677	1,160	608	338	1,500	544	1,800
741	Weapons Firearms	-	71	-	-	-	-	-	200
742	Less Lethal Weapons Supplies	340	592	756	466	875	900	216	900
743	Ammunition	1,034	255	604	1,181	1,006	1,500	1,360	1,800
744	Gun Supplies & Cleaning	-	-	21	-	-	-	16	-
Total Police		358,007	362,843	429,230	503,720	543,440	642,833	236,238	670,027
42100 Public Safety									
251	Warning Sirens	1,340	2,749	3,538	7,859	1,891	3,000	1,310	3,000
252	Animal Control Contract	13,884	13,958	14,010	14,148	14,088	14,500	5,896	14,400
317	Code Enforcement	889	225	-	632	17	1,500	-	1,500
746	Joint Scott Training Facility	5,332	5,332	5,332	5,332	5,332	5,500	5,332	5,500
747	Prosecution Services SJPA/SCAO	20,639	17,953	18,736	17,821	16,914	15,000	3,033	16,000
Total Public Safety		42,084	40,217	41,616	45,792	38,242	39,500	15,571	40,400
42400 Community Development									
101	Full-Time Salaries	-	-	1,552	53,475	58,016	56,088	24,705	96,501
102	Overtime	-	-	-	-	2,546	-	-	965
103	Part-Time Salaries	-	-	-	-	1,718	11,648	6,941	-
121	PERA	-	-	180	3,939	4,555	4,207	1,764	7,238
122	FICA / Medicare	-	-	18	3,868	4,571	5,182	2,491	7,382
131	Employer Paid Insurance	-	-	60	10,041	11,085	11,135	4,957	12,200
299	Bldg. Inspection Fees	82,179	56,734	65,273	49,872	75,308	37,119	11,699	39,126
302	Mn. State Surcharge Fee	5,533	2,171	2,479	3,596	4,037	2,793	-	2,944
331	Travel Expenses	-	-	-	-	-	-	-	2,200
332	Training and Conferences	-	-	-	-	-	-	-	2,200
433	Dues and Subscriptions	-	-	-	-	-	500	75	1,200
Total Building Inspections		87,712	58,905	69,562	124,791	161,836	128,672	52,633	171,957

## Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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43000 Public Works

101	Full-Time Salaries	47,243	61,663	62,046	60,757	76,454	80,586	30,255	91,918
102	Overtime	2,487	852	808	836	1,904	2,821	698	3,217
103	Part-Time Salaries	22,041	8,036	14,415	15,268	5,594	16,959	6,899	-
108	On Call	1,554	2,020	2,083	2,080	1,839	3,125	648	3,125
109	Call Back	198	304	359	522	268	550	(15)	550
121	PERA	4,526	4,686	4,597	4,359	6,058	7,527	2,717	7,135
122	FICA / Medicare	5,459	5,273	5,629	5,646	6,336	7,678	3,163	7,278
131	Employer Paid Insurance	14,468	16,753	15,757	16,256	17,349	16,764	7,473	24,310
210	Operating Supplies	1,611	2,080	2,216	2,003	2,496	2,000	1,148	2,480
212	Motor Fuels	12,132	9,275	9,042	7,878	13,607	14,250	7,633	15,750
217	Uniforms	225	790	494	797	949	680	306	920
224	Street Maint Materials	181	1,970						-
226	Sign Materials	2,890	388	381	2,517	881	3,000	439	3,000
240	Small Tools and Minor Equip	2,758	3,586	2,155	3,269	3,188	3,000	453	3,000
241	Large Tools and Equipment	4,883	5,091	2,224	6,020	3,221	5,200	2,211	5,200
303	Engineering Fees	-		7,936	22,743	-	-	-	-
317	Code Enforcement	486		-					
326	Cell Phones	2,475	1,159	1,410	1,633	1,325	1,350	559	1,463
331	Travel Expenses	166	-	3	68	80	200	-	200
332	Training and Conferences	590	30	26	134	444	1,000	8	1,000
381	Electric Utilities	68,520	56,661	63,990	53,729	65,184	69,300	31,745	70,400
385	Solid Waste/Recycling	7,462	6,171	8,930	6,261	6,652	6,500	-	6,500
404	Fleet Maintenance & Equipment Repairs	14,240	17,371	16,917	20,715	19,490	19,200	8,836	19,200
415	Other Equipment Rental	147	1,397	50	-	-	-	-	-
416	Equipment & Machinery Rental/Lease	368	-	-					
430	Miscellaneous	57	1,927	861	60	333	500	(73)	500
433	Dues & Subscriptions	107	110	79	166	146	200	63	200
531	Street Sweeping	-	2,250						
532	Dust Control	4,379	6,890	6,616	7,899	4,206	8,000	-	8,000
535	Street Repair & Maint	27,442	28,084	27,485	16,824	28,558	30,000	7,655	33,000
540	Snow Removal Services	25,273		-	-	-	-	-	-
541	Deicing Materials	16,363	15,173	20,564	15,609	22,181	25,000	18,954	25,000
720	Operating Transfer	-		156,451	-	-	-	-	-
Total Public Works		290,732	259,987	433,522	274,049	288,743	325,390	131,774	333,345

## Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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45000 Parks & Grounds Maintenance

101	Full-Time Salaries	40,707	53,905	54,112	52,396	67,653	71,565	26,178	82,468
102	Overtime	1,776	852	808	836	1,904	2,505	698	2,886
103	Part-Time Salaries	28,036	26,492	31,235	32,338	29,325	37,183	16,277	19,635
108	On Call	1,119	1,454	1,499	1,498	1,324	2,250	467	2,250
109	Call Back	198	304	359	522	268	396	(15)	396
121	PERA	4,348	5,480	5,235	5,160	6,893	8,344	3,111	7,874
122	FICA & Medicare	5,361	6,081	6,291	6,301	7,460	8,511	3,579	8,032
131	Employer Paid Insurance	9,544	14,999	14,053	14,524	15,372	14,940	6,358	22,329
216	Chemicals and Chem Products	2,672	1,111	1,555	1,428	1,154	3,500	1,349	3,500
331	Travel Expenses	-	-	-	-	-	300	-	300
332	Training & Conferences	70	-	498	-	8	1,500	83	600
379	Portable Bathrooms	3,790	4,120	6,003	5,240	5,880	5,000	1,970	6,000
381	Electric Utilities	1,076	740	914	744	880	1,100	261	950
384	Refuse/Garbage Disposal	1,412	1,311	1,215	1,425	1,323	1,600	603	1,800
401	Repairs/Maint	9,090	7,161	4,960	6,853	6,766	8,000	3,163	8,000
430	Miscellaneous	45	42	85	43	146	500	-	500
433	Dues and Subscriptions	-	494	-	397	1,029	500	-	700
825	Recreation Program	6,402	5,187	10,055	4,318	5,708	6,500	1,802	6,500
<b>Total Parks &amp; Grounds Maintenance</b>		<b>115,647</b>	<b>129,734</b>	<b>138,877</b>	<b>134,022</b>	<b>153,092</b>	<b>174,194</b>	<b>65,885</b>	<b>174,721</b>

45500 Unallocated

361	General Liability Insurance	27,540	30,516	26,868	26,019	20,604	21,672	11,721	25,220
369	Insurance Claim	-	581	-	-	2,346	2,500	-	2,500
<b>Total Unallocated</b>		<b>27,540</b>	<b>31,097</b>	<b>26,868</b>	<b>26,019</b>	<b>22,950</b>	<b>24,172</b>	<b>11,721</b>	<b>27,720</b>

??? General Fund Reserves

	General Fund Reserves/Contingency	(36,913)	-	-	-	1,591	50,256		91,780
<b>Total General Fund Reserves</b>		<b>(36,913)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,591</b>	<b>50,256</b>	<b>-</b>	<b>91,780</b>

	<b>Total General Fund Expenditures</b>	<b>1,955,127</b>	<b>1,751,610</b>	<b>2,052,993</b>	<b>2,036,539</b>	<b>2,052,615</b>	<b>2,285,490</b>	<b>716,604</b>	<b>2,386,289</b>
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City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

<b>Dept 40000</b>	<b>General Government</b>	
430	Miscellaneous	All expenses not accounted for within other specific source codes.
700	Loan Transfers	Interfund loans.
701	Transfers In	Cash transfers from other funds.
702	Transfers Out	Cash transfers to other funds.
720	Operating Transfer	Revenue from delinquent taxes.

<b>Dept 41100</b>	<b>Legislative</b>	
104	Part-Time Salaries (Council)	Salaries paid by City for Mayor and Council Members.
105	Part-Time Salaries (Planning Commission)	Salaries paid by City for Planning Commissioners.
107	Part-Time Salaries (Parks & Recreation Commission)	Salaries paid by City for Parks & Recreation Commissioners.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute for Council and Commission Member.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by elected officials, Planning Commissioners and Park Commissioners.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.

<b>Dept 41310</b>	<b>City Administrator</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA and Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for City Administrator.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by City Administrator and/or Assistant City Administrator.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

<b>Dept 41400</b>	<b>City Clerk - Finance</b>	
101	Full-Time Employees	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for City Clerk Administration, Deputy Clerk Finance and Administrative Assistant.
150	Worker's Comp (General)	Premium paid for workers compensation insurance.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
214	Debit/Credit Card Charges	Expenses associated with credit card reader.
301	Auditing & Acct'g Services	Expenses relating to auditing and general accounting services.
306	Bank Charges	Expenses for NSF's and stop payments.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers. (Combined 309 & 310) Computer Software and Computer Hardware.
311	Optic Fiber Maintenance	All expenses relating to optic fiber maintenance.
321	Telephone	Telephone services including cell phones.
322	Postage	All expenses relating to postage including 40% of metered postage charge.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by City Clerk, Deputy Clerk Finance and Administrative Assistant.
351	Legal Notices Publishing	Publication of special meetings and public notices.
414	Document Management	All expenses related to document management and destruction.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
431	Refund & Reimbursements	Refunds for overpayments and miscellaneous reimbursements.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
570	Office Equip/Furnishings	Expenses relating to office equipment not included in capital outlay.
575	Computer Equipment	Expenses relating to computer equipment not included in capital outlay.
576	Copier	All expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

<b>Dept 41410</b>	<b>Elections</b>	
103	Part-Time Salaries	Election officials' salary.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
210	Operating Supplies (General)	All supplies used for election purposes, example: ballots, tape, etc.
300	Professional Services	Miscellaneous services.
331	Travel Expenses	Mileage reimbursement at IRS rate and expense reimbursement related to election officials duties and training.
560	Furniture and Fixtures	Furniture and Fixtures.

<b>Dept 41550</b>	<b>Assessing</b>	
300	Professional Services	Expenses related to Scott County Property Taxes and Special Assessments.

<b>Dept 41600</b>	<b>Professional Services</b>	
300	Professional Services (General)	Expenses related to special consultants.
303	Engineering Fees	Expenses related to engineering services.
304	Legal Fees	Expenses related to legal services.
305	Consultant Planner	Expenses related to planning services.

