

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, APRIL 23, 2020**

**BUSINESS MEETING
6:00 PM**

The City Administrator has determined it is not practical or prudent to conduct an in-person City Council meeting due to the local state of emergency and social distancing guidelines. Accordingly, City Council will participate in this meeting via an electronic meeting and the City Council meeting will be conducted under Minnesota Statutes section 13D.021 at the date and time stated above. To the extent practical, members of the public may attend the meeting by utilizing this link:

<https://zoom.us/j/94802655206>

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 April 3, 2020 Minutes of the Special City Council Meeting
- b. Approve April 9, 2020 Minutes of the City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. Approve Revised Recreational Specialist Job Description
- e. Authorize Participation in Cooperative Purchasing Connection

7. Public Hearings

8. General Business

9. Reports

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. City Wide Code Enforcement
- g. Parks Department
 - i. Draft Parks & Recreation Commission Minutes of April 14, 2020 Meeting
- h. Community & Civic Events Committee (CCEC)
- 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

Special City Council Business Meeting

APRIL 3, 2020

MINUTES

The City Council participated in this meeting via an electronic meeting and the City Council meeting was conducted under Minnesota Statutes section 13D.021.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 8:02 a.m.

Members Present: Mayor Julius, Councilmembers: Timmerman and Novak

Members Absent: Councilmembers Berg and Seepersaud

Also Present: City Administrator/Clerk Terry, Police Chief Juell, City Attorney Poehler, Public Works Superintendent Schweich and Assistant City Administrator Nagel

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

MOTION by Councilmember Novak, second by Councilmember Timmerman to approve the agenda.

APIF, MOTION CARRIED

4) GENERAL BUSINESS

Award Police Department Addition Project and Alternates to Greystone Construction and Approve Construction Agreement

MOTION by Councilmember Timmerman, second by Councilmember Novak to Approve Contract to award the Police Department Addition and the Alternatives (Kitchen Remodel and Existing Police Department) t the Greystone Construction.

Respectfully submitted by

Lynda Jirak, Deputy Clerk

The City Council participated in this meeting via an electronic meeting and the City Council meeting was conducted under Minnesota Statutes section 13D.021.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 6:03 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, Police Chief Juell, City Attorney Poehler, Community Development Specialist Christianson, City Planner Sevening, Public Works Superintendent Schweich, Assistant City Administrator Nagel, Deputy Clerk Jirak and City Engineer Revering

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

MOTION by Councilmember Timmerman, second by Councilmember Seepersaud to approve the agenda.

APIF, MOTION CARRIED

4) PRESENTATION, PROCLAMATIONS AND ACKNOWLEDGEMENTS (PP&A)

None.

5) PUBLIC COMMENT

Scott County Commissioner Tom Wolf updated Council on Scott County events to include:

- Stated that emails from Health and Human Services regarding Coronavirus have been emailed to Councilmembers.
- Noted construction on the Scott County Administration building is ahead of schedule due to the nice weather.
- Also noted work has begun on road projects for the County.
- Advised that property taxes may have a new deadline this year; August 15.
- Cautioned all to slow down on roads while driving. Deadly accidents are up this year compared to previous years.

6) CONSENT AGENDA

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

- a. Approve March 20, 2020 Minutes of the Special City Council Meeting
- b. Approve March 26, 2020 Minutes of the City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. Adopt Resolution 20-26 Gambling Permit For A Race Worth Winning
- e. Accept Twins Community Foundation Grant, Approve Grant Agreement, and Authorize Assistant City Administrator to Submit Grant Agreement

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

Authorize Issuance and Sale of \$4,965,000 General Obligation Bonds, Series 2020A

Terri Heaton from Baker Tilly provided the Council with an overview of the issuance and sale of General Obligation Bonds.

City Administrator/Clerk Terry provided an overview for the difference in debt service would be for a 15 year term option compared to a 20 year term option. The Council desires to proceed with the sale of the Bonds at the 20 year option.

MOTION by Councilmember Berg, second by Councilmember Timmerman to adopt Resolution 20-27 Authorizing Issuance and Sale of \$4,965,000 General Obligation Bonds, Series 2020A at the 20 year term option.

APIF, MOTION CARRIED

9) REPORTS

a) Administration

Staff is moving away from COVID response items to normal day to day operations..

b) Public Works

Monthly report included in packet.

c) Police Department

Monthly report included in packet.

Police Chief Juell updated Council on the new officer, Brentan Carkhuff and COVID-19 issues.

d) Fire Department

City Administrator/Clerk Terry advised the Council of modifications to minimum performances requirements in response to COVID-19.

e) Engineering

City Engineer Revering advised the Council that development construction for Dakota Acres, First Addition, Pete's Hill and Boulder Heights will be resuming.

- f) Community Development
Community Development Updates were included in the packet.
Update on I-35 Interchange Area Utility Extension Project
Community Development Specialist Christianson gave an update to Council on the last Technical Advisory Committee meeting. The CDA asked the Council it waive the outstanding fees related to the New Market Village. The Council indicated they would be willing to do so.
- g) Parks Department
Monthly Parks & Recreation Update included in packet.
Assistant City Administrator Nagel updated Council on the following Parks and Recreation items:
- Recreational Specialist Position
 - Fire and Rescue Days Status
 - Wagner Park Summer Reservations
- h) Community & Civic Events Committee (CCEC)
None.
- i) Other Committee and Board Reports
Scott County Association for Leadership and Efficiency (SCALE)
None.
- Minnesota Valley Transit Authority (MVTA)
None.
- I35 Solutions Alliance
None.
- Chamber of Commerce
None.

10) CLOSED MEETING

Closed meeting pursuant to Minn. Stat. 13D.05, subd. 3(c)(3) to discuss offer for purchase of the real property located at 461 Main Street

Mayor Julius opened the Closed meeting at 7:35 pm.

Mayor Julius closed the Closed meeting at 8:14 pm.

11) DISCUSSION BY COUNCIL

None.

12) ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Timmerman to adjourn the meeting at 8:16 p.m.

Respectfully submitted by

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	April 23, 2020
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

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

A detail listing of work performed is being provided below for invoices by Consultants of City of Elko New Market. The invoices below are included for payment on the attached Check Summary Register.

Bolton & Menk	<u>Amount</u>
• <u>Stand-By Generation:</u>	<u>\$423.46</u>
Total	\$423.46

Campbell Knutson	<u>Amount</u>
• Legal General:	\$5,789.06
• Legal Meetings	\$1,213.72
• Dakota Acres 2 nd Addn	\$330.00
• <u>Beard Avenue Annexation</u>	<u>\$280.86</u>
Total	\$7,613.64

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

CITY OF ELKO/NEW MARKET

*Check Summary Register©

April 23, 2020

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006683EXCEL ENERGY	4/27/2020	\$3,122.70	25499 Natchez Ave - Water Trea
Paid Chk# 006684EMN VALLEY ELECTRIC COMPANY	4/22/2020	\$1,443.94	Streetlights, Elko
Paid Chk# 006685EMN VALLEY ELECTRIC COMPANY	4/9/2020	\$76.61	Glenborough Dr & Chowen
Paid Chk# 006686EMN VALLEY ELECTRIC COMPANY	4/22/2020	\$46.63	27059 Beard Ave Lift Pump
Paid Chk# 006687ENUVERA COMMUNICATIONS, INC.	4/20/2020	\$327.24	Police Dept Phone/Fax
Paid Chk# 006688ENUVERA COMMUNICATIONS, INC.	4/20/2020	\$125.17	Area Hall Phone
Paid Chk# 006689EXCEL ENERGY	4/30/2020	\$386.78	Streetlights
Paid Chk# 006690EPSN	4/6/2020	\$1,175.37	Webstore/Credit Card Processin
Paid Chk# 006691ENUVERA COMMUNICATIONS, INC.	4/20/2020	\$56.94	139503 - 25499 Natchez Ave
Paid Chk# 006692ENUVERA COMMUNICATIONS, INC.	4/20/2020	\$177.98	937759 - 25499 Natchez Ave Bld
Paid Chk# 006693EXCEL ENERGY	5/1/2020	\$4,382.95	601 Main Street
Paid Chk# 006694EDAKOTA ELECTRIC ASSN	5/1/2020	\$132.68	200001441377-Ptarmigan Dr. Str
Paid Chk# 006695EPERA	4/16/2020	\$9,702.16	Payroll Liability
Paid Chk# 006696EMN DEPT OF REVENUE	4/16/2020	\$2,109.04	Payroll Liability
Paid Chk# 006697EINTERNAL REVENUE SERVICE	4/16/2020	\$9,973.92	Payroll Liability
TOTAL		\$33,240.11	

PRE-PAIDS			
Paid Chk# 040892 US BANK - CM9690	4/10/2020	\$1,000.00	Fiscal Agent Fees 2015B
Paid Chk# 040893 UNITED STATES POSTAL SERVICE	4/13/2020	\$301.25	March 2020 Utility Bills
TOTAL		\$1,301.25	

CHECK REGISTER			
Paid Chk# 040894 A-1 LANDSCAPES	4/23/2020	\$1,050.00	PW - Dozer Rental/21 hrs
Paid Chk# 040895 ALL ABOUT EROSION CONTROL	4/23/2020	\$600.00	2020 Woodcrest Trail Proj
Paid Chk# 040896 ALLINA HEALTH APPLE VALLEY	4/23/2020	\$128.00	Pre-Employ Testing - Brentan C
Paid Chk# 040897 BOLTON & MENK	4/23/2020	\$423.46	T21.118765 - Lift Station Stan
Paid Chk# 040898 CAMPBELL KNUTSON	4/23/2020	\$7,613.64	Beard Ave - Annexation
Paid Chk# 040899 CINTAS CORPORATION NO. 2	4/23/2020	\$58.84	Operating Supplies
Paid Chk# 040900 CULLIGAN BOTTLED WATER	4/23/2020	\$142.87	Bottled Water
Paid Chk# 040901 CUSTOM FIRE APPARATUS, INC.	4/23/2020	\$236,119.50	FD - Fire Truck
Paid Chk# 040902 ECOLAB	4/23/2020	\$99.44	Pest Control
Paid Chk# 040903 FARMERS MILL & ELEVATOR, INC.	4/23/2020	\$800.59	Parks Chemicals
Paid Chk# 040904 FASTENAL COMPANY	4/23/2020	\$209.85	PW - Fleet Maint & Equip
Paid Chk# 040905 FORCE AMERICA DISTRIBUTING LLC	4/23/2020	\$55.24	PW - Fleet Maint & Equip
Paid Chk# 040906 GALLS, LLC	4/23/2020	\$86.03	PD - Uniforms
Paid Chk# 040907 GARY L. FISCHLER & ASSOC., PA	4/23/2020	\$650.00	Pre-Employ Prof Svcs -Brentan
Paid Chk# 040908 GOPHER STATE ONE CALL	4/23/2020	\$60.75	Locates
Paid Chk# 040909 HACH COMPANY	4/23/2020	\$301.38	PW - Chemicals
Paid Chk# 040910 HAWKINS, INC.	4/23/2020	\$30.00	PW - Chemicals
Paid Chk# 040911 IUOE LOCAL #49	4/23/2020	\$175.00	Membership Dues - Jason Schoen
Paid Chk# 040912 JIRAK, LYNDA	4/23/2020	\$26.80	Operating Supplies Reimburseme
Paid Chk# 040913 JUELL, BRADY	4/23/2020	\$88.34	PD Shirt Reimbursement
Paid Chk# 040914 KELLEY FUELS, INC.	4/23/2020	\$1,269.96	PW - Fuel
Paid Chk# 040915 LAKEVILLE SANITARY, INC.	4/23/2020	\$380.12	11755 - City Hall
Paid Chk# 040916 LEO A DALY	4/23/2020	\$18,207.70	PD Addition 77% Completion Arc
Paid Chk# 040917 JOHN MACHABY	4/23/2020	\$92.24	POST License Renewal - John Ma
Paid Chk# 040918 SMSC PUBLIC SAFETY	4/23/2020	\$1,000.00	EMR-I Training - Kvam, Youngma
Paid Chk# 040919 METROPOLITAN COUNCIL	4/23/2020	\$42,601.95	WWS Charges - May 2020
Paid Chk# 040920 METERING & TECH SOLUTIONS	4/23/2020	\$5,252.00	Water Meters
Paid Chk# 040921 MINNESOTA EQUIPMENT	4/23/2020	\$126.66	PW - Fleet Maint & Equip
Paid Chk# 040922 MUNICIPAL INSPECTIONS, INC.	4/23/2020	\$9,069.46	Erosion Control Inspections
Paid Chk# 040923 NORTHWEST ASSOCIATED	4/23/2020	\$27.40	General Planning Consultant
Paid Chk# 040924 NAPA AUTO PARTS	4/23/2020	\$52.96	PW - Fleet Maint & Equip
Paid Chk# 040925 NORTHLAND PEST CONTROL	4/23/2020	\$21.25	Pest Control - Library
Paid Chk# 040926 QUILL CORPORATION	4/23/2020	\$218.94	Operating Supplies
Paid Chk# 040927 SAFETY-KLEEN SYSTEMS, INC.	4/23/2020	\$137.44	PW - Operating Supplies
Paid Chk# 040928 SCOTT COUNTY ATTORNEY OFFICE	4/23/2020	\$2,811.38	Quarterly Pmt of Fines - Feb 2
Paid Chk# 040929 SCOTT COUNTY RECORDER	4/23/2020	\$92.00	F05-20 Encroachment Agmt Recor
Paid Chk# 040930 SITEONE LANDSCAPE SUPPLY, LLC	4/23/2020	\$1,251.27	Street Maint
Paid Chk# 040931 STREICHER'S INC	4/23/2020	\$1,137.82	PD - New Officer Equip

