

**CITY OF ELKO NEW MARKET
CITY COUNCIL WORK SESSION AGENDA
CITY OF ELKO NEW MARKET
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA
THURSDAY, AUGUST 13, 2020**

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://us02web.zoom.us/j/83320817105>

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
 - a. Draft 2021 Budget
- 5. Reports (Cont'd)**
 - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**



STAFF MEMORANDUM

SUBJECT:	2021 Draft Budget
MEETING DATE:	August 13, 2020
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Review for feedback and direction

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Staff will be presenting the draft of the 2021 Summary, General Fund Revenues, General Fund Expenditures, Capital Outlay, Community Events, Fire Department Revenues, Fire Department Expenditures and Fire Department Capital Outlay, Bonded Debt and Equipment Certificate sections of the budget for feedback.

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.

Staff will provide a presentation on the draft budget materials at the Work Session. At this workshop, the City Council will be asked to provide additional direction in order to refine the draft budget for adoption of the Preliminary General Fund Budget and Levy at the meeting on September 10 or September 24 of 2020.

The Draft Budget is intended to serve as a starting point for more detailed discussion regarding the 2021 Budget. The Council should keep in mind that the budget materials presented are considered to be a working draft. The Draft Budget contains a number of assumptions that will need to be revised based on additional and updated information over the course of the budgeting process. The Budget will require further proofing, refinement and additional formatting prior to adoption of the Preliminary Budget and final adoption of the Budget.

DISCUSSION:

The City Council will need to adopt a Preliminary Levy no later than the Council meeting on September 24, 2020. The Preliminary Levy establishes the maximum property tax levy for 2021. Following the adoption of the Preliminary Levy, the City Council has until December to refine the budget and levy for adoption and certification.

At the budget goals and priorities workshop on July 23, the City Council identified specific “drivers” impacting the budget. These included:

- Annual incremental increase for 318 Debt Service Fund
- Increased debt service levy for Capital Projects and purchases
- New Police Officer position
- Renegotiation of fire contracts
- Reserves/contingency in the Fire Fund
- Classification and Compensation Study

The Council did not identify a specific initial maximum increase tax impact parameter for the “typical” home for developing the draft budget. However, directed staff to assume the following:

- Annual incremental increase for 318 Debt Service Fund
- Increased debt service levy for Capital Projects and purchases
- New Police Officer position
- Reserves/contingency in the Fire Fund
- 3% contingency in General Fund

For this workshop, the Council has been provided with the following sections of the draft 2021 budget:

- Summary
- General Fund Revenues
- General Fund Expenditures
- Capital Outlay
- Community Events
- Fire Department
 - Revenue
 - Expenditures
 - Capital Outlay
- Equipment Certificate Debt
- Bonded Debt

These sections of the budget are supported, at least in part, by property taxes and serve as the basis for determining the property tax levy. The enterprise funds (Water, Sewer, Storm Water) are not supported by property taxes and will be reviewed at a future Work Session.

A number of factors and assumptions influenced the development of the draft budget. These included, but were not limited to:

- Increasing Development Interest
- Plat Activity
- Potential Tax Base Growth
- Strong General Fund Reserves
- Strong Approval Rating For City Services
- Satisfaction with Value of City Services
- Major Capital Projects
- Available Capacity in Capital Projects Fund (to service debt for capital projects)
- Potential for decreasing stability in State Aid
- Stable Energy Costs
- Current Residential and Commercial Lot Inventory
- Increasing Demand and Level of Service Expectations
- Equipment Needs
- Increasing Maintenance Requirements

The Draft Budget that is being presented at this Work Session proposes a levy of \$2,643,083. This is an increase of \$199,613 from the 2020 levy. The total property tax levy consists of the following:

	<u>Adopted 2020</u>	<u>Draft 2021</u>	<u>Change</u>
General Operating Fund	1,837,434	1,986,526	8.11%
Capital Outlay	206,700	219,200	2.47%
Community Events	3,700	3,700	0%
Fire Fund (including debt)	138,236	148,657	7.54%
Equipment Certificate Debt (excl. Fire Dept. debt)		-	0.00%
Bonded Debt	240,000	275,000	14.58%
Total	2,426,070	2,625,683	8.23%

In developing the 2021 Budget, the Council should also be aware that a change of approximately \$19,600 in the levy equates to 1% tax impact. Each 1% of tax impact equates to approximately \$12 (annually) for the average home.

Historically, the great majority of homes in the community were tightly banded with regards to their change in assessed value (appreciation/depreciation). For example, for the 2012 Budget, 75% of homes were within 5% of each other with regards to their change in assessed valuation. As a result, it allowed the City to estimate a fairly consistent tax impact for the large majority of the homes based on a proposed levy. However, for the 2013-2019 Budgets, the range of change in assessed value for the majority of homes has increased from what it had been historically. However, based on 2020 assessed valuation, it appears that there may be an increased tightening in the banded width in regards to changes in assessed value. This trend continues for the 2021 Budget. Based on information provided by Scott County, the typical home experienced an appreciation of 2.9% and 78% experienced appreciation between 0% and 10%. Of the remaining homes, 4% experienced appreciation greater than 10%, and 18% experienced depreciation. The net result is that roughly 85% of homes experienced appreciation similar to or less than the typical home.

% EMV Value Range Inc/Dec	# of affected Properties	% of Total
+15.01+%	25	2%
+10.01-15.00%	28	2%
+5.01-10.00%	175	12%
+0.01-5.00%	995	66%
No Change	26	2%
-0.01-5.00%	236	16%
-5.01 - 10.00%	12	1%
-10.00 - 15.00%	0	0%
-15.01% +	1	0%
	1,498	100%

Based on information provided by the County Auditor's Office, the proposed levy in the Draft Budget would result in an estimated increased tax impact of 8.6% or \$109.49 for the "typical" home.

Approximately 16% of homes experienced an increase in assessed value more than the “typical” home. Approximately 19% of homes experienced a decrease in assessed value less than the “typical” home. The result is that the weighted average tax impact for homestead residential properties is 8.66%

General Fund

The Draft General Fund Budget for 2021 is \$2,466,407. This is an increase of \$118,431 or 5.04% from the adopted 2020 Budget.

Revenues

It should be noted that the 2021 Fiscal Disparities Distribution is only an estimate at this time as the City will receive the final number in mid-August.

The draft budget includes a projected stabilization in Building Permit activity for 2021 to reflect the limited amount single family lot inventory with the number of possible new plats that are developing currently. To provide perspective on the relative impact of building permit activity, the revenue from 13 single-family building permits is equivalent to approximately a 1% tax impact for the “typical” home. As a result, assumptions regarding building permit activity, both residential and commercial, have a notable impact on estimated tax impact.

Expenditures

The General Fund operating expenditures are projected to increase \$109,052 or 5.12% from the 2020 Budget. The most notable changes from the 2020 Budget include:

- Contingency at 3% (approx. \$71,800) – This contingency would provide for COLA, step, health, and unexpected benefit increases not built into the 2021 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.
- LGA for 2021 has decreased \$33,458 from 2020, this is equivalent to a 1.7% tax impact for the typical home.
- Increased wages and benefits related to an additional Police Officer; this is equivalent to 4.3% tax impact for the typical home.
- The City is currently undergoing a Class and Compensation Study, results are not back, this could impact salary expense.

Community Events

The Community Events expense budget for 2021 is \$10,000, this remains the same as the 2020 Budget. However, the City is proposing to use \$2,000 in fund reserves to reduce the levy impact as the City did in 2020. The current reserves are equivalent to 130% of the annual fund budget.

Fire Department

The Fire Department Budget for 2021 is \$571,554. This is a decrease of \$18,944 or 3.21% from the adopted 2020 Budget. The change is primarily due to a decrease of \$29,517 in debt service costs. The Council should note that the Capital Projects fund is funding some of this purchase and is not solely funded by the Fire Department.

The department is funded by the City, New Market Township, and Cedar Lake Township. The expense is allocated through a formula and the Township portions are collected as a fee for service. Based on the allocation formula, the City's share of the department costs increased in 2021. However, the reduction in debt service resulted in a net decrease in the City costs for 2021. It should be noted that the fire contract has not been renewed for 2021 and the assumptions in the draft budget assume the terms of the current contract.

Equipment Certificates

The Equipment Certificate debt will decrease by an estimated \$35,937. The City portion of the debt (a portion is support by the contracted Township) is proposed to be funded by the Capital Projects Fund for each of these. The 2020 Budget was based on estimated debt service schedules and the 2021 Draft Budget is based on actual debt service schedules for the Fire Rescue Truck and Snowplows. Since the debt service for equipment certificates is fully funded by the Capital Projects fund, there is no change in the levy.

Bonded Debt

The Bonded Debt expense includes a decrease of \$57,958 from the adopted 2020 Budget. Currently, 2011A Refunding Bond, 2010 GO Library Bond, 2013A GO Bond, 2015A GO Bond are solely funded through the Capital Projects Fund. However, other projects partially funded by the Capital Projects Fund include 2012B Refunding Bond, 2013A Public Works Facility, 2015B GO Refunding Bond, and 2020A Roundabout Construction Project. The 2020 Budget was based on estimated debt service schedules and the 2021 Draft Budget is based on actual debt service schedules for the 2019 Pavement Rehab Project, the Roundabout, the Police Department Addition, and On-site Generation Project.

The bonded debt levy will increase by \$35,000. The debt service levy for capital projects and purchases is largely offset by the Capital Projects Fund. The debt service levy is proposed to increase by \$20,000 as part of the 318 Fund deficit reduction plan and additional \$15,000 that cannot be covered by the Capital Projects Fund based on analysis. Each of these increases are expected on an annual basis through 2029.

The Council directed priorities and parameters set for developing the Draft Budget have been met. However, changes may occur as additional information becomes available or assumptions change as we learn more information about 2021 and the budget is further refined. The changes may occur in a few areas but are not limited to the following:

- Health Insurance premiums are unknown for 2021
- No COLA has been included in the draft budget because Class and Compensation Study is not yet completed and there is a labor contract which will be negotiated later this year
- Fiscal Disparities distribution for 2021 has not yet been determined

Staff will provide the Council with a presentation on the 2021 Budget to answer questions and seek further direction from the Council.

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

Summary of General Fund

	2020			2020	
<u>Revenues</u>	<u>Budget</u>	<u>%</u>	<u>Expenditures</u>	<u>Budget</u>	<u>%</u>
Property Taxes	2,431,597	74.64%	General Government	658,705	20.21%
Tax Increments	-	0.00%	Public Safety**	1,364,410	41.86%
Other Taxes	-	0.00%	Streets and Highways	334,997	10.28%
Special Assessments	-	0.00%	Sanitation	6,500	0.20%
Licenses and Permits	111,550	3.42%	Human Services	-	0.00%
Federal Grants	-	0.00%	Health	-	0.00%
State General Purpose Aid	194,032	5.96%	Culture and Recreation	200,679	6.16%
State Categorical Aid	-	0.00%	Conservation of Natural Resources	-	0.00%
County and Local Government Grants	88,000	2.70%	Redevelopment, Economic Development and Housing	-	0.00%
Charges for Service*	382,283	11.73%	Miscellaneous	-	0.00%
Fines and Forfeitures	16,000	0.49%	Debt Service Principal	160,177	4.91%
Interest on Investments	1,000	0.03%	Interest and Fiscal Charges	18,682	0.57%
Bond Sale Proceeds	-	0.00%	Capital Outlay	239,100	7.33%
Other Financing Sources	-	0.00%	Other Financing Uses	-	0.00%
Transfers from Other Funds	-	0.00%	Transfer to Other Funds	194,032	5.95%
Miscellaneous	33,300	1.02%	Budgeted Reserves	82,480	2.53%
Total Revenues	3,257,762	100.00%	Total Expenditures	3,259,762	100.00%

*Includes Revenues from Fire Contracts

**Includes Fire Department Expenditures

WHAT IF TAX COMPARISON PAY 2020 vs Pay 2021 - Elko New Market City Estimated Tax Impact

FISCAL YEAR 2020				MARKET VALUE TAX	
4,647,527	TAX CAPACITY	\$ 2,426,070	FINAL CERTIFIED LEVY	\$ 450,227,900	Taxable Market Value
-	TIF (-)	\$ (387,306)	FISCAL DISPARITY (-)	\$ 460,404,400	Referendum Market Value
(108,014)	FISCAL DISPARITY (-)	\$ 2,038,764	TAX LEVY OR SPREAD LEVY	\$ -	CERTIFIED LEVY
4,539,513	NET TAX CAPACITY				
Tax Rate		44.912%		0.0000%	Tax Rate

FISCAL YEAR 2021				MARKET VALUE TAX	
4,838,100	Gross Tax Capacity	\$ 2,625,683	PROPOSED LEVY	\$ 467,367,800	Taxable Market Value
-	TIF (-)	\$ (387,306)	FISCAL DISPARITY (-)	\$ 476,542,300	Referendum Market Value
(118,793)	FISCAL DISPARITY (-)	\$ 2,238,377	TAX LEVY OR SPREAD LEVY	\$ -	PROPOSED LEVY
4,719,307	NET TAX CAPACITY				
Tax Rate		47.430%		0.0000%	Tax Rate

RESIDENTIAL IMPACTS

	% EMV Value Range Inc/Dec	# of affected Properties	% of Total	Avg Market Value 2020	Avg Market Value 2021	Value Exclusion 2020	Value Exclusion 2021	Taxable Market Value 2020	Taxable Market Value 2021	Taxable % Change 20 vs 21	Net	Net	Net	2020	2021	2021	2021
											Payable 2021	Inc/Dec 20 vs 21	Difference % Change	Median Values	Median Values	Average Values	Value % Change
Elko New Market	+15.01+%	25	2%	\$ 294,400	\$ 338,560	\$ 10,744	\$ 6,770	\$ 283,656	\$ 331,790	16.97%	\$ 1,573.69	\$ 299.75	23.5%	\$ 298,800	\$ 307,400	\$ 301,300	2.9%
	+10.01-15.00%	28	2%	\$ 294,400	\$ 331,200	\$ 10,744	\$ 7,432	\$ 283,656	\$ 323,768	14.14%	\$ 1,535.64	\$ 261.70	20.5%				
	+5.01-10.00%	175	12%	\$ 294,400	\$ 316,480	\$ 10,744	\$ 8,757	\$ 283,656	\$ 307,723	8.48%	\$ 1,459.54	\$ 185.60	14.6%				
	+0.01-5.00%	995	66%	\$ 294,400	\$ 301,760	\$ 10,744	\$ 10,082	\$ 283,656	\$ 291,678	2.83%	\$ 1,383.44	\$ 109.49	8.6%				
	No Change	26	2%	\$ 294,400	\$ 294,400	\$ 10,744	\$ 10,744	\$ 283,656	\$ 283,656	0.00%	\$ 1,345.39	\$ 71.44	5.6%				
	-0.01-5.00%	236	16%	\$ 294,400	\$ 287,040	\$ 10,744	\$ 11,406	\$ 283,656	\$ 275,634	-2.83%	\$ 1,307.34	\$ 33.39	2.6%				
	-5.01 - 10.00%	12	1%	\$ 294,400	\$ 272,320	\$ 10,744	\$ 12,731	\$ 283,656	\$ 259,589	-8.48%	\$ 1,231.23	\$ (42.71)	-3.4%				
	-10.00 - 15.00%	0	0%	\$ 294,400	\$ 257,600	\$ 10,744	\$ 14,056	\$ 283,656	\$ 243,544	-14.14%	\$ 1,155.13	\$ (118.81)	-9.3%				
-15.01% +	1	0%	\$ 294,400	\$ 250,240	\$ 10,744	\$ 14,718	\$ 283,656	\$ 235,522	-16.97%	\$ 1,117.08	\$ (156.86)	-12.3%					
		1,498	100%														

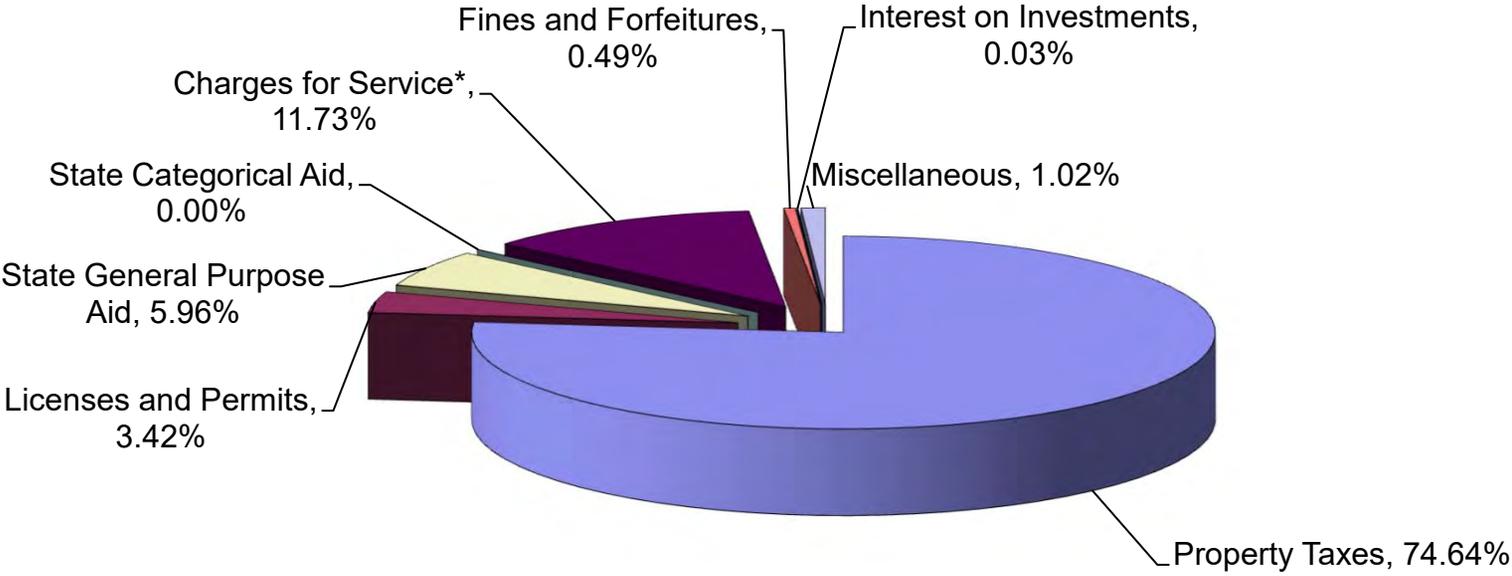
% EMV Value Range Inc/Dec	# of affected Properties	Net	Weighted Value
		Difference % Change	
+15.01+%	25	23.5%	588.23%
+10.01-15.00%	28	20.5%	575.18%
+5.01-10.00%	175	14.6%	2549.50%
+0.01-5.00%	995	8.6%	8551.96%
No Change	26	5.6%	145.81%
-0.01-5.00%	236	2.6%	618.62%
-5.01 - 10.00%	12	-3.4%	-40.23%
-10.00 - 15.00%	-	-9.3%	0.00%
-15.01% +	1	-12.3%	-12.31%

1,498

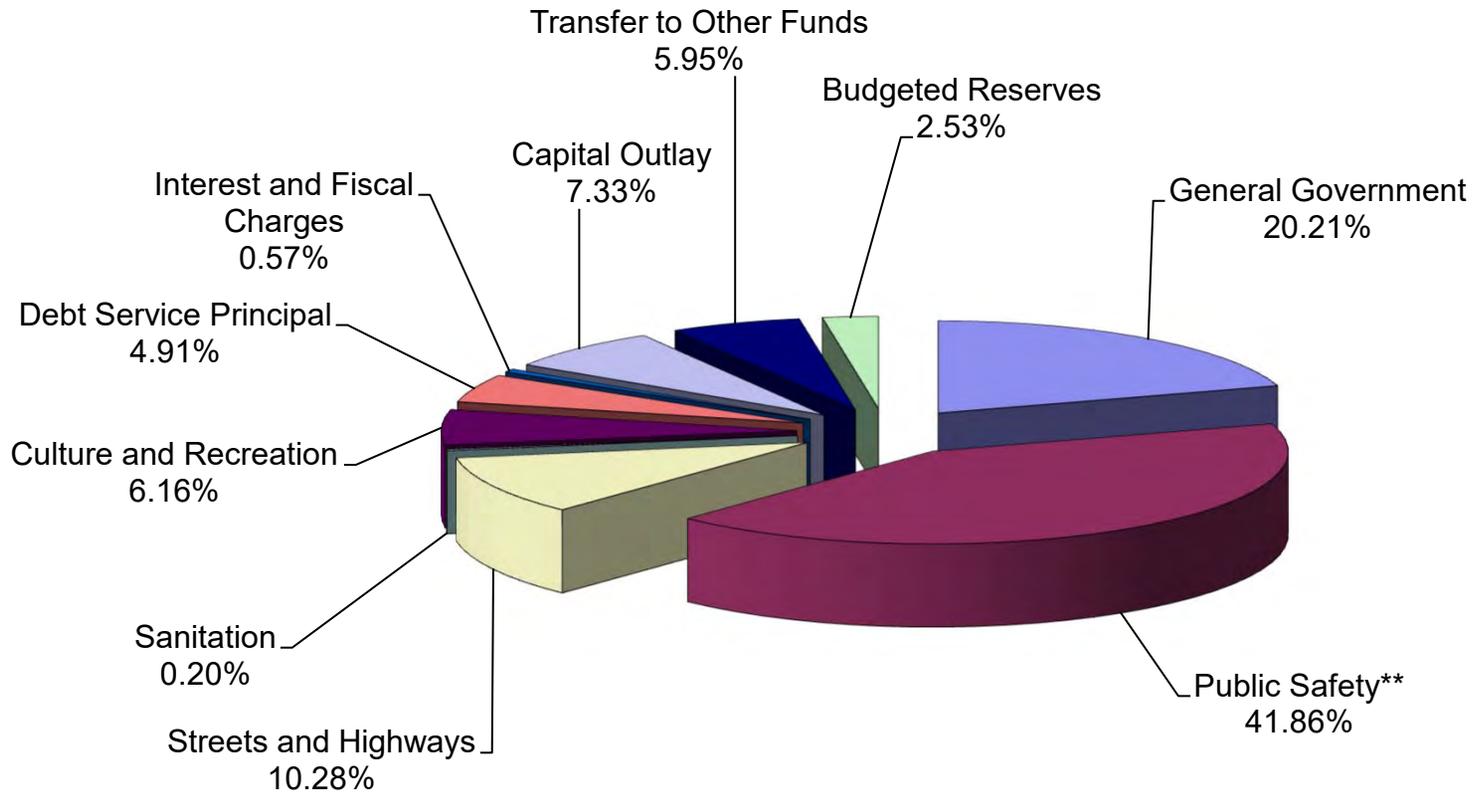
12976.76%

8.66% Weighted Avg. Impact

Revenues



Expenditures



Summary of General Fund

REVENUES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
40000 General									
31010	Current Ad Valorem Taxes	1,485,017	1,506,766	1,569,230	1,660,044	1,783,052	1,837,434	-	1,986,526
31019	Special Assessments	10,203	5,251	4,879	6,966	6,325	-	-	-
31910	Penalties and Interest AdValTax	386				-	-	-	-
33401	Local Government Aid	239,132	215,967	216,188	225,909	227,217	227,490	-	194,032
33402	Market Value Credit	386	379	383	374	385	-	-	-
33403	Small City Assistance Grant	-	-	33,247	33,662	-	-	-	-
36200	Miscellaneous Revenues	8,859	1,796	4,008	8,082	3,100	-	-	-
36210	Interest Earnings	1,490	1,389	797	1,517	897	1,000	-	1,000
36230	Contributions and Donations	425	-	350	1,596	-	1,000	-	1,000
39101	Sales of General Fixed Assets			21,300	(19,188)	-	-	-	-
Total General		1,745,898	1,731,548	1,850,381	1,918,962	2,020,976	2,066,924	-	2,182,558
41400 City Clerk - Finance									
32000	Licenses and Permits	1,565	865	1,130	930	65	1,000	780	1,000
32110	On-Sale Liquor License	19,447	18,600	16,000	16,000	16,000	16,000	-	16,000
32111	Off-Sale Liquor License	600	50	600	600	600	600	-	600
32112	Sunday Liquor	1,905		1,625	1,600	1,600	1,600	-	1,600
32113	On-Sale Non-Intoxicating Beer	-		400	400	400	400	-	400
32114	Off-Sale Non-Intoxicating Beer	50		-	-	-	-	-	-
32115	Wine License	-	25	-	25	25	-	-	-
32116	Liquor License Investigation Fee	1,000		-	-	-	-	-	-
32118	One Day Special Event Beer	50	50	50	100	25	-	25	-
32119	Temporary Amendment Liquor License Fee	25		225	100	125	-	-	-
32120	Temporary Expansion of Liquor Premise	100				-	-	-	-
32171	Speedway Permit - Annual	2,342	1,471			-	-	-	-
32175	Speedway - Qtr. Midgets Annual	360	180			-	-	-	-
32176	Annual Permit Schedule Changes	10				-	-	-	-
32240	Animal Licenses	1,130	720	955	840	815	800	280	800
32301	Gambling Permit/Special	1,010	941	910	410	105	800	70	800
32303	Permits Sign Permit	-	100	-	150	-	-	-	-
32304	Permits Band/Outdoor Event	500	1,000	1,200	500	100	500	-	500
32305	Permits Fireworks	300	100	100	300	200	100	-	100
32306	Special Use Vehicle Permit	-	-	-	-	780	-	1,020	-
32308	ROW/Grading Permit	2,550	3,375	4,525	3,550	2,350	3,000	700	3,000
32400	Election Filings	-	30	-	30	-	-	-	-
34000	Charges for Service	-		-	-	45	-	-	-
34101	Franchise Fees	40,696	30,505	30,281	21,504	34,815	29,000	-	29,000
34102	Rent Revenue	5,200	4,825	4,600	4,800	4,700	4,800	1,200	4,800
34105	Notary Fee	33	29	91	101	55	-	-	-
34106	Copy / Tape Income	65	47	76	36	31	-	1	-
34107	Assessment Search Fees	-	400	50	275	275	-	-	-
36200	Miscellaneous Revenues	6	5,072	168	5,508	168	-	(0)	-
36240	Refunds & Reimbursements	9,053	14,686	4,975	1,858	4,272	3,000	-	3,000
Total City Clerk - Finance		87,995	83,071	67,962	59,617	67,551	61,600	4,076	61,600

Summary of General Fund

REVENUES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
41550 Assessing									
31018	Certified Delinquent Bill Fee	6,809	-	-	-	-	-	-	-
Total Assessing		6,809	-	-	-	-	-	-	-
41600 Professional Services									
36240	Refunds & Reimbursements	-	-	-	1,420	-	-	-	-
39825	Grant Income	-	29,990	-	-	-	-	-	-
Total Professional Services		-	29,990	-	-	-	-	-	-
41910 Planning & Zoning									
34120	Application Fees	2,000	800	6,100	5,150	6,300	2,000	400	2,000
Total Planning & Zoning		2,000	800	6,100	5,150	6,300	2,000	400	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	22,598	23,428	24,492	34,800	35,875	34,000	-	34,000
36200	Miscellaneous Revenues	-	-	-	-	5,521	-	-	-
36230	Contributions and Donations	-	-	-	360	-	-	-	-
36240	Refunds & Reimbursements	-	579	-	1,216	957	-	-	-
39826	Grant Income Night Cap (TED)	3,532	3,239	2,855	3,757	2,873	-	-	-
39944	Community Programs	483	-	-	200	468	-	-	-
Total Police		26,612	27,246	27,347	40,333	45,694	34,000	-	34,000
42100 Public Safety									
33400	State Grants and Aids	1,333	1,251	1,908	-	-	-	-	-
34000	Charges for Services	270	-	(395)	(30)	550	-	90	-
35000	Fines - Traffic	17,832	18,736	17,821	16,914	11,167	16,000	2,811	16,000
35100	Joint Prosecution	6,842	-	-	-	-	-	-	-
35102	Accident Reports	-	5	-	-	-	-	-	-
36230	Contributions and Donations	-	-	2,051	347	-	-	-	-
39800	Towing Charges	241	109	218	-	-	-	-	-
39945	Miscellaneous Income	851	-	-	-	264	-	-	-
Total Public Safety		27,368	20,100	21,603	17,231	11,980	16,000	2,901	16,000