<b>Dept 41940</b>	<b>General Government Bldg.</b>	
210	Operating Supplies	Consumable supplies for government buildings.
300	Other Professional Services	Other special consultants.
321	Telephone	Telephone services for City buildings.
381	Electric Utilities	Electric utilities for City buildings.
383	Gas Utilities	Gas utilities for City buildings.
384	Garbage & Refuse Disposal	Garbage disposal for City buildings.
401	Repair/Maintenance	Repairs and maintenance associated with City buildings.
406	Cleaning/Janitorial	Contracted janitorial services and rugs for City Hall and Library.
510	Land	Expenses related to purchase or accusation of land.
515	Library	Expenses related to shared operations and maintenance of library/Senior Housing site.
520	Buildings & Structures	New construction associated with city buildings and structures.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

<b>Dept 42000</b>	<b>Police</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
201	Community Events Expense	All expenses relating to community events.
205	Alcohol Testing Equipment	PBT testing tubes and chemicals for Intoxolizer machine.
206	Scott Co. Transportation Detox	Expenses related to transportation to Detox.
209	Office Equipment	Expenses related to office equipment not included in capital outlay.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Police Department.
213	Car Maintenance & Repair	Expenses related to repairs and maintenance on Police Department vehicles.
215	Shop Supplies	Expenses related to consumable materials and shop maintenance.
217	Uniforms	Expenses related to city provided uniform items.
221	Equipment Vehicle	Expenses related to consumable materials and equipment requiring replacement in police cars.
222	Car Capital Improvements	Expenses related to outfitting and replacing major vehicle equipment.
228	Communication Repairs	Expenses related to repairs and maintenance of computers and radios.
230	Car Communication Computer	Expenses paid to Scott County related to computer access fees.
232	Office Computer	Expenses related to office computers not included in capital outlay.
300	Professional Services (General)	Expenses related to other professional services needed.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers. (Combined 309 & 310 Computer Software and Computer Hardware.
321	Telephone/Office Phones	Expenses related to office telephone.
322	Postage	All expenses relating to postage.
323	Radio Units	All expenses relating to 800 MHz radios.
326	Cell Phones	Expenses related to department cell phones.
327	Fax/DSL	Telephone line for fax and DSL.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

329	Car Phones	Expenses related to air cards for squad cars.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by police.
383	Gas Utilities	Police office.
401	Repairs/Maint.	Repairs and maintenance associated with department facilities.
428	Bond Issuance Costs	Expenses related to issuance of bonds.
430	Miscellaneous (General)	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
436	Towing Charges	Expenses related to towing impounded vehicles.
576	Copier	All expenses relating of office copier.
580	Officer Equipment	All expenses related to officer equipment excluding uniforms, safety equipment and firearms.
581	Officer Safety Equipment	All expenses related to officer safety including but not limited to body armor.
742	Less Lethal Weapons Supplies	All expenses for tasers, etc.
743	Ammunition	All expenses for ammunition.
744	Gun Supplies & Cleaning	All expenses for gun cleaning supplies.

<b>Dept 42100</b>	<b>Public Safety</b>	
126	Ambulance	Cost of Northfield Ambulance Association. (Being determined if this will continue)
251	Warning Sirens	Expenses related to repair and maintenance of warning sirens.
252	Animal Control Contract	Contracted services for animal control within Elko New Market city limits.
317	Code Enforcement	Expenses related to code enforcement.
746	Joint Scott Training Facility	Joint Training Facility for Scott County.
747	Scott Joint Prosecuting Association	Expenses related to Scott Joint Prosecuting Association.
753	Safe & Sober	Expenses related to items purchased with Safe & Sober money.

<b>Dept 42400</b>	<b>Building Inspections</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
299	Bldg. Inspection Fees	Costs for building inspections contract.
302	MN. State Surcharge Fee	Minnesota State Surcharge Fees.

<b>Dept 43000</b>	<b>Public Works</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salaries or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA and Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Public Works employees.
210	Operating Supplies	Consumable supplies for government buildings.
212	Motor Fuels	Expenses related to fuel for Public Works Department.
217	Uniforms	Expenses related to city provided uniform items.
224	Street Maint. Materials	All fees relating to materials for street maintenance.
226	Sign Materials	Expenses incurred for sign materials.
240	Small Tools & Minor Equip.	Small tools and minor equipment purchased for Public Works use.
241	Large Tools & Equip.	Large tools and minor equipment purchased for Public Works use.
303	Engineering Fees	Expenses related to department engineering services.
317	Lawn Mowing	Expenses related to contracted lawn mowing services.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by Public Works employees.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

381	Electric Utilities	Expenses related to street lights.
385	Solid Waste/Recycling	Expenses related to solid waste/recycling program.
404	Fleet Maintenance & Equipment Repairs	Expenses related to repair and maintenance on Public Works vehicles and equipment repairs and maintenance.
415	Other Rental Equipment	Expenses related to small tools rental.
416	Equipment & Machinery Rental / Lease	Items rented for repairs and maintenance of City property.
417	Equipment Lease	Items leased for Public Works use.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
531	Street Sweeping	Expenses related to contracted street sweeping.
532	Dust Control	Dust control on city streets.
535	Street Repair & Maint.	Maintenance of city streets.
540	Snow Removal Services	Expenses related to contracted snow removal.
541	Deicing Materials	Expenses related to deicing materials.
613	Short-term Debt Interest	Interest expense for Interfund Loans.
720	Operating Transfer	Operating transfers for accounting purposes.

<b>Dept 45000</b>	<b>Parks / Grounds Maintenance</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salaries or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Parks Department employees.
216	Chemicals & Chem Products	Expenses relating to chemicals and chemical products for parks use.
300	Professional Services	Costs of other professional services needed.
331	Travel Expenses	Mileage reimbursement at IRS rate, airfare, transit, lodging, and travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by Parks Department employees.
379	Portable Bathrooms	Portable Toilets for parks and civic events.
381	Electric Utilities	Electrical usage at park facilities.
384	Refuse/Garbage Disposal	Fees associated with refuse/garbage disposal services.

City of Elko New Market  
**Year 2020 Budget Notes - General Fund Expenditures**

401	Repairs/Maint.	Parks repairs and maintenance charges.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
825	Recreation Program	All expenses relating to recreational programs.

**Dept 45500 Unallocated**

361	General Liability Insurance	Premium for liability insurance for the City.
369	Insurance Claim	Deductible for insurance claims filed.

<b>Dept 49991</b>	<b>Community Events</b>	
201	Community Events Expense	Expenses for all City sponsored civic events. - Transferred to fund 280 Community Events

### Summary of General Fund

Office Equipment		501-41000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	Information Technology		65,550	8,000	73,549.90	11,000	14,000	17,000	20,000	23,000
	Office Furniture		2,148	1,000	2,283.44	1,000	1,000	1,000	1,000	1,000
	Accounting System		4,000	1,000	5,000.00	1,000	1,000	1,000	1,000	1,000
	Misc. New Equipment		3,829	250	4,078.67	250	250	250	250	250
Total			75,527	10,250	84,912	13,250	16,250	19,250	22,250	25,250

Elections		501-41410-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	Election Equipment	7,500	10,808	2,000	12,808	2,000	2,000	2,000	2,000	2,000
Total			10,808	2,000	12,808	2,000	2,000	2,000	2,000	2,000

Buildings		501-41940-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	General Maintenance Reserves		215,733	27,000	242,733	31,000	35,000	35,000	35,000	35,000
Total			215,733	27,000	242,733	31,000	35,000	35,000	35,000	35,000

Police		501-42000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	Information Technology		6,472.75	7,400	13,872.75	7,400	7,400	7,400	7,400	7,400
	Office Furniture		1,510.84	250	330.84	250	250	250	250	250
2019	Squad 313 (replace Squad 310)	45,000	43,380.02	8,500	46,830.02	-	-	-	-	-
2021	Squad 314 (replace Squad 311)	45,000	10,450.00	8,500	29,000.00	8,000	8,000	8,000	8,000	8,000
2023	Squad 315 (replace Squad 312)	45,000	8,000.00	8,000	11,000.00	8,000	8,000	8,000	8,000	8,000
2025	Squad 316 (replace Squad 313)	45,000	-	-	-	8,000	8,000	8,000	8,000	8,000
	Admin Car	20,000	2,000.00	2,000	4,000.00	2,000	2,000	2,000	2,000	2,000
2020	Speed Monitoring Device	10,000	3,952.45	500	4,452.45	500	500	500	500	500
	Radio Units (Each)	4200/4500	(1,312.99)	1,200	(112.99)	1,200	1,200	1,200	1,200	1,200
	Officer Safety Equipment	1,200	7,870.24	1,200	9,070.24	2,000	2,000	2,000	2,000	2,000
	Firearms		2,510.63	600	3,110.63	600	600	600	600	400
	Non-Lethal Weapons		107.47	1,000	1,107.47	1,000	1,000	1,000	1,000	1,000
	AEDS		552.41	600	1,152.41	600	600	600	600	600
	Body and Squad Cameras		2,500.00	2,500	5,000.00	2,500	2,500	2,500	2,500	2,500
	Misc. New Equipment		(892.54)	500	(392.54)	500	500	500	500	500
Total			87,101	42,750	128,421	42,550	42,550	42,550	42,550	42,350

### Summary of General Fund

Public Safety		501-42100-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	Civil Defense Equipment	30,000	28,236	2,000	30,236	2,000	2,000	2,000	2,000	2,000
Total			28,236	2,000	30,236	2,000	2,000	2,000	2,000	2,000

Public Works		501-43000-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	Sidewalk and Trail Repair/Replace		48,601.55	5,000	53,601.55	5,000	5,000	5,000	5,000	5,000
Yearly	Track Skid Loader (Diff. between trade & new)	55,000	2,023.00	5,000	7,023.00	5,000	5,000	5,000	5,000	5,000
Yearly	Wheeled Skid Loader (Diff between trade & new)	50,000	6,000.00	4,000	10,000.00	4,000	4,000	4,000	4,000	4,000
2018/2033	Utility Tractor (replace Front Deck Mower)	40,000	28,386.00	2,700	(1,682.70)	2,700	2,700	2,700	2,700	2,700
2018/2033	Pull behind bat wing mower	16,000	37,800.00	1,100	23,414.00	1,100	1,100	1,100	1,100	1,100
2021	Multi-Purpose UTV	12,000	7,200.00	1,800	9,000.00	1,800	1,800	1,800	1,800	1,800
2021	Single Axle Plow - Unit 413	50,000	-		-		8,000	8,000	8,000	8,000
2021	Single Axle Plow - Unit 414	50,000	-		-		8,000	8,000	8,000	8,000
2021	Single Axle Plow - Unit 415	50,000	-		-		8,000	8,000	8,000	8,000
2023	F-550 Dump - Unit 403	73,000	35,029.00	6,000	41,029.00	6,000	6,000	6,000	6,000	6,000
2023	Toro Batwing Mower	60,000	11,685.00	6,000	17,685.00	6,000	6,000	6,000	6,000	6,000
2025	1 Ton Pickup - Unit 401	35,000	3,100.00	3,000	6,100.00	3,000	3,000	3,000	3,000	3,000
2026	Bi-Directional Tractor - Unit 418	100,000	33,000.00	8,400	41,400.00	8,400	8,400	8,400	8,400	8,400
2027	1 Ton Pickup - Unit 424 (bought in 2018)	45,000	13,019.78	4,500	17,519.78	4,500	4,500	4,500	4,500	4,500
2028	Loader with Attachments	112,500	1.00	12,500	12,501.00	12,500	12,500	12,500	12,500	12,500
2028	Street Sweeper	25,000	2,500.00	2,500	5,000.00	2,500	2,500	2,500	2,500	2,500
2029	Trackless Sidewalk Machine	20,000	15,900.00	3,500	19,400.00	3,500	3,500	3,500	3,500	3,500
2030	Asphalt Roller	30,000	7,600.00	1,900	9,500.00	1,900	1,900	1,900	1,900	1,900
2030	Asphalt Hotbox	60,000	3,000.00	3,000	6,000.00	3,000	3,000	3,000	3,000	3,000
	General Equipment		9,466.28	5,000	14,466.28	5,000	5,000	5,000	5,000	5,000
Total			264,312	75,900	291,957	75,900	99,900	99,900	99,900	99,900