CITY OF ELKO/NEW MARKET

*Check Summary Register©

April 23, 2020

	Name	Check Date	Check Amt	
Paid Chk# 040932	VAN IWAARDEN ASSOCIATES	4/23/2020	\$1,350.00	2019 GASB
Paid Chk# 040933	SPLIT ROCK MANAGEMENT INC	4/23/2020	\$550.00	CITY HALL
Paid Chk# 040934	WEBBER RECREATIONAL DESIGN	4/23/2020	\$2,700.00	Install Old Elko City Hall Pla
Paid Chk# 040935	XEROX CORPORATION	4/23/2020	\$402.81	Copier
TOTAL			\$337,473.09	

DIRECT DEPOSIT

Paid Chk# 503200E	Bi-Weekly ACH	4/16/2020	\$33,701.18	
TOTAL			\$33,701.18	



STAFF MEMORANDUM

SUBJECT:	Approve Revised Recreational Specialist Job Description
MEETING DATE:	April 23, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Approve Revised Recreational Specialist Job Description

COMMUNITY VISION:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The City Council authorized a part time Recreation Specialist position at their meeting of February 27th, along with a Job Description, and authorized the City Administrator to advertise for the position.

As you may recall, the Recreational Specialist position would work on planning, organizing, coordinating and budgeting for recreational programs and City events, determining program needs, maintaining liaisons and contacts, supervising seasonal and temporary recreational staff (if hired in future), maintaining records and files, and related work as required. It is anticipated that position would serve as the primary staff liaison to the Parks & Recreation Commission and CCEC.

Mark Nagel, the Assistant City Administrator, continues to serve in the role of overseeing the Parks and Recreation duties, while on phased retirement with the City, and will assist in training the new employee once hired.

DISCUSSION:

The part time Recreational Specialist position was advertised for two (2) weeks with applications being due on Friday, March 27th at 4:30 PM. A total of 5 were received, which was fewer than anticipated. In addition, only 1 application met the minimum requirements

In order to increase the “pool” of qualified applicants to interview, and based on the applications received, a less restrictive Minimum Requirements section of the Job Description is being recommended by Staff. In addition to a Bachelor’s Degree in Recreation, Parks, and Leisure Services, applicants with a Bachelor’s Degree in Sports Management or Education with Community Education background would be considered. The attached revised Job Description for the position reflects that change.

With the revised Job Description, all 5 current applicants would be qualified for the part time position. In addition, the advertised due date to receive applications would be extended to Friday, May 8th at 4:30 PM in hopes of attracting additional candidates for the position.

ATTACHMENTS:

- Recreational Specialist Job Description

RECREATION SPECIALIST

Department: Administration

FLSA Status: Non-Exempt

Work Status: Part-time

Reports to: City Administrator/Clerk

Purpose

Under direction of the City Administrator/Clerk, this administrative position performs directed work planning, organizing, coordinating and budgeting for recreational programs and City events, determining program needs, maintaining liaisons and contacts, supervising seasonal and temporary staff, maintaining records and files, and related work as required.