Summary of General Fund

REVENUES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
42400 Building Permits									
32210	Building Permits	85,007	101,883	79,984	115,773	109,660	80,037	13,383	81,737
32211	MN. State Surcharge Fee	2,767	4,153	2,718	4,020	3,028	2,944	332	3,013
Total Building Permits		87,774	106,037	82,702	119,793	112,688	82,981	13,715	84,750
43000 Public Works									
34000	Charges for Services	3,864	5,400	5,400	-	-	-	-	-
34408	Solid Waste/Recycling	4,077	3,849	4,668	3,799	3,645	4,500	-	4,500
36200	Miscellaneous Revenues	1,803	334	11,387	-	453	-	5	-
Total Public Works		9,744	9,583	21,456	3,799	4,098	4,500	5	4,500
43160 Light & Siren Utility									
36102	Penalties and Interest	148	(1,361)	(1,486)	(48)	(1,149)	-	(152)	-
37500	Street Light / Siren Utility	70,247	80,374	77,390	83,192	86,259	78,500	26,137	78,500
Total Light & Siren Utility		70,395	79,013	75,904	83,145	85,110	78,500	25,985	78,500
45000 Parks/ Grounds Maintenance									
34701	Rental Fee Park Shelter	3,068	3,750	2,550	2,777	3,492	2,500	-	2,500
36200	Miscellaneous Revenues	-	1,520	-	27	-	-	-	-
36230	Contributions and Donations	-	-	-	200	2,300	-	-	-
38080	Recreation Program	425	-	-	-	-	-	-	-
39825	Grant Income	-	-	-	1,827	2,490	-	-	-
Total Parks		3,493	5,270	2,550	4,831	8,282	2,500	-	2,500
Total General Fund Revenues		2,087,782	2,207,032	2,156,004	2,252,860	2,362,680	2,349,004	47,082	2,466,407

Summary of General Fund

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
40000 General Government									
430	Miscellaneous	(9,239)	603	5,281	4,079	2,709	-	-	-
510	Land			-	1,400	1,400	1,400	1,400	1,400
702	Transfers Out	140,966	161,442	312,604	169,432	539,245	227,490	-	194,032
Total General Government		131,727	162,045	317,885	174,911	543,354	228,890	1,400	195,432
41100 Legislative									
104	Part-Time Salaries (Council)	12,800	13,000	19,200	18,000	18,900	19,200	8,000	19,200
105	Part-Time Salaries (Planning Commission)	3,180	3,180	3,180	2,980	3,180	3,180	1,325	3,180
107	Part-Time Salaries (Park & Rec Commission)	3,180	3,180	3,180	3,180	3,180	3,180	1,325	3,180
122	FICA & Medicare	1,466	1,481	1,956	1,849	1,933	1,955	815	1,955
331	Travel Expenses	2,543	2,766	3,143	3,689	895	3,000	-	3,000
332	Training and Conferences	3,625	788	1,523	918	1,950	2,000	-	2,000
430	Miscellaneous	214	289	1,221	228	139	500	223	500
433	Dues and Subscriptions	6,990	4,270	9,605	14,496	9,450	10,000	4,155	10,000
Total Legislative		33,998	28,955	43,006	45,340	39,627	43,015	15,843	43,015
41310 City Administrator									
101	Full Time Employees Regular	77,533	80,009	84,751	80,748	84,881	84,249	28,213	84,249
103	Part-Time Salaries	27,684	25,229	25,605	31,393	36,458	30,351	14,148	20,896
121	PERA	7,674	7,643	7,827	8,462	8,683	8,595	3,240	7,886
122	FICA & Medicare	8,206	8,007	8,325	8,914	9,533	8,767	3,681	8,044
131	Employer Paid Insurance	3,213	3,955	5,074	3,616	4,235	4,051	394	4,457
331	Travel Expenses	2,022	455	959	685	1,364	1,500	-	1,500
332	Training and Conferences	805	964	654	723	1,975	1,000	1,370	1,000
430	Miscellaneous	-	234	156	1,370	147	200	-	200
433	Dues and Subscriptions	(2,620)	6,557	2,077	2,054	2,063	2,100	340	2,100
Total City Administrator		124,517	133,054	135,429	137,964	149,338	140,813	51,385	130,332

Summary of General Fund

EXPENDITURES

General Government

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
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41400 City Clerk - Finance

101	Full Time Employees	63,690	51,516	51,313	62,479	57,715	62,039	21,592	63,170
102	Overtime	254	-	4	56	236	1,861	623	1,895
103	Part-Time Salaries	-	-	-	-	7,153	-	261	-
121	PERA	4,531	3,588	3,740	4,445	4,123	4,793	1,868	4,880
122	FICA & Medicare	4,747	3,655	3,820	4,895	4,559	4,888	1,702	4,977
131	Employer Paid Insurance	11,198	7,426	8,399	10,796	15,877	13,284	6,685	14,601
150	Worker's Comp (GENERAL)	15,303	7,967	14,214	17,628	17,964	20,056	15,438	20,056
200	Office Supplies (GENERAL)	2,963	1,837	2,327	2,479	2,434	2,480	1,131	2,480
214	Debit / Credit Card Charges	-	-	180	-	-	-	-	-
301	Auditing and Acct'g Services	9,283	34,876	30,864	9,272	9,544	9,800	4,165	9,800
306	Bank Charges	(85)	492	438	447	445	500	125	500
310	Information Technology	8,859	7,548	10,668	14,458	16,232	14,850	5,791	14,850
311	Optic Fiber Maint/Lease	855	855	855	855	855	1,000	-	1,000
321	Telephone	3,616	3,565	3,566	3,193	3,261	2,800	623	2,800
322	Postage	4,820	5,224	4,041	2,648	3,339	3,900	950	3,900
326	Cell Phones	634	742	831	1,228	1,184	788	258	816
331	Travel Expenses	784	384	326	1,476	3,353	1,000	-	1,000
332	Training and Conferences	1,080	21	20	740	1,340	1,200	-	1,200
351	Legal Notices Publishing	5,335	5,996	3,287	4,977	2,778	6,000	1,313	6,000
429	Contributions	-	-	470	470	-	700	-	700
430	Miscellaneous	1,311	111	3,535	992	1,418	1,000	357	1,000
431	Refunds & Reimbursement	-	-	-	50	10	-	-	-
433	Dues and Subscriptions	623	440	701	894	895	1,000	145	1,000
576	Copier	2,923	2,518	3,080	2,597	2,437	3,200	675	3,200
590	Codification	766	1,953	569	1,742	1,103	1,200	200	1,200
Total City Clerk - Finance		143,491	140,712	147,247	148,818	158,253	158,340	63,901	161,025

41410 Elections

103	Part-Time Salaries	-	3,839	-	4,271	-	7,650	1,845	-
122	FICA & Medicare	-	-	-	-	-	-	-	-
210	Operating Supplies (GENERAL)	275	97	-	95	-	1,500	71	-
300	Professional Services	-	403	-	343	-	900	-	-
331	Travel Expenses	-	216	-	492	-	700	298	-
560	Furniture and Fixtures	-	-	-	-	-	-	-	-
Total Election		275	4,555	-	5,200	-	10,750	2,214	-

Summary of General Fund

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
41550 Assessing									
300	Professional Services	27,952	28,913	30,055	31,271	32,080	33,700	35,206	33,700
Total Assessing		27,952	28,913	30,055	31,271	32,080	33,700	35,206	33,700
41600 Professional Services									
300	Professional Services (GENERAL)	17,737	12,746	16,595	17,996	16,685	18,000	9,120	18,000
301	Auditing and Acct'g Services	-	-	-	29,350	3,602	-	-	-
303	Engineering Fees	150,855	129,043	84,389	100,844	68,372	105,000	56,189	105,000
304	Legal Fees	82,036	105,932	56,144	54,372	51,559	60,000	22,502	60,000
305	Consultant Planner	112,708	123,634	53,406	24,824	2,793	7,500	82	7,500
Total Professional Services		363,337	371,355	210,535	227,386	143,010	190,500	87,893	190,500
41940 General Government Buildings									
210	Operating Supplies	2,898	1,431	1,045	1,186	1,094	2,400	334	2,400
300	Other Professional Services	858	1,015	706	800	646	1,000	162	1,000
381	Electric Utilities				18,310	15,339	18,000	6,453	18,000
383	Gas Utilities	10,853	12,120	10,892	11,240	11,509	13,200	6,928	13,200
384	Garbage & Refuse Disposal	3,182	1,603	1,961	1,568	1,983	2,000	1,015	2,000
401	Repair/Maint	8,668	10,905	11,585	9,979	11,126	9,500	2,134	9,500
406	Cleaning / Janitorial	13,745	12,272	12,240	9,469	7,328	9,240	2,604	9,240
510	Land			1,400	3,717	7,614	-	-	-
515	Library	3,097	4,354	4,160	15,563	16,388	17,000	5,752	17,000
520	Buildings and Structures	232	30	-	-	-	-	-	-
Total General Government Buildings		43,531	43,730	43,988	71,831	73,028	72,340	25,382	72,340

Summary of General Fund

EXPENDITURES

General Government

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
42000 Police								
101 Full-Time Employees Regular	211,821	231,200	293,445	314,644	333,922	388,964	130,001	462,407
102 Overtime	4,663	9,090	8,127	15,340	18,936	13,614	6,131	16,184
103 Part-Time Salaries	40,858	46,563	39,122	48,824	50,643	37,164	24,270	37,644
121 PERA	36,804	42,718	52,545	54,747	62,973	77,834	28,242	91,374
122 FICA & Medicare	5,220	5,240	5,793	7,003	7,348	6,376	2,559	7,485
131 Employer Paid Insurance	26,660	41,058	45,442	47,624	78,097	93,520	43,986	107,544
200 Office Supplies (GENERAL)	84	293	20	342	196	500	56	500
201 Community Events Expense	286	150	392	559	428	800	-	800
205 Alcohol Testing Equipment	150	107	63	-	-	300	-	300
206 Scott County Transportation Detox	-	-	-	-	-	-	-	-
209 Office Equipment	52	-	-	86	84	500	-	500
210 Operating Supplies (GENERAL)	469	336	381	219	685	800	-	800
212 Motor Fuels	9,495	8,842	11,793	10,938	12,835	14,500	3,311	14,500
213 Car Maintenance & Repairs	4,170	3,591	10,848	10,154	9,288	7,800	1,177	7,800
215 Shop Supplies	-	-	39	23	100	100	-	100
217 Uniforms	968	4,581	1,990	1,003	5,281	2,000	1,458	2,500
221 Equipment Vehicle	553	460	141	317	1,181	500	116	500
228 Communication Repairs		180	-		-	-	-	-
230 Car Communication Computer	2,143	1,556	1,080	990	343	2,000	1,080	2,000
300 Professional Services (GENERAL)	219	950	-		1,800	-	-	2,700
301 Auditing and Accounting Services	-	7,517	6,701	-	-	-	1,000	-
310 Information Technology	3,797	5,803	9,034	12,156	11,695	10,800	6,112	10,800
311 Optic Fiber Maint/Lease	-	-	-	-	2,494	2,200	1,048	2,200
321 Telephone / Office Phones	849	1,019	1,041	1,305	1,403	1,120	590	1,120
322 Postage	13	-	-	-	507	200	-	200
323 Radio Units	182	97	-	-	638	200	-	200
326 Cell Phones	2,872	3,382	3,784	4,556	5,354	5,850	1,933	6,058
327 Fax / DSL	1,444	1,791	1,879	2,320	-	-	-	-
329 Car Phones	-	-	-		-	-	-	-
331 Travel Expenses	521	603	808	1,079	654	1,000	39	1,000
332 Training and Conferences	3,639	4,469	4,196	4,509	5,404	7,000	140	7,000
430 Miscellaneous (GENERAL)	798	1,599	1,726	620	1,311	1,500	224	1,500
433 Dues and Subscriptions	705	875	275	448	1,088	1,000	1,110	1,000
436 Towing Charges	194	1,716	597	920	250	500	-	500
490 Community Programs	330	449	-	217	320		-	1,000
576 Copier	291	454	203	278	308	350	257	350
580 Officer Equipment	1,677	1,160	608	338	1,604	1,800	2,677	1,800
741 Weapons Firearms	71	-	-		-	200	-	200
742 Less Lethal Weapons Supplies	592	756	466	875	216	900	-	900
743 Ammunition	255	604	1,181	1,006	1,551	1,800	2,203	1,800
744 Gun Supplies & Cleaning	-	21	-	-	68	-	37	-

Summary of General Fund

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
Total Police		362,843	429,230	503,720	543,440	619,004	683,692	259,757	793,267
42100 Public Safety									
251	Warning Sirens	2,749	3,538	7,859	1,891	1,310	3,000	1,000	2,000
252	Animal Control Contract	13,958	14,010	14,148	14,088	14,010	14,400	4,800	14,400
317	Code Enforcement	225	-	632	17	-	1,500	-	1,000
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	17,953	18,736	17,821	16,914	11,067	16,000	2,811	16,000
Total Public Safety		40,217	41,616	45,792	38,242	31,719	40,400	13,943	38,900
42400 Community Development									
101	Full-Time Salaries		1,552	53,475	58,016	75,033	99,571	38,125	100,777
102	Overtime	-	-	-	2,546	1,073	996	-	1,008
103	Part-Time Salaries	-	-	-	1,718	9,054	-	-	-
121	PERA		180	3,939	4,555	5,878	7,468	2,734	7,558
122	FICA / Medicare		18	3,868	4,571	6,332	7,617	3,184	7,709
131	Employer Paid Insurance		60	10,041	11,085	12,255	14,063	6,365	12,383
299	Bldg. Inspection Fees	56,734	65,273	49,872	75,308	76,904	39,126	26,928	40,043
302	Mn. State Surcharge Fee	2,171	2,479	3,596	4,037	2,576	2,944	-	3,013
331	Travel Expenses					1,595	2,200	-	2,200
332	Training and Conferences					657	2,200	441	1,600
433	Dues and Subscriptions			-	-	75	1,200	275	1,200
Total Building Inspections		58,905	69,562	124,791	161,836	191,433	177,385	78,052	177,491

Summary of General Fund

EXPENDITURES

General Government

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
43000 Public Works								
101 Full-Time Salaries	61,663	62,046	60,757	76,454	85,590	94,328	34,596	95,924
102 Overtime	852	808	836	1,904	908	3,301	292	3,357
103 Part-Time Salaries	8,036	14,415	15,268	5,594	8,131	-	713	-
108 On Call	2,020	2,083	2,080	1,839	1,456	3,125	453	3,125
109 Call Back	304	359	522	268	58	550	-	550
121 PERA	4,686	4,597	4,359	6,058	6,551	7,322	2,874	7,446
122 FICA / Medicare	5,273	5,629	5,646	6,336	7,098	7,469	2,657	7,595
131 Employer Paid Insurance	16,753	15,757	16,256	17,349	22,052	23,426	11,691	25,215
210 Operating Supplies	2,080	2,216	2,003	2,496	3,434	2,480	1,299	2,480
212 Motor Fuels	9,275	9,042	7,878	13,607	11,304	15,750	3,528	17,250
217 Uniforms	790	494	797	949	1,189	920	404	1,840
224 Street Maint Materials	1,970				-	-	-	-
226 Sign Materials	388	381	2,517	881	1,391	3,000	2,764	3,000
240 Small Tools and Minor Equip	3,586	2,155	3,269	3,188	1,936	3,000	575	3,000
241 Large Tools and Equipment	5,091	2,224	6,020	3,221	5,427	5,200	3,180	5,200
303 Engineering Fees		7,936	22,743	-	-	-	-	-
317 Code Enforcement		-			-		-	
326 Cell Phones	1,159	1,410	1,633	1,325	1,437	1,463	478	1,515
331 Travel Expenses	-	3	68	80	113	200	-	200
332 Training and Conferences	30	26	134	444	28	1,000	20	1,000
381 Electric Utilities	56,661	63,990	53,729	65,184	64,258	70,400	30,789	70,400
385 Solid Waste/Recycling	6,171	8,930	6,261	6,652	6,992	6,500	-	6,500
404 Fleet Maintenance & Equipment Repairs	17,371	16,917	20,715	19,490	22,975	19,200	5,181	19,200
415 Other Equipment Rental	1,397	50	-	-	-	-	-	-
416 Equipment & Machinery Rental/Lease	-	-			-		-	
430 Miscellaneous	1,927	861	60	333	554	500	210	500
433 Dues & Subscriptions	110	79	166	146	93	200	40	200
531 Street Sweeping	2,250				-		-	
532 Dust Control	6,890	6,616	7,899	4,206	4,146	8,000	-	8,000
535 Street Repair & Maint	28,084	27,485	16,824	28,558	27,371	33,000	710	33,000
540 Snow Removal Services		-	-	-	-	-	-	-
541 Deicing Materials	15,173	20,564	15,609	22,181	24,642	25,000	13,224	25,000
720 Operating Transfer		156,451	-	-	-	-	-	-
Total Public Works	259,987	433,522	274,049	288,743	309,134	335,334	115,678	341,497

Summary of General Fund

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
45000 Parks & Grounds Maintenance									
101	Full-Time Salaries	53,905	54,112	52,396	67,653	75,717	84,589	30,622	86,185
102	Overtime	852	808	836	1,904	908	2,961	292	3,016
103	Part-Time Salaries	26,492	31,235	32,338	29,325	29,848	20,234	10,146	28,226
108	On Call	1,454	1,499	1,498	1,324	1,049	2,250	326	2,250
109	Call Back	304	359	522	268	58	396	-	396
121	PERA	5,480	5,235	5,160	6,893	7,451	8,084	3,107	8,807
122	FICA & Medicare	6,081	6,291	6,301	7,460	8,026	8,245	3,123	8,983
131	Employer Paid Insurance	14,999	14,053	14,524	15,372	19,539	21,516	10,685	23,166
216	Chemicals and Chem Products	1,111	1,555	1,428	1,154	1,349	3,500	1,583	3,500
331	Travel Expenses	-	-	-	-	-	300	-	300
332	Training & Conferences	-	498	-	8	83	600	-	600
379	Portable Bathrooms	4,120	6,003	5,240	5,880	6,780	6,000	1,260	6,800
381	Electric Utilities	740	914	744	880	729	950	739	950
384	Refuse/Garbage Disposal	1,311	1,215	1,425	1,323	1,438	1,800	385	1,800
401	Repairs/Maint	7,161	4,960	6,853	6,766	8,333	8,000	88	8,000
430	Miscellaneous	42	85	43	146	-	500	240	500
433	Dues and Subscriptions	494	-	397	1,029	300	700	-	700
825	Recreation Program	5,187	10,055	4,318	5,708	6,387	6,500	357	6,500
Total Parks & Grounds Maintenance		129,734	138,877	134,022	153,092	167,995	177,125	62,954	190,679
45500 Unallocated									
361	General Liability Insurance	30,516	26,868	26,019	20,604	21,479	25,220	13,039	23,893
369	Insurance Claim	581	-	-	2,346	-	2,500	3,169	2,500
Total Unallocated		31,097	26,868	26,019	22,950	21,479	27,720	16,208	26,393
??? General Fund Reserves									
	General Fund Reserves/Contingency	-	-	-	1,591	-	29,000	-	71,837
Total General Fund Reserves		-	-	-	1,591	-	29,000	-	71,837
Total General Fund Expenditures		1,751,610	2,052,993	2,036,539	2,052,615	2,479,453	2,347,977	829,817	2,466,408

Summary of General Fund

Office Equipment		501-41000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Information Technology		71,778	11,000	82,777.81	10,000	12,000	14,000	16,000	18,000
	Office Furniture		2,283	1,000	3,283.44	1,000	1,000	1,000	1,000	1,000
	Accounting System		5,000	1,000	6,000.00	1,000	1,000	1,000	1,000	1,000
	Misc. New Equipment		9,785	250	10,034.69	250	250	250	250	250
Total			88,846	13,250	102,096	12,250	14,250	16,250	18,250	20,250

Elections		501-41410-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Election Equipment	7,500	12,808	2,000	14,808	2,000	2,000	2,000	2,000	2,000
Total			12,808	2,000	14,808	2,000	2,000	2,000	2,000	2,000

Buildings		501-41940-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	General Maintenance Reserves		242,733	31,000	273,733	35,000	35,000	35,000	35,000	35,000
Total			242,733	31,000	273,733	35,000	35,000	35,000	35,000	35,000

Police		501-42000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Information Technology		11,496.05	7,400	18,896.05	5,000	5,000	5,000	5,000	5,000
	Office Furniture		330.48	250	580.48	250	250	250	250	250
2021	Squad 314 (replace Squad 311)	45,000	29,000.00	8,000	37,000.00	8,000	8,000	8,000	8,000	8,000
2023	Squad 315 (replace Squad 312)	45,000	11,000.00	8,000	19,000.00	8,000	8,000	8,000	8,000	8,000
2025	Squad 316 (replace Squad 313)	45,000	-	-	8,000.00	8,000	8,000	8,000	8,000	8,000
2027	Squad 317	45,000	-	-	2,208.56					
	Admin Car	20,000	4,000.00	2,000	6,000.00	2,000	2,000	2,000	2,000	2,000
2020	Speed Monitoring Device	10,000	4,452.45	500	4,952.45	500	500	500	500	500
	Radio Units (Each)	4200/4500	49,887.01	1,200	172.00	1,200	1,200	1,200	1,200	1,200
	Officer Safety Equipment	1,200	8,026.24	2,000	8,991.60	2,000	2,000	2,000	2,000	2,000
	Firearms		2,810.63	600	3,410.63	600	600	600	600	600
	Non-Lethal Weapons		1,107.47	1,000	2,107.47	1,000	1,000	1,000	1,000	1,000
	AEDS		1,152.41	600	1,752.41	600	600	600	600	600
	Body and Squad Cameras		5,000.00	2,500	7,500.00	2,500	2,500	2,500	2,500	2,500
	Misc. New Equipment		(392.54)	500	107.46	500	500	500	500	500
Total			127,870	34,550	120,679	40,150	40,150	40,150	40,150	40,150

Summary of General Fund

REVENUES

Community Events

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
49991 Community Events									
31000	General Property Taxes*	2,500	2,300	2,300	2,300	4,300	3,700	-	3,700
36200	Miscellaneous Revenues	1,291	2,669	2,319	1,936	2,289	1,800	27	1,800
36210	Interest Earnings	6	24	25	66	88	-	-	-
36230	Contributions & Donations	3,263	3,124	1,590	4,670	2,140	2,500	-	2,500
36240	Refunds and Reimbursements			384	523	106	-	-	-
Total Community Events		7,060	8,117	6,617	9,494	8,923	8,000	27	8,000

* \$2,000 in Fund reserves will be used to support the 2021 Budget

Summary of General Fund

EXPENDITURES

Community Events

								Year-to-date thru May 29, 2020	Proposed 2021 Budget
		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget		

49991 Community Events Expense

201	Community Events Expense	2,580	1,000	3,825	10,058	10,175	10,000	517	10,000
226	Sign Materials	112		604	-	-	-	-	-
340	Advertising	570	1,132	641	299	-	-	-	-
379	Portable Bathrooms	540	498	-	-	-	-	-	-
430	Miscellaneous	77	2,265	843	-	84	-	-	-
Total Community Events Department		3,879	4,895	5,912	10,357	10,260	10,000	517	10,000

								Year-to-date thru May 29, 2020	Proposed 2021 Budget
		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget		

Project #280-01	Egg Hunt	-	300	956	1,623	524	800	340	800
Project #280-02	Fire Rescue Days	-		2,391	5,471	5,844	4,700	-	4,700
Project #280-03	Community Picnic	-	-	-	1,626	2,408	2,500	-	2,500
Project #280-04	Halloween Party	-		478	1,637	1,384	2,000	177	2,000
Total Community Events Department		-	300	3,825	10,357	10,160	10,000	517	10,000

Summary of General Fund

REVENUES

Fire Department

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
42280 Fire Department									
31000	General Property Taxes	93,207	132,952	124,945	122,143	105,402	233,121	-	229,570
32100	Business Licenses	69	379	301	-	-	-	60,132	-
33422	State Fire Aid	54,054	56,098	55,543	57,247	60,132	54,000	-	54,000
33423	State Police Aid		2,865	-	-	-	-	-	-
33424	DNR Forestry Grants		2,000	-	-	-	-	195,263	-
34202	Fire Contracts & Calls	202,161	177,465	221,339	231,182	195,263	278,377	2,117	262,983
36200	Miscellaneous Revenues	468		387	-	2,117	-	780	-
36210	Interest Earnings	521	(365)	499	913	780	-	-	-
36230	Contributions & Donations	250	25,200	25,250	-	-	25,000	14,236	25,000
36240	Refunds and Reimbursements	-	1,350	8,299	6,402	14,236	-	-	-
39310	Proceeds - Gen Obligation Bond	30,000		-	-	-	-	-	-
Total Fire Department		380,730	397,945	436,563	417,888	377,929	590,498	272,527	571,554

Summary of General Fund

EXPENDITURES

Fire Department

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
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42280 Fire Department

101	Full-Time Salaries	-	-	-	270	2,059	3,710	1,585	3,745
102	Overtime	-	-	-	602	1,019	186	788	187
103	Part-Time Salaries	60,195	61,893	72,176	81,395	83,347	83,160	71,031	83,160
121	PERA	-	2	276	830	1,119	375	634	375
122	FICA & Medicare	4,605	4,735	5,519	6,286	6,593	6,660	5,606	6,663
124	Fire Pension Contribution	157,199	162,931	168,064	175,394	192,187	180,257	2,000	180,257
131	Employer Paid Insurance	43	3	48	392	895	430	436	474
136	Medical Expense	6,100	2,500	2,514	3,682	3,002	4,000	415	4,000
150	Worker's Comp (General)	11,047	9,643	16,994	16,298	15,200	17,276	13,063	17,276
200	Office Supplies	-	-	-	-	-	-	-	-
201	Community Events Expense	-	-	280	424	430	400	-	400
210	Operating Supplies (GENERAL)	3,356	1,273	1,181	976	168	2,000	690	2,000
212	Motor Fuels	4,845	5,096	6,291	8,511	8,398	8,000	1,729	8,000
217	Uniforms	958	285	1,224	4,212	2,766	1,500	793	1,500
240	Small Tools and Minor Equip	950	5,501	2,999	3,766	1,398	2,500	1,323	2,500
300	Other Professional Services	-	3,632	-	4,088	925	6,500	1,350	6,500
304	Legal Fees	757	-	3,263	1,310	-	1,500	-	1,500
310	Information Technology	240	-	374	-	1,046	1,350	610	1,350
321	Telephone	-	7	-	-	-	-	-	-
323	Radio Units	1,191	2,679	1,664	2,049	2,000	2,000	1,879	2,000
326	Cell Phones	237	330	369	250	558	900	258	932
331	Travel	467	-	-	-	-	500	-	500
332	Training and Instruction	4,315	5,203	11,511	3,910	9,645	7,800	2,650	7,800
361	General Liability Ins	5,095	4,667	5,233	3,208	3,073	3,519	1,873	3,334
369	Insurance Claim	-	-	-	-	14,565	-	1,934	-
401	Repairs & Maint	2,727	664	6,967	2,493	2,996	3,500	-	3,500
404	Fleet Maintenance & Equipment Repairs	11,644	8,200	18,020	7,974	12,531	15,000	3,787	15,000
428	Bond Issuance Costs	22	-	-	-	-	-	-	-
430	Miscellaneous	554	176	578	514	10,909	1,500	-	1,500
433	Dues and Subscriptions	113	526	218	346	175	300	-	300
600	Debt Service Principal	33,075	-	-	30,000	-	183,768	-	160,177
610	Debt Service Interest	-	568	600	300	-	24,608	-	18,682
620	Fiscal Agent Fees	90	38	16	16	16	-	-	-
703	Transfer Out - Capital Outlay	-	67,240	28,120	144,470	125,665	27,300	-	27,300
	General Fund Reserves/Contingency	-	-	-	-	-	-	-	10,643
720	Operating transfers	-	20,317	79,394	96,642	-	-	-	-

Total Fire Department	309,824	368,110	433,895	600,611	502,684	590,499	114,431	571,554
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Summary of General Fund

Fire Department 503-42280-500 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2019	Prior Year BUD 2020	Total Reserve 5/31/2020	Current Yr BUD 2021	Furture Years			
							2022	2023	2024	2025
	2017 Tanker	150,000	-		-	-	-	-		
2028	First Response Vehicle (Chief) to replace 2018	50,000	-		-	-	-	-		
2028	First Response Vehicle (Asst.Chief) to replace 2018	50,000	-		-	-	-	-		
2023	Pumper to replace 2002	375,000	-		-	-	-	-		
	Small Vehicles and Trailers		22,541	1,500	24,041	1,500	1,500	1,500	1,500	
	Protective Clothing \$2,000 Each		16,794	4,000	7,505	4,000	4,000	4,000	4,000	
	SCBAs \$3,500 Each		36,998	3,500	40,498	3,500	3,500	3,500	3,500	
	Large Tools and Equipment		25,023	5,000	30,023	5,000	5,000	5,000	5,000	
	Radio Equipment		14,592	6,000	20,592	6,000	6,000	6,000	6,000	
	Office Equipment and Furnishings		652	300	952	300	300	300	300	
2022 & 2024	Computer Equipment		6,918	2,000	8,918	2,000	2,000	2,000	2,000	
	General Building and Maintenance		31,025	5,000	36,025	5,000	5,000	5,000	5,000	
	Misc		38,139	-	38,139	-	-	-	-	
Total			192,683	27,300	206,694	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 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Furture Years			
							2022	2023	2024	2025
	Miscellaneous		200,825	-	199,518	-	-	-	-	-

Summary of General Fund

Fire Department 503-42280-500 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2019	Prior Year BUD 2020	Total Reserve 5/31/2020	Current Yr BUD 2021	Furture Years			
							2022	2023	2024	2025
	2017 Tanker	150,000	-		-	-	-	-		
2028	First Response Vehicle (Chief) to replace 2018	50,000	-		-	-	-	-		
2028	First Response Vehicle (Asst.Chief) to replace 2018	50,000	-		-	-	-	-		
2023	Pumper to replace 2002	375,000	-		-	-	-	-		
	Small Vehicles and Trailers		22,541	1,500	24,041	1,500	1,500	1,500	1,500	1,500
	Protective Clothing \$2,000 Each		16,794	4,000	7,505	4,000	4,000	4,000	4,000	4,000
	SCBAs \$3,500 Each		36,998	3,500	40,498	3,500	3,500	3,500	3,500	3,500
	Large Tools and Equipment		25,023	5,000	30,023	5,000	5,000	5,000	5,000	5,000
	Radio Equipment		14,592	6,000	20,592	6,000	6,000	6,000	6,000	6,000
	Office Equipment and Furnishings		652	300	952	300	300	300	300	300
2022 & 2024	Computer Equipment		6,918	2,000	8,918	2,000	2,000	2,000	2,000	2,000
	General Building and Maintenance		31,025	5,000	36,025	5,000	5,000	5,000	5,000	5,000
	Misc		38,139	-	38,139	-	-	-	-	-
Total			192,683	27,300	206,694	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 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Furture Years			
							2022	2023	2024	2025
	Miscellaneous		167,881	-	237,807	-	-	-	-	-

Summary of General Fund

Fund #		Equipment Certificate Issue Description		2021											
				Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
				Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
320		Series 2015A Fire Department Equipment (Pumper/Ladder and Tanker)*				60,385	4,633							73,096	5,609
449		2020A Fire Department Equipment (Replacement of Heavy Rescue)				12,077	3,818							14,619	4,622
450		2020A Snow Plow Trucks				39,000	12,330								
Total				-	-	111,462	20,782	-	-	-	-	-	-	87,715	10,231
Fund Total				-	-	132,244		-	-	-	-	-	-	97,945	
		Fire Department Equipment Certificates													
		City Equipment Certificates													

*City portion of Equipment Certificate Debt Service is funded by the Capital Projects Fund and difference funded through contract for service at allocation rate.