Parks		501-45000-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/24/2019	Current Year 2020	Future Years			
							2021	2022	2023	2024
	General Maintenance Reserves		75,320	37,500	112,820	40,000	40,000	40,000	40,000	40,000
Total			75,320	37,500	112,820	40,000	40,000	40,000	40,000	40,000

	<b>Fund Total</b>	<b>757,037</b>	<b>197,400</b>	<b>903,887</b>	<b>206,700</b>	<b>237,700</b>	<b>240,700</b>	<b>243,700</b>	<b>246,500</b>
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## Summary of General Fund

REVENUES

Community Events

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24,2019	Proposed 2020 Budget
49991 Community Events									
31000	General Property Taxes	2,500	2,500	2,300	2,300	2,300	4,300	-	3,700
36200	Miscellaneous Revenues	1,778	1,291	2,669	2,319	1,936	1,800	4,436	1,800
36210	Interest Earnings	7	6	24	25	66	-	21	-
36230	Contributions & Donations	1,750	3,263	3,124	1,590	4,670	1,900	-	2,500
36240	Refunds and Reimbursements	-	-	-	384	523	-	-	-
Total Community Events		6,035	7,060	8,117	6,617	9,494	8,000	4,457	8,000

City of Elko New Market  
**Year 2020 Budget Notes - Community Events Revenues**

<b>40000</b>	<b>Community Events</b>	
31000	General Property Taxes	Levied amount on property tax.
36200	Miscellaneous Revenues	Revenue not accounted for within other specific source codes.
36210	Interest Earnings	Bank Interest.
36230	Contributions & Donations	Revenue donated or contributed.
36240	Refunds and Reimbursements	Revenue from delinquent taxes.
39310	Transfers from Other Funds	Transfers from other funds.

## Summary of General Fund

EXPENDITURES

Community Events

Year-to-date  
thru Jun 24, 2019

Proposed  
2020 Budget

2014 Actual   2015 Actual   2016 Actual   2017 Actual   2018 Actual   2019 Budget

49991 Community Events Expense

201	Community Events Expense	-	2,580	1,000	3,825	10,058	8,000	2,512	8,000
226	Sign Materials	389	112		604	-	-	-	-
340	Advertising	-	570	1,132	641	299	-	-	-
379	Portable Bathrooms	-	540	498	-	-	-	-	-
430	Miscellaneous	15	77	2,265	843	-	-	-	-
Total Community Events Department		404	3,879	4,895	5,912	10,357	8,000	2,512	8,000

2014 Actual   2015 Actual   2016 Actual   2017 Actual   2018 Actual   Proposed  
2019 Budget

Proposed  
2020 Budget

Project #280-01	Egg Hunt	810	-	300	956	1,623	800	95	800
Project #280-02	Fire Rescue Days	1,987	-		2,391	5,471	4,700	2,394	4,700
Project #280-03	Community Picnic	-	-	-	-	1,626	500	24	500
Project #280-04	Halloween Party	359	-		478	1,637	2,000		2,000
Total Community Events Department		3,155	-	300	3,825	10,357	8,000	2,512	8,000

City of Elko New Market  
**Year 2020 Budget Notes - Community Events Expenditures**

<b>42280</b>	<b>Community Events</b>	
201	Community Events Expense	Expenses related to Community Events: Egg Hunt, Fire Rescue Days and Halloween Party.
226	Sign Materials	Expenses incurred for sign materials.
340	Advertising	Expenses related to Community Events for advertising: Egg Hunt, Fire Rescue Days and Halloween Party.
379	Portable Bathrooms	Portable Toilets for parks and civic events.
430	Miscellaneous	Revenue from delinquent taxes.

## Summary of General Fund

REVENUES									Year-to-date	Proposed
Fire Department		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	thru Jun 24, 2019	2020 Budget	
42280 Fire Department										
31000	General Property Taxes	86,044	93,207	132,952	124,945	122,143	182,006	-	233,435	
32100	Business Licenses	109	69	379	301	-	-	-	-	
33422	State Fire Aid	49,845	54,054	56,098	55,543	57,247	45,000	-	54,000	
33423	State Police Aid			2,865	-	-	-	-		
33424	DNR Forestry Grants			2,000	-	-	-	-		
34202	Fire Contracts & Calls	199,351	202,161	177,465	221,339	231,182	202,394	106,916	278,794	
36200	Miscellaneous Revenues	473	468		387	-	-	2,117	-	
36210	Interest Earnings	58	521	(365)	499	913	-	174	-	
36230	Contributions & Donations	25,000	250	25,200	25,250	-	25,000	-	25,000	
36240	Refunds and Reimbursements	11,385	-	1,350	8,299	6,402	-	12,236	-	
39310	Proceeds - Gen Obligation Bond	-	30,000		-	-	-	-		
Total Fire Department		372,265	380,730	397,945	436,563	417,888	454,400	121,443	591,229	

City of Elko New Market  
**Year 2020 Budget Notes - Fire Dept Revenues**

<b>Dept 42280</b>	<b>Fire Department</b>	
31000	General Property Taxes	Levied amount on property tax.
32100	Business Licenses	Revenue received from radio and tower license.
33422	State Fire Aid	State Fire Aid is percent of the reported fire premium taxes paid to the state by insurers.
34202	Fire Contracts & Calls	Revenue received from contracts for fire coverage for New Market Township and Cedar Lake Township. Allocation based on market value of structures.
36200	Miscellaneous Revenues	Revenue from delinquent taxes.
36210	Interest Earnings	Bank Interest.
36230	Contributions & Donations	Revenue donated or contributed to the Fire Department.
36240	Refunds and Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39200	Interfund Operating Transfer	Transfer for accounting purposes.
39310	Proceeds - Gen Obligation Bond	Revenue received from bond sale.
39945	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.

## Summary of General Fund

EXPENDITURES

Fire Department

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
42280 Fire Department									
101	Full-Time Salaries	4,111	-	-	-	270	3,592	330	3,600
102	Overtime	39	-	-	-	602	180	396	180
103	Part-Time Salaries	54,410	60,195	61,893	72,176	81,395	69,752	72,690	83,160
121	PERA	297	-	2	276	830	893	616	375
122	FICA & Medicare	4,463	4,605	4,735	5,519	6,286	5,625	5,610	6,651
124	Fire Pension Contribution	148,301	157,199	162,931	168,064	175,394	162,210	70,027	180,257
131	Employer Paid Insurance	683	43	3	48	392	423	405	538
136	Medical Expense	2,065	6,100	2,500	2,514	3,682	3,500	1,576	4,000
150	Worker's Comp (General)	11,884	11,047	9,643	16,994	16,298	23,320	10,085	17,276
200	Office Supplies	84	-	-	-	-	-	-	-
201	Community Events Expense	443	-	-	280	424	700	125	400
210	Operating Supplies (GENERAL)	1,302	3,356	1,273	1,181	976	2,500	129	2,000
212	Motor Fuels	7,674	4,845	5,096	6,291	8,511	8,000	2,764	8,000
217	Uniforms	1,920	958	285	1,224	4,212	1,500	380	1,500
240	Small Tools and Minor Equip	590	950	5,501	2,999	3,766	2,500	1,220	2,500
300	Other Professional Services	750	-	3,632	-	4,088	6,500	600	6,500
304	Legal Fees	660	757	-	3,263	1,310	1,500	-	1,500
310	Information Technology	-	240	-	374	-	1,050	-	1,350
321	Telephone	-	-	7	-	-	-	-	-
323	Radio Units	2,135	1,191	2,679	1,664	2,049	2,000	1,022	2,000
326	Cell Phones	-	237	330	369	250	1,368	172	900
331	Travel	86	467	-	-	-	500	-	500
332	Training and Instruction	5,584	4,315	5,203	11,511	3,910	7,800	2,270	7,800
361	General Liability Ins	6,754	5,095	4,667	5,233	3,208	3,024	1,676	3,519
369	Insurance Claim	10,385	-	-	-	-	-	10,000	-
401	Repairs & Maint	1,792	2,727	664	6,967	2,493	3,500	690	3,500
404	Fleet Maintenance & Equipment Repairs	10,185	11,644	8,200	18,020	7,974	15,000	3,021	15,000
428	Bond Issuance Costs	-	22	-	-	-	-	-	-
430	Miscellaneous	2,302	554	176	578	514	1,500	142	1,500
433	Dues and Subscriptions	175	113	526	218	346	300	-	300
600	Debt Service Principal	33,075	33,075	-	-	30,000	85,943	-	188,882
610	Debt Service Interest	5,744	-	568	600	300	12,422	-	20,241
620	Fiscal Agent Fees	-	90	38	16	16	-	-	-
703	Transfer Out - Capital Outlay	36,120	-	67,240	28,120	144,470	27,300	-	27,300
720	Operating transfers	-	-	20,317	79,394	96,642	-	-	-
Total Fire Department		354,014	309,824	368,110	433,895	600,611	454,402	185,947	591,229

City of Elko New Market  
**Year 2020 Budget Notes - Fire Dept Expenditures**

<b>Dept. 42280</b>	<b>Fire Department</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees including chief, assistant chief, fire fighters & Administrative Assistant
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute for clerical staff.
122	FICA and Medicare	Revenue from delinquent taxes.
124	Fire Pension Contribution	Contribution made to the Fire Relief Association for pension.
131	Employer Paid Insurance	City contribution towards employee insurance.
136	Medical Expense	Medical supplies purchased.
150	Worker's Compensation General	Premium paid for workers compensation insurance for Fire Department.
200	Office Supplies	Forms printing and manuals used by Fire Department.
201	Community Events Expense	Items given out for Community events programs.
209	Office Equipment & Furnishings	Expenses related to office equipment not included in capital outlay.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Fire Department.
217	Uniforms	Expenses related to city provided uniform items.
240	Small Tools & Minor Equipment	Tools and equipment costing under \$1,000.00.
241	Large Tools and Equipment	Major tools and equipment purchased for Fire Department use.
300	Other Professional Services	Professional services related to Fire Department.
304	Legal Fees	Money paid for attorney fees for fire related services.
310	Computer Support	Expenses relating to computer support for Fire Department.
321	Telephone	Expenses related to office telephone.
323	Radio Units	Radio units purchased for department use.
326	Cell Phones	Expenses related to department cell phones.
331	Travel	Mileage reimbursement at IRS rate/travel related expenses.
332	Training & Instruction	Classes or seminars attended by Fire Department personnel.
361	General Liability Insurance	Premium for liability insurance for Fire Department.
369	Insurance Calim	Expenses related to insurance claim on Fleet.
401	Repairs & Maintenance	Computer repairs and sensor kit repair or maintenance.
404	Fleet Maintenance & Equipment Repairs	Repair and maintenance of Fire Department vehicles.
428	Bond Issuance Costs	Expenses related to issuance of bonds.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
600	Debt Service Principal	Payment of debt service principal.
610	Debt Service Interest	Payment of debt service interest.
703	Transfers Out - Capital Outlay	Transfer of funds for capital outlay.
720	Operating Transfers	Operating transfers for accounting purposes.