Communicates with:

- *Internally* – City employees, City Council, and City Committees.
- *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.*

- Plans, develops, budgets and coordinates City Cultural events; coordinates planning meetings to ensure successful events through the Community and Civic Events Committee (CCEC); Parks and Recreation Commission, and other City Committees, as directed.
- Plans, develops, organizes, supervises, implements and evaluates various recreational activities and programs for youth, adults, and seniors, as directed.
- Serves as Staff for the Community and Civic Events Committee (CCEC) and Parks and Recreation Commission.
- Promotes/prepares publicity materials such as brochures, flyers, announcements, media, written correspondence, and the City's website.
- Solicits and obtains event sponsors, business participants and volunteers.
- Coordinates volunteer involvement for City events and recreation programs; administers and updates the Volunteer Policy Manual; recruits volunteer and evaluates volunteer participation.
- Coordinates media and promotions for special events and recreation programs; designs, plans and approves advertisements, brochures and displays; writes press releases and magazine articles.
- Researches, writes, administers grants to obtain funding for City events, parks, and recreation programs.
- Responds to issues, concerns and complaints and resolves them in a professional manner.
- Coordinates with, provides support to Community Ed, Three Rivers Parks System, and youth sports organizations on community recreational programming.
- Responsible for recreational activities and City events occurring on evenings and weekends.
- Performs general filing, creates forms and reports for City.
- Operates computer, copier, telephone, fax machine, postage meter, and other necessary office equipment to perform duties.
- Supports principals of city's community-oriented government philosophy.
- Performs other duties as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge in programming of recreation activities for all ages; skilled in public relations, marketing, and social media; ability to work with community organizations, school district's Community Ed Department, and volunteers in delivery of City events and recreational programming; ability to work independently; prioritize work; and solve problems; ability to present a positive, professional image to the public; ability

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

RECREATION SPECIALIST

to communicate effectively, both orally and in writing; ability to establish effective work relationships with other city staff, elected officials, Committee and Commission members and the general public.

MINIMUM REQUIREMENTS

Bachelor's degree in Recreation, Parks, and Leisure Services, Sports Management, or Education with a Community Education background or related field and one year of responsible experience in recreation and/or cultural programming.

WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires walking, using hands to finger, handle or feel and pushing or pulling; 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 frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). This position will require some weekend and evening hours.

SPECIAL REQUIREMENTS

Valid driver's license in the State of Minnesota.



STAFF MEMORANDUM

SUBJECT:	Authorize Participation in Cooperative Purchasing Connection
MEETING DATE:	April 23, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Approve Agreement for Cooperative Purchasing Connection Participation and authorize the City Administrator to execute the Agreement.

COMMUNITY VISION:

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5 YEAR GOALS:

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- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

With the Police Department Addition construction contract now approved, work on purchasing Furniture, Fixtures, and Equipment (FFE) for the building can begin, so that the FFE schedule can be coordinated with the construction schedule in a timely manner. Innovative Office Solutions will furniture design services at no cost to the City.

DISCUSSION:

The budgeted cost of the FFE is \$80,532 for the new addition. As the City has done in the past, the least expensive method to procure FFE is to use a cooperative arrangement that increases purchasing power for all members instead of procuring FFE (and other products/services) on their own. In addition to economies of scale in lowering prices, competitively solicited contracts provided by the Cooperative Purchasing Connection meet state guidelines and eliminate the need for time-consuming bids and multiple price quotes. Finally, the membership, which doesn't cost anything, also gives the City access to Sourcewell (formerly NJPA), which focuses on providing the lowest cost equipment for Fire, Police and Parks/Public Works. More information on Cooperative Purchasing Connection, which has over 1,800 members, is contained in the first paragraph of the attached Agreement.

The City Attorney has reviewed the attached Agreement with Cooperative Purchasing Connection and approved it as to form.

BUDGET IMPACT:

There is no cost to the City for participation in this organization. It is expected that the City will save money in purchasing the FFE from the Cooperative Purchasing Connection for the reasons outlined above.

ATTACHMENT:

- Cooperative Purchasing Connection Participation Service Agreement



Cooperative Purchasing Connection Participation Agreement

The Cooperative Purchasing Connection (CPC) is a joint program of eight Service Cooperatives in Minnesota. The Service Cooperatives are public entities, created under Minnesota Statute 123A.21, whose purpose is to conduct joint activities that will result in cost savings and enhanced services for schools, governmental units, and nonprofit entities. CPC is established and operates under MN Statute 123A.21, and MN Statute 471.59, Joint Exercise of Powers. We have established a category of participation for eligible organizations interested in utilizing the CPC contracts for goods and services established under MN Statute 471.345, Uniform Municipal Contracting Law and South Dakota Codified Laws, Chapter 5-18A-37, Cooperation and Agreements with Other State and Federal Purchasing Agencies. This CPC participation agreement does not require a membership fee to the service cooperatives.

This participation agreement is made effective by and between CPC and the eligible organization signing this agreement.

1. CPC will offer its contracts for goods and services for purchases of supplies, equipment, and services for use within the Participant's organization.
2. The Participant will adhere to the original terms and conditions of the CPC contracts.
3. The Participant agrees to be responsible for all aspects of the procurement process when purchasing from a CPC contracted vendor. Any dispute which may arise between the Participant and the CPC contracted vendor will be resolved between the Participant and the CPC contracted vendor.
4. This Agreement will become effective on the date listed below and will remain in effect until canceled by either party with written notice to the other party.

Participant:

Cooperative Purchasing Connection

By: _____

Authorized Signature

Authorized Signature

Tom Terry, City Administrator/Clerk

Title

Title

City Administrator/Clerk

Date

Date

Name of Organization	City of Elko New Market	
Name of Contact	Tom Terry, City Administrator	
Address	601 Main Street, P.O. Box 99	
City/State/Zip	Elko New Market MN 55020-0099	
Email terry@ci.enm.mn.us		
Phone 952-461-2777	Fax	952-461-2782

Please include a copy of your sales tax exemption certificate/ST3.		

Questions? Call our friendly staff at 888-739-3289.
Please return to: Cooperative Purchasing Connection, info@purchasingconnection.org



Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Type or print

Name of purchaser City of Elko New Market			
Business address 601 Main Street, PO Box 99	City Elko New Market	State MN	Zip code 55020-0099
Purchaser's tax ID number 8636578		State of issue MN	
If no tax ID number, enter one of the following:	FEIN	Driver's license number/State issued ID number	
		state of issue	number
Name of seller from whom you are purchasing, leasing or renting			
Seller's address			
	City	State	Zip code

Type of business

Type of business.