Summary of General Fund

2022												2023											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		59,202	4,543							74,352	5,705			62,708	2,116							75,907	2,562
		12,077	3,329							14,619	4,181			13,006	3,019							15,744	3,655
		39,000	10,965											42,000	9,750								
-	-	110,279	18,837	-	-	-	-	-	-	88,971	9,886	-	-	117,714	14,886	-	-	-	-	-	-	91,651	6,217
-		129,116		-		-		-		98,857		-		132,599		-		-		-		97,867	

Summary of General Fund

2024												2025											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		62,708	692							75,907	854												
		13,006	2,514							15,744	1,982			13,006	2,109							15,744	2,553
		42,000	8,280											42,000	6,810								
-	-	117,714	11,485	-	-	-	-	-	-	91,651	2,836	-	-	55,006	8,919	-	-	-	-	-	-	15,744	2,553
-	-	129,199		-	-	-	-	-	-	94,487		-	-	63,925		-	-	-	-	-	-	18,296	

Summary of General Fund

2026												2027											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		13,935	1,603							16,868	2,013			14,864	985							17,993	1,192
		45,000	5,280											48,000	3,180								
-	-	58,935	6,883	-	-	-	-	-	-	16,868	2,013	-	-	62,864	4,165	-	-	-	-	-	-	17,993	1,192
-	-	65,818		-	-	-	-	-	-	18,881		-	-	67,029		-	-	-	-	-	-	19,185	

Summary of General Fund

2028												2029											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		14,864	465							16,065	536			15,793	158							18,207	182
		48,000	1,500											51,000	510								
-	-	62,864	1,965	-	-	-	-	-	-	16,065	536	-	-	66,793	668	-	-	-	-	-	-	18,207	182
-	-	64,829		-	-	-	-	-	-	16,601		-	-	67,461		-	-	-	-	-	-	18,389	

Summary of General Fund

			2021									
Fund #	Bonded Debt Issue Description	Year Retired	Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
			Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
307/601	2012B Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	2024			10,000	475	40,000	1,900				
318	2011A Refunding (Special Assessments School and Deferred)	2026			35,000	19,505						
318	Fund 318 Deficit Cash	???	80,000									
602	2012B Refunding 2004A Go Bond Sewer (E)	2025							75,000	5,648		
317	2010 GO \$450,000 Library	2032			25,000	9,379						
319	2013A GO Bonds (2013 Trail Project)	2024			55,000	4,425						
319	2013A GO Bonds (Public Works Facility)	2028			31,436	11,497	31,543	6,429	31,543	6,429		
319	2013A GO Bonds (Police Garage)	2028			10,479	3,832						
601	2014 PFA Loan (Water Treatment Plant)	2034					514,000	70,960				
320	2015A GO Bonds (CIP Portion & Street Reconstruction)	2026			30,000	3,150						
315	2015B GO Refunding Bonds	2024			45,000	3,063	50,000	3,250			40,000	2,500
445	2020A Roundabout Construction	2039	6,052		38,948	27,300						
446	2020A 2019 Pavement Rehab Project	2029	47,250	15,488								
447	2020A Police Department Addition 2019	2039	78,750	47,460								
448	2020A On-Site Generation Project	2034							10,000	5,800		
Total			212,052	62,948	280,862	82,625	635,543	82,539	116,543	17,877	40,000	2,500
Fund Total			275,000		363,487		718,082		134,420		42,500	

All bonds under "Property Taxes" are levied at 105%, except:

- Bonded debt supported by the Capital Projects Fund
- Bonded debt partially supported by Capital Projects Fund
- Enterprise Funds

Summary of General Fund

2022										2023									
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
		10,000	300	40,000	1,200							10,000	105	40,000	420				
		20,000	15,743										11,663						
100,000										120,000									
						80,000	4,290									85,000	2,678		
		25,000	8,611									26,000	7,829						
		55,000	2,700									60,000	900						
		35,979	10,542	33,514	5,453	33,514	5,453					32,229	9,575	33,514	4,448	33,514	4,448		
		11,993	3,514									10,743	3,192						
				519,000	65,820									525,000	60,630				
		30,000	2,550									30,000	1,913						
		50,000	1,875	50,000	2,000			40,000	1,500			50,000	625	55,000	688			40,000	500
5,291		39,709	25,725							4,057		45,943	24,300						
52,500	13,755									52,500	12,180								
78,750	44,704									84,000	42,263								
						15,000	5,375									15,000	4,925		
236,541	58,459	277,680	71,559	642,514	74,473	128,514	15,118	40,000	1,500	260,557	54,443	264,914	60,100	653,514	66,186	133,514	12,051	40,000	500
295,000		349,240		716,988		143,633		41,500		315,000		325,014		719,700		145,565		40,500	

Summary of General Fund

2024										2025									
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
140,000										160,000									
		27,000	7,015									28,000	6,171						
		52,243	2,769	22,671	3,605	22,671	3,605					52,243	6,675	22,671	2,897	22,671	2,897		
		17,414	8,308									17,414	2,225						
				530,000	55,380									534,000	50,080				
		30,000	1,238									30,000	450						
8,835		41,165	22,550							8,441		41,559	20,800						
52,500	10,343									52,500	8,505								
84,000	39,323									89,250	36,304								
						15,000	4,400									15,000	3,875		
285,335	49,665	167,822	41,879	552,671	58,985	122,671	8,898	-	-	310,191	44,809	169,216	36,321	556,671	52,977	37,671	6,772	-	-
335,000		209,702		611,657		131,569		-		355,000		205,537		609,648		44,443		-	

Summary of General Fund

2028										2029									
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
160,000										160,000									
		31,000	3,454									32,000	2,487						
		59,057	1,034	25,629	449	25,629	449												
		19,686	345																
				551,000	33,890									556,000	28,380				
24,688		30,312	14,750							27,943		32,057	13,600						
63,000	1,890									63,000	630								
99,750	25,673									99,750	23,678								
						15,000	2,150									15,000	1,850		
347,438	27,563	140,055	19,582	576,629	34,339	40,629	2,599	-	-	350,693	24,308	64,057	16,087	556,000	28,380	15,000	1,850	-	-
375,000		159,637		610,967		43,227		-		375,000		80,144		584,380		16,850		-	

Summary of General Fund

2030										2031									
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
22,000		10,000	1,504							15,994	532								
				562,000	22,820									568,000	17,200				
60,000	12,400									63,000	11,760								
100,000	20,600									105,000	19,530								
						15,000	700									15,000	1,250		
182,000	33,000	10,000	1,504	562,000	22,820	15,000	700	-	-	183,994	31,822	-	-	568,000	17,200	15,000	1,250	-	-
215,000		11,505		584,820		15,700		-		215,815		-		585,200		16,250		-	

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 13, 2020**

**BUSINESS MEETING
7:00 PM**

REVISED

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://us02web.zoom.us/j/83320817105>

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Updates from New Prague and Lakeville Schools Districts on Upcoming School Year

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 July 23, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Award Hazardous Materials Mitigation and Demolition Contract for 448 Main Street
- d. Woodcrest 2019 Sewer Improvement Forcemain Agreements
 - i. Adopt Resolution 20-40 Approving Special Assessments - Rodney James Wencel
 - ii. Adopt Resolution 20-41 Approving Special Assessments - Rodney James Wencel
 - iii. Adopt Resolution 20-42 Approving Special Assessments - Darrin and Rhonda Stewart
- e. Revised Vision, Community Oriented Local Government (COG) Philosophy, and Priority Goals
 - i. Adopt Resolution 20-43 Amending Vision Statement for the City of Elko New Market

- ii. Adopt Resolution 20-44 Amending Community Oriented Local Government for the City of Elko New Market
- iii. Adopt Resolution 20-45 Amending Priority Goals for the City of Elko New Market
- f. Authorize Purchase of Vehicle
- g. Award Contract for the Rowena Park Outdoor Hockey Rink to All Phase Contracting

7. Public Hearings

8. General Business

- a. Amending City of Elko New Market Ordinance No. 207, Concerning On-Sale Liquor Licenses in the Schedule of Fees
 - i. Ordinance No. 219 Amending City of Elko New Market Ordinance No. 207, Concerning the Schedule of Fees

9. Reports

- a. Administration
 - i. Council Meeting Format
 - ii. 2nd Qtr Financial Reports
 - iii. Provision of Space for Local Non Profits
 - iv. Utility Bill Senior Discount
- b. Public Works
 - i. Monthly Report - July 2020
- c. Police Department
 - i. Monthly Report – July 2020
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Community Development Updates
 - ii. Draft Planning Commission Minutes of the July 28, 2020 Meeting
- g. Parks Department
 - i. Monthly Parks & Recreation Update – July 2020
- h. Community & Civic Events Committee (CCEC)
 - i. Draft Community & Civic Events Committee Minutes of the July 21, 2020 Meeting
- i. Other Committee and Board Reports
 - i. Legislative Policy Committee Updates
 - ii. Scott County Association for Leadership and Efficiency (SCALE)
 - Executive Committee
 - Service Delivery Committee
 - Unified Transit Plan Steering Committee
 - iii. Minnesota Valley Transit Authority (MVTA)
 - iv. I35 Solutions Alliance
 - v. Chamber of Commerce

10. Discussion by Council

11. Adjournment

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 6:00 p.m.

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

Members Absent: None

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

2) PRESENTATIONS

None.

3) REPORTS

None.

4) GENERAL DISCUSSION

2021 Budget Goals and Priorities Discussion

City Administrator/Clerk Terry provided the Council background information and discussed factors impacting the 2021 budget. Staff is seeking Council input on goals, priorities and direction on parameters for developing a draft 2021 Budget. Council identified the following “drivers” which included:

- Annual incremental increase for 318 Debt Service Fund
- Increased debt service levy for Capital Projects and purchases
- New Police Officer position
- Renegotiation of fire contracts
- Reserves/contingency in the Fire Fund
- Classification and Compensation Study

The Council did not identify a specific initial maximum tax impact parameter for developing the draft budget on a typical home in Elko New Market.

5) REPORTS (Continued)

No reports from the Business Agenda were presented.

6) ADJOURNMENT

The Work Session was adjourned at 7:08 p.m.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:09 p.m.

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

Members Absent: None

Also Present: City Administrator/Clerk Terry, Assistant City Administrator Nagel, City Accountant Stewart, City Attorney Poehler, Public Works Superintendent Schweich, 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 Novak to approve the agenda.

APIF, MOTION CARRIED

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

Audit of 2019 Fiscal Year

Mr. Matt Meyer of BerganKDV introduced Mr. Andrew Grice. Mr. Grice presented to the Council the Independent Auditor's Report for the City of Elko New Market.

5) PUBLIC COMMENT

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

- Updated that CDA has budgeted for improvements to Highway 2 and I-35.
- Advised that the Blood Drive is still on.
- Updated from Scott County Highway Department that the Roundabout is a little behind schedule.
- Updated that the County is still trying to reopen most of the County's buildings.
- Advised that the owner of the Renaissance Festival is looking for support to open the Festival.

6) CONSENT AGENDA

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

- a. Approve July 9, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 20-38 Approving Independent Auditors' Report for the City of Elko New Market
- d. Adopt Resolution 20-39 Approving Transfer of Funds

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

None.

9) REPORTS

a) Administration

Council Meeting Format

City Administrator/Clerk Terry advised the Council that with the Governor’s Executive Order 20-81 requiring masks in public buildings, Council recordings could be muffled with members wearing masks and was looking for direction on how the Council would like to continue with City Council meetings. Council determined that they would meet remotely with no participants at City Hall.

Discussion Regarding the Reduction of On-Sale Liquor Licensing Fees

City Administrator/Clerk Terry requested from the Council discussion regarding the reduction of on-sale liquor licenses for establishments in Elko New Market. These establishments have been restricted in their ability to provide on-sale alcohol sales due to the COVID-19 impact. After discussing the item, Council directed Staff to eliminate all on-sale liquor license fees for the renewal period of November 1, 2020 through October 31, 2021.

CARES Act Funds Update

The Federal Government has allocated approximately \$360,000 for eligible expenses directly related to COVID-19 to the City of Elko New Market. Staff is identifying potential uses for these funds. Councilmember Berg would really like to see a portion of these funds offered as grants to small businesses in Elko New Market. This was supported by the rest of the Council.

Governor’s Executive Order 20-81 – Mask Mandate

City Administrator/Clerk Terry updated the Council on the impact this mandate will have on day to day operations within the City for Administrative, Public Works and Police Department employees. Face coverings will be required inside City Hall, outside and within six feet of proximity to another individual or traveling in a vehicle with another individual.

b) Public Works

None.

c) Police Department

City Administrator/Clerk Terry gave a brief update of progress on Police Department construction project to date.

d) Fire Department

None.

- e) Engineering
None.
- f) Community Development
None.
- g) Parks Department
Draft Parks & Recreation Commission Minutes included in Council Packet.
- h) Community & Civic Events Committee (CCEC)
None.
- i) Other Committee and Board Reports

Legislative Policy Committee Updates

Councilmember Novak provided the Council with a brief update on the Metro Cities Municipal Revenue Policy Committee.

Councilmember Berg provided the Council with a brief update on the committee meetings attended.

Scott County Association for Leadership and Efficiency (SCALE)

None.

- Executive Committee – None.
- Service Delivery Committee – None.
- Unified Transit Plan Steering Committee – None.

Minnesota Valley Transit Authority (MVTA)

None.

I35 Solutions Alliance Councilmember

None.

Chamber of Commerce

None.

7) DISCUSSION BY COUNCIL

Councilmember Timmerman discussed changing Economic Development Authority (EDA) to Economic Development Commission (EDC). Councilmember Timmerman suggested changing the format to be more community driven. Mayor Julius and City Administrator/Clerk Terry gave a brief background of the different structures of EDA versus EDC. Council was open to revisit this topic in the future.

8) ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Novak to adjourn the meeting at 8:07 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	August 13, 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, Inc.	<u>Amount</u>
• Wastewater General	\$89.23
• Stormwater General	\$1,243.26
• Streets General	\$7,518.42
• Dakota Acres 1 st Addn	\$1,732.50
• Streets – Municipal State Aid	\$617.93
• Woodcrest Sewer	\$600.60
• Boulder Heights	\$6,606.00
• Pete’s Hill	\$10,593.50
• Christmas Pines	\$349.50
• Ridgeview Estates	\$492.50
• 2019 Pavement Rehab	\$257.40
• 2023 New Market Recon/CIP	\$4,431.94
• <u>Webster Wetland Restore</u>	<u>\$45.00</u>
• Total	\$34,577.78

Campbell Knutson	<u>Amount</u>
• Legal General:	\$3,082.70
• Legal Meetings	\$974.17
• Boulder Heights	\$300.00
• <u>Ridgeview Estates</u>	<u>\$630.00</u>
Total	\$4,986.87

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

Check Summary Register©*August 13, 2020**

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006858EMN DEPT OF REVENUE	7/23/2020	\$243.00	Sales & Use Tax
Paid Chk# 006859E NEW MARKET BANK	4/30/2020	\$45.00	Bank Fees Checking
Paid Chk# 006860E UNUSED NUMBER	N/A	\$0.00	VOID UNUSED NUMBER
Paid Chk# 006861E TRANSFER	8/3/2020	\$0.00	TRANSFER
Paid Chk# 006862E BUILDING PERMITS	8/3/2020	\$0.00	Refund- CC was overcharged
Paid Chk# 006863E VISA	4/30/2020	\$460.89	Fleet
Paid Chk# 006864E VISA	4/30/2020	\$94.23	Fleet
Paid Chk# 006865E VISA	4/30/2020	\$808.79	Flash Drives
Paid Chk# 006866E VISA	4/30/2020	\$370.95	POST License (Jane)
Paid Chk# 006867E VISA	4/30/2020	\$147.99	Shotgun Slings
Paid Chk# 006868E VISA	4/30/2020	\$15.99	Cellphone Case
Paid Chk# 006869E VISA	4/30/2020	\$43.75	Water Samples
Paid Chk# 006870E NEW MARKET BANK	4/30/2020	\$30.00	Bank Fees Checking
Paid Chk# 006871E NEW MARKET BANK	4/30/2020	\$0.20	Bank Deposit Adjustment
Paid Chk# 006872E VISA	5/31/2020	\$212.64	Drug Field Tests
Paid Chk# 006873E VISA	5/31/2020	\$280.98	Fleet
Paid Chk# 006874E VISA	5/31/2020	\$75.99	Personal expense- paid City back
Paid Chk# 006875E VISA	5/31/2020	\$461.47	Legal Ads
Paid Chk# 006876E VISA	5/31/2020	\$224.98	Schweich Boots
Paid Chk# 006877E VISA	5/31/2020	\$19.94	Brentan Phone Case
Paid Chk# 006878E VISA	5/31/2020	\$264.03	TLO Data Search Engine
Paid Chk# 006879E NEW MARKET BANK	6/30/2020	\$79.00	Bank Fees Checking
Paid Chk# 006880E PERA	7/23/2020	\$10,228.70	Payroll Liability
Paid Chk# 006881E MN DEPT OF REVENUE	7/23/2020	\$2,247.17	Payroll Liability
Paid Chk# 006882E INTERNAL REVENUE SERVICE	7/30/2020	\$11,028.09	Payroll Liability
Paid Chk# 006883E HEALTH PARTNERS	8/5/2020	\$19,693.78	Health Insurance
Paid Chk# 006884E DELTA DENTAL OF MINNESOTA	8/5/2020	\$1,215.30	Delta Dental Insurance
Paid Chk# 006885E SUN LIFE FINANCIAL	8/5/2020	\$1,457.61	Sun Life Insurance
Paid Chk# 006886E VANTAGEPOINT TRANSFER	8/5/2020	\$565.00	ICMA- Kellie Stewart
Paid Chk# 006887E VANTAGEPOINT TRANSFER	8/5/2020	\$245.00	ICMA- Steve Hotaling
Paid Chk# 006888E HEALTH EQUITY, INC.	8/5/2020	\$1,205.03	HSA- Steve Hotaling
Paid Chk# 006889E HEALTH EQUITY, INC.	8/5/2020	\$44.25	HSA Monthly Fees
Paid Chk# 006890E MINNESOTA ENERGY RESOURCES	8/14/2020	\$55.87	26518 France Avenue
Paid Chk# 006891E MINNESOTA ENERGY RESOURCES	8/14/2020	\$19.33	26518 France Avenue
Paid Chk# 006892E XCEL ENERGY	8/20/2020	\$389.53	Storage
Paid Chk# 006893E XCEL ENERGY	8/21/2020	\$163.52	Lift Station / 10010 Ptarmigan
Paid Chk# 006894E XCEL ENERGY	8/25/2020	\$5,381.16	25499 Natchez Ave - Water Treatment
Paid Chk# 006895E XCEL ENERGY	8/21/2020	\$1,130.95	Wellhouse - 26460 France Ave
Paid Chk# 006896E XCEL ENERGY	8/20/2020	\$36.75	26536 France Ave
Paid Chk# 006897E MN VALLEY ELECTRIC COMPANY	8/9/2020	\$10.74	City of Elko Park, Elko
Paid Chk# 006898E XCEL ENERGY	8/20/2020	\$783.95	Library - 100 J Roberts Way
Paid Chk# 006899E MN VALLEY ELECTRIC COMPANY	8/22/2020	\$1,473.77	Streetlights, Elko
Paid Chk# 006900E MN VALLEY ELECTRIC COMPANY	8/9/2020	\$73.81	Glenborough Dr & Chowen
Paid Chk# 006901E MN VALLEY ELECTRIC COMPANY	8/22/2020	\$35.00	27059 Beard Ave Lift Pump
Paid Chk# 006902E MINNESOTA ENERGY RESOURCES	8/19/2020	\$25.88	408 Carter Street
Paid Chk# 006903E MINNESOTA ENERGY RESOURCES	8/19/2020	\$25.13	359 James Parkway
Paid Chk# 006904E MINNESOTA ENERGY RESOURCES	8/19/2020	\$62.81	110 J Roberts Way - Library
Paid Chk# 006905E MINNESOTA ENERGY RESOURCES	8/14/2020	\$26.23	PW Facility - Gas Utilities
Paid Chk# 006906E MINNESOTA ENERGY RESOURCES	8/13/2020	\$83.54	25499 Natchez Ave - WTP
Paid Chk# 006907E MINNESOTA ENERGY RESOURCES	8/19/2020	\$400.94	50 Church Street
Paid Chk# 006908E XCEL ENERGY	8/3/2020	\$4,293.92	601 Main Street
Paid Chk# 006909E EPSN	8/3/2020	\$1,116.00	Webstore/Credit Card Processing
TOTAL		\$67,398.58	

PRE-PAIDS

Paid Chk# 041229 PAYROLL	7/23/2020	\$69.26	
Paid Chk# 041230 PAYROLL	7/23/2020	\$429.25	
Paid Chk# 041231 PAYROLL	7/23/2020	\$46.17	
Paid Chk# 041232 PAYROLL	7/23/2020	\$69.26	
Paid Chk# 041233 PAYROLL	7/23/2020	\$0.00	
TOTAL		\$613.94	

CHECK REGISTER

Paid Chk# 041234 ACE HARDWARE & PAINT4	8/13/2020	\$35.08	PW - Operating Supplies
Paid Chk# 041235 AMERICAN PLANNING ASSOCIATION	8/13/2020	\$546.00	Annual Membership Dues - Tom T
Paid Chk# 041236 ANCHOR SOLAR INVESTMENTS, LLC.	8/13/2020	\$586.60	Solar Panel Lease Pmt
Paid Chk# 041237 ASTECH ASPHALT SURFACE TECH	8/13/2020	\$8,939.64	PW Streets - 2020 Crackseal

Check Summary Register©*August 13, 2020**

	Name	Check Date	Check Amt	
Paid Chk#	041238	BLUETARP FINANCIAL	8/13/2020	\$252.01 Credit Memo from Ck#41002
Paid Chk#	041239	BOLTON & MENK	8/13/2020	\$34,577.78 T15.100716 - Wastewater System
Paid Chk#	041240	BTR OF MINNESOTA LLC	8/13/2020	\$178.34 PW - Fleet Maint & Equip
Paid Chk#	041241	CAMPBELL KNUTSON	8/13/2020	\$4,986.87 General Matters
Paid Chk#	041242	CANON FINANCIAL SERVICES, INC.	8/13/2020	\$34.40 PD Copier - Rental Agmt
Paid Chk#	041243	CENTRAL FIRE PROTECTION, INC.	8/13/2020	\$174.75 Building Maint
Paid Chk#	041244	CINTAS CORPORATION	8/13/2020	\$75.99 PW - Uniforms
Paid Chk#	041245	CULLIGAN BOTTLED WATER	8/13/2020	\$68.59 Bottled Water
Paid Chk#	041246	DIAMOND MOWERS INC.	8/13/2020	\$250.76 PW - Fleet Maint & Equip
Paid Chk#	041247	EARL F. ANDERSON, INC.	8/13/2020	\$57.75 PW - Signs
Paid Chk#	041248	FARMERS MILL & ELEVATOR, INC.	8/13/2020	\$609.23 Parks Chemicals
Paid Chk#	041249	FASTENAL COMPANY	8/13/2020	\$91.03 PW - Fleet Maint & Equip
Paid Chk#	041250	FLOYD TOTAL SECURITY	8/13/2020	\$540.00 Maintenance
Paid Chk#	041251	FORCE AMERICA DISTRIBUTING LLC	8/13/2020	\$92.82 PW - Fleet Maint & Equip
Paid Chk#	041252	FORFEITURE ATTORNEY SCOTT CO.	8/13/2020	\$150.00 20% Proceeds Forfeiture
Paid Chk#	041253	FP MAILING SOLUTIONS	8/13/2020	\$120.00 Postage Machine Rental
Paid Chk#	041254	GREYSTONE CONSTRUCTION	8/13/2020	\$6,232.00 Capital Outlay - New Water Hea
Paid Chk#	041255	HACH COMPANY	8/13/2020	\$287.82 PW - Water Chemicals
Paid Chk#	041256	HAWKINS, INC.	8/13/2020	\$10.00 PW - Water Chemicals
Paid Chk#	041257	IIMC	8/13/2020	\$280.00 24797 - Tom Terry Membership R
Paid Chk#	041258	IN CONTROL, INC.	8/13/2020	\$2,887.71 PW - Water Repairs/SCADA
Paid Chk#	041259	INDELCO PLASTICS CORPORATION	8/13/2020	\$177.41 PW - Water Repairs
Paid Chk#	041260	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	\$187.94 Office Supplies
Paid Chk#	041261	KELLEY FUELS, INC.	8/13/2020	\$1,180.61 PW - Fuel
Paid Chk#	041262	LEO A DALY	8/13/2020	\$219.39 PD Station Addition Travel Rei
Paid Chk#	041263	LOFFLER COMPANIES - PD COPIER	8/13/2020	\$47.65 PD Copier
Paid Chk#	041264	MARKET VILLAGE SR RESIDENCE	8/13/2020	\$333.14 A-1 Inv#13156/Water-Sewer 5% p
Paid Chk#	041265	MCMA	8/13/2020	\$153.19 2020 MCMA Membership Dues - To
Paid Chk#	041266	MENARDS - 1 DUNDAS	8/13/2020	\$132.05 PW - Operating Supplies
Paid Chk#	041267	MENARDS - BURNSVILLE	8/13/2020	\$612.16 PW - Small Tools
Paid Chk#	041268	MN CRITTER GETTERS, INC.	8/13/2020	\$1,200.00 Monthly Animal Control
Paid Chk#	041269	MN SECRETARY OF STATE-NOTARY	8/13/2020	\$120.00 Notary Renewal - Steph Fredric
Paid Chk#	041270	MVTL LABORATORIES	8/13/2020	\$95.00 PW - Water Testing
Paid Chk#	041271	NAPA AUTO PARTS	8/13/2020	\$200.98 PW - Fleet Maint & Equip
Paid Chk#	041272	POMPS TIRE SERVICE, INC.	8/13/2020	\$466.00 PW - Fleet Maint & Repairs
Paid Chk#	041273	QUILL	8/13/2020	\$478.49 Op Supplies - Cleaning Wipes
Paid Chk#	041274	RIGID HITCH INCORPORATED	8/13/2020	\$610.47 PW - Fleet Maint & Equip
Paid Chk#	041275	RYDIN	8/13/2020	\$307.50 Special Use Vehicle Stickers
Paid Chk#	041276	SCOTT COUNTY 1 - TREASURER	8/13/2020	\$855.00 Annual Maint of Fiber Lateral
Paid Chk#	041277	SHRED RIGHT	8/13/2020	\$15.00 Shredding
Paid Chk#	041278	STREICHERS POLICE EQUIPMENT	8/13/2020	\$1,137.00 Uniforms - Brentan Carkhuff
Paid Chk#	041279	SUEL PRINTING COMPANY	8/13/2020	\$85.00 Legal Ads - Notice of Candidat
Paid Chk#	041280	SWEEPER SERVICES LLC	8/13/2020	\$464.00 PW - Fleet Maint & Equip
Paid Chk#	041281	US BANK - CM9690	8/13/2020	\$500.00 ENM GO Improv Bonds 2011A
Paid Chk#	041282	VANGUARD CLEANING SYSTEMS	8/13/2020	\$845.00 CITY HALL
Paid Chk#	041283	VERIZON WIRELESS	8/13/2020	\$696.29 Cell Phones
Paid Chk#	041284	VOIP NETWORKX	8/13/2020	\$353.24 VOIP Phones Monthly
Paid Chk#	041285	WATCHGUARD VIDEO	8/13/2020	\$143.10 PD - Body Camera Mounts
Paid Chk#	041286	XEROX CORPORATION	8/13/2020	\$406.10 Copier
		TOTAL		\$74,086.88

DIRECT DEPOSIT

Paid Chk#	503430E	Bi-Weekly ACH	7/23/2020	\$38,310.72
		TOTAL		\$38,310.72



STAFF MEMORANDUM

SUBJECT:	Accept Bids and Award Bid for 448 Main Street Asbestos Removal and Demolition
MEETING DATE:	August 13, 2020
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Accept Bids and Approve Contract for Asbestos Removal/Demolition of 448 Main Street with Lloyd's Construction Services for an amount not to exceed \$30,150.00 for the project.