### Summary of General Fund

**Fire Department** 503-42280-500 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2018	Prior Year BUD 2019	Total Reserve 6/30/2019	Current Yr BUD 2020	Furture Years			
							2021	2022	2023	2024
	2017 Tanker	150,000	2,809		-	-	-	-	-	-
2028	First Response Vehicle (Chief) to replace 2018	50,000	8,704		-	-	-	-	-	-
2028	First Response Vehicle (Asst.Chief) to replace 2018	50,000	2,733		-	-	-	-	-	-
2023	Pumper to replace 2002	375,000	-		-	-	-	-	-	-
	Small Vehicles and Trailers		21,041	1,500	22,541	1,500	1,500	1,500	1,500	1,500
	Protective Clothing \$2,000 Each		16,046	4,000	20,046	4,000	4,000	4,000	4,000	4,000
	SCBAs \$3,500 Each		13,498	3,500	36,998	3,500	3,500	3,500	3,500	3,500
	Large Tools and Equipment		27,618	5,000	25,023	5,000	5,000	5,000	5,000	5,000
	Radio Equipment		10,067	6,000	16,067	6,000	6,000	6,000	6,000	6,000
	Office Equipment and Furnishings		352	300	652	300	300	300	300	300
2022 & 2024	Computer Equipment		29,760	2,000	6,918	2,000	2,000	2,000	2,000	2,000
	General Building and Maintenance		30,473	5,000	31,025	5,000	5,000	5,000	5,000	5,000
	Misc		22,366	-	36,625	-	-	-	-	-
Total			185,468	27,300	195,896	27,300	27,300	27,300	27,300	27,300

**Fire Relief** 503-42280-550 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2018	Prior Year 2019	Total Reserve 6/30/2019	Current Year 2020	Furture Years			
							2021	2022	2023	2024
	Miscellaneous		133,399		133,399	-	-	-	-	-

### Summary of General Fund

			2020																			
			Property		Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund	
Fund #	Bonded Debt Issue Description	Year Retired	Principal	Interest																		
307	2012B Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	2024	10,500	814					35,000	2,993												
318	2011A Refunding (Special Assessments School and Deferred)	2026			45,000	25,895																
318	Fund 318 Deficit Cash	???	60,000																			
306/601	2012A Refunding /2000 \$315,000.00 Tower (NM) & 1998 \$145,000 GO Bond	2019																				
602	2004A Go Bond Sewer (E) /2012B Refunding	2025											75,000	7,973								
317	2010 GO \$450,000 Library	2032	24,150	11,395																		
319	2013A GO Bonds (2013 Trail Project)	2024			55,000	7,725																
319	2013A GO Bonds (Public Works Facility)	2028	29,164	13,281					30,557	8,278	30,557	8,278										
319	2013A GO Bonds (Police Garage)	2028	6,637	1,849	3,084	2,578																
601	2014 PFA Loan (Water Treatment Plant)	2034							504,000	81,090												
320	2015A GO Bonds (CIP Portion & Street Reconstruction)	2026	20,000	4,250																		
315	2015B GO Refunding Bonds	2024	52,500	5,460					50,000	5,450									35,000	4,181		
445	Roundabout Construction				85,289																	
446	2019 Pavement Rehab Project				59,519																	
447	Police Department Addition 2019				162,048																	
???	On Site Generation Project												24,500									
Total			202,952	37,048	409,940	36,198	619,557	97,810	130,057	16,250	35,000	4,181										
Fund Total			240,000		446,138		717,367		146,307		39,181											

All Bonds are Levied at 105%, except:  
 2013A GO Bond Levied at 100% - Debt Service Partially Funded By Capital Projects Fund  
 2015A GO Bond Levied at 100% - Debt Service Funded By Capital Projects Fund

### Summary of General Fund

2021										2022									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
10,500	667			35,000	2,503					10,500	499			40,000	1,900				
		30,000	22,883									15,000	19,505						
80,000										100,000									
						80,000	6,885									75,000	5,648		
25,200	10,638									26,250	9,848								
		55,000	6,075									55,000	4,425						
29,164	12,406			30,557	7,361	30,557	7,361			38,742	9,373			31,543	6,429	31,543	6,429		
6,641	1,856	3,080	2,279							3,008	971	10,137	2,209						
				509,000	76,050									514,000	70,960				
27,590	3,750	2,410								30,000	3,150								
47,250	4,338			45,000	4,381			35,000	3,394	47,250	3,216			50,000	3,250			40,000	2,500
		85,289										85,289							
		59,519										59,519							
		162,048										162,048							
						24,500										24,500			
226,346	33,654	397,346	31,237	619,557	90,295	135,057	14,246	35,000	3,394	255,750	27,056	386,993	26,139	635,543	82,539	131,043	12,077	40,000	2,500
260,000		428,583		709,852		149,303		38,394		282,806		413,132		718,082		143,120		42,500	

### Summary of General Fund

2023										2024									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
10,500	315			40,000	1,200					10,500	110			40,000	420				
			15,743																
120,000										138,246									
						80,000	4,290									85,000	2,678		
26,250	9,042									27,300	8,220								
		60,000	2,700							18,029	900	41,971							
38,742	8,211			33,514	5,453	33,514	5,453			40,503	7,048			33,514	4,448	33,514	4,448		
1,868		11,277	2,786							13,742	2,391								
				519,000	65,820									525,000	60,630				
30,000	2,550											30,000	1,913						
52,500	1,969			50,000	2,000			40,000	1,500	52,500	656			55,000	688			40,000	500
		85,289										85,289							
		59,519										59,519							
		162,048										162,048							
						24,500										24,500			
279,860	22,087	378,133	21,228	642,514	74,473	138,014	9,743	40,000	1,500	300,820	19,325	378,827	1,913	653,514	66,186	143,014	7,126	40,000	500
301,947		399,361		716,988		147,758		41,500		320,145		380,740		719,700		150,140		40,500	

### Summary of General Fund

2025										2026										
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
138,928										144,408										
						85,000	893													
28,350	7,366									29,400	6,479									
40,503	5,833			22,671	3,605	22,671	3,605			54,514	6,675			22,671	2,897	22,671	2,897			
13,742	1,979									18,171	2,225									
				530,000	55,380									534,000	50,080					
30,000	1,238									30,000	900									
		85,289										85,289								
		59,519										59,519								
		162,048										162,048								
						24,500											24,500			
251,523	16,415	306,856	-	552,671	58,985	132,171	4,498	-	-	276,494	16,279	306,856	-	556,671	52,977	47,171	2,897	-	-	
267,938		306,856		611,657		136,669		-		292,773		306,856		609,648		50,068		-		



City of Elko New Market  
**Year 2020 Budget Notes - Bonded Debt Levy**

<b>Bond</b>	<b>Bonded Debt</b>	<b>Purpose</b>
2012B	Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	Pump house #3, Street Improvements, and refinancing of WWTF Bond 1995.
2011A	Refunding (Special Assessments School and Deferred)	James Parkway New Prague Improvements former New Market.
2012A	Refunding /2000 \$315,000.00 Tower (NM)	New Market Water Tower
2004A	GO Bond Sewer (E) /2012B Refunding	1st Wastwater Treatment Plant former Elko bonded for this one.
2010	GO \$450,000 Library	City portion of library.
2013A	GO Bond( 2013 Trails, Police Garage, PW Facility)	2013 Trails, Police Garage, Public Works Facility.
2014	PFA Loan (Water Treatment Plant)	Water Treatment Faciltiy, Water Storage, Piping, and Well 4.
2015A	GO Bonds (CIP Portion & Street Reconstruction)	Windrose Overlay, Police Department Exterior Improvements and Parking Lot Improvements
2015B	GO Bonds (Refunding of the 2008A)	County Road 2 2nd Phase improvements, Water, Sewer, Storm, Purchase of Tanker Trunk, Pumper Truck



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Agreement for Animal Control Services
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Kellie Stewart, Accountant
<b>REQUESTED ACTION:</b>	Approve Agreement for Animal Control Services

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

## **BACKGROUND**

The City of Elko New Market requires the services of an Animal Control Officer for public safety purposes. In February 2007, the cities of Elko New Market, Jordan, Belle Plaine, and New Prague issued a request for proposal for animal control services. The Cities selected Minnesota Critter Getters to provide that service. Since that time, Minnesota Critter Getters has been the animal control service for the City of Elko New Market.

## **DISCUSSION**

The current agreement is set to expire December 31, 2019. After a review of the service under the current contract, the Chiefs of the partner cities have negotiated to renew this contract with Minnesota Critter Getters. Staff is satisfied with the service received from Minnesota Critter Getters.

This new contract does not have an increase in the monthly retainer, provided Minnesota Critter Getters no longer has to pay 40% of the impound fee for each animal returned to its owner back to the Cities. Staff's research shows the City was receiving between \$180 and \$300 yearly (up to \$25 monthly) for this 40% fee. The revenue from the impound fee is less than a normal inflationary increase. Therefore, staff finds the proposed change reasonable and recommends approval of the agreement.

The monthly retainer includes the following:

- 24 hour coverage
- Reasonable response times
- Compassion and quality care for all animals
- Collection of fees for cities
- Animal in pound facility
- Veterinary care, if needed (charged to city if owner is not found)
- Re-homing of unclaimed animal as capable
- DOA pick-up and disposal (dogs and cats)
- Record maintenance
- Nuisance animal control
- Euthanasia/Disposal Cost – If owner is not found and animal has to be put down, the cost to the city (after verbal communication) is as follows:
  - Large dogs: \$95.00 + \$30.00 (animals over 40 pounds) charged to city of animal owner if owner is not found;
  - Small dogs: \$75.00 + \$30.00 (animals under 40 pounds) charged to city of animal owner if owner is not found

## **Budget Impact**

No additional expense to the budget. This is a service that has been and is currently budgeted for in the Police Department's operating budget.

## **Attachments:**

- Agreement for Animal Control Services

## AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS AGREEMENT is made on the 1<sup>st</sup> day of January, 2020, between the City of Belle Plaine, City of Elko New Market, City of Jordan, City of Le Sueur and the City of New Prague, Minnesota (hereinafter referred to as "Cities"), and David and Sandra Steinmetz, dba Minnesota Critter Getters (hereinafter referred to as "Animal Control Officer") whose business address is 36415 State Hwy 19, Henderson, MN 56044.

### PRELIMINARY STATEMENT

The purpose of this agreement is to set forth the terms and conditions under which the Animal Control Officer shall provide services to the Cities as outlined in this agreement, hereinafter referred to as the "Work".

### RECITALS

**WHEREAS**, the Cities require the services of an Animal Control Officer for public safety purposes; and,

**WHEREAS**, in February of 2007 the Cities issued a Request for Proposals (RFP) for animal control services: and,

**WHEREAS**, the Cities selected Minnesota Critter Getters and they were offered a contract as the Animal Control Officer pursuant to the RFP, and,

**WHEREAS**, the Cities have utilized 3 year agreements for the contracted services of Minnesota Critter Getters

**WHEREAS**, the Cities current contract agreement will expire with Minnesota Critter Getters on December 31, 2019.

**WHEREAS**, Minnesota Critter Getters has agreed to not raise the **Compensation for Services** costs for each of the City which is currently \$1200.00 per month.

**WHEREAS**, the Cities have agreed to renew this contract with Minnesota Critter Getters for the period beginning January 1, 2020 through December 31, 2022.