- 01 Accommodation and food services
- 02 Agricultural, forestry, fishing, hunting
- 03 Construction
- 04 Finance and insurance
- 05 Information, publishing and communications
- 06 Manufacturing
- 07 Mining
- 08 Real estate
- 09 Rental and leasing
- 10 Retail trade
- 11 Transportation and warehousing
- 12 Utilities
- 13 Wholesale trade
- 14 Business services
- 15 Professional services
- 16 Education and health-care services
- 17 Nonprofit organization
- 18 Government
- 19 Not a business (explain) _____
- 20 Other (explain) _____

Reason for exemption

Reason for exemption.

- A Federal government (department) _____
- B Specific government exemption (from list on back)
Local Government
- C Tribal government (name) _____
- D Foreign diplomat # _____
- E Charitable organization # _____
- F Educational organization # _____
- G Religious organization # _____
- H Resale
- I Capital Equipment
- J Agricultural production
- K Industrial production/manufacturing
- L Direct pay authorization
- M Multiple points of use (services, digital goods, or computer software delivered electronically)
- N Direct mail
- O Other (enter number from back page) _____
- P Percentage exemption
 - Advertising (enter percentage) _____%
 - Utilities (enter percentage) _____%
 - Electricity (enter percentage) _____%

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser <i>Kellie Stewart</i>	Print name here Kellie Stewart	Title Accountant	Date 3/25/2019
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STAFF MEMORANDUM

SUBJECT:	City Wide Code Enforcement
MEETING DATE:	April 23, 2020
PREPARED BY:	Haley Sevening, Planner I
REQUESTED ACTION:	Update on City Wide Code Enforcement

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 Code contains several sections which regulate the general use of properties within the City. The purpose and intent of codes are to protect the public health, safety, morals, comfort, convenience and general welfare, promote orderly development, conserve natural resource areas, maintain attractiveness of the City, and provide compatibility of different land uses. Many of the adopted regulations help the City maintain attractive neighborhoods and preserve property values.

The City Code, by its nature, is intended to be enforced. In the past, code enforcement was limited by Staff capacity and often resulted in complaint based enforcement only. With the addition of a planner and two new police officers, Community Development and Police Department Staff have an increased capacity to complete more proactive code enforcement. On May 25th, 2017, the City Council adopted a formal Code Enforcement Policy that permits Staff to conduct proactive code enforcement.

DISCUSSION

It is Staff's intent to conduct a proactive City wide code enforcement sweep this season, unless otherwise directed by the City Council. The planned proactive code enforcement effort is spurred by increased Staff capacity and what appears to be changing expectations surrounding the level of code enforcement in Elko New Market. This shift in expectations can be seen in the results of the 2015 and 2018 community surveys and in the number of code violation complaints the City received from residents in the past three years.

When comparing the results of the 2015 and 2018 community survey, the number of residents citing "lack of code enforcement" as the reason for the "only fair" or "poor" city services rating, more than doubled between 2015 and 2018. In recent years the City has also experienced an increase in the number of resident complaints associated with code violations. In 2017 there were four resident complaints, in 2018 there were 44, and in 2019 there were 61.

Attachments:

City of Elko New Market Code Enforcement Policy



CITY OF ELKO NEW MARKET CODE ENFORCEMENT POLICY

INTRODUCTION

The Code Enforcement Policy, approved by the City of Elko New Market City Council, provides guidelines for enforcement of the City of Elko New Market Municipal Code, the Zoning Ordinance, and other regulatory codes adopted by the City. This document is intended to regulate only those enforcement/compliance processes, and activities specifically initiated by the City.

POLICY SECTIONS

- I. Code Enforcement Program
- II. Definitions
- III. Reactive/Proactive Enforcement
- IV. General Procedures
- V. Excessive Complaints
- VI. Repeat/Recurring Violations
- VII. Immediate Enforcement Violation
- VIII. Advanced Customer Service Pledge

I. CODE ENFORCEMENT PROGRAM PURPOSE

Minnesota Statutes give the City Council the “power to provide for the government and good order of the City, the suppression of vice and immorality, the prevention of crime, the protection of public and private property, the benefit of residence, trade, and commerce, and the promotion of health, safety, order and convenience, and the general welfare as it shall deem expedient.”

The City of Elko New Market has adopted ordinances that protect residential and commercial properties. To meet the objectives of adopted City ordinances, the City has developed a Code Enforcement Program. The City has limited resources. As such, City staff also relies on residents and business owners to provide information regarding code violations as well as self-initiated inspections.

A. STANDARD ENFORCEMENT POLICY

City of Elko New Market residents are supported in their efforts to maintain the physical environment of their neighborhoods through standards set in local ordinances. To assist in this endeavor, the following code enforcement policy has been established to guide the City in addressing properties with code violations.

This policy is a guideline and does not bind the City. The City may deviate from the policy at any time if at the sole discretion of the City, a deviation is deemed appropriate. Staffing levels and other resources may vary and affect the City’s response. Specific facts of a situation may make a different approach appropriate.

Typical violations include:

- Exterior Storage
- Permit Violations
- Garbage and Refuse
- Tall Grass
- Signage
- Yard Parking
- Right-of-Way
- Animals
- Junk Vehicles
- Zoning Use
- Property Maintenance
- Public Nuisance

B. COMPLAINT PRIORITY CLASSIFICATIONS

City staff inspects every complaint it receives. When a violation is confirmed, the appropriate action is taken. Due to staff and time constraints, it is sometimes necessary to prioritize complaints and violations. When this happens, complaints are prioritized as follows:

1. Immediate risk to public health and safety
2. High rise to health and safety through potential environmental impacts.
3. Work begun or actions taken without the necessary permits.
4. Aesthetics and nuisance violations.

II. DEFINITIONS

Abatement – Abatements are the removal or repair of substandard property conditions by the property owner, agent, contractor or City.

Business Day – In the context of this policy a Business Day is considered Monday through Friday, from 8:00 a.m. to 4:30 p.m. on a normally scheduled workday exclusive of holidays. Therefore, the next business day would be the next day that the City is scheduled to be open.

