

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 23, 2018**

**BUSINESS MEETING
7:30 PM**

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Oath of Office for Planning Commissioner Humphrey

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 August 9, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-43 Approving Temporary Liquor License for St. Nicholas Church
- d. Adopt Resolution 18-44 Approving One Day Gambling Permit for St. Nicholas Church
- e. Adopt Resolution 18-45 Approving One Day Gambling Permit for Knights of Columbus
- f. Approve Appointment of Planning Commissioner Humphrey

7. Public Hearings

8. General Business

- a. 2019 Streets Rehabilitation Project
 - i. 2019 Streets Expo
 - ii. Adopt Resolution 18-47 Ordering Preparation of Feasibility Report

9. Reports

- a. Administration
 - i. Police Officer Interview Panel Representatives
 - ii. Council Mileage Reimbursement Policy

- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Discussion Regarding Acquisition of 261 Main Street
 - ii. Community Development Updates
- g. Parks Department
 - i. Draft August 7, 2018 Parks Commission Minutes
- h. Other Committee and Board Reports
 - i. Scott County Association for Leadership and Efficiency (SCALE)
 - ii. Minnesota Valley Transit Authority (MVTA)
 - iii. I35 Solutions Alliance
 - iv. Chamber of Commerce
 - v. Regional Council of Mayors
 - vi. Civic & Community Events Committee (CCEC)
 - vii. Downtown Improvement Committee
 - viii. 50 By 30 Collective Impact Project
 - Steering Committee
 - Transportation Committee
 - Housing Committee
 - Workforce Committee

10. Discussion by Council

11. Adjournment



STAFF MEMORANDUM

SUBJECT: Oath of Office
MEETING DATE: August 23, 2018
PREPARED BY: Sandra Green, City Clerk
REQUESTED ACTION: Oath of Office for Planning Commissioner Humphrey

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
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- 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

Mayor Crawford will be giving an Oath of Office to Tom Humphrey for Planning Commission.

1. CALL TO ORDER

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

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

Members Absent: None

Also Present: City Administrator Terry, Assistant City Administrator Nagel, Police Chief Mortenson, City Engineer Revering, Finance Director Doud and City Clerk Green

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Review Budget Priorities

City Administrator Terry and Finance Director Doud gave the City Council a presentation on the 2019 draft budget. After a lengthy discussion, Council provided the following direction to Staff for the 2019 Draft Budget:

- Assume the full year expense for the officer hired in mid-2018
- Assume the annual incremental increase for 318 Debt Service Fund
- Assume Capital Outlay needs based on 2019 projected budget
- Implement stepped reduction in the use of LGA to support General Fund operations and redirection to the Capital Projects Fund or Economic Development Fund
- Assume 3% contingency in the General Fund
- Include an Administration/Community Development Intern
- Keep maximum tax impact for the typical home at 6%

Staff will make recommendations provided by Council and bring back a revised Draft 2019 Budget at the August 23, 2018 Work Session.

5. REPORTS (Continued)

- a. Reports from the Business Agenda may be presented if time permits

6. ADJOURNMENT

The Work Session was adjourned at 7:30 p.m.

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:36 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius and Timmons

Members Absent None

Also Present: Assistant City Administrator Nagel, Police Chief Mortenson, City Attorney Poehler, City Engineer Revering, Finance Director Doud and City Clerk Green

2. PLEDGE OF ALLEGIANCE

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

3. ADOPT/APPROVE AGENDA

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

Consent Agenda Item 6f revised to read “Solar Project at Water Treatment Facility”.

APIF, MOTION CARRIED

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Mayor Crawford, on behalf of the City Council, presented Fire Chief Todd Friedges with a plaque from Scott County Fair honoring the Elko New Market Fire Department.

Assistant City Administrator Nagel recognized Eagle Scout Hartman Sadusky who was attending the Council Meeting as part of his eighth (8) Eagle Scout Project and noted that each project has made a difference in park facilities.

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

MOTION by Councilmember Timmerman, second Councilmember Julius to approve Consent Agenda as amended.

- a. Approve July 26, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Ordinance No. 173 Amending Title 9, Chapter 3 Concerning Stormwater Drainage Utility Rates and Charges
- d. Accept 2018 Community Survey and Findings and Results
- e. Amendment to Solar Agreement at Public Works Facility
- f. Solar Project at Water Treatment Facility

- i. Approve Termination of Agreement for Solar Project at City Hall
- ii. Approve Agreement for Solar Project at Water Treatment Facility
- g. Approve Administrative Intern Position and Authorize City Administrator to Hire the Position

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Mayor Crawford stated he had heard from Families and Individuals Sharing Hope (FISH) that Councilmember Julius has resigned from FISH as Council Representative. Councilmember Julius explained he had resigned from the FISH Board but not as a Council Representative at FISH Meetings.

a) Reassignment of Former Councilmember Timmons's Duties

Former Councilmember Timmons was assigned to various Boards and Committees as a City Council representative in 2018.

MOTION by Councilmember Berg, second by Councilmember Julius to reassign the duties on the following Boards and Committees previously assigned to the former Councilmember Timmons.

- Appoint Councilmember Berg (Councilmember Timmerman alternate) to the I-35 Solutions Alliance
- Appoint Councilmember Timmerman to MVTA as alternate
- Appoint Councilmember Julius to the Elko New Market Chamber of Commerce

APIF, MOTION CARRIED

9. REPORTS

a) **ADMINISTRATION**

2nd Quarter Financials

Finance Director Doud reviewed the 2nd Quarter Financial Statements page by page with the City Council and answered questions from the City Council. There was no further action taken by the City Council on this item.

Alternate Rate Structure for New Lawn Watering

Assistant City Administrator Nagel provided the Council with background regarding two inquiries received regarding large water bills received due to aggressively irrigating newly installed sod. Staff had researched and compiled water use data for all new homes built during the last three years in Elko New Market. Staff provided City Council with the following two options relating to irrigation of new sod.

1. No Change
 - a. No change to current tier structure for irrigation of new sod.
2. Separate Rate Structure
 - a. Staff would set up a separate rate structure specifically for months where new sod installation irrigation occurred. Home owner would be required to notify the City prior to the billing for the month the new sod is installed and irrigation begins. This option would require Staff to manually change the rate structure for each specific address in the Utility Billing system.

After discussing this item, the unanimous consensus of the City Council was to do Option #2 – Separate Rate Structure. Staff will add the new separate rate structure to the Fee Schedule and bring back to Council for review and action on an upcoming Consent Agenda.

Councilmember Julius stated that former Councilmember Timmons was also the Council Representative on the Administrative Appeals Board. Staff had accidentally missed including the Administrative Appeals Board on the reassignment of duties for former Councilmember Timmons. Mayor Crawford stated he would be willing to serve on the Administrative Appeals Board.

MOTION by Councilmember Julius, second by Councilmember Timmerman to appoint Mayor Crawford to serve on the Administrative Appeals Board. **APIF, MOTION CARRIED**

b) PUBLIC WORKS

Written report included in Council Packet.

c) POLICE DEPARTMENT

Written report included in Council Packet. Councilmember Julius commented that the Police Department does a great job on Night to Unite. Police Chief Mortenson gave the Council a brief update on Night to Unite and status of hiring a full-time police officer.

Mayor Crawford brought up that former Councilmember Timmons and he served on the interview panel for police officers. Mayor suggested Council think about who would be interested in replacing former Councilmember Timmons on the police officer interview panel for a future discussion.

d) FIRE DEPARTMENT

None

e) ENGINEERING

None

f) COMMUNITY DEVELOPMENT

None

g) PARKS DEPARTMENT

Parks Commission Update included in Council Packet. Councilmember Julius inquired as to when the Disc Golf Course would be ready. Assistant City Administrator Nagel informed the Council that the design and price was approved by the Parks commission at their August Meeting, but Assistant City Administrator Nagel still needs to make sure there are no wetlands restrictions and that the neighborhood has been informed about the plan. This item will be brought to Council at a future date for review and action.