**NOW THEREFORE BE IT RESOLVED**, based upon mutual promises and consideration provided herein, the sufficiency of which is not disputed, the parties agree as follows:

1. **Recitals.** The Recitals set forth above are incorporated as if fully set forth herein.
2. **Scope of Work.** The Scope of Work is set-out in the contract proposal, along with services stated within this contract.

The attached contract and signed agreements from the Cities are fully set forth and together collectively constitute the "Contract Documents" and define the work that the Animal Control Officer will perform on behalf of the Cities.

If there is a conflict between any of the provisions in the Contract Documents, the discrepancy shall be resolved by utilizing the provisions most favorable to the Cities.

**3. Time for Performance of Services.**

The Animal Control Officer shall perform the services described in the Contract Documents within the timeframe specified therein unless otherwise agreed upon in writing.

**4. Compensation for Services.**

Cities agree to pay the Animal Control Officer a monthly retainer fee beginning January 1, 2020 through December 31, 2022 in the amount of \$1,200 per month.

The monthly retainer includes the following:

- 24-hour coverage
- Reasonable response times
- Compassion and quality care for all animals.
- Collection of fees for cities
- Animal impound facility
- Veterinary care, if needed (charged to city if owner is not found)
- Re-homing of unclaimed animals as capable
- DOA pick-up and disposal (dogs and cats)
- Record maintenance
- Nuisance animal control
- Euthanasia/Disposal Cost—If an owner is not found and the animal has to be put down, the cost to the city (after verbal communication) is as follows:
  - Large dogs: (animals over 40 pounds) \$95.00 + \$30.00 charged to the city if the owner is not found;
  - Small dogs: (animals under 40 pounds) \$75.00 + 30.00 charged to the city if the owner is not found.

Other charges are pursuant to the Cost of Services schedule listed in the Contract Documents. Any changes in the Scope of Work, as described and defined in the Contract Documents, which may result in a change in the compensation due the Animal Control Officer, shall require prior written approval by an authorized representative of the Cities. The Cities will not pay additional compensation for services that do not have prior written authorization. Any additional service, including an emergency that is requested by a member city, shall be billed directly to the requesting city and only the requesting city shall be liable therefore.

**5. Public Hours.**

- The Facility must be open to the public and operational a minimum of six (6) days per week. Each day the facility will be open from 12 Noon until 5:00 p.m. for adoptions, redemptions and to receive animals from the public. All other days, the hours of operation will be by appointment for adoptions, redemptions and to receive animals from the public. With the exception of Wednesday, the shelter may be closed to the public from 12 Noon until 1:00 p.m. for lunch break. The Facility will (may) be closed to the public on Sundays and State recognized holidays.

**6. Dog Kennels.**

- A minimum of ten (10) separate kennels must be maintained.
  1. Animals will be separated by sex.
  2. Adoption kennels will be separate from the hold-stray cages.

**7. Cat Cages.**

- A minimum of twenty (20) separate cages must be maintained. Cages must be inside and separated from the dog kennels.
- Animals will be separated by sex.
- Adoption cages will be separate from the hold-stray cages.

**8. Other Animals.**

- The Facility shall have the ability to shelter other animals; other animals shall include but not be limited to livestock, birds, rodents, snakes and exotic animals.

**9. Operations.**

- All animals are to be fed, provided fresh water, water bowls cleaned, kennels cleaned and cat litter changed daily.
- Collect and properly dispose of animal refuse, manure or other animal waste.
- All animals will have Minnesota Board approved disposition/identification cards attached to the kennels or cages; cards will indicate the breed, color, sex, age, license tag information, date the animal was received and from whom (designated as; Owner, County, other government agency, member of public), from where the animal was received.
- Documentation will be kept for 2 years of every animal brought in by an owner, other government agency or a member of the public; detailed inventory will be maintained indicating the type of animal, breed, sex, license tag information (in available), date the animal was received, from whom the animal was received (designated as: Owner, County, other government agency, member of the public), owner's name (if available), date a notification letter was sent, the final disposition of the animal and the date of disposition.
- Document and monitor all animals under quarantine; when necessary, obtain a lab sample of the animal, prepare the necessary paperwork to accompany the sample and notify the city for delivery of the sample to the Minnesota Department of Health for testing.
- Inform owner of dog licenses and process all redemptions and adoptions of animals.
- Immediately report to the city the illegal release of any animal from the facility.
- All impounded and unredeemed animals shall be disposed of by adoption, rescue or euthanasia; euthanasia will be accomplished by lethal injection; the facility operator and staff are trained and certified to administer controlled euthanasia solutions; the animal control is responsible for obtaining euthanasia solution.
- Euthanize animals which are immediately suffering from injury or illness.
- In accordance with public health regulations, properly store all animal carcasses until such time the carcasses are removed from the facility; The city is financially responsible for proper removal and transport of animal carcasses.

- Provide humane treatment of all animals while in the care of the Animal Control Officer; provide basic first aid services including licensed veterinary care at the owner(s) expense unless an owner cannot be found; if not found, this cost will be at the city's expense; ensure that all veterinary services shall be provided by qualified personnel licensed by the Veterinary Medical Association.
- In accordance with state law, all dogs and cats are to be spayed/neutered prior to the adoption.
- Animal inventory and revenue reports will be done daily and will be submitted to the Cities at the close of each month accompanied by the total number of fees collected during the reporting period.
- Promote animal care and control in accordance with the laws of the State of Minnesota and the ordinances of the Cities; provide public assistance and referral related to animal control issues.
- Maintain adequate staffing levels to ensure all services outlined in the contract are provided in an efficient and professional manner; all staff members are to be uniformed and wear identification badges acceptable to the Cities.
- Purchase and maintain an adequate inventory of all consumable supplies and equipment necessary to conduct animal operations.

#### **10. Related Services**

- **Access to the Area**—Depending upon the nature of the work, the Animal Control Officer may, from time to time, require access to public and private lands or property. As may be necessary, the Cities shall obtain access to and make all provisions for the Animal Control Officer to enter upon public and private lands or property as required for the Animal Control Officer to perform such services necessary to complete the work.
- **Consideration of the Animal Control Officer's Work**—The Cities shall give thorough consideration to all reports and other documents presented by the Animal Control Officer, and shall inform the Animal Control Officer of all decisions required of the Cities within a reasonable time as to not delay the work of the Animal Control Officer; written reports will be provided on a monthly basis indicating the work activity of the Animal Control Officer pertaining to each city under this contract.
- **Standards**—The Cities are relying on the Animal Control Officer to provide and advise the Cities with information on any standards or criteria, including but not limited to, any and all applicable animal control services.
- **Cities' Representatives**—The Police Chief of each city or his/her designee shall interface with the Animal Control Officer with respect to the work to be performed under this contract; each city's representative shall have complete authority to transmit instructions, receive information, interpret and define the City's policy and decisions with respect to the services provided or materials, equipment, elements and systems pertinent to the work covered by this contract.

**11. Method of Payment.**

The Animal Control Officer shall submit to the Cities, on a monthly basis, itemized bills for animal control services performed under Section 4 of the Agreement. Payment will be made within 30 days.

**12. Project Manager(s) and Staffing.**

Dave and Sandra Steinmetz shall serve as the Animal Control Officer(s).

**13. Standard of Care.**

All work performed pursuant to this contract shall be in accordance with the standard of care in Scott or Le Sueur Counties and the State of Minnesota for the services of the like kind.

**14. Audit Disclosure.**

The Animal Control Officer shall allow the Cities, or their duly authorized agents, reasonable access to such of the Animal Control Officers books and records as are pertinent to all services provided by the Animal Control Officer. These books and records shall not be made available to any individual or organization without the Cities prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Animal Control Officer shall become the property of the Cities upon termination of the Agreement, but the Animal Control Officer may retain copies of such documents as records of the services provided.

**15. Term.**

The term of this Agreement is from January 1, 2020 through December 31, 2022.

**16. Termination.**

This Agreement may be terminated by either party with 30 (thirty) days written notice. If the termination is not for cause, the Animal Control Officer shall be paid for services rendered until the effective date of termination. If, however, the Cities terminate the Agreement because the Animal Control Officer has failed to perform in accordance with this Agreement, no further payment shall be made to the Animal Control Officer.

**17. Termination by Individual City.**

Any individual member of the Cities may terminate its relationship with the Animal Control Officer by giving the Animal Control Officer and the remaining members of the Cities 60 (sixty) days written notice. The terminating city solely shall be responsible for the cost of any additional work requested by the terminating city through the date of termination. Should a city terminate its relationship with the Animal Control Officer pursuant to this paragraph, the remaining Cities shall each still owe the same monthly amount they each owed prior to the individual city's termination.

**18. Not a Joint Powers Agreement.**

The Parties agree that this Agreement does not constitute a Joint Powers Agreement pursuant to Minn. Stat. 471.59 and this Agreement does not bind the various cities to pay any sum owed by an individual city.

**19. Subcontractor.**

The Animal Control Officer shall not enter into subcontracts for services provided under this Agreement without the express written consent of the Cities.

**20. Independent Contractor.**

At all times and for all purposes herein, the Animal Control Officer is an independent contractor and not an employee of the Cities. No statement herein shall be construed so as to find the Animal Control Officer an employee of the Cities.

**21. Non-Discrimination.**

During the performance of this contract, the Animal Control Officer shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, or age. The Animal Control Officer shall post in places available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Animal Control Officer shall incorporate the foregoing requirements of the paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for work.

**22. Assignment.**

Neither party shall assign this contract, or any interest arising herein, without the written consent of the other party.

**23. Services.**

No claim for services furnished by the Animal Control Officer not specifically provided for herein shall be honored by the Cities.

**24. Severability.**

The provisions of this contract are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this contract.

**25. Entire Contract.**

The entire contract of the parties is contained herein. This contract supersedes all oral agreements and negotiations between parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions or waivers of the provisions of this contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. Any additional services requested by the Cities or an individual city shall be in writing.

**26. Compliance with Laws and Regulations.**

In providing services hereunder, the Animal Control Officer shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Animal Control Officer and Cities, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violations of statutes, ordinances, rules and regulations pertaining to services to be provided shall constitute a material breach of this contract and entitle the Cities to immediately terminate this contract.

**27. Waiver.**

Any waiver by either party of a breach of any provisions of this contract shall not affect, in any respect, the validity of the remainder of this contract.

**28. Indemnification.**

The Animal Control Officer agrees to defend, indemnify and hold the Cities, their officers and employees harmless from any liability, claims, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation errors or omissions) of the Animal Control Officer, its agents, employees, or subcontractors in the performance of the services provided by this contract or additional written request by a city, and against all losses by reason of the failure of said Animal Control Officer fully to perform, in any respect, all obligations under this contract.

**29. Insurance.**

- **General Liability.** During the term of this contract, the Animal Control Officer shall maintain a general liability insurance policy with limits of at least \$1,000,000 for each person and each occurrence, for both personal injury and property damage; this policy shall name the Cities as additional insured for the services provided under this contract and shall provide that the Animal Control Officer's coverage shall be the primary coverage in the event of a loss; the policy shall also insure the indemnification obligation contained in paragraph 28; a certificate of insurance on the Cities approved form which verifies the existence of this insurance coverage must be provided to the Cities before work under this contract is begun.
- **Worker's Compensation.** The Animal Control Officer shall secure and maintain such insurance as will protect the Animal Control Officer from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of the Animal Control Officer's service under this contract.

**30. Records Access.**

The Animal Control Officer shall provide the Cities with access to any books, documents, papers and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.