City Code – The City Code includes all ordinances passed by the City including those that have not been codified.

Community Enforcement Officer – An employee of the City designated as the Code Enforcement Officer. The term Code Enforcement Officer also includes any City employee with the authority to enforce City ordinances.

Compliance Deadline – The Compliance Deadline (re-inspection date) is the date compliance is required and listed on the Notice of Violation, or Notice and Order. If compliance has not occurred by the compliance deadline a misdemeanor citation may be issued, or an abatement

process may be initiated. The Compliance Deadline may be extended at the discretion of the Code Enforcement Officer.

Compliance Inspection – The Compliance Inspection is the re-inspection of the property on or after the date which established when a notice is issued.

Extension – An extension provides additional time for a responsible party to fully remedy an identified code violations. When a legitimate need arises a responsible party may request an extension beyond the initial compliance deadline. Extensions are determined at the sole discretion of the Code Enforcement Officer or other City official handling the matter.

Immediate Enforcement Violations - Immediate Enforcement Violations are code violations where immediate action is required to protect the public health, safety or welfare, the issuance of a written notice is considered ineffective in deterring repeat, or future violations. As a result an immediate citation may be issued.

Initial Property Inspection - The Initial Property Inspection is the first inspection conducted on a property where a new case is opened. During the Initial Property Inspection the Code Enforcement Officer records any observed violations, attempts to make direct contact with the responsible party, establishes a compliance deadline, and issues a notice.

Life Safety Hazard - A Life Safety Hazard is any identified code violation that has the potential to directly, or indirectly, cause bodily harm. Examples of life safety hazards include, but are not limited to: vehicles dangerously positioned on jacks, concrete blocks, wood, or other physical objects; certain types of right-of- way obstructions; dead trees or trees leaning at precarious angles; missing or obscured building addresses; swimming pools which are not properly fenced or secured; broken windows; electrical hazards; unsecured structures; and any other hazardous conditions where there exists a foreseeable danger to the public. Note: all life safety hazards will be described as such on all written notices.

Misdemeanor Citation - Misdemeanor Citations are formal criminal complaints issued by a Code Enforcement Officer to the responsible party for uncorrected code violations. Person(s) issued a misdemeanor citation are required to appear in the Scott County District Court.

Notice of Violation - A Notice of Violation is a standard formal legal notification (written notice) issued by a Code Enforcement Officer advising the responsible party that a violation(s) exists on their property. It also establishes a compliance deadline. This written notice is principally designed to encourage timely voluntary compliance.

Repeat/Recurring Violation - A Repeat/Recurring Violation is a newly identified code violation on a property involving the same responsible party for the same or substantially the same violation as identified on a previous investigation within the last twelve (12) months. Note: the twelve (12) months is calculated from the date of the Initial Property Inspection to the date of the Initial Property inspection of the new violation.

Responsible Party – A responsible party is one or all of the following:

1. The listed owner(s) in the Scott County real property information record.
2. All tenants on the property.
3. Any person or entity creating a violation even if they are not the record owner or tenant. For limited liability companies, corporations, or other forms of businesses and corporations, the responsible parties are the principals and offices of the entity.

Voluntary Compliance - Voluntary Compliance is achieved when all identified code violations are corrected before the established compliance deadline. This allows the Code Enforcement Officer to pass the inspection without the issuance of a citation, or the initiation of an abatement process. Voluntary Compliance is considered the preferred method of resolving code violations.

III. REACTIVE/PROACTIVE ENFORCEMENT

A. REACTIVE (COMPLAINT BASED) ENFORCEMENT

The City of Elko New Market City Code, including but not limited to the Zoning Ordinance, and other regulatory codes adopted by the City are principally enforced on a complaint basis. This is designed to encourage a resident, neighborhood associations, block watch programs, or other City departments to actively participate in the enforcement/compliance process.

B. PROACTIVE ENFORCEMENT

The City may observe and respond to code violations during regular business, visit areas for reactive enforcement, or perform proactive code enforcement sweeps.

IV. GENERAL PROCEDURES

A. LIFE SAFETY COMPLAINTS

If the alleged violation concerns a potential health or safety hazard to the neighborhood or neighbors, inclusive of open/vacant buildings, fire hazard and/or health hazards, or other health and safety hazards, the City's goal will be to respond within one (1) business day of receiving the complaint.

B. NON-LIFE SAFETY COMPLAINTS

If the alleged violation is not a potential health or safety hazard the City's goal will be to respond within five (5) business days of receiving the complaint.

C. NOTICE OF VIOLATION / NOTICE AND ORDER

Upon the initial property inspection the responsible party will be notified of any violation(s) discovered during the inspection process through the issuance of a written notice. If the responsible party is not present to receive the written notice at the time of the initial property inspection, the notice will be posted on the property in a conspicuous location and may be mailed. The notice of violation will specify a compliance deadline. The notice of violation will also list any observed code violation(s).

D. FINAL NOTICE AND VIOLATION – CITATION / ABATEMENT FOR NON-COMPLIANCE

Unless a violation is an immediate enforcement violation, any uncorrected code violations remaining after the Compliance Deadline are subject to citation and/or the initiation of abatement. In addition, a final notice will also provide an explanation that repeat/recurring code violations, on the same property, within twelve (12) months are subject to expedited legal action as defined in Section V. Repeat/Recurring Violations.

E. EXTENSIONS

In general, Extensions may be authorized for a specified period of time. Responsible parties who demonstrate to the Code Enforcement Officer the existence of circumstances requiring additional flexibility or deviation from the compliance deadline may be granted an extension for a specified reasonable period of time based upon consideration by the City of the following factors:

1. Resolution of all Life-Safety Hazards An extension will not be considered, or provided, to any responsible party where a life-safety hazard exists or where active and verifiable steps to physically mitigate the hazard are not in place.
2. Achievement of Measurable Progress Upon the compliance inspection the property shows significant measurable improvement from the conditions observed during the initial property inspection.
3. Establishment of Direct Communication The responsible party establishes direct communication with the assigned Code Enforcement Officer prior to the initial compliance deadline. Direct Communication could be face-to-face, e-mail, or direct phone contact.
4. Written and/or Verbal Commitment to Voluntarily Comply The responsible party states their intention to fully remedy all recorded violations on their property. This statement can be made verbally to the officer or in writing after establishing direct communication. The timeframes requested will be reviewed by the Code Enforcement Officer.