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:

This single-family home had been vacant for over five (5) years with numerous Building and Fire Code violations. The City ordered the owner to abate the hazards in October, 2015, but they did not do so within 30 days of service of the order, so the City Attorney filed the appropriate documentation to begin the court process in December, 2015. In March 2016, Judge Fahey ruled that the City could begin cleanup of the property and secure the home. The City then completed the cleanup of the vacant home in June 2016. The property tax was forfeited in June 2019. The City purchased it from the County for removal of the blighted structure and for future redevelopment purposes. The next step was to complete the process of removing hazardous materials asbestos and then demolishing the home.

DISCUSSION:

In February, Council approved a Staff request to hire ProSource Technologies to assist and ensure that the process was done in accordance with State law. Bids were advertised for both the Asbestos Removal and the Demolition in early May. After the bid opening, it was discovered that the Legal Ad published in the New Prague Times was correct, but the City website had incorrectly posted the bid opening. As a result, there was confusion among bidders as to the correct date and time. In reviewing the options with City Attorney and ProSource Technologies, it was recommended that the City reject all bids for the asbestos removal and demolition and rebid the project, which the Council directed at their June 11th meeting. The project was rebid on Thursday, June 18th and bids were opened on Tuesday, June 30th.

The Consultant, ProSource, has determined that the lowest responsible bid for both the Asbestos Abatement and the Demolition is Lloyd's Construction Services, Inc., Shakopee, for \$30,150.00. ProSource is recommending that Lloyd's Construction Services, Inc be awarded the contract, which has been approved as to form by the City Attorney. Finally, ProSource is under contract to provide oversight and coordination of the project. Total cost for the project is just over the estimate of \$30,000.00.

Council is being asked to accept all bids and approve a contract with Lloyd's Construction Services for an amount not to exceed \$30,150.00 for the project.

Attachment:

- Asbestos Removal/Demolition Contract with Lloyd's Construction Services, Inc.

AGREEMENT

AGREEMENT made this _____ day of _____, 2020, between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation ("City"), and Lloyd's Construction Services, Inc. a corporation organized and existing under the laws of the State of Minnesota ("Contractor").

IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement
- B. Appendix A - Contractor Requirements
- C. Appendix B – Lloyd's Proposal dated 6-29-20
- D. Appendix C - Request for Bids

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "C" having the last priority.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall provide the goods, services, and perform the work in accordance with the Contract Documents and in compliance with federal, state and local laws.

3. OBLIGATIONS OF THE CITY. The City shall pay the Contractor the sum of \$ 30,150 inclusive of sales tax.

4. ASSIGNMENT. Neither party may assign, sublet, or transfer any interest or obligation in this Agreement without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

5. TIME OF PERFORMANCE. The Contractor shall complete its obligations on or before October 15, 2020.

6. **PAYMENT.** When the obligations of the Contractor have been fulfilled, inspected, and accepted, the City will pay the Contractor. Such payment shall be made not later than thirty (30) days after completion, certification thereof, and invoicing by the Contractor.

7. **PROMPT PAYMENT TO SUBCONTRACTORS.**

A. Pursuant to Minnesota Statute §471.25, Subdivision 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of one and one-half percent (1½ %) per month or any part of a month to subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

B. Form IC-134 required from general contractor. Minn. Stat. § 290.92 requires that the City of Burnsville obtain a Withholding Affidavit for Contractors, Form IC-134, before making final payments to Contractors. This form needs to be submitted by the Contractor to the Minnesota Department of Revenue for approval. The form is used to receive certification from the state that the vendor has complied with the requirement to withhold and remit state withholding taxes for employee salaries paid.

8. **WORKER'S COMPENSATION** Pursuant to Minnesota Statute §176.182 Contractor must provide acceptable evidence of compliance with the state Workers' Compensation insurance requirements for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance or acceptable evidence of compliance in accordance with the statutory requirements of the State of Minnesota.

9. **COMMERCIAL GENERAL LIABILITY.** Contractor shall obtain the following minimum insurance coverage by a single policy or a combination of policies (including umbrella policies) and maintain it at all times throughout the life of the Agreement, with the City endorsed as an additional insured:

Bodily Injury:	\$2,000,000 each occurrence \$2,000,000 aggregate, products and completed operations
Property Damage:	\$2,000,000 each occurrence \$2,000,000 aggregate

The Additional Insured coverage must be primary and non-contributory. Products and Completed Operations Insurance shall be maintained for a minimum period of three (3) years after final payment and Contractor shall continue to provide evidence of such coverage to City on an annual basis during the aforementioned period; or if any reason Contractor's work ceases before final

payment, for a minimum period of three (3) years from the date Contractor ceases work. Coverages must be equivalent to that provided by ISO Forms CG 20 10 04 13 and CG 20 37 04 13.

Property Damage Liability Insurance shall include coverage for the following hazards:

- X (Explosion)
- C (Collapse)
- U (Underground)

For any contract involving the repair, maintenance or construction of property that involves the provision of equipment, supplies or materials to the City for projects greater than \$100,000, the Contractor shall obtain and maintain Builder's Risk insurance in an amount not less than the project or contract cost.

Contractual Liability (identifying the contract):

Bodily Injury:	\$2,000,000 each occurrence
Property Damage:	\$2,000,000 each occurrence \$2,000,000 aggregate
Personal Injury, with Employment Exclusion deleted:	\$2,000,000 aggregate

Business Automobile Liability (owned, non-owned, hired):

Bodily Injury & Property Damage:	\$2,000,000 each occurrence \$2,000,000 each accident <u>OR</u> \$2,000,000 Combined single limit
-------------------------------------	--

The Contractor shall submit a Certificate of Insurance to the City showing proof of the above-required insurance prior to doing any work.

The City retains the right to revise the insurance requirements depending on the size and risk of the project.

10. PERMITS AND LICENSES; RIGHTS-OF-WAY AND EASEMENTS. The Contractor shall procure all permits and licenses, pay all charges and fees therefore, and give all notices necessary and incidental to the construction and completion of the Project. The City will obtain all necessary rights-of-way and easements. The Contractor shall not be entitled to any additional compensation for any construction delay resulting from the City's not timely obtaining rights-of-way or easements.

11. DATA PRACTICES/RECORDS.

A. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

B. All books, records, documents, and accounting procedures and practices of the Contractor and its subcontractors, if any, relative to this Contract are subject to examination by the City.

12. WARRANTY. The Contractor shall be held responsible for any and all defects in workmanship, materials, and equipment which may develop in any part of the contracted service, and upon proper notification by the City shall immediately replace, without cost to the City, any such faulty part or parts and damage done by reason of the same.

13. DEFENSE OBLIGATION. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City and its officials, employees and agents, against claims, damages, losses and expenses, including reasonable attorneys' fees, arising out of or resulting from performance of the Contractor's work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, other than the work itself, but only to the extent caused by the negligent or wrongful acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

14. WAIVER. In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition, or obligation.

15. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Contract.

16. SEVERABILITY. If any provision, term, or condition of this Agreement is found to be or become unenforceable or invalid, it shall not affect the remaining provisions, terms, and conditions of this Agreement, unless such invalid or unenforceable provision, term, or condition renders this Agreement impossible to perform. Such remaining terms and conditions of the Agreement shall continue in full force and effect and shall continue to operate as the parties' entire contract.

17. ENTIRE AGREEMENT. This Agreement represents the entire agreement of the parties and is a final, complete, and all inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

And: _____
Thomas Terry, City Administrator/City Clerk

CONTRACTOR:

Lloyd's Construction Services, Inc.

BY:  _____

Its: SENIOR PROJECT MANAGER



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

MEMORANDUM

Date: August 13, 2020
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 Forcemain Assessment Agreements
T15.102632

BACKGROUND

The City Council is being asked to improve Special Assessment Agreements for Forcemain Charges related to the Woodcrest Sewer 2019 Extension Project.

DISCUSSION

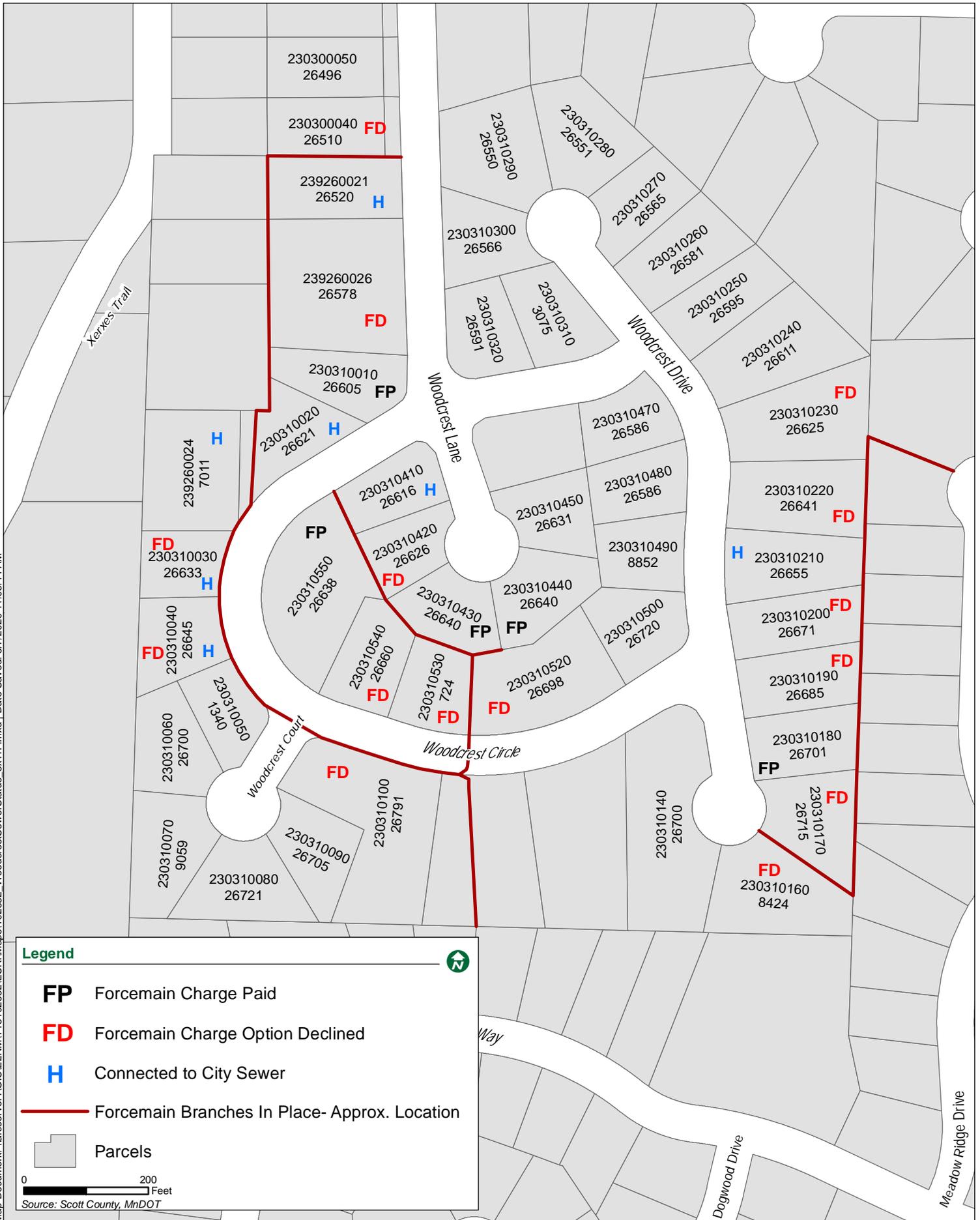
The attached agreements and resolutions are for three of the four parcels that elected to accept the City's offer of waiver of future connection charges if Forcemain Charges are paid now that the parcel is adjacent to low pressure sewer forcemain. One electing to accept paid in cash. Six of the ten eligible parcels for this project did not respond by the July 31st deadline, thereby declining the offer. The offer was made in accordance with the City's Woodcrest Sewer Policy.

Parcels accepting the offer will pay no Sewer Connection fee when they need or choose to hook up in the future. Parcels declining will not be granted this waiver and will need to pay Connection fees in effect in the future if deciding to hook up. The 2020 value of the waiver is \$2,036 per single family parcel.

A map is attached showing the current status of the sewer, including parcels that paid or declined the forcemain charge offer to date.

RECOMMENDATIONS

We recommend approval of the attached agreements by resolution and initiating assessments in the amounts listed therein.



Legend

- FP** Forceman Charge Paid
- FD** Forceman Charge Option Declined
- H** Connected to City Sewer
- Forceman Branches In Place- Approx. Location
- ▭** Parcels

0 200 Feet
Source: Scott County, MnDOT

Map Document: \\arcserver1\GIS\ELNMT\15102632\ESRI\Map\102632_WoodcrestSewerStatus_8x11P.mxd | Date Saved: 8/7/2020 11:05:44 AM

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

RESOLUTION NO. 20-40

**RESOLUTION APPROVING AND ADOPTING
SPECIAL ASSESSMENTS**

WHEREAS, Rodney James Wencel (“Owner”) has requested that the Elko New Market City Council specially assess certain public improvement costs that affect Owner’s property legally described in Exhibit A attached hereto (“Subject Property”);

WHEREAS, the City has received the following signed Public Improvement and Special Assessment Agreement attached hereto as Exhibit B, waiving all applicable assessment procedural requirements and requesting to be assessed for the public improvement costs in the amount itemized therein for the Subject Property;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA:

1. The signed Public Improvement and Special Assessment Agreement is hereby accepted and approved.

2. The public improvement costs amounting to \$4,255.00 are hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

3. Such assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable in 2021 and shall bear the interest rate of 2.3% per annum from the date of adoption of this assessment Resolution. To the first installment shall be added interest on the entire assessment from the date of this Resolution until December 31, 2020.

4. The Owner, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owner may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.

5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Clerk

**EXHIBIT A
TO
RESOLUTION**

Lot 3, Block 3, Woodcrest Addition, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

**EXHIBIT B
TO
RESOLUTION**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

AGREEMENT made this ___ day of _____, 2020, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (“City”) and **RODNEY JAMES WENCEL**, a single person (“Property Owner”).

RECITALS

A. Property Owner is the owner of real property located in the City of Elko New Market, Scott County, Minnesota, as legally described on Exhibit A attached hereto and incorporated herein (the “Subject Property”).

B. The Owner desires to have the option to connect the Subject Property to the City’s public sanitary sewer system in the future and to pay Forcemain Charge that will enable a credit towards the City’s Connection Fee at the time of future connection (“Public Improvement”);

C. Owner has requested that the City assess the cost of the Forcemain portion of Public Improvement against the Subject Property. Owner understands there will be additional costs for onsite work to connect in the future.

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. FEE WAIVER. The City agrees to waive the City’s Sewer Connection Fee when the Subject Property connects to City sewer in the future.

2. SPECIAL ASSESSMENT. The City will assess the cost of the Forcemain portion of the Public Improvement in the amount of Four Thousand Two Hundred Fifty-five and 00/100ths Dollars (\$4,255.00) against the Subject Property. The special assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The assessment shall be spread without deferment over a five (5) year period in equal annual installments, together with interest of two and three-tenths percent (2.3%) per year on the unpaid balance. The first installment shall be payable with taxes paid in 2021.

3. WAIVER. Property Owner, his successors and assigns, waives any and all procedural and substantive objections to the Public Improvements and special assessment, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.

4. RELEASE. Property Owner, his successors and assigns, hereby unconditionally releases and forever discharges the City, its elected officials, employees, agents and insurers from any

and all claims and causes of action of whatever kind or nature that is in any way connected with or related to the Public Improvements and the City's sewer systems, including mapping errors.

5. BINDING EFFECT; RECORDING. This Agreement shall be binding upon Property Owner and Property Owner's successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

AND: _____
Thomas Terry, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by **Joe Julius** and by **Thomas Terry**, respectively the Mayor and City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation pursuant to the authority granted by its City Council.

Notary Public

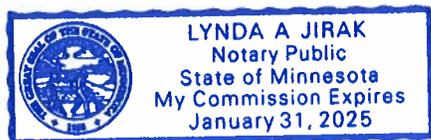
PROPERTY OWNER:

Rodney James Wencel
Rodney James Wencel

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 30th day of July, 2020, by **Rodney James Wencel**, a single person.

Lynda A. Jirak
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson,
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
AMP/smt

EXHIBIT A

Lot 3, Block 3, Woodcrest Addition, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

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

RESOLUTION NO. 20-41

**RESOLUTION APPROVING AND ADOPTING
SPECIAL ASSESSMENTS**

WHEREAS, Rodney James Wencel (“Owner”) have requested that the Elko New Market City Council specially assess certain public improvement costs that affect Owners’ property legally described in Exhibit A attached hereto (“Subject Property”);

WHEREAS, the City has received the following signed Public Improvement and Special Assessment Agreement attached hereto as Exhibit B, waiving all applicable assessment procedural requirements and requesting to be assessed for the public improvement costs in the amount itemized therein for the Subject Property;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA:

1. The signed Public Improvement and Special Assessment Agreement is hereby accepted and approved.

2. The public improvement costs amounting to \$4,255.00 are hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

3. Such assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable in 2021 and shall bear the interest rate of 2.3% per annum from the date of adoption of this assessment Resolution. To the first installment shall be added interest on the entire assessment from the date of this Resolution until December 31, 2020.

4. The Owner, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owner may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.

5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Clerk

**EXHIBIT A
TO
RESOLUTION**

Lot 4, Block 3, Woodcrest, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

**EXHIBIT B
TO
RESOLUTION**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

AGREEMENT made this ___ day of _____, 2020, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (“City”) and **RODNEY JAMES WENCEL**, a single person (“Property Owner”).

RECITALS

A. Property Owner is the owner of real property located in the City of Elko New Market, Scott County, Minnesota, as legally described on Exhibit A attached hereto and incorporated herein (the “Subject Property”).

B. The Owner desires to have the option to connect the Subject Property to the City’s public sanitary sewer system in the future and to pay Forcemain Charge that will enable a credit towards the City’s Connection Fee at the time of future connection (“Public Improvement”);

C. Owner has requested that the City assess the cost of the Forcemain portion of Public Improvement against the Subject Property. Owner understands there will be additional costs for onsite work to connect in the future.

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. FEE WAIVER. The City agrees to waive the City’s Sewer Connection Fee when the Subject Property connects to City sewer in the future.

2. SPECIAL ASSESSMENT. The City will assess the cost of the Forcemain portion of the Public Improvement in the amount of Four Thousand Two Hundred Fifty-five and 00/100ths Dollars (\$4,255.00) against the Subject Property. The special assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The assessment shall be spread without deferment over a five (5) year period in equal annual installments, together with interest of two and three-tenths percent (2.3%) per year on the unpaid balance. The first installment shall be payable with taxes paid in 2021.

3. WAIVER. Property Owner, his successors and assigns, waives any and all procedural and substantive objections to the Public Improvements and special assessment, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.

4. RELEASE. Property Owner, his successors and assigns, hereby unconditionally releases and forever discharges the City, its elected officials, employees, agents and insurers from any

and all claims and causes of action of whatever kind or nature that is in any way connected with or related to the Public Improvements and the City's sewer systems, including mapping errors.

5. BINDING EFFECT; RECORDING. This Agreement shall be binding upon Property Owner and Property Owner's successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

AND: _____
Thomas Terry, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by **Joe Julius** and by **Thomas Terry**, respectively the Mayor and City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation pursuant to the authority granted by its City Council.

Notary Public

PROPERTY OWNER:

Rodney James Wencel
Rodney James Wencel

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 30th day of July, 2020, by **Rodney James Wencel**, a single person.

Lynda A. Jirak
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson,
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
AMP/smt

EXHIBIT A

Lot 4, Block 3, Woodcrest Addition, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

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

RESOLUTION NO. 20-42

**RESOLUTION APPROVING AND ADOPTING
SPECIAL ASSESSMENTS**

WHEREAS, Darrin E. Stewart and Rhonda M. Stewart, husband and wife (“Owners”) have requested that the Elko New Market City Council specially assess certain public improvement costs that affect Owners’ property legally described in Exhibit A attached hereto (“Subject Property”);

WHEREAS, the City has received the following signed Public Improvement and Special Assessment Agreement attached hereto as Exhibit B, waiving all applicable assessment procedural requirements and requesting to be assessed for the public improvement costs in the amount itemized therein for the Subject Property;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA:

1. The signed Public Improvement and Special Assessment Agreement is hereby accepted and approved.

2. The public improvement costs amounting to \$4,255.00 are hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

3. Such assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable in 2021 and shall bear the interest rate of 2.3% per annum from the date of adoption of this assessment Resolution. To the first installment shall be added interest on the entire assessment from the date of this Resolution until December 31, 2020.

4. The Owners, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owners may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.

5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Clerk

**EXHIBIT A
TO
RESOLUTION**

Lots 15 and 16, Block 3, Woodcrest, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

**EXHIBIT B
TO
RESOLUTION**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

**PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT**

AGREEMENT made this ___ day of _____, 2020, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (“City”) and **DARRIN E. STEWART AND RHONDA M. STEWART**, husband and wife (“Property Owners”).

RECITALS

A. Property Owners are the owners of property having a street address of 26638 Woodcrest Circle, Elko New Market, Scott County Minnesota, legally described on Exhibit A attached hereto and incorporated herein (the “Subject Property”).

B. The Owners desire to have the option to connect the Subject Property to the City’s public sanitary sewer system in the future and to pay Forcemain Charge that will enable a credit towards the City’s Connection Fee at the time of future connection (“Public Improvement”);

C. Owners have requested that the City assess the cost of the Forcemain portion of Public Improvement against the Subject Property. Owners understand there will be additional costs for onsite work to connect in the future.

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. FEE WAIVER. The City agrees to waive the City’s Sewer Connection Fee when the Subject Property connects to City sewer in the future.

2. SPECIAL ASSESSMENT. The City will assess the cost of the Forcemain portion of the Public Improvement in the amount of Four Thousand Two Hundred Fifty-five and 00/100ths Dollars (\$4,255.00) against the Subject Property. The special assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The assessment shall be spread without deferment over a five (5) year period in equal annual installments, together with interest of two and three tenths percent (2.3%) per year on the unpaid balance. The first installment shall be payable with taxes paid in 2021.

3. WAIVER. Property Owners, their successors and assigns, waive any and all procedural and substantive objections to the Public Improvements and special assessment, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owners waive any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.

4. RELEASE. Property Owners, their successors and assigns, hereby unconditionally release and forever discharge the City, its elected officials, employees, agents and insurers from any

and all claims and causes of action of whatever kind or nature that is in any way connected with or related to the Public Improvements and the City's sewer systems, including mapping errors.

5. BINDING EFFECT; RECORDING. This Agreement shall be binding upon Property Owners and Property Owners' successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

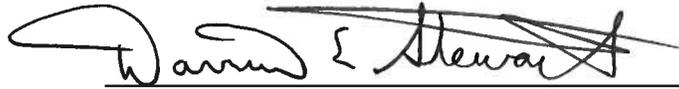
AND: _____
Thomas Terry, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by **Joe Julius** and by **Thomas Terry**, respectively the Mayor and City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation pursuant to the authority granted by its City Council.

Notary Public

OWNERS:



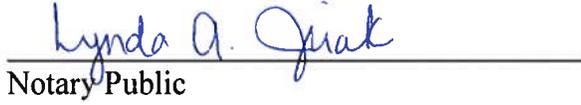
Darrin E. Stewart



Rhonda M. Stewart

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 22nd day of July, 2020, by **Darrin E. Stewart** and **Rhonda M. Stewart**, husband and wife.



Notary Public



THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson,
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
AMP/smt

EXHIBIT A

Lots 15 and 16, Block 3, Woodcrest, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)



STAFF MEMORANDUM

SUBJECT:	Revised Vision Statement, Community Oriented Local Government, and Priority Goals
MEETING DATE:	August 13, 2020
PREPARED BY:	Haley Sevening, Planner I
REQUESTED ACTION:	Adopt Resolution 20-43 Amending Vision Statement for the City of Elko New Market Adopt Resolution 20-44 Amending Community Oriented Local Government for the City of Elko New Market Adopt Resolution 20-45 Amending Priority Goals for the City of Elko New Market

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving

BACKGROUND/DISCUSSION

Annually, the City Council reviews the City's Vision Statement and Priority Goals. The visioning and goal setting process is a precursor to the formal process for the Annual Budget. The workshop uses a simple but successful process to assist the City Council in identifying and discussing issues that are facing the City of Elko New Market. The process is used as a tool to help the Council establish and maintain a common vision and goals that will be used to provide a framework for shaping policy, setting priorities and budgeting.

On July 9, 2020, the Council was also asked to identify policy discussion topics and their relative priority for the upcoming 12 to 18 months. These discussions may simply be conveyance of information to provide Council with information and background in general or as a starting point for further Council discussion and possible action items. The discussion topics identified by the Council include:

- Asset Management System
- Community Park
- Farmers Market
- Health and Human Services
- Local Business Resources
- Met Council SAC Surcharge
- Public Communications
- Regional Presence & Influence
- Transit

The City Council also reviewed the City's Vision Statement and Priority Goals. The Council directed Staff to make the following changes to the Vision Statement and Priority Goals:

- Add the word "tax" to the following statement contained in the Vision Statement:
 - "Elko New Market will promote a diverse commercial and industrial tax base."
- Remove the following Priority Goals:
 - "The acquisition of land for public purposes, including, but not limited to public utilities, library, parks and interchange rights-of-way. Position the City to take advantage of opportunities to acquire land for public purposes."
 - "Implement an asset management system for the long-term management, maintenance, and budgeting of municipal infrastructure."
- Add outcome measures to the remaining four Priority Goals.

In addition, the City Council discussed adding language related to Elko New Market as a model City and the culture of Elko New Market. The Council directed Staff to determine how these items best fit into the Vision Statement, Priority Goals, and/or Community Oriented Local Government philosophy. Upon consideration, Staff recommend that the model City language

be included as a preamble to the Community Oriented Local Government philosophy. The proposed language is as follows:

- “The City of Elko New Market shall strive to be a model in local government by providing Community Oriented Local Government. This philosophy guides the City – its Council, Commissions, Staff and other agents in how they conduct the business of local government and provide public services.”

Staff recommends that language related to the culture of Elko New Market be added to the Vision Statement. The proposed addition incorporates language discussed by the Council and language from the City of Elko New Market’s Brand Definition (attached). The proposed amendment is as follows:

- “Elko New Market is envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area. Elko New Market will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.”

Within the Vision Statement, Staff also recommends that the term “citizen” be replaced with “community members.” The term “citizen” is exclusive by nature and does not fit within the brand or vision of Elko New Market.

The proposed changes outlined above can be found in Exhibit A of each of the attached resolutions.

REQUESTED ACTION

At this time, Staff is asking the Council to approve Resolution 20-43, 20-44, and 20-45.

BUDGET IMPACT

The budget impact for this item is the cost of Staff time.

Attachments:

City of Elko New Market Brand Definition

Resolution 20-43 Amending Vision Statement for the City of Elko New Market

Resolution 20-44 Amending Community Oriented Local Government for the City of Elko New Market

Resolution 20-45 Amending Priority Goals for the City of Elko New Market



The City of Elko New Market Brand Definition

October 2016

Background

The City of Elko New Market engaged Renown Marketing Communications to lead a brand development process for the community, the result of which is articulated in this report. Renown Marketing Communications worked with an EDA-appointed steering committee comprised of residents and non-residents representing the Parks and Planning Commissions, CCEC, the Chamber of Commerce, the school districts, and commercial, residential and industrial real estate/development interests. Renee Christianson and Tom Terry participated as staff members.

Research Helps to Define Brand

The 2012 and 2015 Community Surveys helped the branding steering committee understand residents' opinions of the community and the municipal government. To complement the Community Surveys, research on the perceptions of the City with commercial/industrial brokers and developers was conducted at the outset of the brand development process.

Additionally, Renown Marketing evaluated the brand positions and messaging of neighboring, similar and benchmark communities to help arrive at a brand that is unique to Elko New Market and to research how other communities live out their brands.