**31. Ownership of Documents.**

All plans, diagrams, analyses, reports and information generated in connection with the performance of the contract ("Information") shall become the property of the Cities. The Cities may use the information for its purposes and the Animal Control Officer also may use the information or its purposes. Reuse of the information for the purposes of the work contemplated by the contract ("Work") does not relieve any liability on the part of the Animal Control Officer, but is without liability to the other, and the party reusing the information agrees to defend and indemnify the other from any claims or liability resulting there from.

**32. Governing Law.**

This contract shall be controlled by the laws of the State of Minnesota.

NOW THEREFORE BE IT RESOLVED that the City of Elko New Market acknowledges the Agreement for Animal Control Services and wishes to adopt said contract.

This Resolution was declared duly passed and adopted and was signed by the \_\_\_\_\_ and attested to by the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

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

\_\_\_\_\_  
Tom Terry  
City Administrator



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Approve Amended Job Descriptions for City Administrator, Deputy Clerk and Accountant
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	1. Approve amended job description and title for City Administrator to City Administrator/Clerk 2. Approve amended job description for Deputy Clerk 3. Approve amended job description for Accountant

## 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**

With the retirement of City Clerk Sandra Green, the duties of the former City Clerk position have been distributed to the current City Administrator, Deputy Clerk and Accountant positions. Based on this redistribution, which does not necessarily match the duties anticipated in the job descriptions, amendments to the adopted job descriptions is required to reflect current responsibilities.

## **DISCUSSION:**

The City Council is being asked to adopt amended job descriptions to reflect current responsibilities for the City Administrator, Deputy Clerk and Accountant. Briefly, the City Administrator, who is currently serving as the Acting City Clerk, would assume the regular statutory responsibilities of the City Clerk. In practice, the oversight and ultimate responsibility for those duties would be provided by the renamed City Administrator/Clerk, while many of the day-to-day duties would be delegated to the Deputy Clerk or another staff member. The Deputy Clerk would assume most of the day-to-day duties of the Clerk with oversight and supervision to be provided by the City Administrator/Clerk.

In addition, the Accountant Job Description has been revised to assume payroll, health insurance, and risk management functions which were originally anticipated to be part of the Deputy Clerks role.

## **Attachments:**

- Revised City Administrator/Clerk (previously City Administrator) Job Description
- Revised Deputy Clerk Job Description
- Revised Accountant Job Description

# CITY ADMINISTRATOR/CLERK

**Department:** Administration

**FLSA Status:** Exempt

**Work Status:** Full-time

## **Purpose**

Performs complex executive work directing City government operations including serving as the City's Chief Executive, City Clerk, and Chief Operating Officer, managing and directing daily operational activities through direct communication with department heads, ensuring the professional administration of City affairs, ensuring ordinances, resolutions and policies of the City and City Council are faithfully and equitably enforced, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council and Mayor. Continuous supervision is exercised over all City staff.

## **Communicates with:**

- **Internally:** City employees and City Council
- **Externally:** Other federal, state, and local government agencies, elected officials, and employees, consultants, and the public.

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

Exercises supervisory authority over all City employees.

Hires firefighters, seasonal, and temporary part-time employees (as needed).

Develops, submits, and implements annual city budget; obtains input from department heads; and keeps City Council informed financial condition of the City and recommends action as appropriate.

Oversees financial and accounting matters for the City, including bond issues, annual audit, investments, grant and loan applications.

Develops long and short term goals in conjunction with the City council and oversees their implementation.

Develops, maintains records management system, including but not limited to, City Code and Indices of Ordinances and Resolutions

Leads and administers human resource function.

Administers personnel matters consistent with personnel policy; develops and issues administrative rules, policies and procedures necessary to ensure the proper functioning of all departments.

Oversees hiring, promotion and termination recommendations, as well as rewards, disciplines, grievances, training, performance appraisal and other employment conditions.

Oversees the maintenance of records and administers the issuance and renewal of liquor and general business licenses and permits

Oversees the election process, including processing filings for office, preparing the budget, recruiting and training election judges; testing machines and calculating ballot tabulations; and processing absentee ballot applications

Manages the use of outside consultants for contracted functions.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

# CITY ADMINISTRATOR/CLERK

Serves as the chief negotiator on the City's behalf involving any union issues including contract negotiations.

Reports to and serves as the liaison to the City Council and Mayor.

Directs preparation of the Council agendas and minutes; staffs Council meetings; represents the City at other meetings as directed by the City Council.

Co-signs contracts/agreements/ legal documents, and checks.

Provides direction and leadership to Council and staff to ensure that all policies adopted are implemented.

Takes leadership role in projects involving development initiatives.

Provides direction to staff and council on all planning and zoning aspects.

Represents the City to the employees, in the media and government agency in a positive image.

Follows legal communication requirements including access to information and open meetings; counsels others regarding appropriate procedure and content.

Attends various meetings; memberships to various governmental organizations.

Supports principles of city's community-oriented government philosophy.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; comprehensive skill operating standard accounting software; comprehensive skill operating standard office equipment; comprehensive skill using standard office software; comprehensive skill composing written materials and presentations; thorough skill creating agendas and leading meetings; thorough skill speaking in front of groups and motivating others; some skill coordinating outside agencies to meet mutually established goals; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to develop and facilitate budgets; ability to develop and analyze utility rates; ability to develop and analyze TIF projects and proposals; ability to analyze public and private development projects; ability to comprehend and evaluate bond issuances; ability to understand comprehensive financial plans; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, City Council and the public; ability to plan and direct the work of operating departments.

## MINIMUM REQUIREMENTS

Bachelor's degree in public management, urban planning, public administration, or related field and considerable experience working as a city administrator, in public administration, or equivalent combination of education and experience. Master's degree preferred.

## WORKING CONDITIONS

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

# CITY ADMINISTRATOR/CLERK

work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## SPECIAL REQUIREMENTS

Must be bondable upon hire.

Valid driver's license in the State of Minnesota.

# DEPUTY CLERK

**Department:** Administration

Supervisor's Title: City Administrator/Clerk

**FLSA Status:** Non-Exempt

**Work Status:** Full-time

## **Purpose**

Performs intermediate administrative work recordkeeping, licensing and permitting, assisting with city elections, assisting with city computers and network system, assisting other City staff as needed, and related work as apparent or assigned. Work is performed under the supervision of the City Administrator/Clerk. Work involves the handling of confidential information.

## **Communicates with:**

- *Internally* – Police department employees, city employees and City Council;
- *Externally* – Other local, state and federal agencies, consultants, and the general public.

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

Attends City Council Meetings and responsible for meeting minutes; arranges notice of special City Council Meetings; oversees the preparation of City Council packets.

Co-signs checks, agreements, contracts, and legal documents upon approval by City Council.

Maintains records, and administers the issuance and renewal of liquor and general business licenses and permits.

Under the supervision of the City Administrator/Clerk, manages the election process, including processing filings for office and assists in preparing budget; recruits and trains election judges; supervises election process including testing machines and calculating ballot tabulations; processes absentee ballot applications.

Greeting the public, determining the nature of their business, answering calls, directing calls or messages to the proper person.

Handles and processes confidential information and materials.

Serves on various City Committees, as directed by the City Administrator.

Prepares and types correspondence, reports, memos, letters, and ordinances.

Assists the City Administrator/Clerk in the creation and maintenance of records on ordinances, resolutions, licenses, and permits and administration of city policies and procedures; prepares legal notices and publishes notices as required; and administers data practice requests.

Researches information and completes special projects for the city.

Receives requests, complaints and information from the public and responds to complaints or transmits it to staff and/or Council.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

# DEPUTY CLERK

Performs general filing, and creates forms and reports for city.

Operates computer, copier, telephone, fax machine, postage meter, calculator and other necessary office equipment provided to perform duties.

Supports principals of city's community-oriented government philosophy.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Moderate knowledge of standard office and accounting computer software applications; knowledge and ability to use standard office equipment; moderate knowledge of city ordinances, resolutions, and policies; thorough knowledge of local elections operations; thorough knowledge of internal controls; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to demonstrate proficiency in grammar, spelling, and basic math; ability to work independently; prioritize work; research files; and solve problems; ability to present a positive, professional image to the public; ability to communicate effectively, both orally and in writing; ability to establish effective work relationships with other city staff, elected officials and the general public.

## MINIMUM REQUIREMENTS

High school diploma or GED and a minimum of three (3) years' experience working as a clerk, deputy clerk, administrative assistant, office manager or comparable position which included performing similar job duties as listed in this job description.

## WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## SPECIAL REQUIREMENTS

Valid driver's license in the State of Minnesota.

# ACCOUNTANT

**Position Title:** Accountant

**Department:** Finance

**Supervisor's Title:** City Administrator/Clerk

**Pay Grade:**

**FLSA Status:** Non-Exempt

**Work Status:** Full-time

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## Purpose

Performs skilled technical work in preparing and maintaining financial accounting, bookkeeping, and recordkeeping functions; responsible for all receipts and disbursements with regard to city funds; entering, verifying, and checking data; processing budget and other financial accounts; assists with city computers and network system; assisting other City staff as needed; and other related duties as required. Work is performed under the limited Supervision of the City Administrator/Clerk.

## Organizational Relationships

**Reports to:** City Administrator/Clerk

**Communicates with:**

- *Internally* – City administrative staff, other city employees and City Council;
- *Externally* – Other local, State and Federal agencies, consultants, and the public.

**Supervises:** None

## ESSENTIAL FUNCTIONS

*The following tasks are intended as only illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Encodes all accounts payable, receivable and building permit transactions of the Fund Accounting System; verifies account information; reconciles interest, bank statements, and property tax assessments; invoices developer “bill backs”, maintains escrows, and stormwater billing.
- Maintains the City’s accounting system; recommends changes in financial reporting procedures and policies.
- Provides financial information to other City Departments, governmental agencies, auditors, and the Public.
- Maintains City Assessment records and certifies annual principal and interest to County for collection.
- Maintains fixed asset inventory records relating to acquisitions, costs details, and asset disposals.
- Under the supervision of the City Administrator/Clerk, maintains the city’s risk insurance records and programs, reports insurance losses; manages Worker’s Compensation claims.
- Under the supervision of the City Administrator/Clerk, maintains the City’s health insurance records and programs, including the Personnel Policy.
- Prepares payroll
- Deposits and transfers money between accounts; balances accounts.
- Maintains updated information in all city fund accounts and ensures all accounts balance.
- Performs duties related to monthly utility billings; receives and records utility payments; responds to complaints and discrepancies in billing amounts.
- Oversees the processing of sewer, water, and storm water utility bill payments.
- Acts as backup for Deputy Clerk and Administrative Assistant Acts as primary contact with independent auditing firm for completing annual City financial audit.
- Assists in the development and administration of the annual city budget; monitors expenditures and receipts; provides information on past revenues and expenditures.
- Prepares and types correspondence, reports, memos to the City Council.
- Researches information and completes special projects for the city.
- Serves on various City Committees, as directed by the City Administrator/Clerk.
- Operates computer, copier, telephone, fax machine, postage meter, calculator and other necessary office equipment provided to perform duties.

# ACCOUNTANT

## Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by supervisor.
- Supports principles of City's Community-Oriented Government Philosophy

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Considerable knowledge of relevant computer financial software applications, and, but not limited to, Microsoft Outlook, Word, Power Point, and Excel Spreadsheets.

Knowledge and ability to use standard office equipment.

Thorough knowledge of laws, regulations, and ordinances governing municipal financial matters.

Considerable knowledge of accounting, bookkeeping, payroll and billing practices.