V. EXCESSIVE COMPLAINTS

The purpose of this section is to address situations where one or more parties inappropriately use the Code Enforcement system. What begins as a complaint escalates into multiple complaints between two parties. Both parties use the complaint process to antagonize each other.

The City has limited resources, in both staffing and funding, to manage complaints and code violations. The City has the right to choose how to best use these resources in a fashion that prudently utilizes taxpayer resources. The purpose of this Complaint Policy is to establish a protocol and standards for the Staff to use to determine whether the enforcement tools available to the City are no longer effective. The City does not intend to ignore complaints; Staff will continue to take the appropriate enforcement action when a legitimate City Code violation exists.

Depending on the nature of the Code violation and the impact the Code violation has on the health, welfare and safety of the City and its residents, the City staff will prioritize the list of pending complaints it receives. Staff may choose to limit the amount of follow-up in certain situations.

Staff will use the following guidelines to determine if a complaint is defined as excessive. Excessive complaints are ongoing complaints where all or a majority of the following is defined are present:

1. The alleged violation does not pose an immediate risk to public health and safety, or there is no high risk to health and safety through potential environmental impacts, or alleged violation is a private property dispute.
2. The nature of the complaints move from reporting a legitimate Code violation to a frivolous complaint or a complaint deemed to be using the City to harass another party;
or
3. The parties refuse to participate in process identified by the City (e.g., mediation) to attempt to resolve the dispute.

Excessive and repetitive complaints by the same party or parties consume considerable staff time to inspect the alleged violation, talk with the parties involved, write letters requesting corrective action, perform a follow up inspection and potentially have further discussions with involved parties. There is no formula, either objective or subjective to determine when City efforts have been unsuccessful. In determining whether City efforts has been unsuccessful staff will consider the following:

1. How much time the City has invested in working with the parties to address the City Code violation.
2. Whether the City has recommended a viable solution that is achievable within a reasonable amount of time (90 days).
3. Whether the nature of the violation is creating a dangerous situation that puts people and property at risk.
4. Whether the essential basis of the dispute is civil.

Once a determination is made, staff may consult with the City Attorney to determine the City's legal obligations and options. All future complaints from the parties must be in writing. Staff will investigate any subsequent and unrelated complaints received from the parties and take the appropriate action.

VI. REPEAT/RECURRING VIOLATIONS

The repeat / Recurring Violation process is designed to provide resolution through an expedited enforcement / compliance mechanism for responsible parties who repeatedly violate City ordinances and who have demonstrated an inability, or unwillingness, to responsibly maintain their property.

A. NOTIFICATION POLICY

Investigations where Repeat/Recurring Violations are identified will proceed through a procedural fast track. The discovery of a repeat offense is cause to issue a repeat/recurring violation warning notice

The Repeat Recurring Violation Warning Notice will be a final notice of violation that will be mailed directly to the responsible party(s), via U.S. Mail, to the address as listed on the Scott County Assessor Record. This written notice will advise the responsible party that repeat/recurring violations may be present on their property. Educational material describing other common code violations may be included with the warning notice. As specified in the final notice of violation, a compliance inspection will be made. At the time of this compliance inspection, any unresolved repeat/recurring violations are cause to:

1. Issue a citation;
2. Initiate an abatement process

Note: An extension for Repeat/Recurring Violations may be reviewed and approved by the City.

VII. IMMEDIATE ENFORCEMENT VIOLATIONS

Certain types of illegal activities constitute an imminent public safety and health hazard. The following types of illegal activities may result in the issuance of a citation without the benefit of receiving a written notice.

1. Person(s) found illegally dumping litter, or waste, onto any property, vacant parcels, or City Right of Ways.
2. Food vendor(s) who are selling food products without a license
3. Merchandise vendors who are soliciting customers without a license.
4. Person(s) who allow a vehicle to remain unattended in a condition that is openly accessible to the public and that presents a life-safety hazard.
5. Person(s) found responsible for causing an obstruction of a public street, or sidewalk.
6. Other violations as determined by the City.

VII. ADVANCED CUSTOMER SERVICE

The City is a governmental body that places a high-value on providing professional, advanced customer service to the citizens with which we interact and serve. Government transparency, performance efficiency, and public accountability are core values that guide our operational processes.

We strive to provide the following advanced customer related services:

An emphasis on public education and voluntary compliance.

When requested, keep complainants informed when contact information is provided.

Refer low-income qualified, owner occupied, property owners who may require special assistance to known hardship assistance programs such as: non-profit volunteer programs.

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, APRIL 14, 2020
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Chair Sutton, Commissioner Melgaard, Commissioner Zahratka, and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel, Community Development Specialist Renee Christianson, and City Planner Haley Sevensing.

CALL TO ORDER:

The meeting was called to order at 4:07 PM online via ZOOM by Chair Mike Sutton.

APPROVE AGENDA:

Mr. Nagel said that there were no additions to the February 2020 Meeting Agenda. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the April 2020 Meeting Agenda was unanimously approved, as printed.

CITIZEN COMMENTS:

There were no citizen comments presented at the April 14, 2020 Parks Commission Meeting.

APPROVAL OF MINUTES OF FEBRUARY 11, 2020 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the February 11, 2020 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel called Commissioners' attention to a copy of a study from the Tony Hawk Foundation on Redefining Skateboard Culture. He said that the Study showed that skateboarding "improves mental health, fosters a sense of community among skateboarders, and encourages diversity and resilience". Mr. Nagel said that he had received a \$5,000 discount from American Ramp Company to improve SkatePark and would be back at the May meeting with ideas on how to use those funds.