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

None

v. REGIONAL COUNCIL OF MAYORS

None

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

None

vii. DOWNTOWN IMPROVEMENT COMMITTEE

Councilmember Julius gave the Council an update on the last Downtown Improvement Committee Meeting which included discussions on status of Webster Street Flower Garden, that some flowers had been dug up and removed from Webster Street Flower Garden, status of the Digital Sign Flower Garden, concerns regarding the closing of CSAH 2 and 91 intersection during construction of the roundabout and how donations received by the City from residents are handled relating to recognizing the individual(s), business(es) or organization(s) that gave the donation to the community. Council discussed having Staff review donations received by the City over the last few years to ensure that donations have receive property recognition.

City Clerk Green reminded the City Council that the Community Picnic will be held Saturday, August 18, 2018 from noon to 3:00 p.m. at Wagner Park and Councilmembers are invited to help at this event.

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

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

10. DISCUSSION BY COUNCIL

Councilmember Berg inquired as to why there was an invocation given prior to the Council Meeting but not included on the agenda. Councilmember Berg wondered why the Invocation Policy approved by City Council was not followed. City Clerk Green advised the Council that she was only informed the day prior to the Council Meeting, after the agenda had been finalized, that an invocation would be given.

Councilmember Berg requested that mileage reimbursement being paid to Councilmembers be discussed at an upcoming Council Meeting.

11. ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Julius to adjourn the meeting at 8:38 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	August 23, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Each month the City Clerk presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

CITY OF ELKO/NEW MARKET

***Check Summary Register©**

August 23, 2018

AUTO PAYS	Name	Check Date	Check Amt	
Paid Chk#	005661ENEW MARKET STATE BANK	8/8/2018	\$15.00	JULY PAYROLL ACH FEE
Paid Chk#	005662EPEPA	8/13/2018	\$7,432.26	Vendor Liability
Paid Chk#	005663EMN DEPT OF REVENUE	8/13/2018	\$1,854.02	Vendor Liability
Paid Chk#	005664EINTERNAL REVENUE SERVICE	8/13/2018	\$8,576.68	Vendor Liability
Paid Chk#	005665EHEALTH EQUITY, INC.	8/13/2018	\$591.53	HSAEmployeeContribution
Paid Chk#	005666EMN VALLEY ELECTRIC CO	8/22/2018	\$5,340.01	Streetlights, Elko
Paid Chk#	005667EMN VALLEY ELECTRIC CO	8/22/2018	\$47.87	27059 Beard Ave Lift Pump
Paid Chk#	005668EMN VALLEY ELECTRIC CO	8/9/2018	\$74.86	Streetlights, Glenborough & Ch
Paid Chk#	005669EMINNESOTA ENERGY	8/21/2018	\$44.35	50 Church Street
Paid Chk#	005670EMINNESOTA ENERGY	8/21/2018	\$74.95	601 Main Street
Paid Chk#	005671EMINNESOTA ENERGY	8/21/2018	\$22.24	151 Williams Street
Paid Chk#	005672EINTEGRA TELECOM INC.	8/20/2018	\$508.39	Police Dept Phone/Fax
Paid Chk#	005673EINTEGRA TELECOM INC.	8/20/2018	\$537.12	Area Hall Phone/SCADA
Paid Chk#	005674EXCEL ENERGY	8/30/2018	\$387.44	Streetlights
Paid Chk#	005675EXCEL ENERGY	8/31/2018	\$4,927.68	601 Main Street
Paid Chk#	005676EPSN	8/4/2018	\$1,069.76	Webstore/Credit Card Processin
Paid Chk#	005677EDAKOTA ELECTRIC ASSN	8/31/2018	\$127.67	Streetlights
Paid Chk#	005678EINTEGRA TELECOM INC.	8/20/2018	\$49.99	139503 - 25499 Natchez Ave
Paid Chk#	005679EINTEGRA TELECOM INC.	8/20/2018	\$168.59	937759 - 25499 Natchez Ave Bld
	Total Checks		\$31,850.41	

PRE-PAID				
Paid Chk#	038788	JEFFERSON FIRE & SAFETY, INC.	8/7/2018	\$6,000.00 Ck#38549 shorted by \$6000
Paid Chk#	038789	KCHK AM/FM	8/9/2018	\$235.00 Radio Ads for Fire Rescue Days
Paid Chk#	038790	UNITED STATES POSTAL SERV	8/9/2018	\$299.32 Postage
Paid Chk#	038791	VISA	8/9/2018	\$344.14 PW - Ideal Calibrations/Small
Paid Chk#	038792	LAKEVILLE SOUTH HIGH SCH	8/14/2018	\$1,000.00 2018 Fire Rescue Days Parade
Paid Chk#	038793	IUOE LOCAL #49	8/14/2018	\$140.00 Membership Dues - Marty Deutsc
	Total Checks			\$8,018.46

CHECK REGISTER				
Paid Chk#	038794	ACE HARDWARE & PAINT	8/23/2018	\$25.96 Building Maintenance
Paid Chk#	038795	AIRGAS USA, LLC	8/23/2018	\$132.65 FD - Oxygen
Paid Chk#	038796	BOLTON & MENK	8/23/2018	\$19,837.50 T15.100716 - Wastewater System
Paid Chk#	038797	LINDA BORGEN	8/23/2018	\$270.00 Election Judge PT Pay
Paid Chk#	038798	CAMPBELL KNOTSON	8/23/2018	\$3,161.24 Mediacom Lease
Paid Chk#	038799	CDW GOVERNMENT	8/23/2018	\$1,843.86 Computer Equipment
Paid Chk#	038800	CINTAS CORPORATION NO. 2	8/23/2018	\$13.90 PW UNIFORMS
Paid Chk#	038801	DOG WASTE DEPOT	8/23/2018	\$117.99 Parks Repairs
Paid Chk#	038802	EARL F. ANDERSON, INC.	8/23/2018	\$82.40 PW - Signs
Paid Chk#	038803	EMERGENCY RESPONSE	8/23/2018	\$1,390.22 FD - Compressor Svc
Paid Chk#	038804	FASTENAL COMPANY	8/23/2018	\$277.58 PW - Small Tools
Paid Chk#	038805	FLOYD TOTAL SECURITY	8/23/2018	\$373.02 Base Alarm Monitoring
Paid Chk#	038806	GOPHER STATE ONE CALL	8/23/2018	\$83.70 Locates
Paid Chk#	038807	HACH COMPANY	8/23/2018	\$373.12 PW - Chemicals
Paid Chk#	038808	HAWKINS, INC.	8/23/2018	\$10.00 PW - Water Chemicals
Paid Chk#	038809	THOMAS HUMPHREY	8/23/2018	\$493.00 Election Judge PT Pay
Paid Chk#	038810	KELLEY FUELS, INC.	8/23/2018	\$2,237.51 PW - Fuel
Paid Chk#	038811	LAKEVILLE SANITARY, INC.	8/23/2018	\$330.09 11755 - City Hall
Paid Chk#	038812	MAHOWALD BUILDERS	8/23/2018	\$15,300.00 Landscape Escrow
Paid Chk#	038813	RICK MARTIN	8/23/2018	\$131.25 Mileage
Paid Chk#	038814	MENARDS - BURNSVILLE	8/23/2018	\$156.32 PW - Water Repairs
Paid Chk#	038815	METROPOLITAN COUNCIL	8/23/2018	\$18,807.29 MCES Charges - Sep 2018
Paid Chk#	038816	MIDWEST PLAYGROUND	8/23/2018	\$6,800.00 Rowena Pond Park Playground Eq
Paid Chk#	038817	MIDWEST PLAYSCAPES INC.	8/23/2018	\$1,050.00 Rowena Pond Park Playground Bo
Paid Chk#	038818	MOORE MEDICAL LLC	8/23/2018	\$198.99 FD - AED Pads/Battery
Paid Chk#	038819	MUNICIPAL INSPECTIONS, INC.	8/23/2018	\$3,134.61 Building Inspections
Paid Chk#	038820	NORTHWEST ASSOCIATED	8/23/2018	\$148.80 General Planning