Considerable ability to prepare a wide variety of financial reports

Considerable ability to analyze reporting data and make recommendations

Knowledge of clerical skills, including, but not limited to, typing, word processing, and filing.

Ability to demonstrate proficiency in grammar, spelling, and basic math.

Considerable ability to work independently; prioritize work; research files; and solve complex problems.

Ability to establish effective work relationships with other City officials and the public.

Ability to present a positive, professional image to the public.

Ability to communicate effectively, both orally and in writing.

## MINIMUM QUALIFICATIONS

- Associates/Technical degree with Accounting emphasis
- 3 to 5 years of experience, specific to accounting and bookkeeping, in a municipal environment.
- Demonstrated ability to perform the required knowledge, skills, and abilities listed above.
- Valid Minnesota Class D Driver's License.

## Working Conditions

Regularly uses fine motors skills to coordinate eyes, hands, and feet for the operation of a variety of office tools, machines and equipment. Regularly uses large motor skills to exert minimal physical effort requiring exertion in excess of 25 pounds occasionally and in excess of 10 pounds of force constantly to move objects; work requires climbing, balancing, bending, stooping, kneeling, crouching, reaching, standing, walking, pulling, fingering, and grasping. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside environmental conditions with moderate levels of noise. The worker may be exposed to bloodborne pathogens and other diseases or influenza as a result of contact with the public.



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Appoint City Administrator/Clerk and Deputy Clerk
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolution 19-73 Appointing Thomas Terry as City Administrator/Clerk and Adopt Resolution 19-74 Appointing Lynda Jirak as Deputy Clerk

## 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**

With the retirement of City Clerk Sandra Green, City Administrator Thomas Terry was appointed Acting City Clerk and Mark Nagel was appointed Acting Deputy Clerk on October 25, 2018. On March 18, 2019 Lynda Jirak was hired as Deputy Clerk

## **DISCUSSION:**

Staff is recommending we appoint Thomas Terry as City Administrator/Clerk. As City Administrator/Clerk, Terry will be responsible for the statutory responsibilities of City Clerk as outlined in amended job description.

Staff is also recommending appointing Lynda Jirak as Deputy Clerk. This position was previously assigned to Mark Nagel when former City Clerk Green resigned. Deputy Clerk, Jirak will assist the City Administrator/Clerk with the statutory responsibilities and other duties provided in amended job description.

City Council is being asked to adopt Resolution 19-73 Appointing Thomas Terry as City Administrator/Clerk and adopt Resolution 19-74 Appointing Lynda Jirak as Deputy Clerk.

## **Attachments:**

- Resolution 19-73 Appointing Thomas Terry as City Administrator/Clerk
- Resolution 19-74 Appointing Lynda Jirak as Deputy Clerk

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

**RESOLUTION NO. 19-73**

**RESOLUTION  
APPOINTING CITY ADMINISTRATOR/CLERK**

**WHEREAS**, the City Council is authorized by Minn. Stat. §412.151 to appoint City Clerk;

**WHEREAS**, City Administrator Thomas Terry, has been Acting City Clerk since October 25, 2018;

**WHEREAS**, the City Council is authorized to appoint a City Clerk and desires to appoint Thomas Terry as City Administrator/Clerk;

**NOW, THEREFORE, BE IT RESOLVED** by the Elko New Market City Council that Tom Terry is hereby appointed as the City Administrator/Clerk.

**PASSED, ADOPTED AND APPROVED** this 26th day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy City Clerk

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

**RESOLUTION NO. 19-74**

**RESOLUTION  
APPOINTING DEPUTY CLERK**

**WHEREAS**, the City Clerk is authorized to appoint a Deputy Clerk;

**WHEREAS**, City Administrator Tom Terry assigned Assistant City Administrator Mark Nagel as Deputy City Clerk on October 25, 2018 until such time as the Deputy Clerk position is filled;

**WHEREAS**, the City Clerk is authorized to appoint a Deputy Clerk with the consent of the City Council and the City Clerk has appointed Lynda Jirak as the Deputy Clerk;

**NOW, THEREFORE, BE IT RESOLVED** by the Elko New Market City Council that Lynda Jirak is hereby appointed as Deputy Clerk to the City of Elko New Market.

**PASSED, ADOPTED AND APPROVED** this 26th day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

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



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Appoint Responsible Authority for Data PRactices
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolution 19-75 Appointing Responsible Authority And Assigning Duties

## 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**

With the retirement of City Clerk Sandra Green, the City is required by statute to appoint a Responsible Authority for data practices.

## **DISCUSSION:**

Staff is recommending the appointment of the City Administrator/Clerk, Thomas Terry, as the Responsible Authority. Terry is currently serving as the Acting City Clerk and would continue to be the responsible authority in charge of collection, storage, use and dissemination of data on individuals within the City as required by the provisions of Minnesota Statutes, Chapter 13. Terry would serve as the compliance officer who is ultimately responsible for responding to questions and concerns regarding problems and obtaining data. However, the execution of these duties may be delegated, while the City Administrator/Clerk provides an oversight role.

## **Attachments:**

- Resolution 19-75 Appointing Responsible Authority And Assigning Duties

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

**RESOLUTION NO. 19-75**

**RESOLUTION APPOINTING A RESPONSIBLE  
AUTHORITY AND ASSIGNING DUTIES**

**WHEREAS**, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Elko New Market appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

**WHEREAS**, the Elko New Market City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

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

The City appoints Tom Terry as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

**FURTHER, BE IT RESOLVED**, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

**PASSED, ADOPTED AND APPROVED** this 26th day of September, 2019.

**CITY OF ELKO NEW MARKET**

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Joe Julius, Mayor

**ATTEST:**

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Lynda Jirak, Deputy City Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Renewing Liquor License for Firehouse Grille
<b>MEETING DATE:</b>	September 26, 2019
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolution 19-67 Approving Liquor License for Firehouse Grille

## 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**

Per City Code, each year all establishments serving liquor within the City of Elko New Market are required to renew their liquor licenses. After the liquor licenses are approved by the City, they are submitted to the State of Minnesota for their review and approval.

## **DISCUSSION**

Firehouse Grille liquor license renewal could not be included on the Consent Agenda with the other liquor license renewals due to the owner of this establishment being City Councilmember Timmerman.

Firehouse Grille has provided complete documentation, along with associated fees, required for renewal of their liquor licenses.

Staff has recommended that Firehouse Grille be approved. The establishment has paid their first half property taxes, has no delinquent sales taxes and are current on their City utility bills.

A Background Check has been completed and no violations were noted that would result in a recommendation of denial for the requested liquor licenses.

## **ACTION REQUESTED**

Motion to adopt Resolution 19-67 Approving Liquor License for Firehouse Grille

## **Attachment:**

Resolution 19-67 Approving Liquor License for Firehouse Grille

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 19-67**

**WHEREAS;** Firehouse Grille LLC has submitted an application for an On Sale and/or Sunday Liquor License for Firehouse Grille located at 7875 Old Town Road, Elko New Market, Minnesota, 55054;

**WHEREAS;** Firehouse Grille meets the requirements for issuance of an On Sale and/or Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Firehouse Grille's liquor license application and has determined that Firehouse Grille meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On Sale and/or Sunday Liquor License be issued to Firehouse Grille for the premises located at 7875 Old Town Road, Elko New Market, Minnesota 55054, contingent upon Firehouse Grille complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of September, 2019.

**CITY OF ELKO NEW MARKET**

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

**ATTEST:**

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

12224 Nicollet Avenue · Burnsville, MN 55337-1649

Phone (952) 890-0509 · FAX (952) 890-8065

www.bolton-menk.com

### MEMORANDUM

**Date:** September 26, 2019  
**To:** Honorable Mayor and City Council of Elko New Market, Minnesota  
Thomas Terry, City Administrator  
**From:** Rich Revering PE, City Engineer  
**Subject:** Woodcrest 2019 Sewer Improvement Quotes  
T15.102632

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### BACKGROUND

The City Council is being asked to award a contract for improvements related to the Woodcrest Sewer 2019 Extension Project contingent upon execution of associated Agreements for hookup and forcemain charges.

### DISCUSSION

The City Council directed staff to seek quotes for the above-referenced improvement in response to a request from a single property owner to serve a home he had newly purchased in the Woodcrest neighborhood. The SSTS needs to be pumped frequently in order for the home to be occupied, so he was hoping to be connected as soon as possible.

A final design was prepared to serve the subject property. The design responds to the request at 26616 Woodcrest Circle and would make sewer available to seven additional properties with no additional forcemain extensions needed. The forcemain could; however, be extended in the future to serve additional Woodcrest parcels. The design minimizes forcemain running past undevelopable parcels. This plan is available on request.

Basic contract documents including plans, project requirements, and a bid form were sent to GM Contracting and Krieger Excavating for their use in providing quotes. Requests were sent by email on July 25<sup>th</sup>, 2019. A unit-price quote was received from each bidder. Each was checked for completeness and correct math. The results from this request were:

Krueger Excavating, Inc.	\$53,975.00
GM Contracting, Inc.	\$86,430.87

The Engineer's Office had estimated the construction based on concept design and similar work in 2017 at \$41,500. Discussions with bidders as to the difference indicated the primary reasons for the discrepancy related to the relatively small size of the proposed project and 2019 being a busy construction season with many projects behind schedule due to wet weather. GM noted

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prior experience in the neighborhood where they encountered numerous rocks and delays during the directional drilling process.

During and shortly after the bidding process requests for hookup from two additional homeowners seeking connection in 2019 were received. Staff decided to negotiate with the low bidder to see if adding the quantities associated with the additional parcels could result in lower unit prices. This was successful. A revised quote for additional forcemain extensions and grinder stations and hookups at three sites (rather than one) was received in the amount of \$118,698. No engineer's estimate had been prepared for the revised work; however, the unit prices compared much more favorably with unit prices from the 2017 extension project allowing for inflation. We are recommending award of the work in this amount.

The additional forcemain would facilitate connection to four more parcels, for a total of 11 parcels served beyond the two currently needing service. The third home already has forcemain running by the property. The City's share of this project – recoverable by eventual collection of forcemain charges, is estimated at \$41,600.

The parcel with forcemain in place would be assessed \$35,000 for all work and fees. The owner of this parcel declined to be assessed the voluntary forcemain charge in 2016, so it would be collected now at current rates. They would also need to pay the Sanitary Sewer Connection Fee per City policy. The other two parcels would be assessed \$33,000. (Recall that the Connection Fee is waived if the forcemain charge is paid when first presented). All three have verbally agreed to the charges and been sent the Assessment Agreements. We would only authorize work related to signed agreements.

This project would bring the total number of parcels with adjacent forcemain to 26 of the 42 or so parcels initially unserved, and the total number of connected homes to 6. The Council is reminded that connection is only possible when an on-site grinder station is installed, so despite forcemain availability, homes not connected are not considered to have City sewer available for real estate transaction purposes.

## **RECOMMENDATIONS**

We recommend award by motion to Krueger Excavating, Inc. in the amount of \$118,698 based on the negotiated quote (copy attached), with final payment to be based on actual quantities at the unit prices bid.

We recommend no other connections be accepted for 2019 due to lateness of the season, however, we do recommend the Council direct staff to offer owners of parcels benefitting from the forcemain installations a voluntary Forcemain Charge Agreement of \$4,255 to qualify them for future waiver of the City's connection fee.

## 2019 Extensions (blue lines)



1. Force main alignment and home to be served under initial 2019 quote request
2. Home to be served 2019 where force main exists from 2016 extension work.
3. Home to be served 2019 and additional force main w/ negotiated price.