Following the steering committee's development of two possible brand positions and multiple taglines, Renown Marketing tested the concepts with focus groups of residents and business representatives. That qualitative feedback led to the refinement of the brand into a single concept that was then offered for public input.

Timeline

April – May	Research of commercial real estate brokers and developers' awareness and opinions of Elko New Market
May	Research brands and marketing of peer and neighboring communities
June	Steering committee work session #1: review research results, discuss common themes among research
July	Steering committee work session #2: refine draft brands
August	Focus group testing of draft brand concepts
September	Steering committee work session #3: refine/finalize brand based on focus group feedback
October	Public open house/comment period

What is a brand?

A brand is not a mission or vision statement, or a philosophical approach. It is more than a tagline. It is a defining creed that helps those outside the community understand the essence and character of the community, and helps position the community favorably and consistently in marketing and communications. It persuasively expresses the community's value proposition, taking into consideration its strengths relative to other communities today and into the near-term future.

Brands are shaped and conveyed both through content and tone of communications as well as by actions. If City operations are inconsistent with the brand, it will lack credibility and believability. If residents don't embrace the brand or act in ways contrary to what we know of the community today, that too could compromise the integrity and authenticity of the brand.

It's important to note that the Elko New Market brand primarily defines the community rather than the City government. The City, however, will be the primary communicator and conveyor of the brand.

A brand is generally comprised of four elements: the brand position, the brand personality, the brand voice and the brand promise. Each are defined for Elko New Market below.

Brand Position

The brand position captures the fundamental idea or principle that makes the community different compared with other suburban and exurban communities; is authentic and believable; is relevant to prospective residents, businesses and real estate brokers; and has aspirational elements that look ahead to where the community may be in three to five years. Elko New Market's proposed brand position is:

In Elko New Market, families and businesses are invited to take root and grow. Our small-town lifestyle fosters safe and vibrant neighborhoods built on genuine relationships. Businesses will find an environment conducive to development and growth in our emerging, metro-area community, where possibilities are within reach.

This brand position has been simplified from the version provided for public comment. Because of the phrase, "an environment conducive to development and growth," we removed the redundancy of the previous version's final sentence: "The City's motivated economic development philosophy, combined with abundant land, convenient interstate access and an ambitious, skilled workforce, lead to emerging opportunities for businesses." The specifics expressed in the removed sentence are less about the character of the community and more so attributes of Elko New Market. They have been incorporated into key messages below and will be shared in all communications. Further, we received feedback that the previous iteration was both too long and too business focused.

Different

This brand position indicates the community is inviting, has room for growth and perhaps offers a simpler way of life than one may expect in a metro-area community. It differentiates Elko New Market by conveying the depth of relationships that exist among neighbors, and the safety and vitality of the neighborhoods. "Small-town lifestyle" is a key difference between Elko New Market and the communities from which many current residents came, and other Scott County communities.

From a business standpoint, "emerging" differentiates Elko New Market from well-developed communities such as Lakeville or Shakopee. Including a reference to "metro-area" sets Elko New Market apart from Faribault or even New Prague. "Environment conducive to development and growth" conveys a pro-business attitude while alluding to factors important to development such as land, easy access, and workforce. Without specifically referencing these factors, we leave some room for interpretation and changing market conditions.

Authentic

Much of this brand position is already true and therefore authentic. To maintain the brand's credibility, the City will need to continue to foster a pro-business environment and should be wary of residents who may voice opposition to the City's approval of specific developments.

Relevant

The brand position speaks to both prospective residents and commercial interests.

Aspirational

While much of this brand position exists in the community today, there are elements to which the community or City can aspire:

1. Being a location where businesses can locate and grow
2. Creating an environment even more conducive to business development (shovel-ready sites, infrastructure extended to the freeway, residents who can sustain businesses through their shopping habits, master annexation agreement with the Township, etc.)
3. Supporting business growth to help prevent additional businesses from closing
4. Being known as within the metro-area

The brand position can be used in full, or in part, in communications messaging. When referencing the “small-town lifestyle,” or any time “small town” is an adjective/modifier of a noun that follows. For example: “small-town lifestyle” and “small-town culture” both call for hyphens whereas “life in a small town” does not need a hyphen.

Tagline

The tagline succinctly communicates the brand position and positively shapes perceptions upon first impression. Elko New Market’s proposed tagline is:

Small-town culture. Emerging possibilities.

The two sentences truly speak to the essence of the community and will help create a positive image in the minds of outsiders, whether businesses, developers or prospective residents.

This tagline has also been altered slightly from the one offered for public comment – “possibilities” has replaced “opportunities.” “Opportunities” tends to have a more corporate or formal connotation, which is inconsistent with how residents view the community. Additionally, in the context of the tagline, “possibilities” may convey accessibility to a desired lifestyle for residents and prospective residents while still being relevant to business interests.

Further, “possibilities” helps create separation from the tagline used by Faribault: “Small-town pride. Big city opportunities.” As the most visible element of the brand, the tagline will be scrutinized more so than the brand position and we felt there was the risk of the previous iteration being perceived as too alike, particularly by people in and around Faribault.

Brand Personality

The brand personality ascribes a human context to the community and provides direction around how it should be characterized or portrayed visually and in writing. Elko New Market's brand personality is:

- Emerging
- Family-oriented
- Social
- Welcoming / friendly / casual
- Pro-business / motivated
- Fresh

Brand Voice

The brand voice is the oral or written representation of the brand personality. It is expressed through a combination of tone and content. The community's brand voice can be described as:

- Encouraging
- Social / conversational
- Casual but not colloquial
- Welcoming
- Pro-business

Copywriters should use first and second person and the active voice, whenever possible. Avoid overly technical and wordy language.

Brand Promise

The brand promise summarizes what prospective and existing residents, businesses and developers, and real estate brokers can expect in every experience and interaction with the community and the City. Elko New Market's brand promise is:

Elko New Market is an emerging community where a small-town lifestyle thrives within the Twin Cities metro area. Here, residents and businesses alike are invited to take root and grow. The City is responsive to new and existing businesses looking to make the most of opportunities within the community.

The brand promise dovetails with the brand position and furthers the pro-business commitment by expressing responsiveness on behalf of the City. Again, this promise must be reinforced by action – by residents and businesses as well as City staff and elected officials. Of course, the City cannot control the actions of residents and businesses but it can foster a welcoming environment for residents and businesses, and minimize negative reactions towards potential development from residents through proactive, transparent communications and

building general goodwill through active community programming, information sessions or town hall meetings in the neighborhoods.

The brand promise could be communicated verbatim or represented in spirit in communications.

Messaging

The brand will be expressed through written and verbal communications. To illustrate how copy points may express the brand, proposed messaging has been provided.

1. In Elko New Market, families and businesses are invited to take root and grow.
2. Our small-town lifestyle fosters safe and vibrant neighborhoods built on genuine relationships.
3. Just 28 miles south of downtown Minneapolis on I-35, Elko New Market provides easy access to shopping, cultural and sporting activities, and business and career opportunities.
4. Businesses will find an environment conducive to development and growth in our emerging, metro-area community, where possibilities are within reach.
 - a. We have what businesses seek: easy access, abundant land, an appealing demographic – the second highest median HHI in Scott County – and an ambitious, skilled workforce.
 - b. Elko New Market boasts excellent water quality from its recently completed \$10.8 million central water treatment facility, is connected to the Met Council wastewater interceptor line, and has taken preliminary steps to speed development along the County Road 2 and I-35 corridor.
 - c. The City is motivated to help your business locate and grow here. Contact our Community Development staff today.

Please see the accompanying marketing communications plan for recommendations on the implementation of the brand.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION 20-43

**RESOLUTION AMENDING VISION STATEMENT
FOR THE CITY OF ELKO NEW MARKET**

WHEREAS, the City Council of Elko New Market (hereinafter referred to as “Council”) has completed the visioning and goal setting process; and,

WHEREAS, the Council has agreed upon the attached Vision Statement: and,

WHEREAS, the Vision Statement will assist in allocating funds for the 2021 Budget; and,

WHEREAS, the adopted Vision Statement will focus the Council, City Staff and Community on achieving results that align with the vision; and,

WHEREAS, the Vision Statement is a continuous process and cannot become a reality without the support, participation, and commitment of the Council, City Staff and Community.

NOW, THEREFORE, BE IT RESOLVED, that the Council approves the Vision Statement attached here to as Exhibit A; and,

BE IT FURTHER RESOLVED, that City Staff be directed to communicate the Vision Statement to the Community.

APPROVED AND ADOPTED by the City Council of Elko New Market this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

Exhibit A

VISION STATEMENT

Elko New Market is envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area. Elko New Market will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.

The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.

Elko New Market will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.

Elko New Market will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.

Elko New Market will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.

Elko New Market will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. Elko New Market will provide a full range of high-quality municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community. The City will be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION 20-44

**RESOLUTION AMENDING COMMUNITY ORIENTED LOCAL
GOVERNMENT FOR THE CITY OF ELKO NEW MARKET**

WHEREAS, the City Council of Elko New Market (hereinafter referred to as “Council”) has completed the visioning and goal setting process; and,

WHEREAS, the Council has agreed upon the attached Community Oriented Local Government: and,

WHEREAS, the Community Oriented Local Government will assist in allocating funds for the 2020 Budget; and,

WHEREAS, the adopted Community Oriented Local Government will focus the Council, City Staff and Community on achieving results that align with the philosophy; and,

WHEREAS, the Community Oriented Local Government is a continuous process and cannot become a reality without the support, participation, and commitment of the Council, City Staff and Community.

NOW, THEREFORE, BE IT RESOLVED, that the Council approves the Community Oriented Local Government attached here to as Exhibit A; and,

BE IT FURTHER RESOLVED, that City Staff be directed to communicate the Community Oriented Local Government to the Community.

APPROVED AND ADOPTED by the City Council of Elko New Market this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

Exhibit A

COMMUNITY ORIENTED LOCAL GOVERNMENT

The City of Elko New Market shall strive to be a model in local government by providing Community Oriented Local Government. This philosophy guides the City – its Council, Commissions, Staff and other agents in how they conduct the business of local government and provide public services.

- 1. Community Involvement** – The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by:
 - Providing more opportunities for the public to have input on decisions that affect them.
 - Engaging the public in strategic planning initiatives, both short and long term.
 - Enabling the public to provide input on the effectiveness of public services and policies.
 - Working to develop leadership within the community.

- 2. Organizational Improvements** – The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by:
 - Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects.
 - Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.

- 3. Problem Solving** – The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by:
 - Using available technology to improve the quality and accuracy of data used in decisions.
 - Provide the resources to develop and implement the most cost-effective solutions.
 - Considering the long-term costs and benefits in policy decisions.
 - Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.

- 4. Performance Measurement** – The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.

- 5. Professionalism** – The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION 20-45

**RESOLUTION AMENDING PRIORITY GOALS
FOR THE CITY OF ELKO NEW MARKET**

WHEREAS, the City Council of Elko New Market (hereinafter referred to as “Council”) has completed the visioning and goal setting process; and,

WHEREAS, the Council has agreed upon the attached Priority Goals and Outcome Measures: and,

WHEREAS, the Goals will assist in allocating funds for the 2021 Budget; and,

WHEREAS, the adopted Priority Goals will focus the Council, City Staff and Community on achieving results that align with Priority Goals; and,

WHEREAS, the Priority Goals are a continuous process and cannot become a reality without the support, participation, and commitment of the Council, City Staff and Community.

NOW, THEREFORE, BE IT RESOLVED, that the Council approves the Priority Goals attached here to as Exhibit A; and,

BE IT FURTHER RESOLVED, that City Staff be directed to communicate the Priority Goals to the Community.

APPROVED AND ADOPTED by the City Council of Elko New Market this 13th day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

Exhibit A

PRIORITY GOALS

GOAL

Advance the “shovel ready” status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.

OUTCOME MEASURES

- Complete discussions with Scott County and the CDA regarding extension of utilities to I-35.
- Extension of utilities to I-35 interchange.
- Number of studies (i.e. AUAR, Wetland Delineation, Traffic Impact Study, etc.) completed that advance “shovel ready” status.
- Amount of commercial and industrial land that is “shovel ready.”

GOAL

Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.

OUTCOME MEASURES

- Number of physical store front businesses.
- Number of businesses that have incorporated.
- Number of employees.
- Composition of tax base based on tax classification.

GOAL

Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.

OUTCOME MEASURES

- Hire a Recreational Specialist.
- Miles of sidewalk/trail expansion. Acres of parks expansion.
- Number of recreational programs/cultural events offered.
- Number of participants attending recreational programming/cultural events.
- Establishment of farmers market.
- Sidewalk/trail connectivity.

GOAL

Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

OUTCOME MEASURES

- Consider adoption of policies/programs that foster affordable housing.
- Inventory of existing housing type and cost.
- Number of Preliminary/Final Plat applications received and new lots created.
- Existing lot inventory, both platted and buildable.
- Number of building permits issued, by housing type.



STAFF MEMORANDUM

SUBJECT:	Authorize Purchase of Pickup
MEETING DATE:	August 13, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Authorize Purchase of Pickup

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

Upon adoption of the annual budget, Staff is authorized to execute the budget. This includes purchases in compliance with fiscal policies, as necessary, that are included and authorized in budget. For purpose of Capital Outlay, items that have adequate funds and are authorized in the purchase year may be acquired through administrative action. However, if there are insufficient funds or the purchase is outside of the authorized year, past practice has been to seek Council authorization.

DISCUSSION:

Staff is proposing to add a half ton pickup to the fleet. Purchase of the pickup was not originally scheduled. However, the Council authorized a transfer of \$35,000 to reserves for the purchase of a half-ton pickup at the July 23rd council meeting to make such a purchase possible. Staff is requesting authorization to purchase a new half ton pickup at an amount not to exceed \$35,000 plus tax and licensing. The purchase will be funded with the transfer of \$35,000 to reserves and supplemented with general equipment reserves, if necessary, which are used to purchase miscellaneous equipment or supplement scheduled purchases. Since the adopted 2020 Budget does not include the purchase, staff is seeking authorization to make the purchase.

BUDGET IMPACT:

The purchase will be funded through reserves and supplemented with general equipment reserves, if necessary.



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

MEMORANDUM

Date: August 13, 2020
To: Honorable Mayor and City Council of Elko New Market, Minnesota
Thomas Terry, City Administrator
From: Rich Revering PE, City Engineer
Subject: Recommendation to Award Contract
Rowena Park Outdoor Hockey Rink
T15.100719

BACKGROUND

The City Council is being asked to award a contract for construction of a new outdoor, full-sized hockey rink at Rowena Park.

DISCUSSION

Bids were received on August 3rd at 11am and opened publicly at City Hall pursuant to advertisements in the City's official newspaper and online via Quest for the minimum required publication period. Companies showing past interest in this type of work in Elko New Market were also notified of the project and provided the ad for bids. Seven bids were received.

The low bid was from All Phase Contracting of Forest Lake, Minnesota in the amount of \$137,609. Based on Mark Nagel's knowledge of the firm and their favorable bid staff recommends award to All Phase Contracting.

Other bids ranged from \$164,000 to just under \$283,000. While the Engineer's estimate was only \$115,250 with contingency, the number and range of bids received indicate the low bid reflects the market. The Engineer's estimate was based on extrapolation of the much smaller Windrose rink from several years ago as well as unit prices for recent highway-heavy work in the area. It appears the relatively small size of the project and/or other factors facing contractors performing this type of work may have been under-considered.

The City had budgeted \$157,000 for the rink and lighting plus \$43,000 for relocation of the ballfields for a total of \$200k. There is an additional \$10,000 in grant money available for the project. Public works has already completed most of the ballfield relocation and expects to come in well below the budgeted amount for that. Lighting and engineering costs plus the hockey rink bid are expected to be offset by savings due to in-house work, so the total project cost will be under budget.

RECOMMENDATIONS

We recommend award by motion to All Phase Contracting in the amount of \$137,609.00.



BID TAB

**Rowena Ponds Park Hockey Rink
City of Elko New Market
Elko New Market, MN**

BMI Project No.: T15.100719

QuestCDN Project No.: 7211685

Bid Date: 08/03/20

Addendum: None

Time: 11:00 am

BIDDERS	TOTAL AMOUNT BID
All-Phase	\$137,609.00
Kevin Casey Contracting, LLC	\$164,000.00
Pember Companies, Inc.	\$187,850.00
Mohs Construction	\$195,000.00
J.L. Theis	\$209,862.00
Max Steininger	\$232,707.00
Blackstone Contractors LLC	\$282,764.00



STAFF MEMORANDUM

SUBJECT:	Amending City of Elko New Market Ordinance No. 207, Concerning On-Sale Liquor Licenses in the Schedule of Fees
MEETING DATE:	August 13, 2020
PREPARED BY:	Lynda Jirak, Deputy Clerk
REQUESTED ACTION:	Adopt Ordinance No. 219 Amending City of Elko New Market Ordinance No. 207, Concerning the Schedule of Fees

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:

On-sale liquor licenses for Bars, Restaurants, Golf Courses and Baseball Associations in Elko New Market will be coming due November 1, 2020 for the 2020-2021 license period. Based on the foregoing limitations due to COVID-19, these establishments have been restricted in their ability to provide on-sale alcohol sales. At the July 23, 2020 City Council meeting, Council directed staff to amend the license fee for all on-sale liquor licenses to \$0.

DISCUSSION:

The City desires to amend the fee schedule to temporarily reduce on-sale liquor licenses for the November 1, 2020 – October 31, 2021 license renewal period.

BUDGET IMPACT:

The General Fund revenues will be reduced by approximately \$18,000.00.

REQUESTED ACTION:

The City Council is being asked to adopt Ordinance No. 219 Amending the City of Elko New Market Fee Schedule to temporarily reduce on-sale liquor licenses for the November 1, 2020 – October 31, 2021 license renewal period only.

Attachments:

- Draft Ordinance No. 219

ORDINANCE NO. 219

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CITY OF ELKO NEW MARKET
ORDINANCE NO. 207, CONCERNING THE SCHEDULE OF FEES**

WHEREAS, the City's fee schedule for 2020 is set forth under City of Elko New Market Ordinance No.207; and,

WHEREAS, the City desires to amend the fee schedule to temporarily reduce on-sale liquor licenses for the November 1, 2020 – October 31, 2021 license renewal period; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET ORDAINS:

Section 1. The City of Elko New Market Ordinance No. 207 is hereby amended to change the following fees under Liquor Fees:

LIQUOR FEES	
On-Sale Liquor License	\$2,000*
On-Sale Liquor License Elko Speedway Facility	\$2,000*
On-Sale Sunday Liquor License	\$200*
On-Sale 3.2% Liquor License	\$200*

*The above on-sale liquor license fees will be temporarily reduced for liquor licenses effective during the period of November 1, 2020 – October 31, 2021 as follows:

On-Sale Liquor License	\$0
On-Sale Liquor License Elko Speedway Facility	\$0
On-Sale Sunday Liquor License	\$0
On-Sale 3.2% Liquor License	\$0

Section 2. Effective Date. This Ordinance shall take effect immediately upon its passage and publication.

ADOPTED this 13th day of August, 2020, by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

2nd Quarter Financial Report

As of June 30, 2020



Small-Town Culture. Emerging Possibilities.

The Revenue, Expenditure, and Cash Balance Reports have been completed through the second quarter of 2020. A brief overview is outlined below to show the overall financial position of each fund. Any accounts within a fund that has an impact on its overall performance will have a comment to give more explanation on what is driving the difference from budget to actual.

General Fund Revenues

General Fund Revenues as of second quarter were \$1,068,943 or 46%. The majority of the General Fund revenues are received from property taxes. The property settlement is only received twice yearly, typically in June and December. Other significant revenues, such as LGA, Fiscal Disparities, and Fire Aid are received with the tax settlement or various times throughout the year.

(1) LGA dollars and other state grants have not been received yet, will be received in July.

<i>Revenues</i>	2019 Annual Budget	2020 YTD Actual Amount Through 6/30/20	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 6/30/20
Taxes	1,837,434	929,521	907,913	51%
Licenses and permits	107,781	66,380	41,401	62%
Intergovernmental	261,490	-	261,490 (1)	0%
Charges for service	116,500	60,942	55,558	52%
Fines and forfeitures	16,000	4,202	11,798	26%
Miscellaneous Revenue	9,800	7,898	1,902	81%
Total Revenues	2,349,005	1,068,943	1,280,062	46%

General Fund Expenditures

General Fund Expenditures at the end of the second quarter were \$1,006,548 or 48% of the budget.

- (1) Assessment fees paid to Scott County per contract are paid yearly, this will balance out as they year continues.
- (2) Unallocated expenses include insurance claims paid to League of MN Cities. In 2020, the City budgeted \$2,500. The expense through the second quarter has been \$5,169.

<i>Expenditures</i>	2019 Annual Budget	2020 YTD Actual Amount Through 6/30/20	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 6/30/20
Legislative	43,015	18,486	24,529	43%
City Administrator	140,813	61,816	78,997	44%
City Clerk/Finance	158,339	72,716	85,623	46%
Elections	10,750	2,422	8,328	23%
Assessing	33,700	35,206	(1,506) (1)	104%
Professional Services	190,500	118,341	72,159	62%
General Government Building	72,340	34,751	37,589	48%
Police	683,692	317,892	365,800	46%
Public Safety	40,400	15,143	25,257	37%
Community Development	177,385	96,237	81,148	54%
Public Works	335,334	140,077	195,257	42%
Parks	177,125	75,254	101,871	42%
Unallocated	27,720	18,208	9,512 (2)	66%
Total Expenditures	2,091,113	1,006,548	1,084,565	48%
Excess Revenues (Expenditures)	257,892	62,395	195,497	24%

Fire Fund

Fire Fund Revenues at the end of second quarter were \$286,032 or 48% of the budget.

Fire Fund Expenditures at the end of second quarter were \$182,062 or 31% of the budget.

- (1) Part-time salary expense is \$73,479 or 88% of the budget. Firefighters are paid in January each year for all of previous year hours worked.
- (2) Information Technology expense is \$2,840 or 67%. There was a radio unit installed in the new fire truck and batteries were replaced in many of the handheld pagers.
- (3) Transfer out to Capital Outlay will occur at the end of the fiscal year.

	2020 Annual Budget	2020 YTD Actual Amount Through 6/30/20	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 6/30/20
Expenditures				
Wages and Salaries	87,056	75,006	12,050 (1)	86%
Employee Benefits	204,998	87,135	117,863	43%
Materials and Supplies	11,500	3,654	7,846	32%
Information Technology	4,250	2,840	1,410 (2)	67%
Repairs and Maintenance	18,500	3,867	14,633	21%
Tools & Equipment	2,500	1,323	1,177	53%
Travel & Training	8,300	2,650	5,650	32%
Professional Services	8,000	1,350	6,650	17%
Insurance	7,519	4,222	3,297	56%
Miscellaneous	2,200	15	2,185	1%
Transfers out- Capital Outlay	27,300	-	27,300 (3)	0%
Bond Principle and Interest	208,376	-	208,376	0%
Total Expenditures	590,499	182,062	408,437	31%

Park Dedication

There were no expenses or revenues in the Park Dedication Fund through the second quarter.

Capital Projects

There were no expenses or revenues in the Capital Projects Fund through the second quarter.

Economic Development

Economic Development Fund Revenues at the end of second quarter were \$56,465. This is grant income for Adelmann Farms that will be passed through.

Economic Development Fund Expenditures at the end of second quarter were \$307.49.

Community Events

Community Events Fund Revenues at the end of second quarter were \$8,123 or 81% of the budget.

Community Events Expenditures at the end of second quarter were \$517 or .05% of the budget.

Capital Outlay

Capital Outlay revenues at the end of second quarter were \$114,487 from first half of property taxes received.

The Capital Outlay Fund Expenses at the end of the second quarter were \$129,361. These expenditures include \$50,915 for new radio systems for the Police Department, \$742 for equipment to go in the new squad vehicle that was purchased in 2019 for the Police Department, \$34,102 for the purchase of a new squad vehicle, \$10,350 for a replacement of a skid loader and \$5,3888 for a new tractor plow for Public Works .

Water Fund

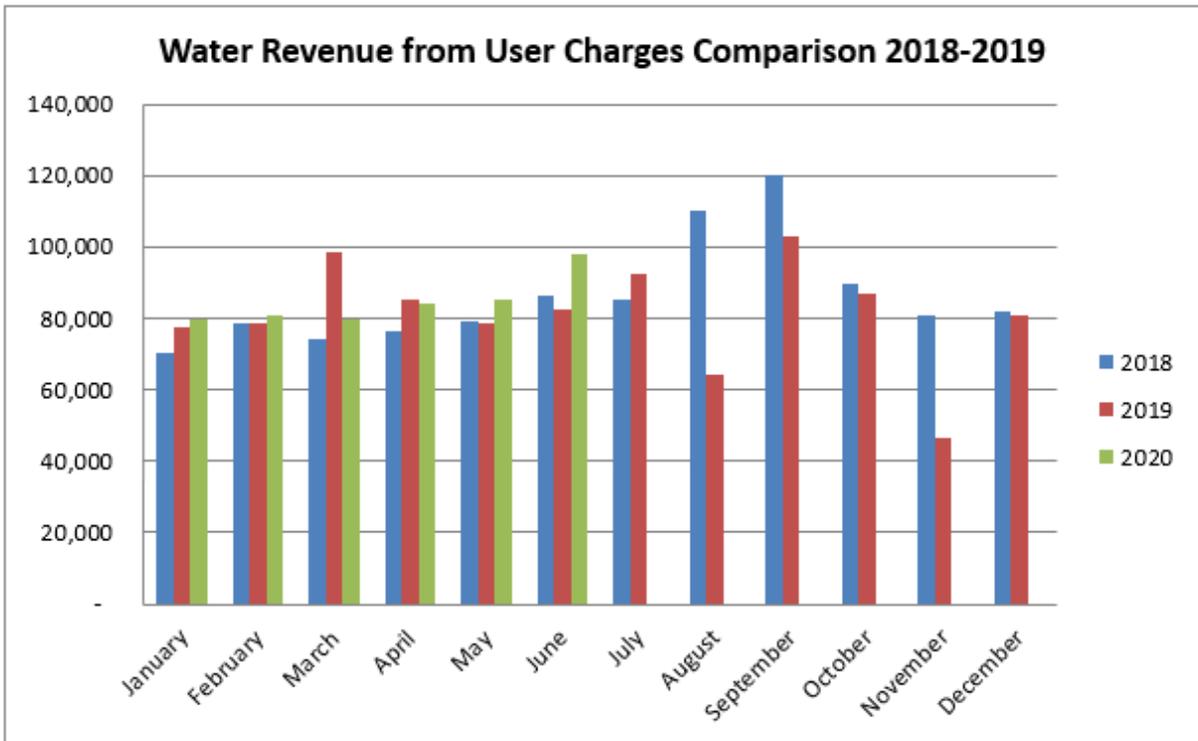
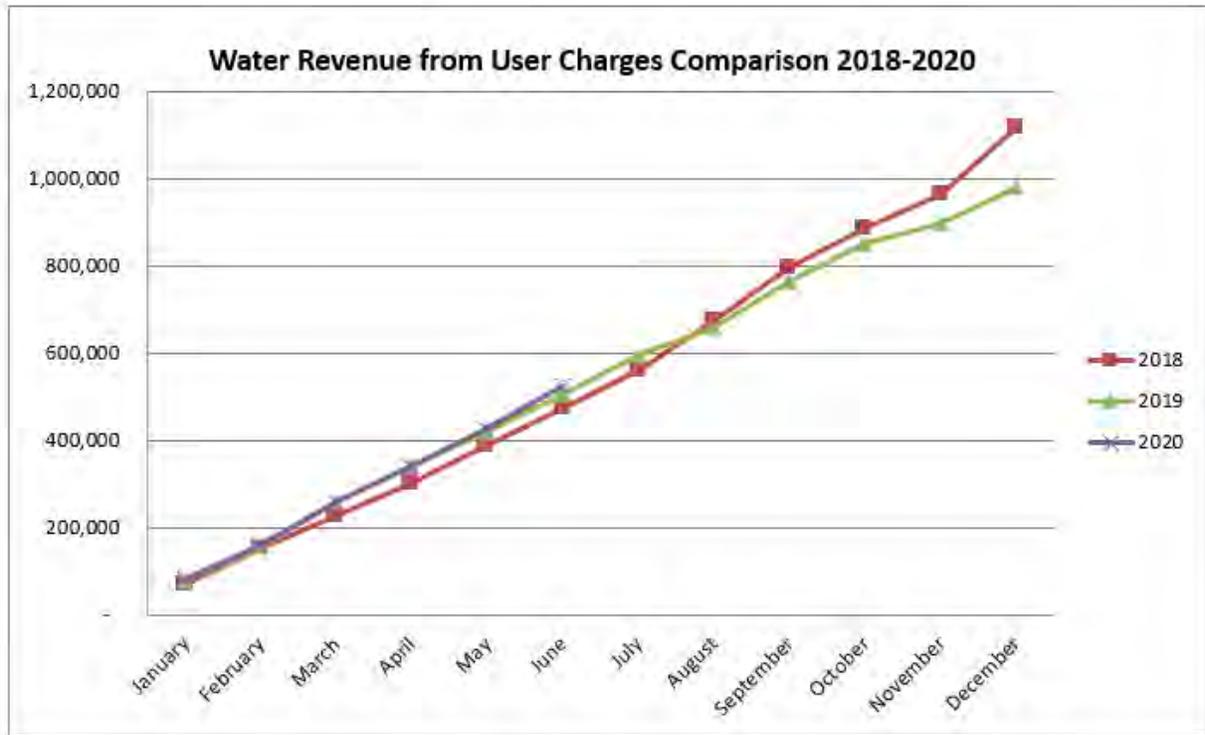
Water Fund Revenues at the end of second quarter were \$534,048 or 39.9% of the budget.

(1) Connection charges are at \$20,727 or 9% of the budget. This revenue comes from new commercial buildings and homes.

	Annual Budget	Actual through 6/30/2020	Variance- Favorable (Unfavorable)	Percent Budget Thru YTD
Revenues				
Special Assessments	-	83,672	83,672	100%
User Charges	1,105,637	431,330	(674,307)	39%
Connection Charges	231,840	20,727	(211,113) (1)	9%
Other	-	(1,682)	(1,682)	100%
Interest Earnings	1,517	698	(819)	46%
Total Revenues	1,338,994	534,746	(804,248)	40%

Water Fund Expenses at the end of second quarter were \$399,597 or 23% of the budget.

	Annual Budget	Actual through 6/30/2020	Variance- Favorable (Unfavorable)	Percent Budget Thru YTD
Expenses				
Wages and Salaries	200,889	93,686	107,203	47%
Employee Benefits	75,752	44,145	31,607	58%
Materials and Supplies	46,753	18,943	27,810	41%
Information Technology	19,070	5,109	13,961	27%
Licenses & Permits	11,000	7,299	3,701	66%
Repairs and Maintenance	42,000	14,741	27,259	35%
Tools & Equipment	5,125	2,758	2,367	54%
Travel & Training	1,800	-	1,800	0%
Professional Services	39,800	7,063	32,737	18%
Insurance	14,663	7,804	6,859	53%
Utilities	80,100	32,749	47,351	41%
Depreciation	445,000	-	445,000	0%
Miscellaneous	1,000	214	786	21%
Capital Improvements	30,000	-	30,000	0%
Bond Principle and Interest	717,367	165,086	552,281	23%
Total Expenses	1,730,319	399,597	1,330,722	23%



Sewer Fund

Sewer Fund Revenues at the end of second quarter were \$213,959 or 17% of the budget.

(1) Connection charges are at \$63,517 or 19% of the budget. This revenue comes from new commercial buildings and homes.

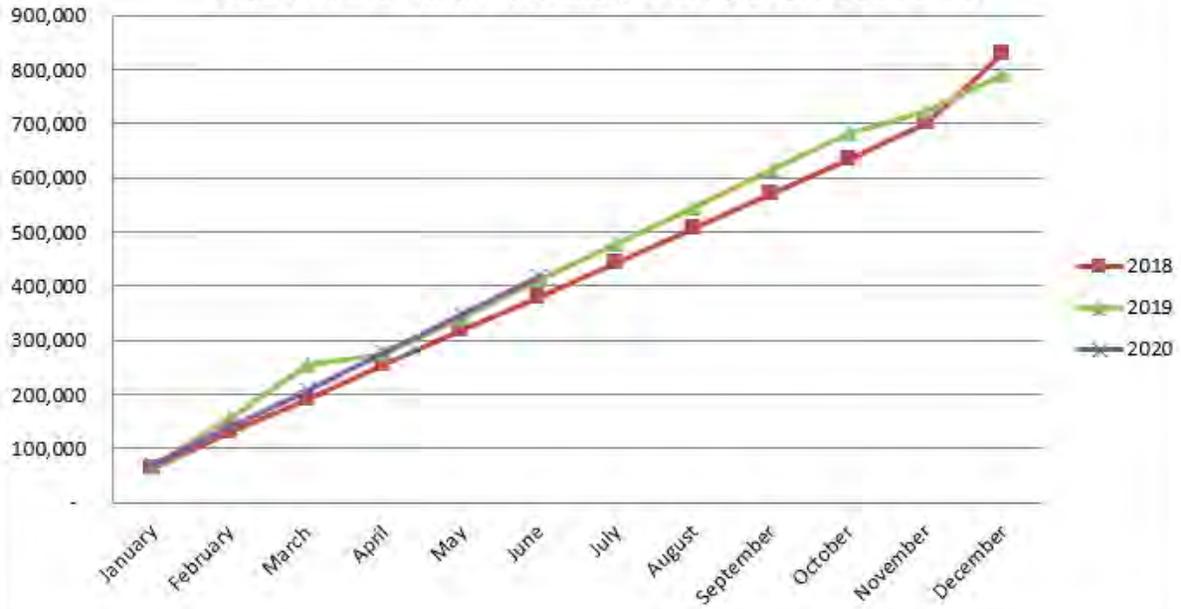
Revenues	<u>Annual Budget</u>	<u>Actual through 6/30/2020</u>	<u>Variance- Favorable (Unfavorable)</u>	<u>Percent Budget Thru YTD</u>
Special Assessments	-	104,339	104,339	100%
User Charges	895,225	349,333	(545,892)	39%
Connection Charges	340,800	63,517	(277,283) (1)	19%
Other	-	(1,744)	(1,744)	100%
Interest Earnings	-	-	-	0%
Total Revenues	1,236,025	515,445	(720,580)	42%

Sewer Fund Expenditures at the end of second quarter were \$322,189 or 23% of the budget. This is within expectations for this point in the year.

(1) Repairs and Maintenance are under budget at \$6,422 or 20% of the budget.

Expenses	<u>Annual Budget</u>	<u>Actual through 6/30/2020</u>	<u>Variance- Favorable (Unfavorable)</u>	<u>Percent Budget Thru YTD</u>
Wages and Salaries	178,080	81,365	96,715	46%
Employee Benefits	65,395	37,419	27,976	57%
Materials and Supplies	24,560	9,682	14,878	39%
Information Technology	14,950	3,588	11,362	24%
Licenses & Permits	500	425	75	85%
Repairs and Maintenance	32,000	6,422	25,578 (1)	20%
Tools & Equipment	5,125	2,758	2,367	54%
Travel & Training	1,500	328	1,172	22%
Professional Services	42,000	12,754	29,246	30%
Metro Sewer Service Charges	338,198	216,812	121,386	64%
Insurance	12,317	6,555	5,762	53%
Utilities	13,000	5,902	7,098	45%
Depreciation	244,000	-	244,000	0%
Miscellaneous	1,000	214	786	21%
Capital Improvements	-	-	-	0%
Bond Principle and Interest	403,966	203,063	200,903	50%
Total Expenses	1,376,591	587,288	789,303	43%

Sewer Revenue from User Charges Comparison 2018-2020



Stormwater Fund

Stormwater Fund Revenues at the end of the second quarter were \$110,597 or 31% of the budget.

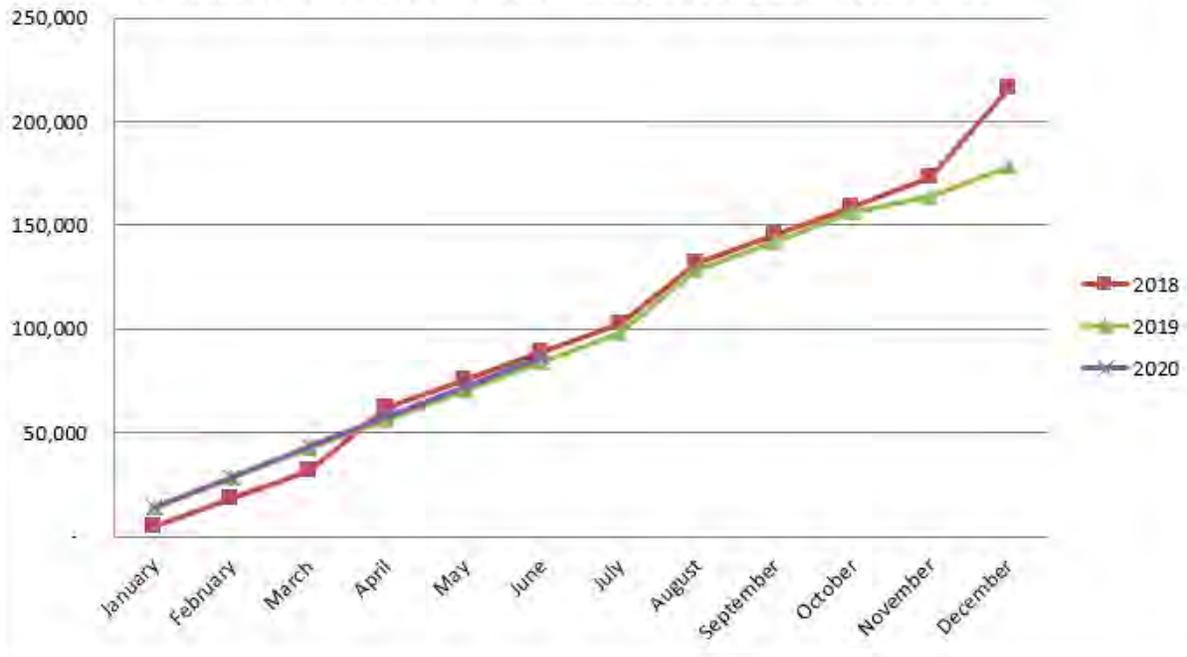
(1) Connection charges are at \$4,943 or 6% of the budget. This revenue comes from new commercial buildings and homes.

	Annual Budget	Actual through 6/30/2020	Variance- Favorable (Unfavorable)	Percent Budget Thru YTD
Revenues				
Special Assessments	-	31,307	31,307	100%
User Charges	272,466	74,675	(197,791)	27%
Connection Charges	80,331	4,943	(75,388) (1)	6%
Other	-	-	-	0%
Interest Earnings	1,000	392	(608)	39%
Total Revenues	353,797	111,317	(242,480)	31%

Stormwater Fund Expenditures at the end of second quarter were \$105,390 or 35% of the budget.

	Annual Budget	Actual through 6/30/2020	Variance- Favorable (Unfavorable)	Percent Budget Thru YTD
Expenses				
Wages and Salaries	36,641	17,160	19,481	47%
Employee Benefits	13,859	8,009	5,850	58%
Materials and Supplies	9,630	3,454	6,176	36%
Information Technology	4,060	1,234	2,826	30%
Licenses & Permits	-	-	-	0%
Repairs and Maintenance	24,050	3,982	20,068	17%
Tools & Equipment	2,050	1,103	947	54%
Travel & Training	-	-	-	0%
Professional Services	41,400	31,084	10,316	75%
Insurance	2,933	1,561	1,372	53%
Utilities	-	304	(304)	100%
Depreciation	100,000	-	100,000	0%
Miscellaneous	1,000	212	789	21%
Capital Improvements	10,000	-	10,000	0%
Bond Principle and Interest	55,784	37,288	18,497	67%
Total Expenses	301,407	105,390	196,017	35%

Stormwater Revenue from User Charges Comparison 2018-2020



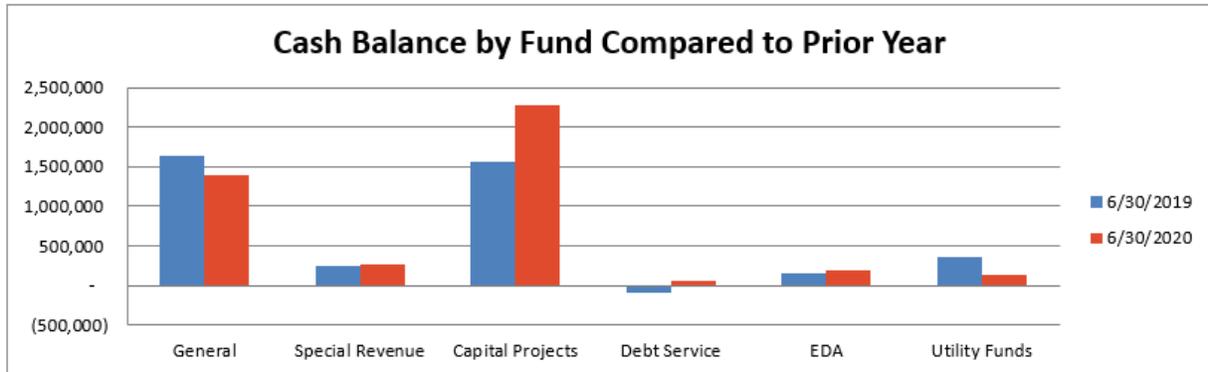
Cash Balances

The Cash Balances by Fund Report represents cash “on hand” for each fund. However, this does not represent the current net assets of the fund which would also include payables, receivables and investments.

- (1) Bonds are paid out at the beginning of the year, these are recouped throughout the year with utility charges.
- (2) These are projects funds for capital projects that the City financed until bond proceeds were received in June.

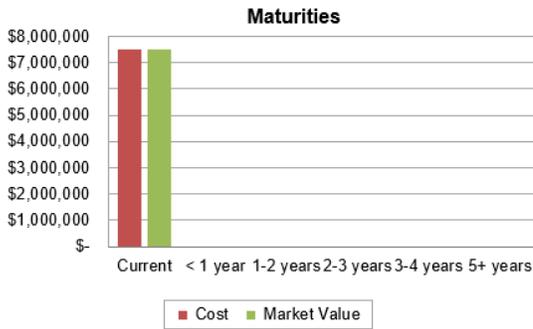
City of Elko New Market
Unaudited Cash Balances by Fund
June 30, 2019, December 31, 2019, June 30, 2020

Fund	Balance 6/30/2019	Balance 12/31/2019	Balance 6/30/2020	Change from 12/31/2019
101 General Fund	1,633,826	1,430,937	1,384,140	(46,797)
103 Fire Fund	126,178	(10,806)	32,745	43,551
104 Police Forfeiture Fund	15,837	16,498	18,777	2,279
230 Park Dedication Fund	52,845	109,114	109,114	-
240 Charitable Gambling Fund	33,355	45,556	35,891	(9,665)
250 Capital Projects Fund	341,502	995,100	995,100	-
260 Economic Development Fund	146,070	125,906	182,063	56,158
270 PEG Fund	12,964	15,174	17,237	2,063
280 Community Events Fund	14,775	11,573	12,933	1,360
290 SCA Construction & Maintenance Fund	24,918	25,003	25,003	-
300 GO Bonds Fund	(91,631)	365,792	53,669	(312,123)
400 Developer Escrows Fund	127,720	82,793	86,920	4,128
433 Fishrock Carwash Removal Fund	5,158	5,683	15,171	9,489
437 2013 Trail Improvement Fund	-	-	-	-
439 Police Garage Fund	-	-	-	-
440 Water Treatment Facility Fund	-	-	-	-
441 Elko Main Streets Fund	-	-	-	-
442 2015A Bond Project Fund	63,844	64,060	63,547	(513)
445 Roundabout Construction Fund	(165,505)	(432,011)	772,280	1,204,291
446 2019 Pavement Rehab Fund	(54,030)	(558,712)	(1,086)	557,627
447 Police Station Remodel Fund	(7,554)	(29,650)	1,631,036	1,660,686
448 2019 Standby Generation Project Fund	(543)	(18,825)	208,573	227,398
449 FD Fire Truck 2020	-	-	14,158	14,158
450 PW Snow Plows 2020	-	-	248,097	248,097
501 Capital Outlay Fund	802,258	937,180	923,349	(13,830)
503 Capital Outlay Fire Fund	421,212	512,032	361,703	(150,329)
601 Water Fund	193,834	177,855	379,329	201,474
602 Sewer Fund	21,803	(449,065)	(472,289)	(23,225)
620 Stormwater Fund	145,811	208,510	225,957	17,448
700 Interest Holding Fund	980	1,442	7,683	6,241
Total	<u>3,865,628</u>	<u>3,631,136</u>	<u>7,331,101</u>	<u>3,699,965</u>



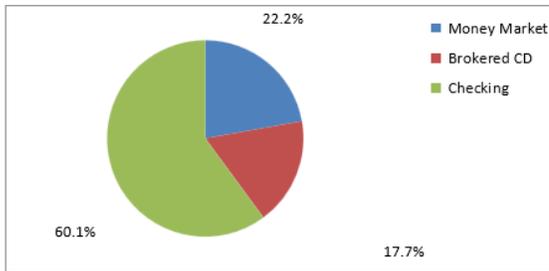
City of Elko New Market
 Schedule of Cash and Investments
 For the Month Ending June 30, 2020

Type	Deposits	Expenditures	Transfers	Interest	Cost 6/30/2020	Market Value 6/30/2020
Checking	\$ 5,101,586.93	\$ (945,911.60)	\$ 200,000.00	\$ 211.11	\$ 4,501,672.08	\$ 4,501,672.08
Money Market	1,473,849.63		(200,000.00)	173.20	1,628,226.18	1,628,226.18
Brokered CD				436.31	1,327,533.79	1,327,533.79
Money Market				0.90	33,230.97	33,230.97



Maturity	Cost 12/31/2020	Market Value 12/31/2020	Variance 12/31/2020
Current	\$ 7,490,663.02	\$ 7,490,663.02	\$ -
< 1 year	-	-	-
1-2 years	-	-	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 7,490,663.02</u>	<u>\$ 7,490,663.02</u>	<u>\$ -</u>

Weighted average
Rate of return 0.42% 12/31/2020
Average Maturity (years) - 12/31/2020



Investment Type	Cost 12/31/2020	Market Value 12/31/2020
Money Market	\$ 1,661,457.15	\$ 1,661,457.15
Brokered CD	1,327,533.79	\$ 1,327,533.79
Checking	4,501,672.08	\$ 4,501,672.08
	<u>\$ 7,490,663.02</u>	<u>\$ 7,490,663.02</u>

Gen Fund (10100)

O/S Receipts	\$ 81,034.27
O/S Checks	(267,992.99)
Petty Cash	<u>553.39</u>
Total Reconciled	<u>\$ 7,304,257.69</u>



STAFF MEMORANDUM

SUBJECT:	Provision of Space for Operation of Local Non-Profits
MEETING DATE:	August 13, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Direction to staff.

COMMUNITY VISION:

A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors

Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development

Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community

A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents

An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate

Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development

Advance "shovel ready" status of areas guided for commercial and industrial development

Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities

Enhance quality of life through parks, trails, recreational programming and cultural events

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

Community Involvement

Organizational Improvement

Problem Solving

Performance Measurement

Professionalism

BACKGROUND

The City is regularly approached by local non-profits regarding provision of space for their operations or regular activities. In most cases, this is simply reserving a City facility such as the Wagner Park shelter for events. However, the City also receives inquiries about providing long term dedicated space within a public facility or on City property for storage or ongoing activities with unrestricted access at little or no cost. For example, the City has had multiple inquiries from local Scout troops to provide storage space for their equipment and supplies. Most recently, the City has had ongoing discussions with Hope for the Community South, a local food shelf, regarding the provision of space for their operations.

There are policy considerations regarding use of public resources for private and non-profit organizations and the terms of any arrangements for those resources. Furthermore, limitations on space, security and liability concerns make it impractical in most cases to provide space for these organizations. However, some arrangements currently exist. The City currently permits the N.E.W. Lions to locate a storage shed on the City Hall property. This arrangement has been in place since the construction of the City Hall since 1996 and precedes anybody currently involved with the City (Staff and officials). The City also leases property, the concessions stand and use of the parking lot at the current PD to the Elko baseball organization. This arrangement in various forms has existed for decades.

DISCUSSION

Staff expects that as the community grows that inquiries for City provided space will continue and likely increase. As a result, staff is seeking the following:

1. A general discussion on the topic of the City's role in the provision of space for local non-profit organizations.
2. Feedback specific to provision of space for Hope for the Community South, a local food shelf organization.

Regarding the general discussion on the topic of the City's role in the provision of space for local non-profit organizations, the council is being asked to provide feedback/direction on the following:

- Does the City have a role in providing space to local non-profit organizations for their operations or regular activities?
- If so, what is the public purpose or benefit?
- For what purposes should the City provide space and under what circumstances?

Within the context of the discussion described above, staff is also seeking specific feedback regarding provision of space for Hope for the Community South, a local food shelf organization.

The Hope for the Community South food shelf serves approximately 450 families each month, 75% of which live in Elko New Market and the New Market Township area. The rest of the assistance goes to families within the following South Metro communities: Prior Lake, Lakeville, Farmington, New Prague, Shakopee and Lonsdale. For over two years, the organization has been operating out of the Wagner Park Shelter. The organization currently uses the facility two times per month on average. The shelter is used to stage food and provide space for assembly of grocery, bags, totes, etc. for pick at the site and delivery. The use of the facility is provided at no charge, pursuant with current policy for facility use by local non-profits during "off peak" times.

The Wagner Park shelter was designed for three-season use as a park shelter to host family, other social and community events, as well as recreational programming – not warehousing and distribution. As a result, it has several inefficiencies related to use for food shelf operations.

- The building is not insulated and heated for year-round use. This includes lack of availability of indoor plumbing for roughly half the year. Nor is the facility airconditioned. The lack of environmentally controlled space creates issues for volunteers and material storage.
- The building has other users associated with its intended use (host family, other social and community events, as well as recreational programming) which limits when it can be used and the “window” it is available to them. This can create logistical issues with scheduling delivery and removal of materials and has created conflicts with other users in the past. It also limits their operations to dates and times that may not be optimal for their volunteers or their clientele. Furthermore, it does not provide for ongoing storage of materials (excess or non-perishable goods) increasing waste and other inefficiencies with food shelf operations. Lastly, it does not provide the efficiencies of dedicated space, which may allow the food shelf to better organize their operations (shelving, etc.) and utilize fixed appliances, such as coolers.

As the number of families served by Hope for the Community South has grown, the organization has requested increasing use of the facility, including “peak” times. Since the shelter has been closed this season due to COVID, it has allowed the City to provide the space with few limitations (the food shelf is exempt from many of the COVID-19 restrictions as an essential activity). However, once normal use of the shelter resumes, it is expected that the conflicts between the organization’s desired use of the space and normal use of the facility will continue to increase. Staff has been working with the organization for some time on identifying alternative solutions to their near and long-term space needs.

Once the Police Department addition to City Hall project was identified and authorized, staff held internal discussions regarding the potential reuse of the current Police Department building for food shelf use. Based on informal discussions with the organizations representatives and assessment of the facility, it was determined by staff that reuse of the garage may be a potential option on an interim basis. As the Police Department addition to City Hall project progressed, staff reviewed several aspects of the concept, including, but not limited to:

- Current and future City need for the space
- Current and future City use of the “administrative” portion of the building
- Building codes
- Access and security
- Improvements to the space (specifically HVAC)
- Timing

Based on the information to date, staff believes that reuse of the current Police Department garage as an interim option for food shelf operations is feasible under the following parameters:

- The space is used the same as their current use of Wagner Park shelter – the storage, assembly, and distribution of food. This would not include offices or entry by customers/clients.

- No modifications to the structure upon occupancy. It should be noted that work to the HVAC or electrical systems may be needed or desired prior to occupancy.
- No access to the rest of the building for safety, security, and liability reasons (this would include no access to restrooms).
- An initial lease period of up to five years.
- No operations on Elko Express game days (the City has an existing agreement regarding use of the parking lot and property).
- The space will not be available until after the PD has fully vacated the facility and any construction activities that would conflict with food shelf use have been completed.
- It is clearly understood that this is an interim arrangement that is possible based on the City's current circumstances related to needs and facilities. It is not intended to be permanent.

If the Council determines that the reuse of the space for the purpose appropriate and desired, it is recommended that the City Council direct staff to work with the organization on the lease of the space and return to the Council with action items as appropriate.

BUDGET IMPACT

The budget impact will depend upon the terms of any arrangement related to the provision of space, such as the expenses for building, maintaining, and operating (utilities, janitorial services) the space, as well as revenue from any lease fees or donations from the organization. Outside funding sources such as grants may also be available, depending on the circumstances.



STAFF MEMORANDUM

SUBJECT:	Utility Discount for Seniors
MEETING DATE:	August 13, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Direction to staff.

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 had received a request from a resident to consider implementing a discount for seniors on their City utility bill. The Council was advised of the request and expressed an interest in further discussion on the topic.

Staff contacted area cities to obtain information regarding the prevalence of senior discount programs for municipal utilities and details about the programs. Nine area cities responded to the information request and of those, two have implemented senior discount programs – Lakeville and Belle Plaine. The approach to the programs varied in each community and are summarized below.

Eligibility Requirements – Various eligibility criteria included:

- Over 65 Years of Age
- Living on Social Security or pension income
- Income limit – 80% of the Area Median Income (AMI)
- Own and reside at the premises

Level of Participation - Participation in the program ranged from 4% to 5% of total residential users. For Elko New Market, this would equate to approximately 72 accounts.

Services Discounted - Only Water and Sewer utilities were discounted in the communities offering the program.

Type of Discount – The type of discounts offered by surveyed programs included a reduction to the base fee or percentage discount on usage fees for the first tier.

DISCUSSION

The City Council is being asked to discuss the topic and give direction to staff regarding the establishment of a senior discount program. The Council is being asked for direction on whether or not the City should establish a senior discount program for municipal utility bills and, if so, the general parameters of such a program (e.g. eligibility requirement(s), level of participation, services discounted, type of discount etc.)

Should the Council decide to establish a senior discount for water and sewer services, staff would recommend that the discount be applied to the base fee for two primary reasons – (1) ease of administration within the City's utility billing system and (2) the base fee has the greatest impact on users on fixed incomes.

BUDGET IMPACT

Based on the assumption that participation in the program would have a similar level of participation and application of the discount to water/sewer base fees, each 10% of discount would equate to a reduction of \$6.12 per month for each user and a loss of \$5,288 in utility revenue for the City (\$3,240 – Water, \$2,048 – Sewer).



STAFF MEMORANDUM

SUBJECT:	Monthly Public Works Report – July 2020
MEETING DATE:	August 13, 2020
PREPARED BY:	Corey Schweich, Public Works Superintendent
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
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- Advance “shovel ready” status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

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

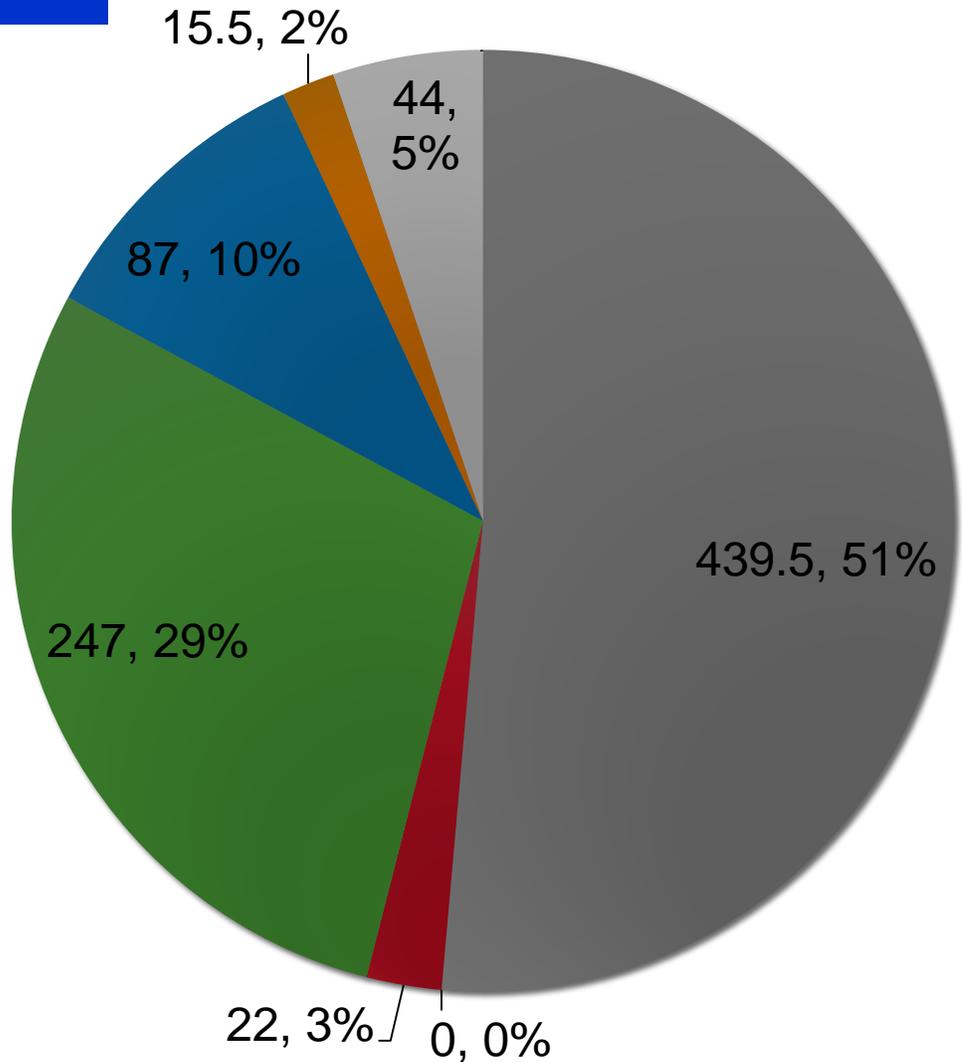
DISCUSSION:

- Staff has attended multiple construction meetings for the roundabout project and will continue until the project is complete. Staff has had to make adjustments in operations since the road has been closed, many tasks take much longer as Staff has to drive around the detour like the rest of the residents. Mowers are now stored at the garage on Williams St. to be more efficient while mowing, and only come back to the Public Works Facility, if repairs are needed. Staff has been responsible for placing and moving the traffic counter and the speed trailer, this will also continue for the duration of the project.
- The Department has continued to jet and clean sanitary sewer mains throughout the community, this work will continue throughout the summer, as time permits.
- The Department has continued full summer seasonal operations, including mowing and trimming.
- Staff has continued to check and clean storm structures. Many times, pond inlets and outlets can get plugged up with garbage, leaves, sticks, logs, plastic bags and other debris.
- The Public Works Department has graded the trail connection between Windrose and Woodcrest. At this point, the trail is gravel and usable and will be paved sometime next month.
- Staff has started to perform ditch mowing, and since it has been relatively dry this summer Staff will clean up around inlets and outlets on many of the ponds. This will continue as time permits.
- Staff removed trees and brush on Xerxes Ave to improve site lines for pedestrians that are crossing at the bottom of Pete's Hill Trail.
- The Public Works Department has been assisting many residents that have been experiencing drainage issues on their property. Many times homeowners don't know where to start or even who to call. Staff will meet with the residents and point them in the right direction. If it is a City issue, Staff will make repairs/corrections, as needed. Most residents seem to really appreciate the help and direction from City Staff.
- Due to COVID-19 the Department has taken special precautions while working. Staff has been advised to follow all of the social distancing guidelines while working. All meter checks have been cancelled for the foreseeable future as we are able to read meters from a vehicle. Staff will have limited contact with residents, unless it is an emergency.
- Superintendent Schweich will continue to train newer Staff how to run and operate the Water Treatment Facility.
- Due to COVID-19, there was no training with the regional safety group made up of Elko New Market, Lakeville, and Farmington. Staff will continue to attend monthly safety trainings through this group when restrictions are lifted.
- Superintendent Schweich attended project team meetings with the architects that have been contracted to perform the design work associated with the Police Department renovation. There will be more meetings to attend in the coming months.
- The Department has been extremely busy dealing with various minor breakdowns within the Department's fleet. Joe, the Mechanic, continues to do an excellent job juggling projects, depending on equipment needs.

PUBLIC WORKS Combined Time By Department

June 2020

Total Hours:
855



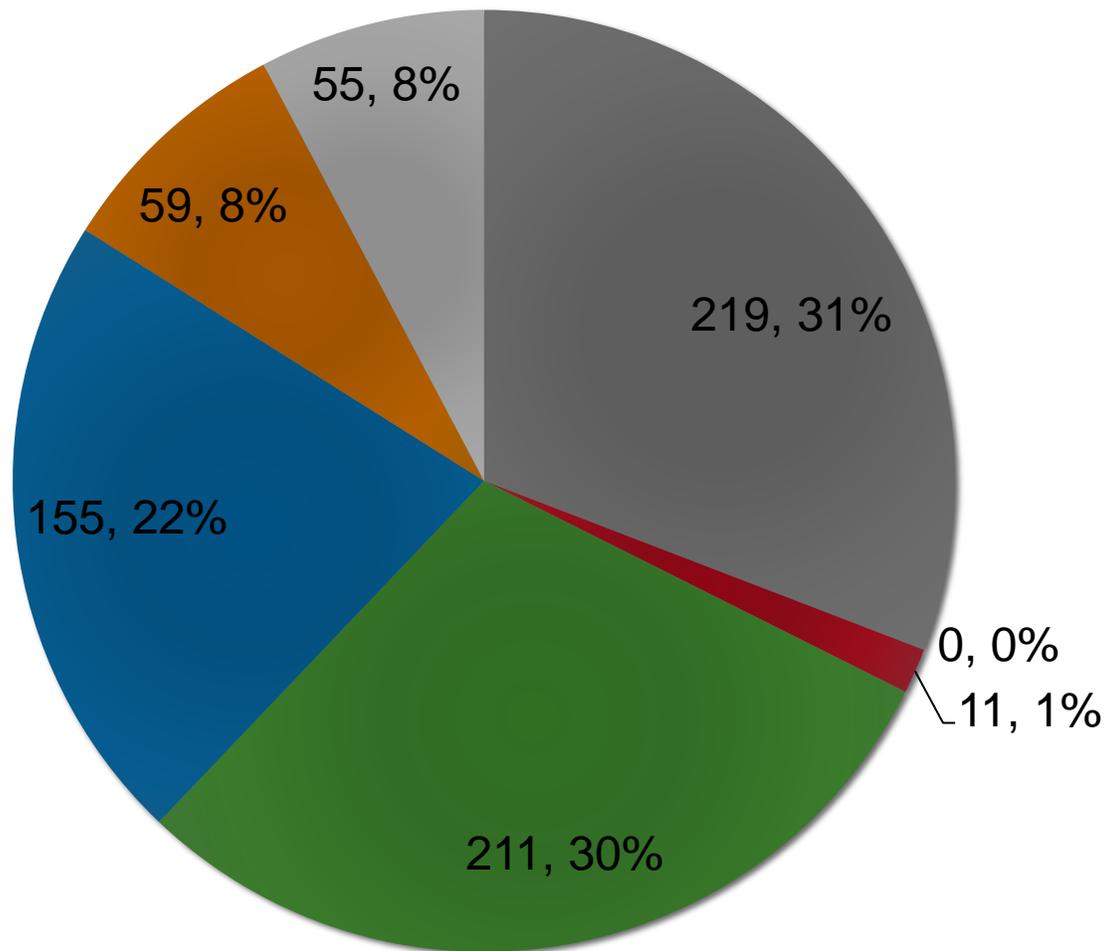
- Public Works
- Buildings
- Water
- Stormwater
- Snow Plowing
- Parks & Grounds
- Sewer

PUBLIC WORKS Combined Time By Department

July 2020

Total Hours:
710

Dates: July 1-July 30



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



STAFF MEMORANDUM

SUBJECT:	Monthly Police Activity- July 2020
MEETING DATE:	August 13, 2020
PREPARED BY:	Brady Juell, Chief of Police
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

Staff is presenting a written report to the City Council reporting on Police Department activities for the past month.

DISCUSSION:

ATV/GOLF CART INFORMATION

As of the writing of this memo, over **184** permits have been issued for ATV/Golf Carts/UTV. **64** are Golf Carts and **120** are ATV/UTV

The police department either through proactive patrol or call in complaints has had **5** ATV/GC/UTV related incidents.

Officer Brentan Carkhuff has officially completed his Field Training Process and is working Patrol Shifts unassisted.

The Police Department continues Covid protocols for responding to medicals and calls. A decision will be made at a later and appropriate time to resume the "New Normal" operations and guidelines.

DETOUR INFORMATION

ENMPD performed **98** traffic stops along the detour route in July. **87 Verbal Warnings** were issued and **11 Citations**.

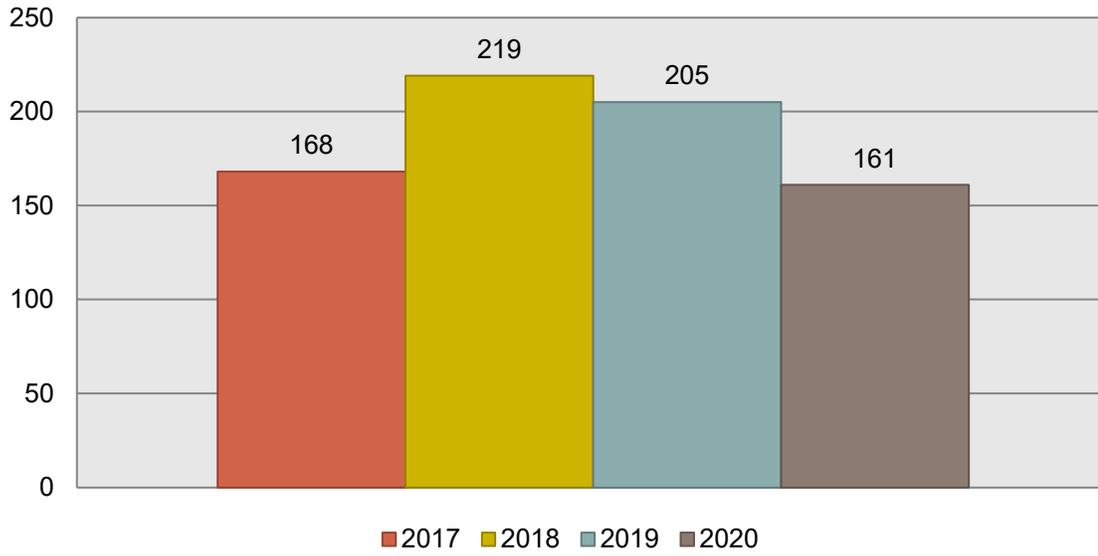
The trend in traffic along the detour route still appears to be decreasing overall. Officers are seeing less speeding violations as the detour has been in place for almost two months. A total of 19 shifts equaling 57 hours of dedicated patrol have taken place as of the writing of this report. We will evaluate how many more of these details and the frequency of them will occur.

JULY 2020 PD STATS

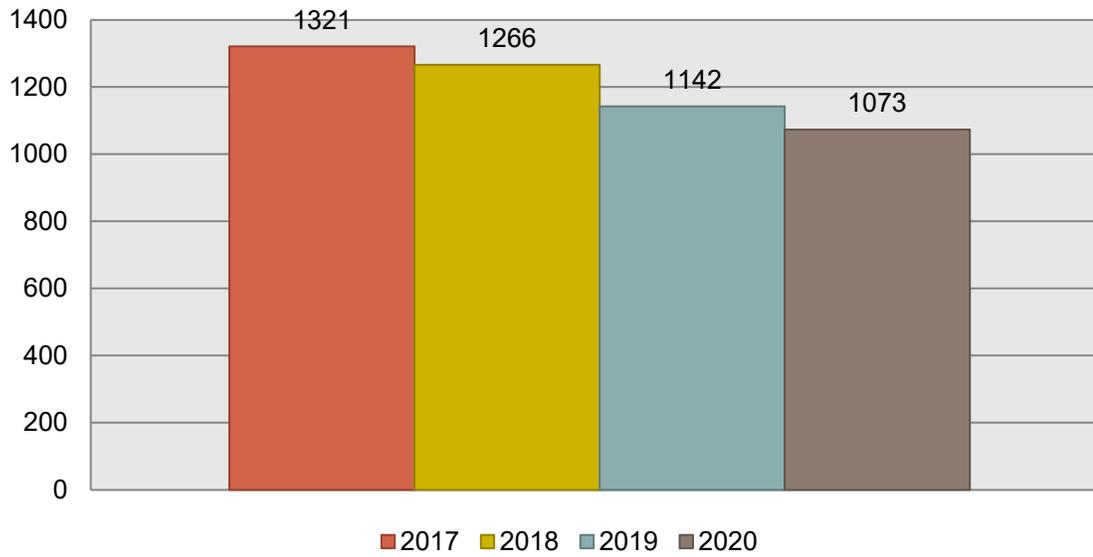
Type	2020	Total
Accident	3	3
ADMINISTRATION	19	19
Agency Assist	32	32
Alarm	4	4
Animal	1	1
Assist	23	23
Civil	4	4
Community Engagement	4	4
Crimes Against Family	3	3
Domestic	7	7
Drug	2	2
Extra Patrol	278	278
Follow Up with Checks	1	1
Found	1	1
Harassment	2	2
Hazard	7	7
Information	5	5
Juvenile	2	2
Liquor Violation	1	1
Lock Out	3	3
Medical	10	10
Motor Vehicle	1	1
Noise Complaint	9	9
Nuisance	3	3
Obstructing	1	1
Open Door	43	43
Ordinance	11	11
Probation Field Visits	6	6
Property Damage	3	3
Suspicious	13	13
Test Call	8	8
Theft	6	6
Traffic	194	194
Void	4	4
Warrant	1	1
Welfare Check	2	2
Grand Total	717	717

JULY 2020 PD STATS

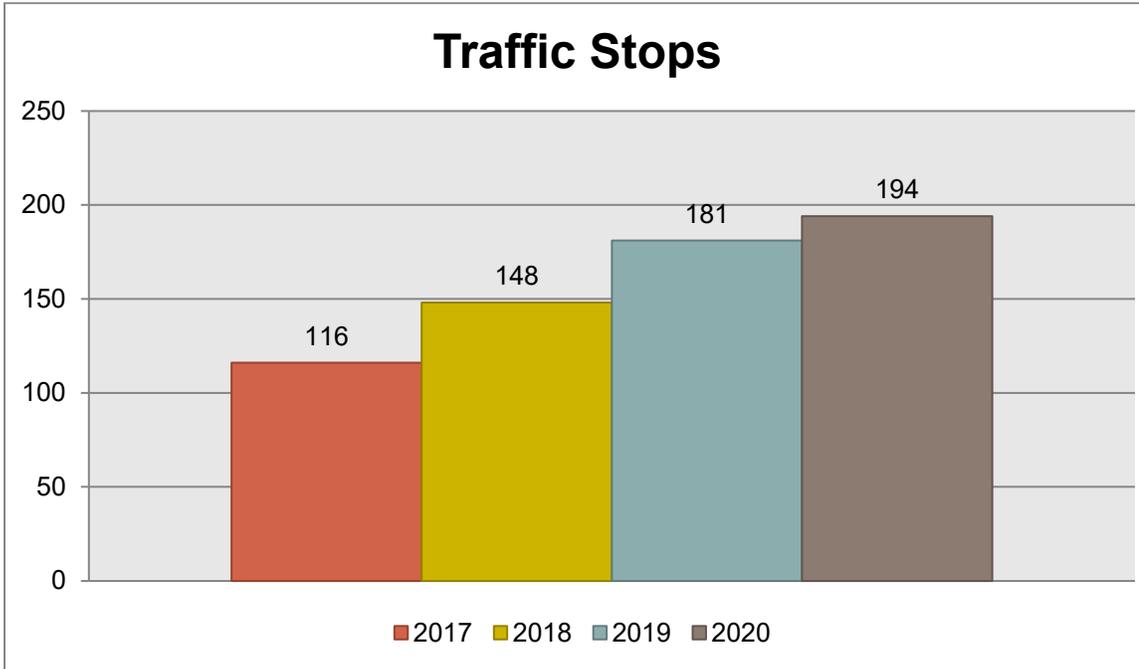
Calls for Service



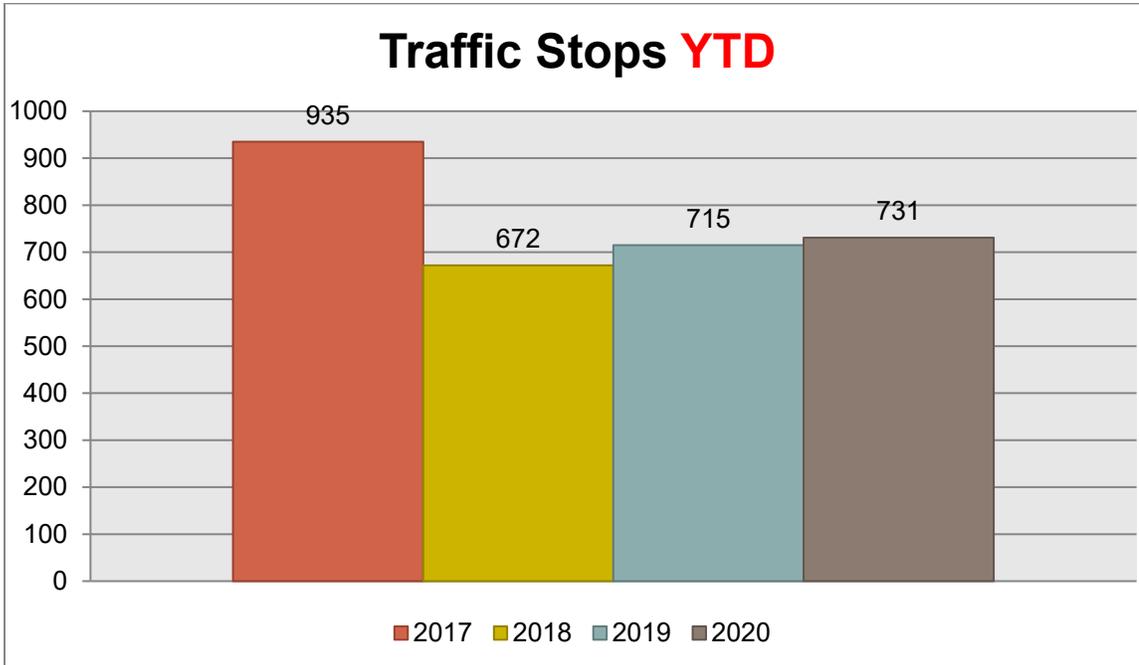
Calls for Service YTD



JULY 2020 PD STATS

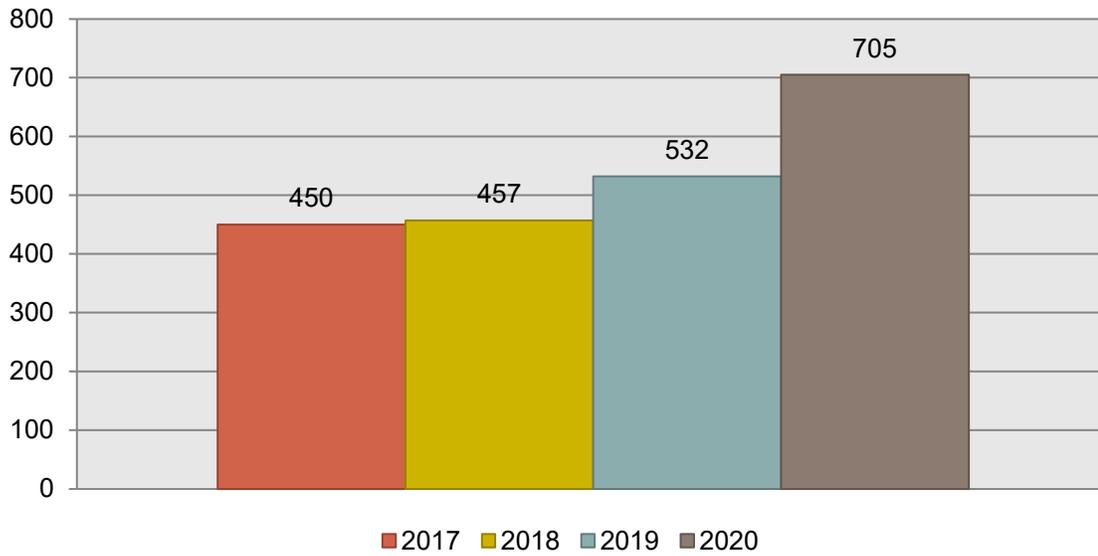


172 Traffic Stops were conducted in July, 2020. **141 verbal and written warnings** issued and **31 citations** issued for speed, expired registration, no proof of citations insurance/no insurance, careless driving, and driving after revocation. **0 Winter Parking Citations.0 DWI.** (Traffic stops, warnings and citations will not equal out due to some violations a party is warned for one violation and cited for another.)

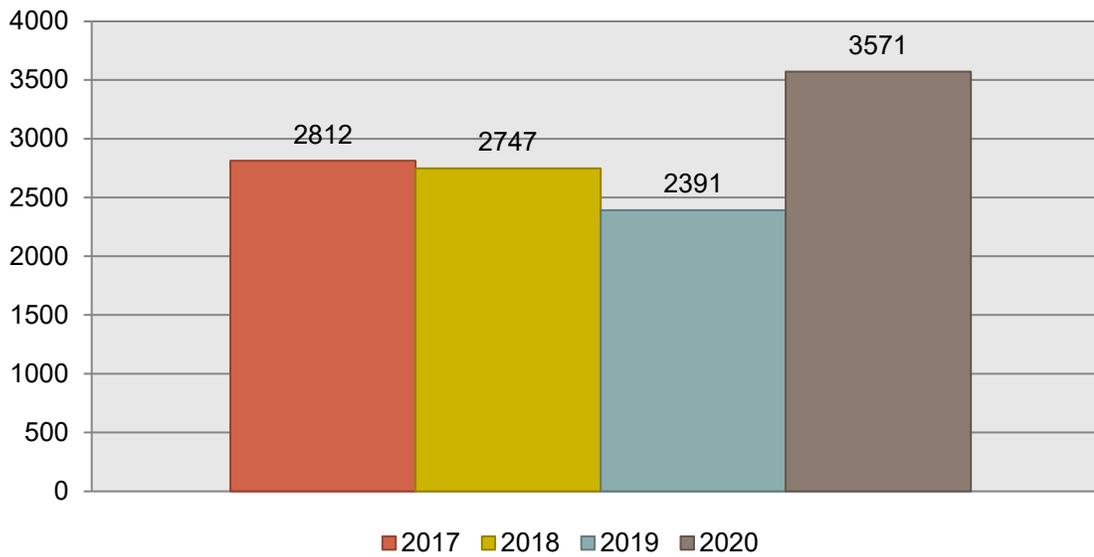


JULY 2020 PD STATS

Total Incidents Handled



Total Incidents Handled YTD





601 Main Street
Elko New Market, MN 55054
phone: 952-461-2777 fax: 952-461-2782

MEMORANDUM

TO: CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: COMMUNITY DEVELOPMENT UPDATES
DATE: AUGUST 6, 2020

Background / History

The purpose of this memo is to provide updates regarding miscellaneous projects and activities being worked on by Community Development staff. Below is a summary of projects that are currently being worked on, inquiries received, and miscellaneous information:

Christmas Pines – There are a few items left to complete in this residential subdivision including landscaping, street signs, and installing a second/final layer of pavement. The development is eligible for two building permits at this time. The City has issued a building permit for one home in the development.

Boulder Heights – Streets have been paved, sidewalks installed, and natural gas and electric has been installed in this 53 lot residential subdivision. The sanitary sewer lift station serving the development is schedule to be in service on 8/10/20. The developer continues to work on grading and stabilizing the site. Construction of trails still needs to be completed. The developer is required to pave 275th Street between CSAH 91 and Oxford Lane. The developer is working with two potential contractors to complete paving of 275th Street. Three building permits may be issued in the development prior to paving of 275th St, one of which has been issued.

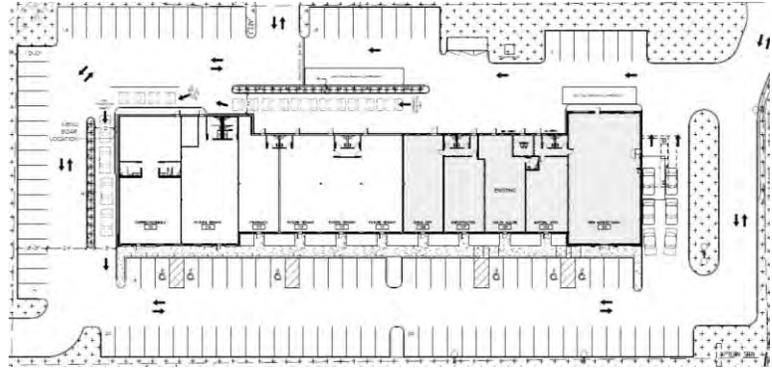
Dakota Acres 1st Addition / Syndicated Properties – This development contains 28 attached townhome units. A private street is being constructed within the development. All water, sanitary sewer and stormsewer infrastructure has been installed, and the curbing has been installed. The private street are scheduled to be paved within the next couple of weeks. One 4-unit townhome building has been constructed in the development and is complete. The developer has indicated they will be constructing one additional 7-unit building in the fall of 2020.



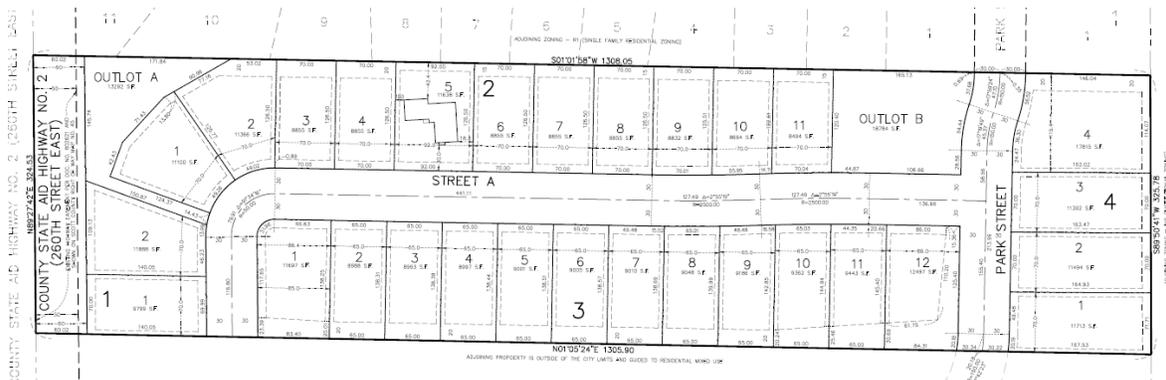
Dakota Acres 2nd Addition / Global Properties – The City Council approved the plat of Dakota Acres 2nd Addition containing one 3.1 acre lot, and a 68-unit apartment development is currently planned on this lot. The first phase would consist of one 28-unit building and the second phase would contain one 40-unit building. The property is zoned High Density Residential and apartments are a permitted use. The plat has not yet been filed with the County Recorder’s Office.

Elko New Market Commerce Center

– Construction of the second phase of the Elko New Market Commerce Center is complete. Permits have been issued for interior finishes of three units including a chiropractic office, a martial arts studio and a pharmacy. A permit has also been issued for a smoothie/nutrition shop in the first phase of the building.



Ridgeview Estates – The Planning Commission has reviewed and recommended approval of a request for rezoning and preliminary plat approval of Ridgeview Estates, containing 29 residential lots. The application was approved by the City Council on May 28, 2020.



Pete’s Hill – Construction is nearly complete on this 45-lot residential development. Public utilities and streets have been installed and installation of electric and gas is nearly complete. Sidewalks and landscaping still need to be completed. Building permits for model homes can be issued in the development at this time. Included in this development was the paving of the existing 273rd Street adjacent to the development.



Kwik Trip 1116 – The City received application for development of a Kwik Trip site located at the southwest corner of CSAH 2 and France Avenue. A public hearing regarding the request was held before the City’s Planning Commission on July 28, 2020. The Planning Commission recommended approval of the development to the City Council. The City Council is scheduled to consider the request in late August or early September. Kwik Trip has indicated the site would be developed in 2021.



Business Leads – Community Development staff are working on the following business leads (no official development applications have been received.)

- **Industrial User (unknown)** - City staff received a request for information regarding the Park I-35 industrial park site. The user is seeking 120-300 acres for construction of a large highbay facility.
- **Restaurant** – City staff has provided demographic and traffic count information to a restaurant user that is considering locating in Elko New Market.
- **Multi-Family Housing** – City staff has been contacted by a multi-family housing developer who specializes in constructing affordable housing units. City staff provided sites to the developer that would be available for multi-family housing and easily developable.

Business Updates –

- **Family Pharmacy** – A new pharmacy has recently opened in the Elko New Market Commerce Center.
- **Triage Wellness Institute** – recently relocated to a larger space in the Elko New Market Commerce Center.
- **Crossover Martial Arts and Fitness** – recently relocated to a larger space in the Elko New Market Commerce Center.
- **Shortstop Nutrition** – Construction is underway on a new smoothie/nutrition shop in the Elko New Market Commerce Center.

Building Permits – The City issued a total of five building permits for new housing starts in 2020 (one in February, one in April, two in June, one in July).

Ordinance Updates –

- **Flexibility to Local Businesses** – The City Council adopted a resolution (#20-36) which allows flexibility to local businesses that want to provide for temporary outdoor customer service areas. The proposed temporary flexibility waives typical City requirements for such areas.

Code Enforcement – City staff has undertaken a citywide code enforcement effort during the summer of 2020. As of August 6th, there are 58 remaining open violations to City codes. The violations are primarily related to the storage of recreational vehicles or exterior storage on residential properties. The Police

Department will start issuing citations to those properties who have not complied with the City's request to correct their violations.

2040 Comprehensive Plan – City staff has been working on the draft 2040 Comprehensive Plan. The draft Plan was distributed to adjacent jurisdictions for review and comment. City staff created videos describing each Plan chapter which have been placed on the City's website. City staff held a virtual open house regarding the Plan on August 4, 2020. Public comment is being received until August 14, 2020. Staff will then prepare responses to comments received before bringing the Plan to the City Council for approval to submit to the Met Council. City Council action is tentatively scheduled for September 12, 2020.



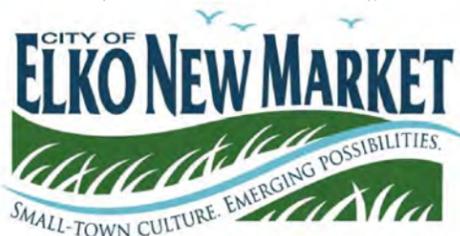
Infrastructure Extension to I35/CSAH 2 Interchange Area

City staff continues to work with Scott County and the Scott County CDA regarding possible extension of municipal utilities to the interchange area. A technical committee has been formed to continue to evaluate the feasibility of the project. If constructed, the utility extensions would open up property that is guided to commercial/industrial development. The City is currently working with Baker Tilly to evaluate financial models related to the project.



Roundabout Project – Construction of the roundabout at the intersection of CSAH 2 & 91 is on schedule. The curbing has been installed and paving is expected within the next two weeks. The intersection, which has been closed to traffic, is tentatively scheduled to be reopened in late August. Scott County received a \$1.8 million safety grant to construct the roundabout.





Active Projects and/or Discussion
August 6, 2020

Dakota Acres 1st Addition:
28 townhome units.
Under construction.

Dakota Acres 2nd Addn:
68-unit apartment development.
Approved by City.

Elko New Market Commerce Center
Building addition complete, businesses
expanding / moving in.

Ridgeview Estates:
29 residential lots.
Application for rezoning and
preliminary plat approval approved.

Christmas Pines:
Residential subdivision containing
20 detached townhome units.
Construction mostly complete.

Proposed Roundabout:
Under construction, estimated
completion late August, 2020.

Utility Extensions to Interchange
area - under study and consideration.

Kwik Trip:
Development application approved
by Planning Commission, City Council
approval anticipated in August or
September, 2020.

Pete's Hill:
Residential subdivision containing
45 residential lots.
Construction mostly complete.

Boulder Heights:
Residential subdivision containing
53 single family residential lots.
Under construction.

s:/gis/projects/community development projects.mxd - 8.6.20

**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
JULY 28, 2020
7:00 PM**

At the start of the meeting, Community Development Specialist Christianson read the following statement into the record: The City has determined it is not practical or prudent to conduct an in-person Planning Commission meeting due to the local state of emergency and social distancing guidelines implemented by Governor Walz. Accordingly, this meeting will be an electronic meeting and conducted under Minnesota Statutes section 13D.021. To the extent practical, members of the public may attend the meeting by utilizing the published link and call in information.

Christianson also stated that due to the electronic meeting format, the meeting would be largely led by City staff, as opposed to being led by the Chair, which is typical. She read allowed the meeting protocol as follows:

- The host will keep all participants muted until the public hearings are opened.
- The Planning Commission will not be muted.
- Staff will specifically solicit question or comments from the Commission and public at various points during each item. Please hold questions and comments until requested.
- If you wish to speak, please “Raise Your Hand” virtually.
- Staff will individually recognize those wishing to speak and will invite you to speak and unmute your microphone. If you are not being recognized, provide an obvious visual indicator such as raising your hand or waving at the camera. Or, send an email to the Community Development Specialist at rchristianson@ci.enm.mn.us
- Your microphone will be re-muted after you have spoken.
- All votes will be by roll, called by Staff.

She explained for audience members how to “raise their hand” to participate in the meeting on a PC, on a phone or tablet, or if one dialed in by phone. Introductions of the City’s Planning Commission, and City staff were made.

1. CALL TO ORDER

Chairman Kruckman called the meeting of the Elko New Market Planning Commission to order at 7:05 p.m.

Commission members present: Smith, Humphrey, Kruckman, Hanson, Schuenke, and Ex-officio member Anderson

Members absent and excused: None

Staff Present: Community Development Specialist Renee Christianson, Planner Haley Sevensing, City Engineer Rich Revering

2. PLEDGE OF ALLEGIANCE

Chairman Kruckman led the Planning Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Kruckman and seconded by Hanson to approve the agenda as submitted.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye
Commissioner Schuenke – No Vote
Commissioner Smith - Aye

Motion carried: (4-0)

4. PUBLIC COMMENT

There was no public comment.

5. ANNOUNCEMENTS

A. None.

6. APPROVAL OF MINUTES

A. Chairman Kruckman noted a correction on Page 3 of the draft meeting minutes. It was then moved by Kruckman and seconded by Hanson to approve the minutes of the May 26, 2020 meeting with one correction.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye
Commissioner Schuenke – Aye
Commissioner Smith - Aye

Motion carried: (5-0)

7. PUBLIC HEARINGS

A. Consider Requests by Kwik Trip, Inc.

- Request for Rezoning #R2-2020 to Rezone Property from PUD to B5
- Request for Preliminary Plat Approval of Kwik Trip 1116
- Request for Conditional Use Permit #C1-2020 to Allow a Convenience Store and Commercial Car Wash
- Request for Variance #V1-2020 to allow signage on the pump island canopy, and to allow less than the required 24' between fuel pump island curb faces

Christianson provided an overview of the request and information outlined in the Planning Commission staff report dated July 28, 2020. She explained that the area was rezoned to Planned Unit Development (PUD) by the City of Elko in 2006. The area was intended to include a multi-user commercial development. The subject property is 4.08 acres. She displayed multiple concept plans for the commercial area as presented in 2006 and 2008.

She reviewed the following items:

- Neighborhood conditions / adjacent land uses
- 2030 land use plan which guides the property to commercial land use
- Current zoning of the property
- Minimum lot size, width, setback and height requirements
- Design requirements for commercial zoning districts and motor fuel stations
- Design requirements for pump island and fuel canopies
- Commercial car wash design and stacking space requirements
- Off-street parking requirements, including reductions allowed if proof of parking verified
- Truck circulation modeling for a WB-67 semi-truck
- Landscaping requirements and proposed landscaping plan
- Approved signage plan for Elko Marketplace and proposed Kwik Trip signage
- Drainage and utility easements requirements
- Access and transportation issues
- Stormwater, sanitary sewer, and water utilities and proposed layouts
- Sidewalks and trails, including pedestrian access into the site
- Park dedication requirement, which has been satisfied

Christianson noted that the Kwik Trip application depicts fuel island canopies with fascia that is 4' in vertical height and staff recommends this be corrected to meet the requirement of 3'. She noted that City Code requires 24' between pump island curb faces and Kwik Trip is requesting a variance to allow a 21.5' separation. She also noted that Kwik Trip is requesting a variance to allow signage on both the building and fuel canopies. Commissioner Humphrey questioned the purpose of the City's 3' fascia requirement. Christianson stated that she did not know but some limited research found other communities that also had the 3' requirement.

Christianson reviewed the existing Elko Speedway pylon sign that is located on the subject property and also the proposed Kwik Trip pylon sign. She noted that the Kwik Trip sign is proposed at 35' in height which exceeds the City's 30' height requirement. She also noted that the pylon sign is proposed too close to the existing Elko Speedway sign, as the ordinance requires a minimum of 50' between pylon signs. Christianson stated that she recommends a monument sign in lieu of the proposed pylon sign.

Transportation issues were reviewed in detail. A Traffic Impact Study was prepared to determine the effects of the development on the surrounding transportation system. Christianson explained that a private drive is proposed to connect the existing private drive near the post office to France Avenue. This private thru drive is consistent with original plans presented during the original PUD approvals. The private drive is proposed at 35' in width. A shared maintenance agreement will be needed, as the City will not participate in maintenance. She noted that pavement markings have been suggested to delineate the thru drive from the Kwik Trip fueling area.

Christianson reviewed the proposed utility plans for stormsewer, sanitary sewer, and water. She noted that the stormsewer, as shown on the plan, would require a private easement from R & F Properties, or be moved into a drainage and utility easement with an approved encroachment

agreement. Regarding water, she noted that an easement would be required to construct it as proposed, and an additional hydrant is being recommended closer to the Kwik Trip building.

Christianson noted that comments regarding the Kwik Trip application were solicited from the City Engineer, Public Works Director, Fire Chief, Police Chief, Building Official, and Scott County Highway Department. She noted that staff is recommending approval of the rezoning, preliminary plat, conditional use permit and variances. She specifically reviewed eighteen conditions being recommended related to the conditional use permit.

Dean George representing Kwik Trip addressed the Commission and stated that their vision for the site is to provide fresh grocery, fresh dairy, and meal options, and he believes they will fit well into the community. He stated that all the conditions that are currently being recommended seem like things they can comply with.

City Engineer Rich Revering then addressed the Commission regarding the truck turning movement model. He noted that a semi-truck may be able to maneuver off of France Avenue without jumping the curb by using a different turning movement than currently depicted. Revering also noted that one of the stormsewer structures contains a device that would sense a potential fuel spill, which would then swell to prevent runoff from entering into the stormwater system.

It was then moved by Humphrey and seconded by Smith to open the public hearing at 7:57 p.m.

Tom Ryan, owner of R & F Properties, 26518 France Avenue, addressed the Commission. Mr. Ryan suggested that the private driveway connecting Marketplace Boulevard to France Avenue should be 44' in width. He also explained that was the original plan was for the private drive to be 44'. His recommendation is partly because of the proposed double-s curve, and larger vehicles could use the extra width to maneuver the s-curve and commercial development area. He noted that his commercial vehicles are 80' in length. He stated that the 44' wide street is non-negotiable for R & F Properties, noting that the private drive is proposed half on his property which will require an easement from R & F. He stated that he does not want the area to the south to be landlocked and wants full access to the area south of the private drive. Regarding the proposed stormsewer on his property, he prefers that it be within the public easement rather than on his private property. Regarding the sign, he would support the sign being a monument rather than a pylon sign. He stated that Kwik Trip will be a beautiful addition to the City and will be very busy.

Christianson then entered into the record a letter submitted by the law office of David S. Holman, Ltd. from Burnsville, MN, representing R & F Properties, LLC and dated July 27, 2020. The letter was read aloud verbatim. The letter addressed stormwater drainage issues, the shared access road, and signage.

Dean George representing Kwik Trip, 1626 Oak Street, LaCrosse, Wisconsin, asked City staff if the stormsewer line proposed on the R & F Properties parcel could be moved into the drainage and utility easement with an approved encroachment agreement. Christianson stated that the City would be agreeable if there were not any other utilities located in the easement.

It was moved by Smith and seconded by Humphrey to close the public hearing at 8:13 p.m.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye

Commissioner Schuenke – Aye
Commissioner Smith - Aye
Motion carried: (5-0)

Christianson then asked the City Engineer to provide comment regarding R & F's request for the 44' wide private-drive. Revering stated that extra width may makes things easier for some types of vehicles to maneuver within the development. He stated the City's primary focus is the function of France Avenue and Marketplace Boulevard. He stated that the topic is largely for further discussion between R & F Properties and Kwik Trip because it will be located on their private properties.

Commissioner Smith supported the idea of the wider (44') road and asked who would pay for the addition driveway width near the New Market Bank property, to the west. Christianson stated that would be determined at a future date or when that property develops.

Commissioner Schuenke asked if traffic would be allowed to drive in both directions on the private drive. There was discussion regarding the pros and cons of allowing one-way versus two-way traffic. The Commission supported two-way traffic.

Dean George from Kwik Trip stated that he would meet with Mr. Tom Ryan of R & F Properties to review his concerns.

Commissioner Hanson stated her support for the project and for a monument sign versus the pylon sign. Chairman Kruckman agreed that she supported the monument sign versus a pylon sign. Commissioner Smith asked if there was a requirement for 50' between a pylon and monument sign. Christianson indicated there was no requirement.

Commissioner Smith asked about the length of a WB-67 vehicle. Revering stated that it is the largest truck that would regularly be seen on the road but didn't know the exact length.

It was moved by Smith and seconded by Hanson to recommend approval of:

The request to **rezone** the property from PUD to B5 for the following reasons:

- 1) The proposed rezoning has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan which guides the property to a commercial land use.
- 2) The proposed commercial use of the property for a convenience store / motor fuel station and commercial car wash is compatible with present and future land uses of the area.
- 3) The proposed use of the property complies with performance standards contained in the City's Zoning & Subdivision Ordinances, except as specifically identified in requested variances.
- 4) The proposed commercial use of the property can be accommodated with existing public services and will not overburden the City's service capacity.

- 5) Traffic generation by the proposed development is within capabilities of existing streets serving the property.

The request for **preliminary plat approval** of Kwik Trip 1116 containing one lot on 4.08 acres for the following reasons:

- 1) The proposed plat complies with the purposes of the Zoning Ordinance and Comprehensive Plan.

And subject to the following conditions:

- 1) Preliminary plat approval is granted in accordance with the following plans, except as otherwise noted in the conditions below:
 - a. Preliminary Plat drawing prepared by Sunde Land Surveying and dated June 8, 2020
 - b. Final Plat drawing prepared by Sunde Land Surveying and undated
 - c. Stormwater Drainage Report (including geotechnical) containing 13 sheets, prepared by Carlson McCain and dated May 15, 2020
- 2) The developer must enter into a development contract with the City of Elko New Market at the time of final plat approval.
- 3) The plat shall be revised to include 10' drainage and utility easements on the westerly and southerly property lines.
- 4) Approval is subject to the recommendations and approvals of the City Engineer, Public Works Director and City Attorney.

The request for **conditional use permit** to allow a Convenience Store / Motor Fuel Station and Commercial Car Wash for the following reasons:

- 1) The proposed use of the property as a convenience store / motor fuel station and commercial car wash is consistent with the purpose and intent of comprehensive plan and the B5 zoning district.
- 2) The proposed development conforms with all applicable performance standards, including performance standards for motor fuel stations and commercial car washes as stated in Section 11-26E-4 of the City Code, except as specifically identified in requested variances.
- 3) The proposed development can be accommodated by existing public services.
- 4) Traffic generation by the proposed convenience store / motor fuel station and commercial car wash is within the capabilities of the existing streets serving the property, which has been documented in a Traffic Impact Study prepared by Kimley Horn and dated April 10, 2020.

And with the following conditions:

- 1) Approval is granted in accordance with the following plans, except as otherwise noted in the conditions below:
 - a. Preliminary Plat drawing prepared by Sunde Land Surveying and dated June 8, 2020

- b. Final Plat drawing prepared by Sunde Land Surveying and undated
 - c. Construction Plans containing 16 sheets, prepared by Carlson McCain and dated May 15, 2020
 - d. Signage Plan containing 12 sheets, prepared by Kwik Trip and dated May 18, 2020
 - e. Building Elevations containing 3 sheets, prepared by Kwik Trip and undated
 - f. Stormwater Drainage Report (including geotechnical) containing 13 sheets, prepared by Carlson McCain and dated May 15, 2020
 - g. Traffic Impact Study prepared by Kimley Horn, dated April 10, 2020
 - h. Floor Plan, undated
- 2) The applicant shall comply with recommendations contained in the City Engineer's memo dated July 17, 2020, and the recommendations of the Public Works Director and City Attorney.
 - 3) The plan shall be revised to show the sanitary sewer line be tied into the existing trunk sewer line rather than the sanitary manhole.
 - 4) If parking on the site becomes overburdened, the applicant agrees to construct additional parking on the site to meet the minimum city code requirements of 62 parking spaces.
 - 5) The access / curb shall be redesigned so that a WB-67 truck will not jump the curb as they access the site at the France Avenue / private drive entrance.
 - 6) Trees shall be located outside of drainage and utility easements.
 - 7) The proposed pylon sign shall be redesigned as a monument sign.
 - 8) Evidence of a private easement allowing the proposed stormsewer line to be located on Outlot B must be provided to the City prior to construction.
 - 9) Evidence of a private easement allowing the proposed water line to be located on the New Market Bank property must be provided to the City prior to construction.
 - 10) The plans shall be revised to include additional fire hydrants, if recommended by the building official or fire chief.
 - 11) The plans shall be revised to include pavement markings or colored concrete across the drive aisle to further delineate the pedestrian access into the building.
 - 12) The plans shall be revised to include signage and pavement markings that direct customers to, and clearly delineate, the car wash stacking area.
 - 13) An emergency / rapid access system (Knox Box) will be required on the building at the time of construction.
 - 14) The sign plan shall be amended to add a sign at the northerly entrance into the site stating, "vehicles only / no semi's".
 - 15) The plans shall be revised to comply with the 3' maximum vertical height requirement for the fuel island canopy fascia.
 - 16) A shared access maintenance agreement will be needed to memorialize roles and responsibilities related to maintenance of this shared private drive.
 - 17) Pavement markings shall be added to the plans to help delineate the private drive "thru movement" from the fuel pumping area.
 - 18) Evidence of a private easement allowing the proposed private drive to be located on Outlot B must be provided to the City.

And noting that:

- 1) The stormsewer, sanitary sewer, and water improvements are considered private and will not be maintained by the City.

The request for **variance** to allow signage on the pump island canopy and to allow less than 24' between fuel pump island curb faces for the following reasons:

- 1) The variance requests will not alter the essential character of the neighborhood.
- 2) The applicant is proposing to use the property in a reasonable manner not permitted by City Code.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye
Commissioner Schuenke – Aye
Commissioner Smith - Aye

Motion carried: (5-0)

8. GENERAL BUSINESS

A. Accessory Dwelling Units

Sevening presented the agenda item which is related to the topic of housing. Sevening noted that the City Council was invited to the meeting to also hear the presentation and participate in the discussion. She recalled that a general presentation regarding housing was made of the Planning Commission and City Council in May and June, the purpose of which was to inform the Commission and Council regarding the topic of housing in general and what the City could do to further foster affordable housing in Elko New Market. She noted that following those presentations there was direction to further research various tools which the City could consider in this regard. The first topic that staff researched was the topic of Accessory Dwelling Units (ADU).

She displayed various types of ADU's (attached, detached, interior) and noted that they have their own kitchen, living area, bathroom and sometimes entrance. She noted that they represent gentle or hidden density that are often located within a single-family home and fit into the context of the neighborhood. They can provide affordable housing without expensive land acquisition costs.

She explained that there are many things to consider including parking, utilities, size requirements, types, lot size, owner occupancy restrictions. She stated that ADU's are not currently allowed in Elko New Market. She reviewed the benefits of allowing ADU's including creating new housing options, increasing access to rental units, potential rental income, increased property values, allowing for aging in place, space for family or caregivers. She reviewed estimated costs to construct ADU's which ranged from \$50,000 to \$200,000 based on research.

She reviewed common concerns related to ADU's which include negative impacts on the character of existing single-family neighborhoods, increased density adding to traffic and parking concerns, pressure on fire and police service, parks, or water/wastewater systems.

She reviewed the research that was conducted by staff and noted that the Minnesota Family Housing Fund does annual housing policy research and found twenty Metro-area cities that allow ADU's. She also conducted research regarding cities that do not currently permit ADU's to better understand why they have chosen not to allow them. She also noted that Scott County does permit ADU's. She provided a summary of the research that was included in the Planning Commission packets.

Sevening stated that if ADU's are supported by the Commission and Council, the City needs to be cognoscente of overregulation because if the purpose is to foster more affordable housing, the City can easily increase the price by overregulating. She also reviewed feedback received from City's that allow ADU's, stating that there were no substantial issues or concerns noted by those communities.

Sevening reviewed housing goals and housing implementation strategies identified in both the 2030 and draft 2040 Comprehensive Plan which both supported the idea of considering ADU's. She stated that the City may want to consider a rental registration ordinance in conjunction with ADU's. She also suggested consideration of a short-term rental ordinance which would regulate short term rentals such as Airbnb or VRBO.

Humphrey asked if there has been interest by the public in creating ADU's. Sevening stated that residents have made inquiries regarding the ability to create an ADU. Schuenke stated that he likes this type of housing and likes the idea of requiring the property to be owner occupied. Kruckman stated that she likes the idea of ADU's which will help increase the City's population and believes the City should further explore the topic. Humphrey suggested looking at ordinances that other communities are using which might work well for Elko New Market. Kruckman suggested gathering community input regarding the topic to see what concerns people may have about the topic. This would allow staff to research concerns people may have. Kruckman also stated concern regarding overregulation. Hanson stated that this topic fits right into providing options for life cycling housing, by providing units for both young adults and aging adults. She also stated concern for overregulation. Smith stated regarding the increasing cost of housing and supported further researching ADU's as an option to provide affordable housing units.

Councilmember Berg stated that he would like to get creative and not necessarily follow only what other cities are doing. Councilmember Novak also supported reaching out to the community to see if this topic is something that the community is interested in pursuing. She stated that she wants to work on issues that the community is interested in as opposed to things that people may not use. Mayor Julius stated that he supports doing further research on the topic and was interested in obtaining community feedback, and that he was supportive of things that could be done to make living in Elko New Market more affordable.

Sevening indicated that staff would continue to conduct research and work on the topic over the next few months.

9. MISCELLANEOUS

A. Tip of the Month – Social Media Policy and Computer Policy

Sevening stated that, with the issuance of laptops to the Planning Commissioners, she provided the City’s policies on social media and City computer use. The policies are included in the Planning Commissioner packets.

B. Community Development Updates & Reports

Christianson provided an update regarding the City’s draft 2040 Comprehensive Plan, Pete’s Hill, Boulder Heights and the roundabout.

C. Planning Commission Questions and Comments

Commissioner Hanson inquired about the status of utility extensions to the interchange area. Christianson stated that a work group continues to work on the topic and will be meeting again in August or soon after.

10. ADJOURNMENT

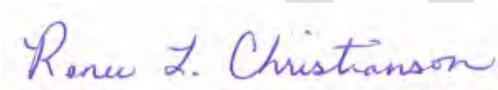
It was moved by Smith and seconded by Humphrey to adjourn the meeting at 9:23 p.m.

By Roll Call Vote:

- Commissioner Hanson - Aye
- Commissioner Humphrey – Aye
- Commissioner Kruckman – Aye
- Commissioner Schuenke – Aye
- Commissioner Smith – Aye

Motion carried: (5-0)

Submitted by:



Renee Christianson
Community Development Specialist

ENM Parks Commission Update

July 31, 2020

1. As you know, the City received a \$10,000 grant from the Twins to assist in the relocation of Rowena Pond Park T-Ball Diamond. The City Council accepted the grant on April 9 and I sent in the signed grant agreement back the following day. The City received the Check from the Twins Foundation for the project on May 11th. The relocation of the ballfield got underway the week of May 4th with grading for the ballfield and placement of drain tile. We are waiting for the delivery of the backstop and fencing to complete it that part of the project.
2. At the July 9th City Council Meeting, the plans and specs for the combination hockey rink and basketball court were approved. The Bid Opening is set for Monday, August 3rd at 11 AM at City Hall. So far, 7 companies have pulled a copy of the plans and specs for the project. I will have the results available at the Wednesday, August 12th Parks Commission Meeting.
3. The Parks Department Budget has reached the halfway point for 2020. As of June 30th, expenditures are 8% under budget and I expect that this trend will continue due to the cancellation of the Summer programming resulting from the COVID-19 pandemic. I will have the full 2020 Budget Report at the upcoming Wednesday, August 12th Parks Commission Meeting.
4. The City stopped accepting Wagner Park Shelter Rental Apps on Monday, March 23rd for 2020...Staff has been cancelling reserved dates with a month advance notice, since then. Currently, all reservations are tentatively cancelled thru August 31. The only use of the Wagner Parks Shelter is the Food Shelf Program, which has expanded to the 1st and 3rd Wednesdays of each month thru October due to increased demand. Based on the consensus of Commissioners from the July Parks Commission meeting, we will continue this policy for the remainder of the 2020 season.
5. The Windrose 8th/Woodcrest Trail the work got started on April 10th with brush clearance and leveling the trail for future paving. Public Works has completed this part of the project, plus torn up the existing segment and prepared it for repaving. We are waiting for bids from contractors to do the work.
6. The trial run for the hand sanitizing station at Wagner park has been successful. The Parks Commission approved another one to be placed at

Little Windrose Park near hockey rink/basketball court. It was installed on Tuesday, July 21st by Schlomka's Portable Restrooms.

7. Applications for the Recreational Specialist position closed on Friday, May 8th at 4:30 PM yielded 9 applications. Staff reviewed them and 6 met the qualifications. Interviews for the 6 were held June 10th with the finalist interviews taking place on June 24th. An offer has been made and, at this time, the candidate is undergoing the background check. I hope to introduce the new Rec Specialist to you at our Wednesday, August 12th Parks Commission Meeting!
8. The Parks Commission opened the Disc Golf Course officially this Spring. COVID-19 has prevented the City from allowing people to sign out equipment to plat the course, but we are still seeing people trying out the course with their own "driver" and "putter". I am currently working on the final phase of the project - purchasing Tee Signs. I will have a picture of them at the August 12th Parks Commission meeting.
9. The long delayed Grand Opening of the Disc Golf Course is now tentatively scheduled to be held on Thursday, September 10th at 5:00 PM. Cale Leiviska, the designer of the course and professional disc golfer, will be there to help us cut the ribbon and show us how to play!
10. American Ramp Company, which built and installed the SkatePark equipment, and I discussed options for additional pieces of equipment for the SkatePark, which I presented at the June Parks Commission Meeting. I have firmed up the final costs and updated the Capital Outlay Plan for further discussion and a decision at the August Parks Commission Meeting.
11. As you know, the commission has worked with area Boy Scouts and Girl Scouts on projects that benefit city parks and trails for the last decade. Right now, I am working with Sheridan Liggett, who is working on her Gold Award to build 3 "Little Libraries" in the City – Wagner Park, Little Windrose Park, and Whispering Creek Park – starting in late August. She raised \$400 to make this project happen! I am also working with Amelia Deuth and Addison Herrmann, who are working on their Silver Award to build a "Bee Garden" in Pete's Hill Open Space this Fall.
12. At the May Parks Commission Meeting, Commissioners approved a proposal for doing playground assessments for 3 of our playgrounds – Woodcrest Park, Wagner Park, and Windrose Park – to make sure that they are in compliance with CPC and ASTM standards. These assessments were done on Thursday, June 11th. I received drafts of them on August 1st to

review and hope to have a at least the Woodcrest Park one ready for the August Parks Commission Meeting.

13. Facebook works! We posted the need for an Archery Instructor on the City's Facebook page the week of June 15th and we found a certified person a week later! We now have 24 kids for our Archery program run by NP Community Ed on Saturday, August 15th at Windrose Park, so they will be split into 2 groups – 8 to 10 AM and 10 AM to Noon.
14. Looking forward to our August Meeting Agenda – A decision on the SkatePark equipment; a draft of the Woodcrest Park RFQ; one, two or all 3 of the park safety assessments; a review of the 2020 Budget status; the Bid Tab for the Hockey Rink; and an Update on New Prague Community Ed Summer Programming...and more!
15. The next Parks Commission Meeting will be on WEDNESDAY, AUGUST 12th @ 6 PM. At this time, it will be another Zoom Meeting, but you likely will have the option to attend the meeting “in person” at City Hall, as well.

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
July 21, 2020 Minutes

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

Meeting was called to order at 5:36 PM via Zoom.

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

Others Attending: Assistant City Administrator Mark Nagel and Deputy Clerk Lynda Jirak

Absent: Lori Nelson, Leander Wagner, Dawn Seepersaud, Toni Maat and Amy Halloran

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

The Agenda item to approve the June 16, 2020 Meeting Minutes was tabled to the August 18, 2020 CCEC Meeting due to lack of a quorum.

The Committee discussed a modified Fire Rescue Days Parade. Jodi Muelken will be checking into whether the Fire Department would like this parade to take place and the date and time for it. This parade would tentatively consist of fire vehicles, police, ambulance and part of Lakeville South Band on flatbed trailers going through each neighborhood. Consensus of those present was to discuss this further at the August 18, 2020 Meeting.

Also discussed was whether candy or some non-edible item should be thrown out to kids. The Committee felt it would take a lot of candy to go through each of the neighborhoods. A non-edible item was brought up however there would be a higher cost and fewer items than candy. Consensus of the Committee felt it would be best not to have any throwables for the parade.

Terre Larsen updated the Committee that the Lions decided not to hold their annual Steak Fry Dinner this year. She also reported the ENM Chamber of Commerce is still holding its Golf Tournament at Boulder Heights on Friday, September 11th. After much discussion, the consensus of the Committee was NOT to hold activities at Wagner Park on Saturday afternoon due to the possible lack of a parade and the difficulty in meeting the COVID- 19 requirements for large events.

Jodi Muelken passed along an email received from Lori Nelson that she had five Mobile Food Units that would be interested in coming to town. Discussion centered on possible dates, times, operations and place for this event. Since Lori was not present, consensus of the Committee was to table this item until the August 18th CCEC meeting. Discussion regarding whether Wagner Park would be big enough to host this event and a possibility of having this event at Eagle View Elementary School.

Other business discussed was the Halloween Party. Given the COVID-19 situation, the Committee brainstormed on possible options for holding the event safely. One suggestion was that the kids dress up, have parents drive them through and the Committee handout bags of candy. Consensus of the Committee was to table the Halloween Party discussion option until August 18th meeting. Little time is needed to plan the event and the Committee needs to know what will be happening with schools come Fall and what the State will be looking like closer to the date.

The next Meeting of the CCEC will be on Tuesday, August 18, 2020 at 5:30 pm.

There were no additional comments from the Committee members offered at the July 21st Meeting.

Consensus of those present was to adjourn the meeting at 6:11 pm.

Respectfully submitted,

Lynda Jirak, Deputy Clerk

Draft