Paid Chk# 038821	NAPA AUTO PARTS	8/23/2018	\$33.64	PW - Fleet Maint & Equip
Paid Chk# 038822	NEW MARKET TOWNSHIP	8/23/2018	\$11,932.00	2017 NM Shared Streets Maint
Paid Chk# 038823	POMPS TIRE SERVICE, INC.	8/23/2018	\$204.00	PW - Fleet Maint & Repairs
Paid Chk# 038824	QUALITY FLOW SYSTEMS, INC.	8/23/2018	\$840.18	PW - Sewer Repairs
Paid Chk# 038825	QUILL CORPORATION	8/23/2018	\$194.80	Operating Supplies
Paid Chk# 038826	R&R CLEANING CONTRACTORS,	8/23/2018	\$92.70	Rugs - July
Paid Chk# 038827	GEORGE RHEIN	8/23/2018	\$277.50	Election Judge PT Pay
Paid Chk# 038828	SCHLOMKAS PORTABLE	8/23/2018	\$710.00	Portable Restrooms
Paid Chk# 038829	SCOTT COUNTY TREASURER	8/23/2018	\$855.00	2018 Annual Fiber Maint
Paid Chk# 038830	SCOTT COUNTY RECORDER	8/23/2018	\$92.00	F10-18 Fence Encroach Agmt Rec
Paid Chk# 038831	JANET SEYKORA	8/23/2018	\$198.25	Mileage
Paid Chk# 038832	SOUTH METRO RENTAL	8/23/2018	\$41.66	PW - Fleet Maint & Equip
Paid Chk# 038833	SHIRLEY STEVENS	8/23/2018	\$171.00	Election Judge PT Pay
Paid Chk# 038834	SUEL PRINTING COMPANY	8/23/2018	\$256.50	Legal Ads
Paid Chk# 038835	MIKE SUTTON	8/23/2018	\$203.00	Election Judge PT Pay
Paid Chk# 038836	UNIVERSAL TRUCK EQUIPMENT,	8/23/2018	\$132.75	PW - Fleet Maint
Paid Chk# 038837	US BANK - CM9690	8/23/2018	\$500.00	ENM GO Improvement Bond 2011A
Paid Chk# 038838	LEANDER WAGNER	8/23/2018	\$142.34	Mileage
Paid Chk# 038839	XEROX CORPORATION	8/23/2018	\$513.87	Copier
Paid Chk# 038840	VISA	8/23/2018	\$412.21	
Total Checks			\$94,584.40	

DIRECT DEPOSITS

Paid Chk# 501910EBi-Weekly ACH	8/9/2018	29,829.15
Total Checks		\$29,829.15



STAFF MEMORANDUM

SUBJECT:	One Day Temporary Liquor License
MEETING DATE:	August 23, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-43 Approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The City Council is being asked to adopt Resolution 18-43 approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church for an event to be held on November 29, 2018 at 51 Church Street, Elko New Market, Minnesota.

DISCUSSION:

Previously, St. Nicholas Church has been granted One Day Temporary Liquor Licenses allowing St. Nicholas Church to serve intoxicating liquor at church related events. There have been no violations and the City has received no complaints regarding the events serving intoxicating liquor at St. Nicholas Church.

St. Nicholas Church as submitted an application for a One Day Temporary On-Sale Liquor License to serve intoxicating liquor at their Catholic Watchmen Event, along with associated fee.

BUDGET IMPACT:

Minimal

Attachments:

- Resolution 18-43 Approving a One Day Temporary On-Sale Liquor License

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-43

WHEREAS; St. Nicholas Church, Elko New Market has submitted an application for a One Day Temporary On-Sale liquor license to serve intoxicating liquor at St. Nicholas Church, located at 51 Church St., Elko New Market, Minnesota, 55054;

WHEREAS; St. Nicholas Church meets the requirements for issuance of the On-Sale Liquor License to serve intoxicating liquor under Minnesota Statute Chapter 340A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a One Day Temporary On-Sale liquor license to serve intoxicating liquor be issued to St. Nicholas Church for the premises located at 51 Church St., Elko New Market, Minnesota 55054, for an event to be held on November 29, 2018 contingent upon the following:

1. Compliance with the provisions of Minnesota Statutes Chapter 340A in the sale of liquor; and
2. Providing proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 23rd day of August, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	One Day Gambling Permit for St. Nicholas Church
MEETING DATE:	August 23, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-44 Approving One Day Gambling Permit for St. Nicholas Church

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

St. Nicholas Church is applying for a one day gambling permit for an event to be held November 11, 2018 at 51 Church Street, Elko New Market, Minnesota.

DISCUSSION:

St. Nicholas Church is requesting City Council approval to hold a raffle at St. Nicholas Church on November 11, 2018. This is an annual fund raiser (Turkey Bingo) for St. Nicholas Church.

St. Nicholas Church has submitted all required documentation and associated fee.

Staff would recommend Council approval of the One Day Gambling Permit for St. Nicholas Church as it is a regular fund raiser and the City has received no complaints regarding the event.

Attachments:

- Resolution 18-44 Approving One Day Gambling Permit for St. Nicholas Church

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-44

WHEREAS; St. Nicholas Church, Elko New Market has submitted an application for a gambling permit for St. Nicholas Church, located at 51 Church St., Elko New Market, Minnesota, 55054;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to St. Nicholas Church for the premises located at 51 Church St., Elko New Market, Minnesota 55054, for a One Day Gambling Permit for November 11, 2018. Types of gambling activity the organization will be conducting are Raffles. This is a religious non-profit organization and previous applications are on file with the Gambling Control Board.

APPROVED AND ADOPTED this 23rd day of August, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	One Day Gambling Permit for Knights of Columbus
MEETING DATE:	August 23, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-45 Approving One Day Gambling Permit on October 28, 2018 for Knights of Columbus

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

Knights of Columbus is applying for a one day gambling permit for an event to be held at St. Nicholas Church, 51 Church Street, Elko New Market, Minnesota on October 28, 2018.

DISCUSSION

Knights of Columbus is requesting City Council approval to hold a raffle at St. Nicholas Church on October 28, 2018. This is a fund raiser for the Knights of Columbus.

Knights of Columbus has submitted all required documentation and associated fees.

Staff would recommend Council approval of a One Day Gambling Permit for Knights of Columbus as this is a fund raiser for the association.

Attachments:

Resolution 18-45 Approving a One Day Gambling Permit for the Knights of Columbus

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-45

WHEREAS; Knights of Columbus, Elko New Market has submitted an application for a gambling permit for an event to be held at St. Nicholas Church, located at 51 Church St., Elko New Market, Minnesota, 55054;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to Knights of Columbus for the premises located at 51 Church St., Elko New Market, Minnesota 55054, for a One Day Gambling Permit for October 28, 2018. Types of gambling activity the organization will be conducting are Raffles. This is a religious non-profit organization and previous applications are on file with the Gambling Control Board.

APPROVED AND ADOPTED this 23rd day of August, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Planning Commissioner Appointment
MEETING DATE:	August 23, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Appoint Thomas Humphrey to Planning Commission

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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- 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

Kent Hartzler had been appointed to the City's Planning Commission with his term running through March 31, 2020. Unfortunately, Commissioner Hartzler resigned from the Commission based on other time commitments, and his final meeting was on June 26, 2018. The City Council declared a vacancy and established an Interview Committee to interview applicants and make a recommendation to the City Council. The Interview Committee consisted of Councilmember Kate Timmerman, Planning Commission Chairman Steve Thompson, and Community Development Specialist Renee Christianson.

The City received five applications for the Planning Commission vacancy, and interviews were conducted on Monday, July 30th. The Interview Committee is unanimously recommending appointment of Thomas Humphrey to the Planning Commission. The term would be effective August 23, 2018 through March 31, 2020. Mr. Humphrey works for Metro Transit and has extensive background in management and capital planning.

Mr. Humphrey is planning to attend the August 23, 2018 City Council Meeting.

REQUESTED ACTION:

Adopt Resolution 18-46 appointing Thomas Humphrey to the Planning Commission.

Attachments:

Resolution #18-46 Appointing Planning Commissioner

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

RESOLUTION NO. 18-46

RESOLUTION APPOINTING MEMBER TO THE PLANNING COMMISSION

WHEREAS, Planning Commissioner Kent Hartzler has resigned his position as Planning Commissioner effective June 26, 2018; and

WHEREAS, Planning Commissioner Kent Hartzler's term will expire March 31, 2020; and

WHEREAS, the City Council for the City of Elko New Market is authorized to appoint members to the Planning Commission;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Elko New Market, Minnesota that Thomas Humphrey is hereby appointed to the Elko New Market Planning Commission to fulfill the balance of Commissioner Hartzler's unexpired term ending March 31, 2020.

APPROVED AND ADOPTED this 23rd day of August, 2018 by the City Council of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

MEMORANDUM

Date: August 23, 2018
To: Mayor Crawford and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Streets Expo Outline
Elko New Market
Project No.: T15.100717

BACKGROUND

The City Council is being asked to consider directing staff to host a “Streets Expo” related to the proposed 2019 street rehabilitation project.

DISCUSSION

The “Streets Expo” (Expo, going forward) idea was borne of a desire to bring information on current events related to streets to the public in an informal and interactive way. If the Council supports the idea, staff would plan and advertise the event to all city residents for a weekday evening in the latter half of September. The following sections outline the topics the Expo would cover, along with some early ideas for the setup:

2019 Street Rehabilitation

Staff will be preparing for 2019 street rehabilitation work in accordance with the city’s Capital Improvement Plan. This work is expected to consist of edge milling and a thin overlay of selected streets based on condition ratings tracked by the City Engineer’s office. It is expected the 2019 project will be the first in what will become ongoing projects as other streets’ conditions deteriorate the point where similar work is indicated. The rehabilitation work will involve Special Assessments to benefitting parcels. Accordingly, public hearings will be required as part of the project process.

Public hearings in a council meeting setting can be one venue for educating the affected property owners and public about the project. However, for projects affecting numerous residents, staff often recommends at least one informal meeting with them. This allows a more neutral and relaxed setting for sharing information about the project and fielding questions. This “neighborhood” meeting would be one of the purposes of the Street Expo. A scheduled presentation about the project, its costs, assessments, and other impacts to residents would be part of the expo. Engineering staff would remain on hand after the presentation to discuss any individual follow up questions with residents.

Date: August 23rd, 2018

While next year's project doesn't affect most city residents, future projects will. Most residents will also notice the work, even if it's not on their street. For these reasons, staff believes the broad outreach of the Expo would still be appropriate for this topic.

2020 Roundabout Project

Boards depicting the proposed layout and information about the project would be set up at a table manned by a City staff person knowledgeable about the project. Questions not answered and/or comments received would be passed on to the project design team for a response and input. Should the timing and audience align with the public outreach component of the Preliminary Design Phase, this station could be manned by Bolton & Menk, Inc. staff in lieu of a separate meeting. The City could also elect to add an extra meeting to the roundabout project scope.

Traffic Operations Change Requests

A table with copies of the recently passed policy manned by a City staff person familiar with the process would be set up to help share information about the policy contents. Boards with graphics relevant to areas covered by the policy could be prepared to attract attention and provide a reference for explanations. This effort would be consistent with the portion of the policy promoting education about right of way safety being provided at times and in venues conducive to learning rather than at the moment safety decisions need to be made in the right of way itself.

Pedestrian and Bicycle Safety Tips

Staff envisions this table would be manned by a city police officer or two and set up with boards depicting key safety tips aimed at these two users – especially youth. The information would seek to answer such questions as: When there is no sidewalk, where is the best place for pedestrians to walk? Why is a bike helmet important? What kind is best? Where can you get one? Where should bikes be ridden in the street? What's the safest way to cross a street? What are drivers responsible for when pedestrians are present? Maybe it's a quiz format, with a candy prize for the first right answers.

This might be a good topic to involve local scouting troops. Perhaps – with some guidance – they could prepare some of the graphics that would support this station.

Refreshment Table

No Expo is complete without some fun refreshments. Popcorn and lemonade and/or some cookies or other simple treats add to the fun and give folks another reason to stick around and chat with council, staff, or each other. This might be another section where the city's favorable relationship with the scouting community can be leveraged. Giveaways can have a similar effect should any good ideas and funding sources be identified.

Staff needs to know whether Council supports this idea. If the idea is supported, an indication of how many Councilmembers would like to be involved and feedback on the outline would also be helpful.

RECOMMENDATION

Discuss the above information at the upcoming regular meeting and provide feedback to staff whether the idea is supported and if any additional ideas should be considered.

Resolution 18-47
Ordering Preparation of Report on Improvement

WHEREAS, it is proposed to improve the following streets between the limits shown in the table below by preparation, including, but not limited to; curb repairs, structure adjustments, drainage improvements, and edge milling and overlaying the street with bituminous surfacing and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

Street	Begin	End	Comment
Elko Main Street	France Avenue	Chowen Avenue	Traffic lanes only
Glenborough Drive	CR 91	Glenmoor Court	
Aaron Drive	Approx 250 ft W of Shelly Lane	CR 91 (Natchez Ave)	
James Parkway	Approx 175 ft E of Brady Street	Riley Street	
Knights Road	Approx 160 ft W of Richard Drive	Webster Street	
Xerxes Avenue	County Road 2	Ptarmigan	
France Avenue	Approx 80 ft S of 265 th Street	Elko Main Street	
Francis Lane	Jean Way	Approx 120 ft S of Jean Way	
Theresa Marie Drive	Jean Way	Approx 120 ft E of Jean Way	
Park Street	Dakota Ave	Wagner Park trail crossing	
Tammy Drive	Dorthy Lane	Approx 140 ft W of Dorthy Lane	
Jean Way	Francis Lane	Aaron Drive	plus draitile
Dorthy Lane	Aaron Drive	Approx 160 ft N Tammy Drive	
Ptarmigan Drive	Xerxes	Woodcrest Lane	
Francis Court	Jean Way	Cul-de-sac	

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

That the proposed improvement be referred to the City Engineer for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 23rd day of August, 2018.

Mayor

City Clerk



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MEMORANDUM

Date: Aug 23, 2018
To: Mayor Crawford and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Resolution Ordering Preparation of Feasibility Report
2019 Streets Rehabilitation
Elko New Market
Project No.: T17.116817

BACKGROUND

The City Council is being asked to the adopt the attached resolution ordering the preparation of a Feasibility Report for the above-referenced project.

DISCUSSION

Staff is preparing for implementation of this project related to the City's CIP as described in the previous agenda item (Street Expo). State Statute requires certain steps when Special Assessments will be used to fund all or part of an improvement project. One of these steps is preparation of a Feasibility Study by a qualified person. The purpose of the study is to describe the problem to be addressed by the improvement, options for addressing the problem with recommendations, estimated costs and funding mechanisms, schedule, and other information that may be relevant to the project. The attached resolution documents the Council's decision to order this study. This study is being initiated by the Council rather than in response to petitions from benefitting property owners. This resolution requires a majority vote.

We estimate the cost of this report will be \$3,500 to \$4,000, depending upon iterations with staff and council to concur on the scope of streets to be included. This will be a project cost, included with overhead for design, assessment roll preparation, bidding and construction administration and assessed pro-rata with construction based on the City's assessment policy. There are sufficient funds in the engineering services line item of the General Fund to finance this study.

RECOMMENDATION

Adopt the attached resolution ordering the preparation of a Feasibility Report for the 2019 Streets Rehabilitation project.



STAFF MEMORANDUM

SUBJECT:	Police Officer Interview Panel
MEETING DATE:	August 23, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Appoint Councilmembers to Serve on Police Interview Panel

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
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- 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

Council is being asked to appoint Council Representatives to serve on the Police Officer Interview Panel.



STAFF MEMORANDUM

SUBJECT:	Council Mileage Reimbursement Policy
MEETING DATE:	August 23, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Discussion and direction

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City Council has requested a scheduled discussion regarding the mileage reimbursement policy for the City Council.

Currently, mileage reimbursement is guided by the following policy:

MILEAGE REIMBURSEMENT

The City pays employees a mileage reimbursement. This mileage reimbursement is determined by Internal Revenue Service guidelines and approved on a yearly basis through the budget process. The reimbursement is meant to pay an employee for gas, oil, wear and tear, and insurance coverage to include any policy deductibles.

It should be noted that the policy provides for the amount and rationale of the reimbursement, but does not specifically address the nature of mileage that is eligible to be reimbursed. It is inferred that the eligible mileage is related to City business.

For Council purposes, without detailed direction on eligible mileage, requests for mileage reimbursement have been reviewed using the rationale that the mileage is associated with the Mayor or Councilperson acting in their role as an elected official for an activity that can reasonably be generally described as City business and not entirely of a political or personal nature. As a practical matter, this leaves a great deal of discretion to the official as to what to submit mileage for and a limited basis for disputing requests.

Historically, there has been very little discussion or Council direction regarding Council mileage reimbursement. Given the significant increase in the external engagement of the City Council, the mileage for meetings and other activities associated with the engagement has increased significantly in recent years. As such, it may be appropriate for the Council to discuss and, if necessary, provide further clarification on the parameters for mileage reimbursement.

REQUESTED ACTION:

Discuss and provide direction to staff regarding any action items.



STAFF MEMORANDUM

SUBJECT:	Discussion Regarding the Acquisition of 261 Main Street
MEETING DATE:	August 23, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Provide Direction to Staff Regarding Property Acquisition

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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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Staff has been aware that the home located at 261 Main Street has been foreclosed on and may be coming on the MLS in the near future. A Sheriff's sale took place on February 22nd, at which time the mortgage company took possession of the property. The property owner had six months to redeem their interest in the property, and the redemption period will end at 11:59 p.m. on August 22, 2018. There is currently a single family home on the property. The property is zoned R5 and the current single family home on the property is considered a grandfathered non-conforming use of the property. The lot is 66' x 344' (.52 acres).

The City has adopted a Downtown Master Plan (originally adopted by the City of New Market prior to the merger) which lays out a vision for how the downtown area along Co Rd 2 may redevelop. The area surrounding 261 Main Street was subsequently zoned R5 Downtown Residential to match the vision shown in the Downtown Master Plan. The purpose of the R5 district is to provide medium density residential housing and integrated service and retail space in the downtown area of the City, as directed by the Downtown Master Plan. Staff notes that if the subject property was purchased for either residential owner occupied or rental purposes, the cost of future acquisition by the City or a private developer may be difficult and substantially more costly.

The homes on either side of the subject property are both vacant and have been vacant for several years. City staff has noticed deterioration in the condition of properties and a decline in property maintenance in this area over the last several years. Staff believes that there is a high likelihood that the subject property could be acquired for rental purposes. Photographs below show the condition of the property in 2000 vs. 2018. The exterior of the home now shows unpainted siding and trim, missing soffits and fascia, roof in disrepair, landscaping/flowers removed, and a general decline in appearance.

The City adopted a policy regarding the acquisition of properties within the Elko Townsite and Downtown Elko New Market in 2013. Staff has determined that this property meets the criteria established in that policy, and therefore the City Council is being made aware of the current circumstances surrounding the property and a potential opportunity for acquisition. Attached is a copy of the adopted policy and staff has highlight the sections that may apply to 261 Main Street.

Staff expects that the property will be listed for sale on the MLS within the near future. There are few recent comparable sales that would give any indication of value for this property. Without knowing the condition of the interior it is difficult to predict what the listing price might be. Staff predicts that it could be listed for anywhere between \$125,000 and \$175,000.

Known information about the property (source: County Assessor's Office):

- Year built: 1900 +/-
- Foundation Size: 780 sq ft
- Finished Square feet: 1,248 sq ft
- Bedrooms: 3
- Bathrooms: 1 ½
- Assessed Value: \$135,400
- Last Known Sale: \$125,900 8/25/2000

Should the City Council be interested in acquisition of this property, it could be purchased and held for redevelopment purposes. Depending on the condition of the interior, the City could potentially rent the home for residential purposes until a redevelopment opportunity arises. Staff has consulted with Bruce Kimmel from Ehlers regarding this matter. Bruce recommends that, should the City Council be interested in the property acquisition, the EDA purchase the property, putting down as much as money possible, and then doing an interfund loan for the remainder. Rental income could help offset payments that need to be made back to the City until the ultimate sale of the property. Any remaining gaps could be funded through reserves or an EDA levy.

Additional expenses involved in ownership of the property would include deferred maintenance (fixing existing issues), mowing and landscape maintenance, property taxes, and property insurance. Staff has not inspected the interior of the property or even completed a comprehensive inspection of the exterior. Below are preliminary cost estimates

- Property rehabilitation - \$25,000 (extremely difficult to estimate without seeing condition of interior; rehab may include roof replacement, flooring, paint, appliance, mechanicals, landscaping)
- Mowing & Trimming (by City Staff) - (not direct cost but demand on PW time, 1 hour per week)
- Property Taxes - \$1,232 annually / \$103 monthly (If the EDA purchases property and rents the home out, the City would still be liable for property taxes)
- Hazard Insurance - \$1,800 annually / \$150 monthly

Potential rental income is estimated at \$1,200 to \$1,500 per month. Below is a sample proforma showing how the property may be financed by using existing EDA funds, a \$100,000 interfund loan, and rental income:

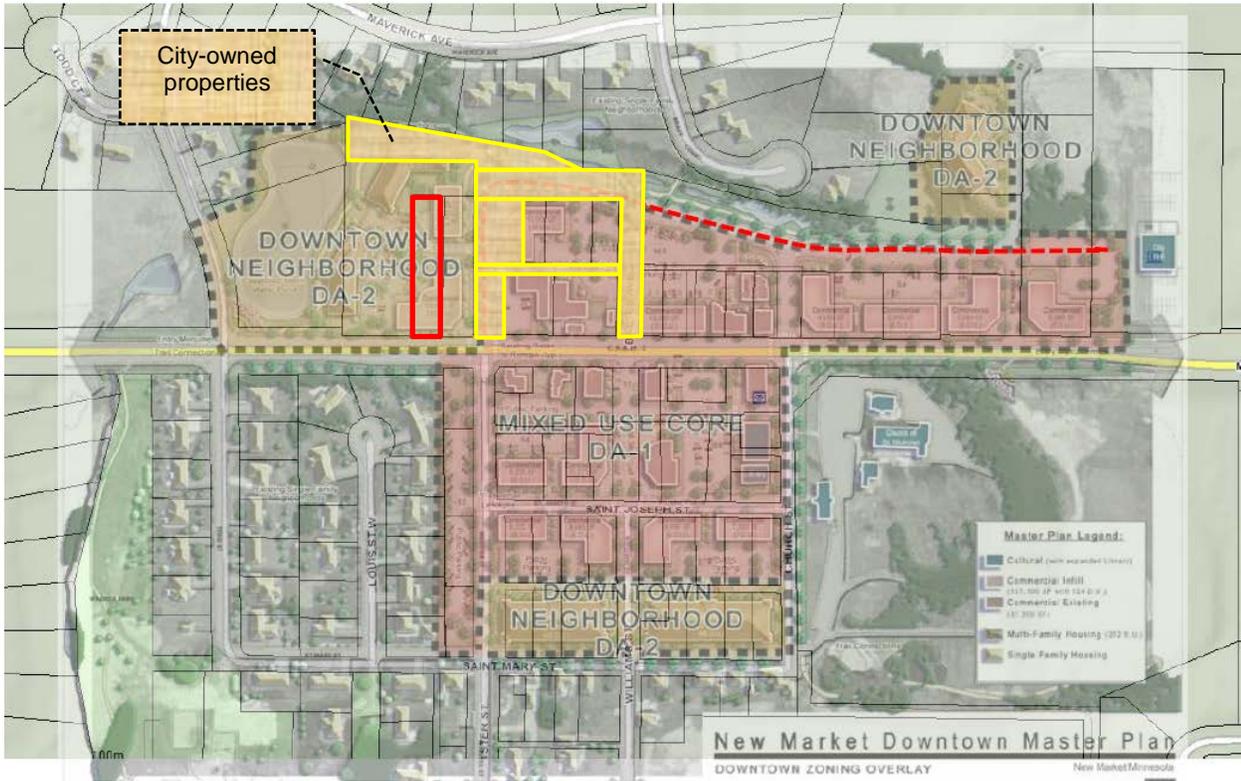
Purchase Price	\$150,000
Down Payment from EDA Fund (current balance of \$147,000)	\$50,000
Interfund Loan Amount	\$100,000
Immediate Property Improvements/Rehab - From EDA Fund	\$25,000
<u>\$100,000 interfund loan @ 3% interest amortized over 10 years</u>	
Principal & Interest	\$966
Taxes	\$103
Insurance	\$150
Total Estimated Monthly Costs	\$1,219
Total Estimated Annual Costs	\$14,628
*mowing costs would be incurred by City staff, approximately 1 hour per week for 5 months	
Rental Income - Monthly	\$1,300
Rental Income - Annually	\$15,600
Vacancy Rate @ 10%	\$1,560
Total Estimated Annual Income	\$14,040

REQUESTED ACTION:

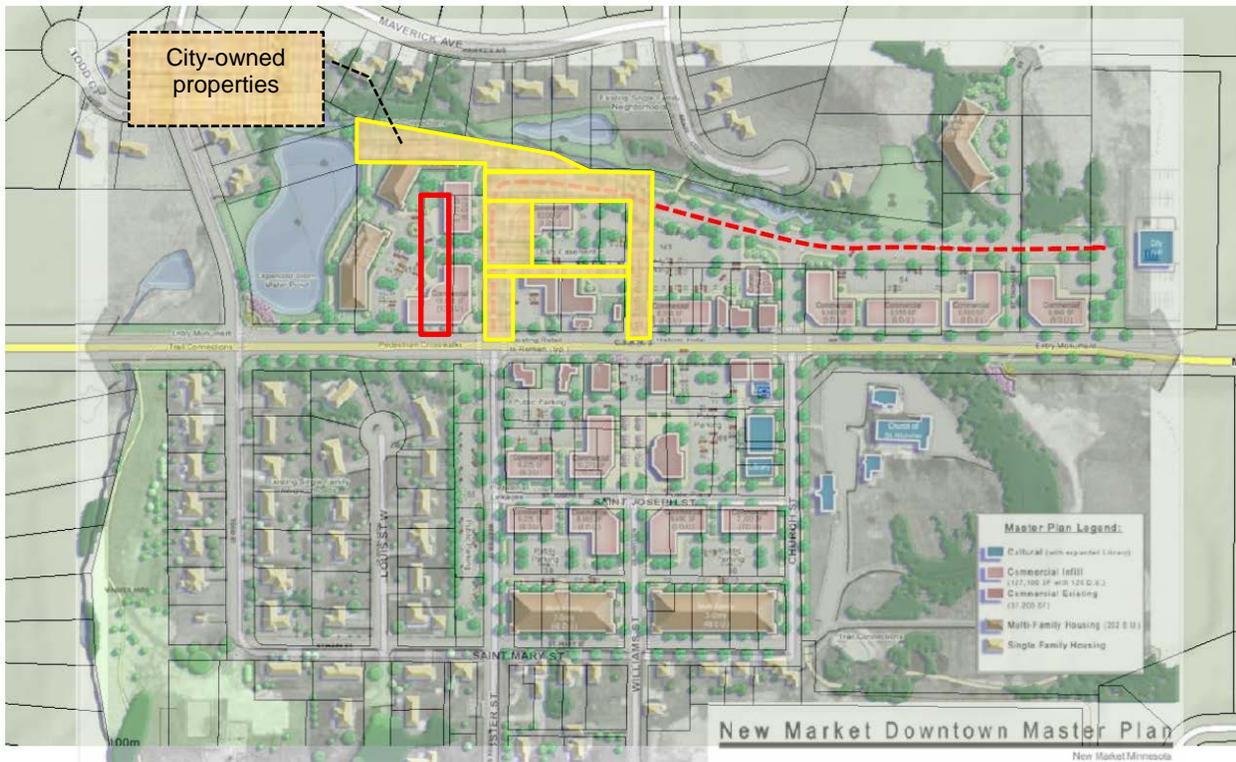
At this time, Staff is seeking general feedback from the Council as to whether they would like Staff to continue researching this matter. If the City Council is interested in further research, staff would attempt to contact the real estate broker than may be listing the property and attempt a thorough inspection of the property to better quantify any necessary repairs, and if the property seems to be acceptable for rental purposes.

Attachments:

Property Acquisition Policy
Downtown Master Plan Maps
2000 Photograph
2018 Photographs



**DOWNTOWN ELKO NEW MARKET
DOWNTOWN MASTER PLAN (ADOPTED DECEMBER, 2005)
OVERLAID ON SCOTT COUNTY PARCELS**





261 Main St - Photograph from 2000



261 Main St - Photograph from 2018





CITY OF ELKO NEW MARKET

PROPERTY ACQUISITION CRITERIA POLICY FOR PROPERTIES WITHIN ELKO TOWNSITE & DOWNTOWN ELKO NEW MARKET

PURPOSE

It is the intent of the City Council/Economic Development Authority (EDA) to establish specific criteria for the purpose of assisting City officials in determining if/when real properties should be acquired within the Elko Townsite area and Downtown Elko New Market for the greater public good. The Elko Townsite area is generally located along Main Street (Elko), between France Avenue and Chowen Avenue. Downtown Elko New Market is the general area located along Co Rd 2, between Webster Street and Church Street.

OBJECTIVE

Directed by specific criteria, the City/EDA strives to accomplish the following goals when pursuing the purchase of certain properties:

1. **Redevelopment and elimination of non-conforming uses and structures, blighted areas, and distressed properties into higher quality developments/land uses;**
2. **Protection of property values;**
3. Expansion of a new and greater tax base;
4. Enhancement of the community with respect to quality of life, health, safety, and general welfare;
5. **Initiation** and implementation of **approved redevelopment plans for** Elko Townsite and **Downtown Elko New Market.**

Furthermore, the City of Elko New Market seeks to strategically acquire property in such a way as to ensure public confidence while maintaining fiscal integrity and pursuing the ultimate vision for the community.

PROCEDURE

In pursuit of the ultimate vision and greater good of the community, the City may acquire property by means of:

1. **Long-term land assemblage.** This strategy allows the City to purchase properties located in the same general area over a longer period of time in order to create a larger, more viable development project. Properties may be purchased by the City but not immediately developed. Such properties may be used and maintained on an interim basis until a future date when all the properties needed for a realistic development project to occur are in place;

2. Immediate/short-term land purchase. This method allows the City to purchase property in a quicker time frame to solve more immediate and pressing short-term needs/issues and thereby creating an opportunity for a higher quality development or for additional public land necessary to effectively serve the community at a high standard.

When evaluating properties that may come up for sale from time-to-time within the Elko Townsite area and Downtown Elko New Market, City officials shall reference the “property acquisition criteria” listed below. The goal of the criterion list is to help City officials narrow down property searches to a specific focus. **Properties matching one or more of the listed criteria shall be seriously considered by City officials when determining if/when specific property should be acquired.**

PROPERTY ACQUISITION CRITERIA

City officials shall reference the following list of criteria when considering the acquisition of real properties for sale within the Elko Townsite and/or Downtown Elko New Market areas:

Geography/Strategic Located Property.

- Property(s) within or near the Elko Townsite area (see Exhibit A).
- **Property(s) within or near the Downtown Elko New Market area (see Exhibit B).**
- Property(s) needed for future/planned transportation (road & trail) routes.
- Property(s) needed for future/planned parks and/or open space areas.
- Property(s) needed for future/planned public facilities and infrastructure.
- Property(s) located adjacent to or nearby existing City owned property.

Blighted, Abandoned, and Hazardous Property.

- **Property(s) which are blighted.**
 - **Blighted property means any property hosting buildings or other structures which are in a state of deterioration, dilapidation, decay, and/or “structurally substandard”.**
- Property(s) which have been abandoned.
 - Abandoned property means that: 1) the property has been substantially unoccupied or unused for any commercial or residential purpose for at least one year by a person with a legal or equitable right to occupy the property; 2) the property has not been maintained; or 3) property for which taxes have not been paid for a least two previous years.
- Property(s) which are consider hazardous.
 - Hazardous buildings and/or hazardous property means any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to the public safety or health.

Below Market Value Property.

- **Property(s) which are in a state of distress such as, but not limited to: foreclosure, short sale, tax forfeiture.**
- Property(s) for sale which are listed at a discounted price compared to the estimated valuation from Scott County at a legitimate property appraisal.

- Property(s) which are valued or listed at an amount less than other properties in the immediate vicinity.

Vacant Property.

- Vacant Land.
 - Property(s) which are undeveloped but are located next to or near a significant community asset or future project area.
- Vacant Buildings/Structures.
 - Property(s) which are improved/developed, but have been vacant (without a tenant/activity) for period of at least one (1) year.

Non-Conforming Uses/Structures.

- **Property(s) hosting non-conforming uses and/or structures.**

IMPLEMENTATION/CONSIDERATIONS

In determining whether or not to pursue specific property for acquisition, **the City shall also consider its funding sources, current/future budgets, and other resources available to accomplish such goals.**



Legend

- Exhibit A
- Parcels

Elko New Market
Elko Townsite

Exhibit A
 July, 2013

Source: Scott County, MNDNR, City of Elko New Market



Legend

- Exhibit B
- Parcels

**Elko New Market
Downtown**

Exhibit B
July, 2013

Source: Scott County, MNDNR, City of Elko New Market



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

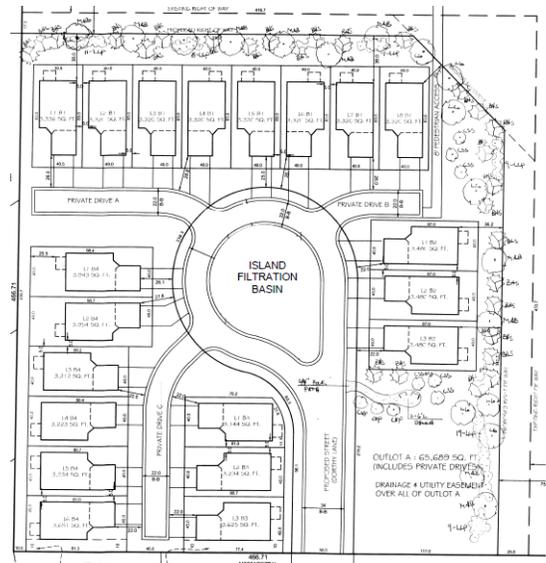
MEMORANDUM

TO: CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: COMMUNITY DEVELOPMENT UPDATES
DATE: AUGUST 16, 2018

Background / History

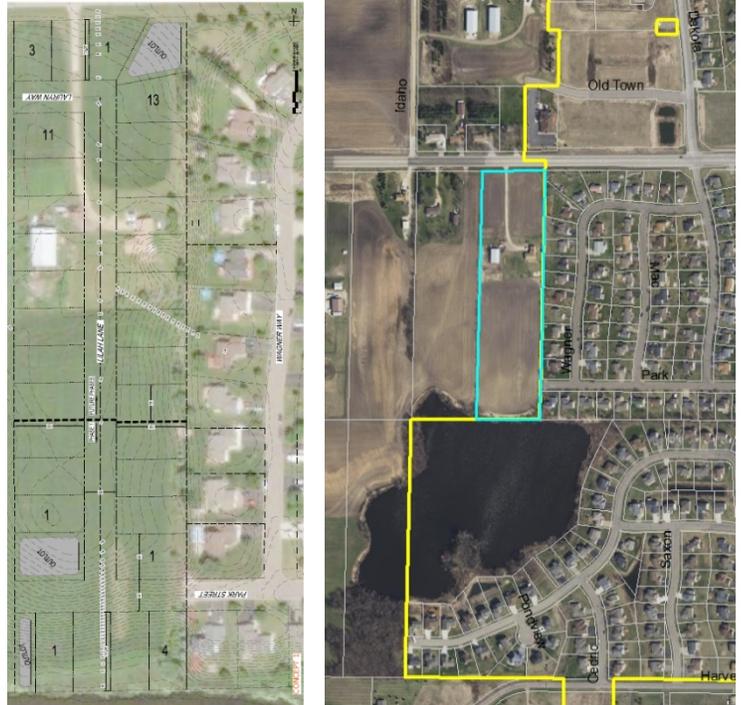
The purpose of this memo is to provide updates regarding miscellaneous projects and activities being worked on by Community Development staff. Below is a summary of projects that are currently being worked on, inquiries received, and miscellaneous information:

Christmas Pines – The City Council approved the application for final plat approval of Christmas Pines on April 26th. This is a residential detached townhome subdivision containing 20 lots. During the month of June, the developer contacted City staff to inquire about additional measures to minimize project costs. The City's Parks Commission has offered an alternative to the cash contribution requirement and the City has also agreed to assess some development fees to the lots rather than requiring up-front payments. In August, the developer inquired about obtaining an early grading permit, in advance of executing the full development contract. Staff offered that an early grading permit is feasible and offered to prepare the permit/contract. The owner / developer is Onsite Marketing. The plat and development contract need to be signed by the developer; the project has been fully approved by the City.



Pheasant Hills – On July 12th, City staff met with the property owner and a potential developer/contractor who are evaluating the feasibility of this potential residential development. The development had received PUD and preliminary plat approval prior to the recession but was never completed/constructed. The original construction plans from 2006 were reviewed and alternative methods to reduce construction costs were discussed. The owner and developer are continuing to evaluate the financial viability of the project and expect to have further feedback for the City on this topic in late August, 2018.

Komo Builders / Lanie Estates – Staff has been working with Kevin Komorouski of Komo Construction regarding the proposed residential development of ten acres on the west side of the City (diagram to right). On June 26th the City’s Park’s Commission and Planning Commission reviewed the concept development plan and made recommendations regarding the development to the City Council. The City Council provided final feedback regarding the proposed development on July 26th. The City received a petition to annex the property into the City on July 26th and is currently in discussions with New Market Township regarding the terms of the annexation. Staff expects the annexation to be approved by the City and Township in late August or early September, at which time it will be forwarded to the State for final processing.



Pete’s Hill Park – On June 12, 2018 staff met with the real estate broker and a potential developer / contractor regarding this property which is located immediately south of Pete’s Hill Park along the east side of Xerxes Trail. A current concept plan shows 46 potential single family residential lots. On August 16th, staff was informed that this prospective developer will be pursuing development of this property in partnership with one of the current property owners in the spring of 2019. They are currently in the process of forming a new partnership / company for the project. The project requires annexation of property from New Market Township.



Dakota Acres / City Owned Property – On June 14th, the City Council approved a purchase agreement for the sale of a 3.1 acre City-owned property in Dakota Acres. The property can reasonably be used for medium or high density residential development. The buyer’s intended use of the property is a 56-unit apartment development (three separate buildings). Below is a rendering of a proposed sixteen-unit building. The purchaser is currently in their due-diligence period and staff would expect a closing on the property in approximately September/October, 2018.



Dakota Acres / Syndicated Properties – On May 15th the City issued building permits to construct 13 townhome units in Dakota Acres. All units contain three bedrooms and are expected to be rental units. Work continues to progress on these 13 units.



Dakota Acres 1st Addition – On June 26th the City’s Planning Commission considered a request for rezoning and preliminary plat approval of Dakota Acres 1st Addition, a townhome development containing 28 units. The Planning Commission has recommended approval of the development to the City Council. On August 6th, the developer informed city staff that they ran into a difficulty in the development proforma and are re-evaluating costs associated with the project.



Elko New Market Retail Center - There are currently two vacant spaces within the retail center. The owner representative has indicated he expects leases to be signed on those two spaces by the end of August, 2018 and occupied by the end of 2018.



China City – The new Chinese restaurant, China City, opened! The City issued the final certificate of occupancy on the interior finish; there are no outstanding items.

Building Permits – The City issued permits for one single family home in July, 2018.

Code Enforcement – City staff has received 37 complaints from area residents since May of 2018; complaints are typically about the condition of properties in the City. Staff has been working on a number of City Code violations occurring at properties throughout the City.

Convenience Store Marketing – Staff emailed demographic and marketing information to the real estate division of Kwik Trip, and also left a voice message.

Grocery Store Leads – There are no current grocery store leads. Staff received several inquiries in the spring of 2017; activity regarding these leads has ceased, at least for the time being. Staff provided market information to the Mayor for conveyance to HyVee on November 11, 2017

Industrial Lead – Ryan Companies is currently working on a large industrial lead for Park I-35, a user that would construct a 1.5 million square foot distribution center. The City has not currently been asked to provide any information for this particular lead; staff was informed of the lead through Ryan Companies. City staff was contacted by a commercial real estate broker seeing 120 acres of industrially zoned land for a warehouse distribution facility. Information was provided about an available site that is properly zoned for such use. City staff submitted information on two potential industrial leads for Park I-35; these leads came through GreaterMSP.

Ordinance Updates – Staff has not actively worked on any ordinance amendments/updates over the past month. There has been some initial research (spring 2018) regarding reducing minimum residential lot size requirements and food truck regulations, however, the topics have not advanced due to limited staff resources.

Roundabout Project –The City’s Engineering firm, Bolton & Menk, will begin actively working on final engineering design for the project in late August.



**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, AUGUST 7, 2018
REGULAR MEETING MINUTES**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order at 4:04 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said that there were two (2) additional items for the August Meeting Agenda – Item 7.f. – the addition of 2 bills from Midwest Playscapes for the relocation of the Rowena Pond Playground equipment – and new Item 7.g. – Discuss Draft SkatePark Rules. On motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the August Meeting Agenda was approved.

CITIZEN COMMENTS:

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

**APPROVAL OF MINUTES OF JULY 10, 2018 PARKS
COMMISSION MEETING:**

Upon motion by Commissioner Melgaard; seconded Chair Sutton, the Parks Commission Unanimously approved the July 10, 2018 Parks Commission Meeting Minutes as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel reviewed an Article from Finance and Commerce entitled “How Economists Determine the Value of Nature” noting that outdoor recreation adds 2% of the annual Gross Domestic Product to the country’s economy, which doesn’t sound like much, but in dollar terms, it’s \$373 billion and approaches the economic value of national defense. He said that he provides articles, like this one, to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

He also handed out copies of the Summer, 2018 Minnesota Parks and Recreation Magazine for Commissioners to read, review and comment, as well as copies of the Fall, 2018 New Prague Community Ed Brochure.

UPDATES:

Mr. Nagel reviewed the July 25, 2018 ENM Parks Commission Update, which contained 20 items, with the Commissioners. Mr. Nagel said that the final Summer Event at the Wagner Park Shelter was held on Thursday evening, August 2nd with approximately 80 people attending. He said that he would have a final count of participants and concluding comments on the programs at the September meeting. He also said that the RAD Zoo, which was rained out on July 12th, has agreed to put on their show for the Community Picnic on Saturday, August 18th.

Chair Sutton reported that the focus of the CCEC will be on planning for the Halloween festivities on Saturday morning, October 27th.

OLD/NEW BUSINESS:

Mr. Nagel called Commissioner’s attention to the proposed contract with Leiviska Golf Design on the design and construction of a disc golf course in Elko New Market at Windrose Park. Mr. Nagel said that the course would cost \$8,400, plus some brush clearing by the City, and that the obligations of both the Company and the City were outlined in Section 2 of the contract. He also noted that an approval of the contract would be contingent on the company providing adequate insurance. Commissioners reviewed and asked questions regarding the contract and asked Mr. Nagel to make sure that the neighborhood is informed prior to project start. Upon motion by Commissioner Miller; seconded by Chair Sutton, the Parks Commission

unanimously approved contract with Leiviska Golf Design, LLC contingent on the company providing an acceptable insurance certificate.

Mr. Nagel shared a copy of a check from the N.E.W. Lions Club donating \$700 for an electric stove/oven to be placed in the Wagner Park Shelter. Mr. Nagel outlined criteria for consideration by the Parks Commission, including cooktop type, price, heat, cleaning, durability, and looks. After discussion of the criteria for a new electric stove/oven, motion was made by Commissioner Miller and seconded by Commissioner Dornseif to direct Mr. Nagel to bring back options for purchasing a new electric stove/oven for the Wagner Park Shelter that included the following criteria: white color, coil cooktop, at least a 5 cubic foot, self-cleaning oven at a cost not exceed \$700. Motion passed unanimously.

Mr. Nagel said that it had been another successful Summer for the archery program, which was staffed by Three Rivers Park District. He presented an email from their Staff asking that the City consider purchasing the following for next year: (1) an additional 2 left eye dominant bows; (2) three mini bows - for the kids that run smaller in size - easier to pull back; (3) more arrows; and (4) hard-sided cases for the bows. Mr. Nagel said that there may be funds available from the State of Minnesota DNR to purchase these items, but that it would take time to determine the estimated costs and write the grant should one be available. If a grant was not available, then he would be back possibly at the September meeting with other funding options. Upon motion by Commissioner Zahratka; seconded by Commissioner Melgaard, the Parks Commission unanimously approved a motion to direct Mr. Nagel to develop funding options, including submitting a grant application, for additional and replacement archery equipment.

Mr. Nagel noted that the first phase of the Rowena Pond RePurposing project-moving the playground equipment - was underway and should be completed by August 9th. He said that the next step would be to meet with the City Engineer about options for improving the drainage behind the homes off of Knight's Road adjacent to the Rowena Park and then presenting them to residents. No further action was taken on this item.

Mr. Nagel said that the Annual "Night to Unite" event would take place during the evening after this meeting of Tuesday, August 7th. He said that the Parks Commission had approved the cost of "Dazzling Dave the YoYo Master" to go around with Police Officers to the various neighborhood parties. He noted that the Parks Commission has traditionally started the festivities by having a ribbon cutting at one of parks, plus ice cream treats for attendees. He said that this

meeting would move to Wagner Park where there would be a ribbon cutting for the new SkatePark equipment at 5:30 PM. After the ribbon cutting, Parks Commissioners would then adjourn this meeting.

Mr. Nagel presented the Bill List to the Commissioners – Pony Parties Express, LLC for \$475.76 for the July 26th Wagner Park Summer Event; \$540 to Dazzling Dave for the Night to Unite Event; \$6,800.00 for relocation of the Rowena Pond playground equipment; and \$1,050.00 for 25 border timbers for the Rowena Pond playground equipment. Upon Motion by Commissioner Miller; seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

Mr. Nagel presented a draft of the SkatePark Rules and Regulations to Parks Commissioners. He said that he had drafted them to fit on one sign, but he was not satisfied with wording of some of the rules. After discussion he asked that the Parks Commissioners take a look at the draft and make some recommendations on the version in time for the September Parks Commission Meeting. No further action was taken on this item.

OTHER BUSINESS:

There were no additional business items to come before the Parks Commission at the August 7th meeting.

NEXT MEETING:

On motion by Commissioner Dornseif; seconded by Commissioner Zahratka, the next meeting of the ENM Parks Commission was requested for Tuesday, September 11, 2018 at 4 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments provided at the August Parks Commission Meeting.

ADJOURNMENT:

The Parks Commission moved the meeting to the Ribbon Cutting Ceremony for the new SkatePark equipment at Wagner Park, which was being held in conjunction with Night to Unite. There being no further business to come before the Parks Commission, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 6:18 PM.

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