# KRUEGER INC. EXCAVATING

"Our Goal Is to Dig Your Hole"

7616 180 Street East  
Prior Lake, MN 55372  
Office# 952-447-8335  
Fax# 952-447-6169

www.kruegerexcavating.com

## Estimate

Date	Estimate #
8/27/2019	3362

Bolton & Menk, Inc.  
12224 Nicollet Avenue  
Burnsville, MN 55337-1649  
Rich - C-612-718-8412  
Richard.Revering@bolton-menk.com

Terms	Project

Description	Qty	Cost	Total
2019 Woodcrest Sewer Extension			
mobilization LS	1	6,500.00	6,500.00
2" HDPE DR 11 LF	1,336	18.00	24,048.00
combination air & vacuum release MH EA	1	10,000.00	10,000.00
connect foremain to existing foremain w/wye EA	2	1,850.00	3,700.00
2" gate valve and box EA	2	1,850.00	3,700.00
1.25" service stub w/ valve EA	3	1,850.00	5,550.00
2" flushing station EA	2	1,850.00	3,700.00
foremain testing LS	1	600.00	600.00
F&I Barnes 24120SSRS standard residential grinder package EA	3	12,000.00	36,000.00
F&I Barnes grinder pump model OGP2022L EA	3	1,000.00	3,000.00
F&I Barnes automatic alarm panel model 1500 EA	3	1,000.00	3,000.00
pump and abandon existing septic tank EA	3	1,000.00	3,000.00
connect discharge from home to grinder station LF	105	75.00	7,875.00
connect grinder station discharge to curb stop LF	45	45.00	2,025.00
electrical service and connections for grinder station and conrail panel per station LS	3	2,000.00	6,000.00

SECTION 00415 – RESPONSIBLE CONTRACTOR – PROPOSAL ATTACHMENT

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INITIAL CONTRACTOR VERIFICATION OF COMPLIANCE

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

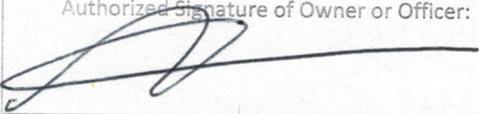
My company meets each of the minimum criteria in subclauses (1) – (6) of Minn. Stat. § 16C.285, subd. 3, the Responsible Contractor statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a “responsible contractor” as defined in Minn. Stat. § 16C.285, subd. 3, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, ineligible to be awarded a construction project and may result in termination of a contract awarded to the undersigned. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria.

The undersigned understands that, if the undersigned is the apparent low bidder, the undersigned will be required to submit a supplemental verification under oath as a condition precedent to the execution of the contract. If the undersigned fails to provide the required supplemental verification, it could forfeit its bid bond.

I have attached a list of all of my company’s first-tier subcontractors that I intend to retain for work on the project.

Initial Contractor Verification of Compliance – 2019 Woodcrest Sanitary Sewer Extensions	
Authorized Signature of Owner or Officer: 	Printed Name: Nate Krueger
Title: President	Date: 9-10-19
Company Name: Krueger Excavating Inc.	

SECTION 00415 -- RESPONSIBLE CONTRACTOR -- PROPOSAL ATTACHMENT

Page 2 of 2

SUBCONTRACTORS LIST

SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of City Where Company Home Office is Located
(Direct Bore Inc.	Po Box 234 Circle Pine MN 55014

Attach additional sheets if necessary.

Subcontractors List - 2019 Woodcrest Sanitary Sewer Extensions

Authorized Signature of Owner or Officer X <i>Shawn Goldack</i>	Printed Name: X Shawn Goldack
Title: X Pres	Date: X 9/10/2019
Company Name: Direct Bore Inc.	

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, SEPTEMBER 10, 2019  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Chair Sutton, Commissioner Melgaard, and Commissioner Zahratka. Also present was Assistant City Administrator Mark Nagel and Former Mayor Bob Crawford.

**CALL TO ORDER:**

The meeting was called to order at 4:01 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said that there were no additional items for the Agenda for the September meeting. Upon motion by Commissioner Zahratka, seconded by Chair Sutton, the September Meeting Agenda was approved, as printed.

**CITIZEN COMMENTS:**

Former Mayor Bob Crawford requested the Parks Commission consider the possibility of heating the Wagner Park Shelter for year-round use by the community, particularly the Food Shelf, which needs a place to continue its work this Winter. Consensus of the Commission was to have Mr. Nagel look into the pros/cons of heating the shelter and report back at the October meeting.

**APPROVAL OF MINUTES OF AUGUST 6, 2019 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the August 6, 2019 Parks Commission Minutes, as printed.

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

Mr. Nagel called Commissioners' attention to the attached article on different types of playground surfaces – their advantages and disadvantages. There was a long discussion by Commissioners of what surface would provide the best combination of safety and cost. Consensus was that the current Engineered Wood Fiber surface for City playgrounds was the best value.

At the request of Parks Commissioners at the August 2019 Meeting, Mr. Nagel said that he had included the latest Community Development Update for review by Parks Commissioners in the Agenda Packets for their information. He said he would continue to do so in future Agenda Packets.

### **UPDATES:**

Mr. Nagel reviewed the August 31, 2019 ENM Parks Commission Update, which contained 12 items with the Commissioners. Mr. Nagel commented that the 3 major music performance licensors, along with the movie licensors, were driving up costs for the Summer and Winter events such that the Parks Commission may need to revisit the 2020 Budget, as it relates to the Summer and Winter programming. He also noted that the Soccer Jamboree went very well with 54 teams participating and he thanked the Public Works department for all of their help in making the event a success.

Chair Sutton reported that the next meeting of the CCEC will be on Tuesday, September 17<sup>th</sup> at 5:30 PM at City Hall with the Agenda focused on the upcoming Halloween Party on Saturday, October 26<sup>th</sup> from 10 AM to Noon.

Commissioner Zahratka noted that there was a meeting of the New Prague Community Education Advisory Board set for September 12<sup>th</sup> that she would try to attend.

### **OLD/NEW BUSINESS:**

Mr. Nagel commented that the Summer Events had an average attendance in the 70's, even though rainy weather forced relocation to the Library's Community Room 3 times. He said that the final event was a movie and the inflatables on August 8<sup>th</sup> with ice cream sandwiches and popsicles to all attendees to cap off the Summer. He said that Jessica Davidson will attend the October Parks Commission

Meeting to discuss the 2019 Summer Event season and preview the Winter Program Events. No further action was taken on the item by the Parks Commission.

Mr. Nagel called Commissioners' attention to the July Budget Report, which was contained in the Agenda Packets. He said that expenses were running about 10% under budget with the Summer events almost complete. However, the major expense for the Coordinator's time has not been billed to the City, which is budgeted for \$1,600 for the year. He expected to receive that Invoice in time for the October meeting. Also, he noted, that the additional load of Engineered Wood Fiber of \$2,035.00 was not included. He said that he expected that the budget would be much closer to the planned expenditures once these bills were paid.

Mr. Nagel said that the Minnesota Recreation and Parks Association Annual Conference is being held from November 5<sup>th</sup> to 8<sup>th</sup> at the Earle Brown Center in Brooklyn Center. He noted a number of relevant sessions including ones on Nature Play Areas; Developing Eagle Scout Project for Parks; Community Gardens; Niche Sports like Disc Golf; Naming City Parks; and Changing Demographics. He asked Commissioners to check their calendars and let him know if they would like to attend the whole Conference or 1 of the 3 days. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved purchasing one Full Conference Package for the MRPA Conference for \$425.00.

Mr. Nagel updated Commissioners on the status of Parks capital projects for the Fall – the Disc Golf Course; the Relocation of the Rowena Pond T-Ball field; Replacement of the Swings at Old Elko City Hall Park; the Pet Waste Stations; and the trail between the Windrose 8<sup>th</sup> Addition and Woodcrest Subdivision. No further action was taken by the Parks Commission at this meeting.

Mr. Nagel presented the Bill List to the Parks Commissioners – a bill from Schlomka's for Portable Restrooms for August, 2019 for \$710.00; Minnesota/Wisconsin Playground for Engineered Wood Fiber for \$2,035.00; Leiviska Disc Golf for \$5,670.00 for disc golf equipment; and Mike Sutton for reimbursement for the purchase of 6 canopies for \$1,567.59. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the Parks Commission approved the Bill List for the August meeting. Chair Sutton abstained from voting, since one of the bills was for reimbursement of his expense for the canopies.

## **OTHER BUSINESS:**

There were no additional business items to come before Commissioners at the September 10, 2019 Parks Commission meeting.

## **NEXT MEETING:**

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, October 8, 2019 at 4:00 PM in conference Room B of Elko New Market City Hall.

## **PARK COMMISSIONER COMMENTS:**

There were no additional comments from Commissioners at the September 10, 2019 Parks Commission meeting.

## **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Chair Sutton, the meeting was adjourned by voice vote at 5:17 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**

**COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING**  
**September 17, 2019 Minutes**

Meeting was called to order at 5:32 PM by Chair Mike Sutton in the ENM City Hall Conference Room B.

Members Attending: Chair Mike Sutton, Janelle Kirsch, Lori Nelson; Amanda Cambronne; and Terre Larsen.

Others Attending: Lynda Jirak and Mark Nagel

Absent: Jodi Muelken, Leander Wagner, Dawn Seepersaud, and Toni Maat.

There were no revisions to the posted Agenda for this meeting. Upon motion by Janelle Kirsch; seconded by Terre Larsen, the September 17<sup>th</sup> Meeting Agenda was approved, as printed.

Upon motion by Lori Nelson; seconded by Chair Sutton, the August 29<sup>th</sup>, 2019 Meeting Minutes were unanimously approved by the Committee with no revisions.

Mark Nagel updated the Committee on fundraising noting that a check of \$50 had been received by Nuvera, which had been placed in the committee's account. He also noted that later on in the Meeting there would be Discussion on requesting sponsors for the Halloween games.

In response to a Committee request last month, Mr. Nagel said that he had attached a current statement on revenues and expenditures through July. He said that there is about \$2,710.00 remaining in the budget. He noted that there are still expenses to be paid from Fire Rescue Days, but that there should be enough to cover the cost of the Halloween Party, which is the only remaining event sponsored by the CCEC for 2019. No further action was taken on this item by the Committee.

Mark Nagel said that the main Agenda item was to continue planning the annual Halloween Party, which is scheduled for Saturday, October 26<sup>th</sup> from 10 AM to Noon at EagleView Elementary School. As with previous Civic Events, he said that he and Sandy Green had written down general instructions for the Halloween Party. He called Committee members attention to the Agenda Attachment on the assignments for this year's Halloween Party. He said that the results from the August meeting were outlined in red. Committee members discussed updates to each of the Assignments based on their work over the last month, which are attached as part of these Minutes in purple. In addition, the layout would be changed to enter through the front doors of EagleView with Registration tables further down the hallway; the games would be moved to the Cafeteria; and the other activities – obstacle course arts/crafts, and Cakewalk – would be in the gym. No further action was taken on this item.

The next Meeting of the CCEC will be on Tuesday, October 16, 2019 at 5:30 PM at ENM City Hall.

There were no additional comments from the Committee members offered at the September Meeting

Upon motion by Terre Larsen, seconded by Janelle Kirsch, the Committee unanimously moved to adjourn the meeting at 6:52 PM.

Respectfully submitted,

Mark Nagel, Assistant City Administrator.

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