UPDATES:

Mr. Nagel reviewed the February 29, 2020 ENM Parks Commission Update, which contained 17 items, and the March 31, 2020 ENM Parks Commission Update, which contained 15 items, with the Commissioners. He said that the delivery and installation of the replacement equipment for Old Elko City Hall Park was tentatively scheduled for first week of May.

Mr. Nagel reported that the 2020 Budget for Parks was at 17% through February, which is on target. Since the City pre-pays some insurance for the year, he said, that added about 1.5% to the expenses for the first 2 months.

OLD/NEW BUSINESS:

City Planner Haley Sevensing referred Commissioners to Table 1 in the Agenda Packet, which outlined the proposed Park Classification Standard changes, which focused on reducing acreage sizes for each of the present classifications. She then reviewed the effect of those classification changes on each current City park in Table 2 with the Commissioners. After discussion of the revisions to the current Parks Classification Standards and the current classifications of City parks, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the unanimously approved the proposed Parks Classification Standards and re-classification of Windrose Park, Pete's Hill Open Space, and Elko North Park and the classification of three previously unclassified parkland to conform to the new Classification Standards for the Elko New Market 2040 Comprehensive Plan.

Community Development Specialist Renee Christianson presented the proposed development plan and preliminary plat for Ridgeview Estates, which consists of 29 single-family lots and 2 outlots on 9.74 acres. She noted that the Parks Commission had seen a similar proposal in June 2018, but

under a different development name. After much discussion of the Preliminary Plat as it relates to the City's Park and Trail Plan, upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the following recommendations to the Planning Commission and City Council on Ridgeview Estates Preliminary Plat:

1. The Parks Commission will accept cash in lieu of land.
2. The Parks Commission supports a trail around the DNR protected wetland, and that the trail be allowed on the south side of Park Street within this development.
3. The Parks Commission recommends the developer be required to contribute to construction of a future trail along CSAH 2
4. The Parks Commission recommends that space between Lot 1, Block 2 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2.

Mr. Nagel presented a proposal from Sheridan Liggett, a member of Girl Scout Troop #25168, to install 2 Little Libraries previously purchased by the City, plus an additional one that she would fundraise for, at three locations to be determined by the City. She would also fill each one with books, as well as develop a social media campaign to call attention to them. It is expected that the project would take place this Summer. This project would enable her to achieve her Gold Award from the Girl Scouts. Upon motion by Commissioner Dornseif, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the Little Libraries project, as proposed by Sheridan Liggett.

Mr. Nagel presented four (4) bids from providers of 100 Cubic Yards of Engineered Wood Fiber for placement in City playgrounds – Minnesota/Wisconsin Playground (\$1,799.00); Flagship Recreation (\$2,091.01); Safety First (\$2,095.00); and Finnegan Playground Adventures (\$2,293.00). Mr. Nagel recommended the low bid of \$1,799.00 delivered from Minnesota/Wisconsin Playground before the end of May 2020. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the bid from Minnesota/Wisconsin Playground for \$1,799.00 delivered.

Mr. Nagel said that the Parks Commission had approved a Twins Community Fund grant proposal at their February Meeting that requests \$15,000 in funding to assist in the construction of a new T-Ball/Softball field at Rowena Park. He said that he was pleased to tell the Parks Commission that City had received a grant of \$10,000

for the project from the Fund. He reviewed the grant agreement with Commissioners. Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously recommended that City Council approve the Grant Agreement of \$10,000 from the Twins Community Fund.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's for Portable Restrooms for March and April 2020 for a total of \$820.00; RAD Zoo for a Winter Program for \$275.00; and Weber Recreational Design for installation of the Old Elko City Hall Playground Equipment for \$2,700.00. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Bill List for the April 2020 Meeting.

OTHER BUSINESS:

Mr. Nagel updated the Commissioners on the effects of the COIVD-19 virus on park and recreation operations. He told Commissioners that the playgrounds had been closed, but that the Governor had later decided to allow the playgrounds to be open, if cities wanted them to remain open. There was lengthy discussion on the pros and cons of recommending the Council open them again, but consensus was to leave them closed at this time. Mr. Nagel said that he would look at options to open some or all of them and report back in May. No further was taken by the Parks Commission on this item.

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8th Addition/Woodcrest Trail Segment project had been postponed until Spring 2020. As he noted at the December meeting, he contacted the SMSC to see if it would be possible to retain the \$18,224 grant for the project. In late February, he said that he had received word that the SMSC had agreed to extend the grant for 2020. The city has informed affected residents in early March that the project would be proceeding, a wetland delineation was conducted, Public Works has done prep work, and the trail is being staked for paving In May. No further action was taken by the Parks Commission on this item.

Mr. Nagel noted that the terms of Chair Sutton; Commissioner Dornseif; and Commissioner Zahratka were up on March 31, 2020 and that Council had decided to accept applications from the community for these 3-year terms. The extended deadline for applications closed on April 3rd with 3 submitted. He said that the timeline to hold the interviews is being set and appointments scheduled for the May 14th City Council Meeting. He thanked Commissioners Zahratka and

Dornseif for their service. No further action was taken by the Parks Commission on this item.

Mr. Nagel called Commissioners' attention to the Job Description for the newly created part-time position of Recreational Specialist in the Agenda Packets. He said that the position had been advertised, but there only five (5) applicants for the position. He said that in an effort to increase the number of applications, the Minimum Requirements would be revised to include more related fields. Assuming City Council approval, he said that the deadline would be extended to Friday, May 8th. No further action was taken by the Parks Commission on this item.

NEXT MEETING:

Mr. Nagel noted that the Governor may lift restrictions to hold public meetings before the May meeting, so he was not recommending changing the current City Hall meeting location to a Zoom Meeting at this time.

Upon motion by Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, May 12, 2020 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 April 14, 2020 Parks Commission meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Zahratka, seconded by Chair Dornseif, the meeting was adjourned by voice vote at 5:21 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator