

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 27, 2020**

**BUSINESS MEETING
6:00 PM**

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

<https://us02web.zoom.us/j/86527501298>

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

5. Public Comment

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

6. Consent Agenda

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

- a. Approve August 13, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds

7. Public Hearings

8. General Business

- a. Use of Coronavirus Relief Funding

9. Reports

- a. Administration
 - i. Council Meeting Format
- b. Public Works
- c. Police Department

- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
 - i. Draft Parks & Recreation Commission Minutes of August 12, 2020 Meeting
- h. Community & Civic Events Committee (CCEC)
 - i. Draft Community & Civic Events Committee Minutes of the August 18, 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 6:02 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, Assistant City Administrator Nagel, City Accountant Stewart, Public Works Superintendent Schweich, Deputy Clerk Jirak and City Engineer Revering

2) PRESENTATIONS

None.

3) REPORTS

None.

4) GENERAL DISCUSSION

Draft 2021 Budget

City Administrator/Clerk Terry reviewed the draft budget with the City Council. The draft budget continued under Discussion by Council during the Business Meeting.

5) REPORTS (Continued)

No reports from the Business Agenda were presented.

6) ADJOURNMENT

The Work Session was adjourned at 7:00 for the City Council Business Meeting and the 2021 Budget Discussion was continued under Discussion by Council.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:04 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, 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 Berg to approve the revised agenda.

APIF, MOTION CARRIED

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

Updates for New Prague and Lakeville Schools Districts on Upcoming School Year

Tony Buthe, Director of Educational Services from New Prague Area Schools updated the Council on New Prague School District's plan for the upcoming school year which will be announced on Monday, August 17, 2020.

Michael Baumann, Superintendent from Lakeville Area Schools updated the Council on Lakeville School District's plan for the upcoming school year which included hybrid plan with half the students attending in school classes on Monday and Tuesday, Wednesday serving a cleaning day with no students in the buildings and the other students attending in school classes on Thursday and Friday.

5) PUBLIC COMMENT

None.

6) CONSENT AGENDA

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

- 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
- APIF, MOTION CARRIED**

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

Ordinance No. 219 Amending On-Sale Liquor Licenses in the Schedule of Fees

At the July 23, 2020 City Council meeting, the City Council had directed Staff to prepare an amendment to the fee schedule to temporarily reduce on-sale liquor licenses for the November 1, 2020 – October 31, 2021 license renewal period.

MOTION Mayor Julius, second by Councilmember Novak to approve Ordinance Number 219 Amending City of Elko New Market Schedule of Fees concerning On-Sale Liquor Licenses.

4 ayes, Councilmember Timmerman abstained MOTION CARRIED.

9) REPORTS

a) Administration

Council Meeting Format

City Administrator/Clerk Terry advised the Council that there were no new changes with regards to guidelines from Governor Walz. Council decided to keep current public meeting format of remote City Council meetings.

2nd Quarter Financial Reports

2nd Quarter Financial Reports included in the Council Packet. No questions from Council.

Provision of Space for Local Non-Profits

- City Administrator/Clerk Terry discussed the provision of City space for local non-profits for their operations or regular activities. Staff looked for direction from the Council on the City's role in providing space and circumstances to local non-profits. Council indicated that the City should use City space to support local non-profits, provided that it does not conflict the City's space needs, interfere with operations, pose a security or

liability risk. The City Council direct staff to work with the food shelf on the lease of the PD Garage upon vacation and return to the Council with action items as appropriate. The City Council indicated that the arrangement should be subject to 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.

Utility Bill Senior Discount

City Administrator/Clerk Terry and the City Council held a discussion regarding a discount to senior citizens for utility billing. The Council was in favor to provide a discount to seniors and asked Staff to draft a policy to further research the impact a 30% or 50% reduction would have for the City.

b) Public Works

Monthly written report included in the Council packet.

c) Police Department

Monthly written report included in the Council packet.

Police Chief Juell updated the Council on the following items:

- vandalism at Little Windrose Park
- car thefts
- neighborhood traffic update
- Elko Speedway hosted a race
- Office Juell is the Vice President of Southern Valley Alliance

d) Fire Department

None.

e) Engineering
None.

f) Community Development
Community Development Updates included in the Council Packet.
Draft Planning Commission Minutes included in the Council Packet.

Community Development Specialist Christenson updated the Council on the following items:

- Streets in Dakota Acres 1st Addition have been paved
- Developer interest in a senior housing project

g) Parks Department
Draft Parks & Recreation Commission Minutes included in Council Packet.

h) Community & Civic Events Committee (CCEC)
Councilmember Seepersaud stated the next meeting will be on Tuesday, August 18, 2020.

i) Other Committee and Board Reports

Legislative Policy Committee Updates
None.

Scott County Association for Leadership and Efficiency (SCALE)
Mayor Julius updated the Council that the next SCALE meeting will be held on Friday, August 14 and will include a report on education within Scott County and SCALE candidate forms.

- 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
Councilmember Timmerman reminded the Council of the upcoming Chamber of Commerce Golf Tournament to be held on Friday, September 11, 2020.

7) DISCUSSION BY COUNCIL

Draft 2021 Budget continued from Work Session. Mayor Julius did not support the hiring of

a new police officer position for the draft 2021 budget at this time due to the increase in tax expense, however the remaining Councilmembers felt this was a very important issue, bringing Elko New Market closer to a full City operated Police Department. Further discussion from Council suggested no changes for the draft budget and to bring the preliminary budget to the September 10, 2020 City Council meeting. It was understood that staff would continue to refine the budget in the interim.

8) ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Timmerman to adjourn the meeting at 9:27 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 27, 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.

Campbell Knutson	<u>Amount</u>
• Legal General:	\$2,030.45
• Legal Meetings	\$606.86
• Code Enforcement	\$191.64
• <u>Dakota Acres 1st Addn</u>	<u>\$1,230.00</u>
Total	\$4,058.95

In addition, please find attached pay request #3 for Greystone Construction Company in the amount of \$374,129.95.

BUDGET IMPACT:

Budgeted

Attachments:

- Pay Request #3 – Greystone Construction Company
- Check Summary Register

LEO A DALY

August 15, 2020

Tom Terry, City Administrator
City of Elko New Market
601 Main Street, P.O. Box 99
Elko New Market, MN 55020
tterry@ci.enm.mn.us

PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS

Re: Elko New Market Police Department Addition
Greystone Construction Payment Application #3 - Work through 07-31-2020

Dear Mr. Terry,

Leo A Daly has reviewed the attached Greystone Construction payment application #3, dated 08/03/2020, for the Elko New Market Police Department Addition project and find that the values are in line with the construction progress to date, and suggest payment be authorized.

Thank you and please contact me with any questions.

Sincerely,



Matthew Keenan
Designer/Construction Administrator

ABU DHABI
ATLANTA
AUSTIN
BEIJING
CHICAGO
COLLEGE STATION
CORPUS CHRISTI
DALLAS
DAMMAM
DOHA
FORT WORTH
HONG KONG
HOUSTON
LANSING
LAS VEGAS
LOS ANGELES
MIAMI
MILPITAS
MINNEAPOLIS
OAKLAND
OMAHA
ORANGE
RIYADH
SAN ANTONIO
SAN MARCOS
TAMPA
WACO
WASHINGTON DC
WEST PALM BEACH

LEO A DALY
730 Second Avenue South
Suite 1300
Minneapolis, MN 55402-2455
612.338.8741

leoadaly.com



INVOICE

Invoice ID: 28187
Invoice Date: 08/03/2020

Customer ID: CITYOFELKO

To:
City of Elko New Market
601 Main Street
Elko New Market, MN 55054

Job Location:
BG20-9290
ENM Police & Fire Add
601 Main Street
Elko New Market, MN 55054

<u>Description</u>		<u>Amount</u>
Work Completed to Date	976,375.00	
Less Previous Certificates	553,426.30	
Less Previous Retainage	29,127.70	
Amount This Invoice		393,821.00

Amount Billed \$393,821.00

Retainage Held 19,691.05

Amount Due \$374,129.95

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER:

City of Elko New Market
601 Main Street
Elko New Market, MN 55020

PROJECT:

ENM Police & Fire
601 Main Street
Elko New Market

APPLICATION NO: 3

APP. DATE 08/03/20

PERIOD TO: 07/31/20

PROJECT NOS: BG20-9290

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:

Greystone Construction Company
500 S. Marschall Road, Suite#300
Shakopee, MN 55379

VIA ARCHITECT:

Leo A Daly
730 2nd Ave S
Minneapolis, MN 55402

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,732,035.00</u>
2. Net change by Change Orders	\$	<u>49,007.00</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>1,781,042.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>976,375.00</u>
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$	<u>48,818.75</u>
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>48,818.75</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>927,556.25</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>553,426.30</u>
8. CURRENT PAYMENT DUE	\$	<u>374,129.95</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>853,485.75</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$23,923.00	
Total approved this Month	\$25,084.00	
TOTALS	\$49,007.00	\$0.00
NET CHANGES by Change Order	\$49,007.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Greystone Construction Company

By:  Date: August 3, 2020

State of: MN County of: Scott
Subscribed and sworn to before me this 3 day of August, 2020
Notary Public:
My Commission expires: January 31, 2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 374,129.95

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By:  Designer Date: 08/15/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 3
APPLICATION DATE: 08/03/20

In tabulations below, amounts are stated to the nearest dollar.

ENM Police & Fire

PERIOD TO: 07/31/20

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: BG 20-9290

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	Lock Box	\$510.00						\$510.00	
2	Fire Dept Connect Signage	\$255.00						\$255.00	
3	Payment and Performance Bond	\$15,545.00	\$15,545.00			\$15,545.00	100.00%		\$777.25
4	Special Inspections	\$13,187.00	\$4,873.00			\$4,873.00	36.95%	\$8,314.00	\$243.65
5	General Conditions	\$76,772.00	\$29,700.00	\$16,500.00		\$46,200.00	60.18%	\$30,572.00	\$2,310.00
6	Final Cleaning	\$2,206.00						\$2,206.00	
7	Surveying/Staking	\$6,550.00	\$1,500.00	\$1,090.00		\$2,590.00	39.54%	\$3,960.00	\$129.50
8	Cast-in-Place Concrete	\$117,117.00	\$66,000.00	\$50,000.00		\$116,000.00	99.05%	\$1,117.00	\$5,800.00
9	Pre-Cast Concrete	\$132,245.00	\$127,380.00	\$4,865.00		\$132,245.00	100.00%		\$6,612.25
10	Masonry	\$63,852.00	\$6,600.00	\$57,252.00		\$63,852.00	100.00%		\$3,192.60
11	Structural/Misc. Steel Fab/Erection	\$84,680.00	\$65,703.00			\$65,703.00	77.59%	\$18,977.00	\$3,285.15
12	Carpentry	\$54,846.00	\$3,500.00			\$3,500.00	6.38%	\$51,346.00	\$175.00
13	Membrane Roofing	\$58,672.00		\$58,672.00		\$58,672.00	100.00%		\$2,933.60
14	Insulation	\$6,166.00						\$6,166.00	
15	Caulking	\$8,716.00						\$8,716.00	
16	Doors & Hardware	\$75,523.00						\$75,523.00	
17	Overhead Door	\$25,460.00						\$25,460.00	
18	Glass & Glazing	\$14,280.00						\$14,280.00	
19	Drywall	\$79,898.00		\$4,000.00		\$4,000.00	5.01%	\$75,898.00	\$200.00
20	Tiling	\$5,065.00						\$5,065.00	
21	Acoustical Ceilings	\$13,464.00						\$13,464.00	
22	Carpet/Resilient Flooring	\$16,014.00						\$16,014.00	
23	Painting/Wall Covering	\$12,424.00						\$12,424.00	
24	Signage	\$1,777.00						\$1,777.00	
25	Display Cases	\$9,465.00	\$9,465.00			\$9,465.00	100.00%		\$473.25
26	Specialties	\$7,119.00						\$7,119.00	
27	Lockers & Shelving	\$37,715.00		\$5,000.00		\$5,000.00	13.26%	\$32,715.00	\$250.00
28	Custom Casework/Countertops	\$48,565.00						\$48,565.00	
29	Showers Panels	\$4,423.00		\$4,423.00		\$4,423.00	100.00%		\$221.15
30	Fire Protection	\$12,610.00						\$12,610.00	
31	Plumbing	\$87,900.00	\$3,850.00	\$38,500.00		\$42,350.00	48.18%	\$45,550.00	\$2,117.50
32	HVAC	\$135,915.00	\$39,000.00	\$55,000.00		\$94,000.00	69.16%	\$41,915.00	\$4,700.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 3
APPLICATION DATE: 08/03/20

In tabulations below, amounts are stated to the nearest dollar.

ENM Police & Fire

PERIOD TO: 07/31/20

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: BG 20-9290

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
33	Electric	\$272,565.00	\$16,500.00	\$82,500.00						
34	Aggregate Piers	\$48,970.00	\$48,970.00				\$99,000.00	36.32%	\$173,565.00	\$4,950.00
35	Earthwork & Utilities	\$123,722.00	\$120,045.00	\$3,677.00			\$48,970.00	100.00%		\$2,448.50
36	Asphalt Parking Lot	\$34,645.00					\$123,722.00	100.00%		\$6,186.10
37	Curb, Gutter & Site Concrete	\$19,372.00							\$34,645.00	
38	Fencing	\$2,550.00							\$19,372.00	
39	Landscape Rock	\$1,275.00							\$2,550.00	
40									\$1,275.00	
41	Change Order #1	\$23,923.00	\$23,923.00				\$23,923.00	100.00%		\$1,196.15
42	Change Order #2	\$25,084.00		\$12,342.00			\$12,342.00	49.20%	\$12,742.00	\$617.10
43										
44										
45										
GRAND TOTALS		\$1,781,042.00	\$582,554.00	\$393,821.00		\$0.00	\$976,375.00	54.82%	\$804,667.00	\$48,818.75

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Check Summary Register©*August 27, 2020**

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006910EINTERNAL REVENUE SERVICE	8/10/2020	\$10,973.30	Payroll Liability
Paid Chk# 006911EMN DEPT OF REVENUE	8/10/2020	\$2,256.81	Payroll Liability
Paid Chk# 006912EPERA	8/10/2020	\$10,092.25	Payroll Liability
Paid Chk# 006913EHEALTH EQUITY, INC.	8/10/2020	\$1,205.03	HSA- Steve Hotaling
Paid Chk# 006914EVANTAGEPOINT TRANSFER	8/10/2020	\$245.00	ICMA- Steve Hotaling
Paid Chk# 006915EVANTAGEPOINT TRANSFER	8/10/2020	\$565.00	ICMA- Kellie Stewart
Paid Chk# 006916EMN DEPT OF REVENUE	8/20/2020	\$2,179.75	Payroll Liability
Paid Chk# 006917EINTERNAL REVENUE SERVICE	8/20/2020	\$11,280.39	Payroll Liability
Paid Chk# 006918EPERA	8/20/2020	\$9,664.28	Payroll Liability
Paid Chk# 006919ENUVERA COMMUNICATIONS, INC.	8/20/2020	\$328.76	Police Dept Phone/Fax
Paid Chk# 006920ENUVERA COMMUNICATIONS, INC.	8/20/2020	\$127.48	Area Hall Phone
Paid Chk# 006921EXCEL ENERGY	8/28/2020	\$383.43	Streetlights
Paid Chk# 006922EXCEL ENERGY	8/31/2020	\$4,423.19	601 Main Street
Paid Chk# 006923ENUVERA COMMUNICATIONS, INC.	8/20/2020	\$56.94	139503 - 25499 Natchez Ave
Paid Chk# 006924ENUVERA COMMUNICATIONS, INC.	8/20/2020	\$179.32	937759 - 25499 Natchez Ave Bld
Paid Chk# 006925EDAKOTA ELECTRIC ASSN	9/4/2020	\$132.68	200001441377-Ptarmigan Dr. Str
TOTAL		\$54,093.61	
PRE-PAIDS			
Paid Chk# 041287 UNITED STATES POSTAL SERVICE	8/12/2020	\$302.96	July 2020 Utility Bills
Paid Chk# 041288 PAYROLL	8/20/2020	\$252.81	
Paid Chk# 041289 PAYROLL	8/20/2020	\$69.26	
Paid Chk# 041290 PAYROLL	8/20/2020	\$429.25	
Paid Chk# 041291 PAYROLL	8/20/2020	\$69.26	
Paid Chk# 041292 PAYROLL	8/20/2020	\$0.00	
Paid Chk# 041293 HASTINGS AUTOMOTIVE, INC.	8/20/2020	\$36,264.22	F150 Pickup- Public Works
TOTAL		\$37,387.76	
CHECK REGISTER			
Paid Chk# 041294 ACE HARDWARE & PAINT	8/27/2020	\$109.94	PW - Small Tools
Paid Chk# 041295 AIRGAS USA, LLC	8/27/2020	\$53.00	FD - Oxygen
Paid Chk# 041296 ALL AMERICAN TITLE CO., INC.	8/27/2020	\$89.93	Utility Billing Credit Refund
Paid Chk# 041297 AMEEN, ALIZA	8/27/2020	\$100.00	PT Pay
Paid Chk# 041298 ANCHOR SOLAR INVESTMENTS, LLC.	8/27/2020	\$586.60	Solar Panel Lease Pmt
Paid Chk# 041299 APPLE FORD LINCOLN	8/27/2020	\$148.01	PW - Fleet Maint & Equip
Paid Chk# 041300 APWA	8/27/2020	\$260.00	Membership Dues
Paid Chk# 041301 BerganKDV	8/27/2020	\$10,550.00	Final Audit & Financial Stmt
Paid Chk# 041302 LINDA BORGEN	8/27/2020	\$1.15	Mileage
Paid Chk# 041303 CAMPBELL KNUTSON	8/27/2020	\$4,058.95	Meetings
Paid Chk# 041304 CANON FINANCIAL SERVICES, INC.	8/27/2020	\$34.40	PD Copier - Rental Agmt
Paid Chk# 041305 CEMSTONE PRODUCTS COMPANY	8/27/2020	\$1,560.00	PW - Streets
Paid Chk# 041306 CHAIN REACTION DISC GOLF	8/27/2020	\$230.00	Disc Golf Course Tee Signs
Paid Chk# 041307 CINTAS CORPORATION NO. 2	8/27/2020	\$34.30	PW - Uniforms
Paid Chk# 041308 COMMERCIAL ASPHALT COMPANY	8/27/2020	\$112.93	PW - Streets
Paid Chk# 041309 DOG WASTE DEPOT	8/27/2020	\$87.11	Disposable Face Masks
Paid Chk# 041310 FLOYD TOTAL SECURITY	8/27/2020	\$368.28	Base Alarm Monitoring
Paid Chk# 041311 GLOBAL CLOSING & TITLE SVCS	8/27/2020	\$12.92	Utility Billing Credit Refund
Paid Chk# 041312 GOPHER STATE ONE CALL	8/27/2020	\$145.80	Locates
Paid Chk# 041313 GREYSTONE CONSTRUCTION	8/27/2020	\$374,129.95	Pay Req #3 - PD Addition thru
Paid Chk# 041314 HALVERSON, HERMAN	8/27/2020	\$172.50	PT Pay
Paid Chk# 041315 HAWKINS, INC.	8/27/2020	\$361.84	PW - Water Chemicals
Paid Chk# 041316 HERTAUS, MARION	8/27/2020	\$90.00	PT Pay
Paid Chk# 041317 HIRERIGHT, LLC	8/27/2020	\$115.48	Background Svcs - Parks Director
Paid Chk# 041318 HOFER, DARWIN	8/27/2020	\$90.00	PT Pay
Paid Chk# 041319 HYDRA POWER HYDRAULICS	8/27/2020	\$509.78	PW - Fleet Maint & Equip
Paid Chk# 041320 INNOVATIVE OFFICE SOLUTIONS LL	8/27/2020	\$23,618.15	PD Station Remodel - 50% Depos
Paid Chk# 041321 INTERSTATE BATTERY SYSTEM OF	8/27/2020	\$383.27	PW - Fleet Maint & Equip
Paid Chk# 041322 IUOE LOCAL #49	8/27/2020	\$175.00	Membership Dues - Jason Thomps
Paid Chk# 041323 JIRAK, LYNDIA	8/27/2020	\$206.71	Elections Reimbursements
Paid Chk# 041324 KELLEY FUELS, INC.	8/27/2020	\$1,635.81	PW - Fuel
Paid Chk# 041325 LAKEVILLE SANITARY, INC.	8/27/2020	\$380.12	11039 - 25499 Natchez Ave
Paid Chk# 041326 LENHARDT, MELISSA	8/27/2020	\$90.00	PT Pay
Paid Chk# 041327 MED COMPASS	8/27/2020	\$1,700.00	FD - Fit Test
Paid Chk# 041328 MENARDS - BURNSVILLE	8/27/2020	\$540.02	PW - Streets
Paid Chk# 041329 METROPOLITAN COUNCIL	8/27/2020	\$42,601.95	Reserve Capacity Loan/WWS
Paid Chk# 041330 METERING & TECH SOLUTIONS	8/27/2020	\$264.00	PW - Water Meters
Paid Chk# 041331 MIDWEST PLAYSCAPES INC.	8/27/2020	\$973.20	Disc Golf Course Teesign Posts
Paid Chk# 041332 MN DEPT OF HEALTH	8/27/2020	\$3,375.00	Comm Water Supply Svc Conn Fee

Check Summary Register©*August 27, 2020**

	Name	Check Date	Check Amt	
Paid Chk#	041333 MUNICIPAL INSPECTIONS, INC.	8/27/2020	\$3,582.23	Building Inspections
Paid Chk#	041334 MVTL LABORATORIES	8/27/2020	\$95.00	PW - Water Testing
Paid Chk#	041335 NAPA AUTO PARTS	8/27/2020	\$289.12	PW - Small Tools
Paid Chk#	041336 NORTHLAND PEST CONTROL	8/27/2020	\$21.25	Pest Control - Library
Paid Chk#	041337 QUILL CORPORATION	8/27/2020	\$172.11	Operating Supplies
Paid Chk#	041338 R&R CLEANING CONTRACTORS, INC.	8/27/2020	\$149.42	Rugs
Paid Chk#	041339 R.J. SAYERS DISTRIBUTING, LLC	8/27/2020	\$566.38	PW - Fleet Maint & Equip
Paid Chk#	041340 ROBERT MCNEARNEY HOMES	8/27/2020	\$351.46	Utility Billing Credit Refund
Paid Chk#	041341 ROSENBAUER MINNESOTA, LLC	8/27/2020	\$317.53	FD - Gauge for Ladder
Paid Chk#	041342 SCHLOMKAS PORTABLE	8/27/2020	\$850.00	Portable Restrooms
Paid Chk#	041343 SCHWICHTENBERG, AIMEE	8/27/2020	\$74.41	Utility Billing Credit Refund
Paid Chk#	041344 SHRED RIGHT	8/27/2020	\$15.00	Shredding
Paid Chk#	041345 STASZAK, MARY	8/27/2020	\$178.05	PT Pay
Paid Chk#	041346 STERLING CODIFIERS	8/27/2020	\$1,367.00	Code Book Supplement
Paid Chk#	041347 STREICHER'S INC	8/27/2020	\$140.99	PD - Body Armor Plates/C Bell
Paid Chk#	041348 SUTTON, MIKE	8/27/2020	\$175.00	PT Pay
Paid Chk#	041349 TOBIN, SALLY	8/27/2020	\$110.00	PT Pay
Paid Chk#	041350 TRADEMARK TITLE SERVICES, INC.	8/27/2020	\$138.10	Utility Billing Credit Refund
Paid Chk#	041351 WAGNER, LEANDER	8/27/2020	\$172.30	Mileage
Paid Chk#	041352 WERNER IMPLEMENT CO., INC.	8/27/2020	\$1,558.73	PW - Fleet Main & Equip
Paid Chk#	041353 XEROX CORPORATION	8/27/2020	\$500.13	Copier
	TOTAL		\$480,780.31	
<u>DIRECT DEPOSIT</u>				
Paid Chk#	503453E Bi-Weekly ACH	8/6/2020	\$36,095.27	
Paid Chk#	503492E Bi-Weekly ACH	8/20/2020	\$37,154.16	
	TOTAL		\$73,249.43	



STAFF MEMORANDUM

SUBJECT:	Use of Coronavirus Relief Funding
MEETING DATE:	August 27, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Feedback and direction from City Council.

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 CARES Act established the \$150 billion Coronavirus Relief Fund (CRF) which provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. The Federal Treasury has made payments from the Fund to States, which can disburse them to eligible units of local government. Amounts paid are based on population as provided in the CARES Act.

In June, Governor Walz announced a plan to distribute \$841 million from the State's allocation of the federal Coronavirus Relief Fund to support local government coronavirus relief efforts. The funding for counties, cities, and towns can be used to support local government services as well as grants to businesses, hospitals, and individuals who have been impacted by COVID-19. The City of Elko New Market received \$359,298. The funds that the City does not use will be turned over to the County after November 15th, 2020.

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that meet the following criteria:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 for the State or local government; and
3. Were incurred during the period that begins on March 1, 2020 and ends on November 15, 2020.

Those criteria are broadly stated and subject to interpretation. Therefore, the Federal and Minnesota State government have provided guidance on the use of the funds, which are continually being updated. Generally, eligible expenses include:

1. Public health expenses
2. Payroll for public safety, public health, health care, human services, and similar employees substantially devoted to mitigating or responding to COVID-19
3. Compliance with public health measures
4. Economic support
5. Recovery planning
6. Assisting individuals with enrolling in government benefit programs
7. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the CRF's eligibility criteria

The guidance from both the Federal and State governments is continually evolving, not always explicit and also subject to interpretation in certain circumstances, especially as it relates to payroll expenses. This presents challenges for local units of government that need to make decisions regarding the use of the funds.

Staff has reviewed the critical criteria for the use of Coronavirus Relief Funds and supplemental guidance that is currently available, as well as consulting with League of Minnesota Cities staff, Metro Cities staff, the City Attorney, State MMB Staff, and the City's Auditor prior to presenting the options for use of funds discussed in this memorandum.

DISCUSSION

The potential uses for the Coronavirus Relief Funds exceed the funding allocated to the City of Elko New Market. The City Council is being asked to review the options for use of the Coronavirus Relief Funds and provide direction to staff. A summary of potential uses for the funding is provided below.

Eligible Non-Payroll Operating Expenses – These expenses include, but are not limited to, personal protective equipment (PPE), cleaning/sanitizing supplies, signage, social distancing materials and equipment. It is anticipated that these expenses will amount to approximately \$40,000.

Eligible Payroll Expenses for Non-Public Safety and Public Safety Payroll Expenses for Discrete Tasks – These expenses include the salary and associated benefit costs for employees for discrete tasks (hourly basis) substantially dedicated to mitigating or responding to the COVID-19 public health emergency. This does not include Payroll expenses regarding Police Department Officer general duties related to mitigating or responding to the COVID-19 public health emergency, which are discussed below. It is anticipated that these expenses will amount to approximately \$50,000.

Police Department Officer Payroll Expenses – Federal guidance states that the Coronavirus Relief Funds were designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, the Federal Treasury provided guidance that a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency. The concern is that other interpretations may be possible since it is not clear if subsequent guidance statements supersede, are subservient to or modify the guidance discussed above. Additional guidance providing greater clarification may be forthcoming. Use of the Coronavirus Relief Funds in this manner in accordance with the guidance discussed would result in an estimated additional \$430,000 in eligible expense (this exceeds the total Coronavirus Relief Funds allocated to Elko New Market).

HVAC Improvements to Current Police Department Building – This includes the complete replacement and upgrade of the substandard HVAC system at the current Police Department building to improve ventilation and air exchange in order to reduce the potential transmission of infectious disease. This work would be completed in advance of the reuse of the building by the food shelf and other uses. The estimated project cost is \$170,000, the cost for current Administrative portion of the building is approximately \$107,500 and \$62,500 for the garage space which is guided to be reused for the local food shelf.

“Touch Free” Bathrooms – This capital project would include the replacement of existing fixtures (toilets, faucets, hand dryers, etc.) in the bathrooms at City Hall, the Wagner Park Shelter, PW building and Water Treatment Facility with touchless fixtures. The replacement of the existing “touch” fixtures would reduce the potential transmission of infectious disease. The estimated cost for the project would be \$62,000.

Ridges Hospital – Ridges Hospital has requested that the Elko New Market consider allocating from the \$359,298 Coronavirus Relief Funds received to help Ridges offset non-reimbursable

costs that the hospital has incurred, or will incur, by the end of this calendar year in response to the pandemic. There is no specific amount associated with this request. No other hospitals serving Elko New Market have made a similar request.

Small Business Emergency Grant Program - Another eligible expense for the CARES Act funding is economic assistance to small business in the form of grants or loans. Government entities have discretion to establish a program aimed at assisting small business that have been negatively impacted by the COVID-19 pandemic and associated states of emergency. Assistance can be provided to businesses that faced mandatory or voluntary closures and those that remained open but suffered decreased demand as a result of the pandemic. The established program must meet the following three requirements:

- Small business funding through a grant or loan program is necessary due to the public health emergency. Expenditures must be used for actions taken to respond to the public health emergency.
- The small business funding was not accounted for in the city's budget most recently approved as of March 27, 2020.
- The small business funding is used to cover eligible business expenses (i.e. mortgage or rent payments, utility payments, payroll expenses, inventory, and business license fees) incurred between March 1, 2020 and November 15, 2020.

The City's administrative costs for operation of a grant or loan program are also eligible expenses and can be reimbursed with CARES Act funding. More information regarding such a program is included in the attached League of Minnesota Cities document.

Staff have research 14 cities that have established a program to aid small businesses. A research summary of each of the city's programs is attached. Commonly, the programs include the following components:

- Proof of Need
- Distribution Type
- Local Ownership
- Eligible Businesses
- Ineligible Businesses
- Physical Establishment Inside City Limits
- Operation Dates
- FTE Limit
- Revenue Limit
- Good Standing Requirements
- Maximum Loan/Grant Amount
- Eligible Uses
- Reporting Requirements

Using the federal/state requirements and programs available in other cities as a guide, Staff have drafted a Small Business Emergency Grant Program for consideration by the City Council. The attached draft program would provide up to \$5,000 grants to eligible businesses for eligible expenses including rent or mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment) or other critical

non-payroll business expenses. Eligible and ineligible businesses as provided in the draft Small Business Emergency Grant Program are as follows:

Eligible Businesses - *Businesses must meet all the following criteria to be eligible:*

- *Must be a locally owned and operated for-profit business with a brick and mortar commercial presence within the City limits of Elko New Market. Except for licensed daycare facilities, home based businesses are not eligible.*
- *Must have been doing business (open for business) as of March 1, 2020 and intend to continue operations.*
- *Be licensed, in good standing with the Minnesota Secretary of State's Office and with the City, and current on property taxes.*
- *Must have 100 or fewer full-time equivalent employees.*
- *Self-employed, independent contractors, or businesses with no employees other than the owner are eligible.*
- *Must be under \$1 million in annual revenue.*
- *Must demonstrate a loss in revenue since March 1, 2020.*

**Businesses that received COVID-related federal funding such as the Small Business Administration Economic Injury Disaster Loan or Paycheck Protection Program may still be eligible for the City of Elko New Market Small Business Emergency Grant Program, but must certify that the Grant funds from this program shall be utilized for expenses not covered by another program.*

Ineligible Businesses - *The following businesses will not be eligible:*

- *Public entities, non-profit/not-for-profit businesses, and places of worship are not eligible.*
- *Home based businesses, other than in-home daycare facilities.*
- *Corporate-owned chain stores, (except franchise chains are eligible).*
- *Businesses that derive income from passive investments; businesses-to-business transactions; real estate transactions; property rentals or property management.*
- *Businesses that primarily derive income from gambling.*
- *Businesses in default conditions prior to February 29, 2020.*

Included as an attachment is a list of 34 businesses in Elko New Market that could potentially apply for the program grants. In addition, there are 12 Licensed Family Child Care Providers in the City limits that may also be eligible. Due to the program eligibility criteria and stipulation that the grant funds cannot be used for expenses covered by other programs (i.e. a business that received funds from the Paycheck Protection Program cannot use the grant funds for payroll expenses), Staff are unable to anticipate what the level of participation might be. At this time, Staff recommends that \$100,000 be allocated to fund the Small Business Emergency Grant Program. Upon receipt of an application, the City would issue the grant awards to eligible businesses on a first come, first serve basis until allocated program funds are depleted. If the number of eligible applicants exceed available funding, Staff may ask the City Council to allocate additional funds to the program. In turn, if the number of eligible applicants does not expend the allocated funds, then Staff may ask that the funds be reallocated to another eligible expense.

If the City Council is comfortable with the draft program, then it is important to get started as soon as possible to ensure enough time to start and complete the program. The first step would be to adopt Resolution 20-46. If adopted, Staff would begin advertising the program and the application period would be open from September 1, 2020 to September 30, 2020.

BUDGET IMPACT

Eligible expenses identified by the City Council would be expensed to the Coronavirus Relief Fund. Expenses related to responding to COVID-19 that have or will be accrued and are not expensed to the Coronavirus Relief Funds will remain as unplanned/unbudgeted expenses within their respective funds.

Attachments:

Ridges Hospital Request Letter

LMC Guidance for Cities on Providing Assistance to Businesses

Research Summary

DRAFT Small Business Emergency Grant Program

Business List

Resolution 20-46 Adopting the Small Business Emergency Grant Program

July 17, 2020

Mayor Joe Julius
City of Elko New Market
PO Box 99
Elko New Market, MN 55020-0099

Dear Mayor Julius:

Thank you for taking the time out of your busy schedule to speak with us regarding the financial impact of the COVID-19 pandemic on Ridges Hospital (Ridges) and the Elko New Market community.

As we discussed, Ridges has played a critical role in the response to the coronavirus pandemic. When it became clear that our community needed to prepare for COVID-19 patients, we dramatically altered almost every aspect of our operations. Our responses included halting non-time sensitive surgeries and medical visits; training our staff to safely care for infected patients; ensuring an adequate supply of personal protective equipment, ventilators, medicines and other supplies; and investing in and rapidly deploying telehealth technology to safely care for patients. Physical facility changes included modifying our ventilation systems to create additional negative pressure airflow rooms, increasing infection prevention measures and cleaning within the hospital, and deploying new capabilities including drive-up testing. In addition, Ridges converted nine rooms to serve as a COVID cohort unit and created a Respiratory Screening Unit (RSU) with negative airflow and three exam rooms adjacent to our Emergency Department for ambulatory patients presenting with respiratory symptoms. The Ridges surge capacity plan doubled our Intensive Care Unit (ICU) capacity by adding 12 negative airflow rooms to provide care for the sickest patients, should it be needed.

Ridges has served the healthcare needs of South Metropolitan communities for 36 years. With a service area of almost 400,000 residents, Ridges has the fourth largest emergency service in Minnesota and cared for almost 67,000 patients in 2019. HealthGrades recently recognized Ridges as one of America's 250 Best Hospitals for 2020 and one of 2% of U.S. hospitals receiving Dual Recognition with top 5% recognition for patient safety and top 15% recognition for patient experience.

Of the almost 40,000 COVID-19 cases diagnosed in Minnesota, 3,262 or 8.2% are from Dakota (3rd in state) and Scott (11th in state) counties. As Ridges hospital cares for almost 60% of emergency patients in its primary service area (PSA), of which Elko New Market is a part, many local residents requiring emergency care and hospitalization received care at Ridges and will continue to do so as the coronavirus pandemic continues.

The extraordinary actions that we took at Ridges to care for COVID-19 patients were critical to our ability to successfully serve our community. They were also costly. These COVID-specific actions have placed an extraordinary financial burden on our hospital that will not be covered by insurance reimbursements, the State of Minnesota, or the federal government.

We respectfully request that Elko New Market consider allocating from the \$359,298 that you received to help Ridges offset non-reimbursable costs that the hospital has incurred, or will incur, by the end of this calendar year in response to the pandemic.

We are in the process of finalizing our costs and cost estimates and will have a specific request in the next few weeks. The non-reimbursable costs that we are asking for will represent the Elko New Market proportional share within our service area. We are making similar requests of neighboring municipalities.

We thank you for discussing this matter with us. If you require any additional information, please feel free to contact me directly at BKnapp1@Fairview.org. Andy McCoy at AMCCOY2@Fairview.org and Mary Edwards at MEDWARD1@Fairview.org may also be reached for questions.

We thank you in advance for your consideration of our request and look forward to hearing from you on this important matter. We appreciate our long-standing partnership in caring for the residents of the community, during the coronavirus pandemic and beyond.

Warmest regards,

Brian Knapp
Vice President, Operations

cc: City Administrator Thomas Terry

Your LMC Resource

Research & Information Service staff members are ready to help you apply their broad knowledge to the issues you're dealing with today.

[Access online form to submit a question \(https://www.lmc.org/contact/submit-a-question/\)](https://www.lmc.org/contact/submit-a-question/), or call us: (651) 281-1200 or (800) 925-1122

Guidance for Cities on Providing Assistance to Businesses

Published: March 30, 2020

(Updated July 10, 2020)

Many cities have contacted the League asking what they can do to assist local businesses that are ordered closed or are struggling financially as a result of the COVID-19 emergency. Cities and economic development authorities (EDAs) have some available options to assist businesses, but more expansive state and federal assistance programs are available.

Get answers to common questions about cities assisting businesses:

[Q1: Can cities financially support their local businesses affected by COVID-19? \(#Q1\)](#)

[Q2: Can cities assist small businesses with their distribution from the Coronavirus Relief Fund \(CRF\)? \(#Q2\)](#)

[Q3: What are examples of eligible expenses for small businesses receiving a grant or loan from CRF money? \(#Q3\)](#)

[Q4: Are state assistance funds directly available to businesses? \(#Q4\)](#)

[Q5: How much funding is available? \(#Q5\)](#)

[Q6: Are federal assistance funds directly available to businesses? \(#Q6\)](#)

Q1. Can cities financially support their local businesses affected by COVID-19?

A1. Cities have some options to assist businesses but need to be mindful of the laws regarding the expenditure of public funds. For a valid expenditure of public funds, there must be 1) a public purpose and 2) legal authority through statute or city charter. Cities or EDAs seeking to develop assistance programs should consult their city attorney for a legal review of any proposal.

[Chapter 14 \(https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-14-community-development-and-redevelopment/\)](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-14-community-development-and-redevelopment/) of the League *Handbook for Minnesota Cities* discusses the various programs available to cities and EDAs, including business subsidies and business loans. These programs are authorized by state law, but in some cases have statutory requirements that must be met. The *Handbook* addresses those requirements.

EDAs are uniquely situated to provide businesses assistance due to their flexibility to provide for economic development. EDAs can defer payments on existing loans or develop new loan or assistance program for new and existing businesses. The [Economic Development Authority Handbook \(https://mnedf.org/wp-content/uploads/2014/12/EDA-Handbook.pdf\)](https://mnedf.org/wp-content/uploads/2014/12/EDA-Handbook.pdf), published by the Minnesota Economic Development Foundation and the Minnesota Department of Employment and Economic Development (DEED), provides a more extensive discussion of EDA powers and programs. EDAs considering new or modified assistance programs should consult their legal counsel before proceeding. Several EDAs around the state have developed loan and grant programs for local businesses affected by business closure orders and the overall economic downturn.

In addition, cities do have the statutory authority to donate up to \$50,000 annually to incorporated development societies, like a chamber of commerce or community foundation. The funds donated must be used for promoting, improving, and developing the city's economic research. (See [Minnesota Statute 469.191 \(https://www.revisor.mn.gov/statutes/?id=469.191\)](https://www.revisor.mn.gov/statutes/?id=469.191)). Cities interested in this should consult their city attorney for further guidance.

[Return to top of page \(#top\)](#)

Q2: Can cities assist small businesses with their distribution from the Coronavirus Relief Fund (CRF)?

A2: Yes, per United States Treasury Department [guidance](https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf) (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf) and related [FAQs](https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf) (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf), which provide that economic assistance to small businesses in the form of grants or loans is an eligible expense. The city must make a determination that the assistance to businesses is “necessary,” meaning that the business assistance is a reasonably necessary expenditure incurred due to the public health emergency.

Before a city distributes any CRF money to small businesses, it should consult legal counsel. It is not clear whether distribution of CRF money to small businesses must independently meet the test for a public purpose expenditure, since funds will benefit a private interest rather than the city as a whole. The Treasury guidance and related FAQs do not address this issue. Legal authority for an EDA or HRA to provide business assistance is more clearly established.

The Treasury FAQs specifically provide that government entities have discretion to determinate what payments are necessary, and that programs aimed at assisting small businesses should be tailored to assist businesses in need of assistance due to the public health emergency. Business expenses incurred due to required closures are offered as an example, but the FAQs also state that grants or loans may be offered to small businesses not required to close, but instead closed voluntarily or suffered decreased demand to the public health emergency.

There is no specific program that cities must adopt to assist small businesses. Cities have discretion to establish a program if the three main requirements of the CRF legislation are met:

1. Small business funding through a grant or loan program is necessary due to the public health emergency. Expenditures must be used for actions taken to respond to the public health emergency.
2. The small business funding was not accounted for in the city’s budget most recently approved as of March 27, 2020.
3. The small business funding is used to cover eligible business expenses incurred between March 1, 2020 and November 15, 2020.

When structuring any business assistance program using these funds, cities and economic assistance entities should keep the following in mind:

- A program should be adopted by the governing board of the body distributing the funds (city council, EDA board, HRA board).
- The governing board should make written findings that carefully document the reasons the small business funding meets the three-part test discussed above. These findings are important in order to explain the governing body’s decision in the event of an audit.
- Eligible applicants should be able to demonstrate need directly tied to the public health emergency. Grant or loan application materials should request pertinent information that shows the funding is necessary for the small business due to COVID-19.
- All funding to small businesses and costs to the city for administering the program should be fully documented and retained. The city’s administrative costs for operation of a grant or loan program are eligible expenses.
- Programs should have a mechanism to ensure that small business recipients use the funds only for eligible expenses.
- For loan programs, repayments received after Dec. 30, 2020, must be repaid to the United States Treasury. Amounts repaid prior to Dec. 30, 2020, must either be repaid to the United States Treasury or used for another eligible expense.

Complete documentation of program funds is important. Cities will need to provide monthly, interim, and final reports to the [Minnesota COVID-19 Response Accountability Office](https://mn.gov/mmb/covid-19-response-accountability-office/) (https://mn.gov/mmb/covid-19-response-accountability-office/), a newly-created office of Minnesota Management and Budget. That office will provide further guidance on these processes. Cities should keep in mind that they are responsible to the state and federal government for ensuring that funds are used for eligible purposes, including compliance with subrecipient monitoring regulations under [Uniform Grant Guidance](https://www.ecfr.gov/cgi-bin/text-idx?) (https://www.ecfr.gov/cgi-bin/text-idx?

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Q3: What are examples of eligible expenses for small businesses receiving a grant or loan from CRF money?

A3: Eligible expenses could include mortgage or rent payments, utility payments, payroll expenses, inventory, and business license fees.

Cities are not able to use the funds for revenue replacement. The city cannot simply credit a small businesses' utility account or provide a credit for past or future business license fees.. The funds must go to the small business to subsidize payment of those expenses.

In addition, CRF money cannot be used by the city to provide assistance for businesses to meet property tax obligations.

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Q4. Are state assistance funds directly available to businesses?

A4. Yes. [DEED \(https://mn.gov/deed/\)](https://mn.gov/deed/) operates two loan programs, one of which is currently available:

The Minnesota Small Business Emergency Loan Program provides no-interest loans of \$2,500 to \$35,000 for businesses affected by executive orders that required them to stop operations. Businesses apply through authorized lenders. This program ran out of funding but more funding may become available in the future.

The [Minnesota Small Business Loan Guarantee Program \(https://mn.gov/deed/business/financing-business/deed-programs/loan-guarantee/\)](https://mn.gov/deed/business/financing-business/deed-programs/loan-guarantee/) provides an 80% loan guarantee for loans up to \$250,000 made by a qualified lender. Businesses apply through private lenders. [See a list of approved lenders. \(https://mn.gov/deed/business/financing-business/deed-programs/loan-guarantee/enrolled-lenders.jsp\)](https://mn.gov/deed/business/financing-business/deed-programs/loan-guarantee/enrolled-lenders.jsp)

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Q5. How much funding is available?

A5. The Legislature's Second COVID-19 Response Bill provides \$30 million in funding for the Minnesota Small Business Emergency Loan program and \$10 million in funding for the Minnesota Small Business Loan Guarantee Program.

More funding and different programs may become available. Businesses should consult the [DEED website \(https://mn.gov/deed/newscenter/covid/employers/\)](https://mn.gov/deed/newscenter/covid/employers/) for state assistance program information and the latest news and information.

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Q6. Are federal assistance funds directly available to businesses?

A6. Yes. There are several federal funding options for businesses. Their availability is changing rapidly based on the availability of funding; [read more about DEED resources for businesses \(https://mn.gov/deed/business/\)](https://mn.gov/deed/business/). Two of the most popular options include:

1. Small Business Administration (SBA) Economic Injury Disaster Loans provide low-interest loans of up to \$2 million. The first payment is deferred for 12 months. Loan proceeds can be used to pay fixed debts, payroll, and accounts payable. [Read more about how businesses can apply directly through the SBA. \(https://www.sba.gov/page/disaster-loan-applications\)](https://www.sba.gov/page/disaster-loan-applications)
2. The SBA Paycheck Protection Program provides forgivable loans up to 2.5 months of payroll costs up to \$10 million. At least 75% of the loan proceeds must be used for payroll expenses for the loan to be 100% forgiven. Businesses apply for these loans with an authorized private lender; [access a list of participating lenders and application information on the SBA website \(https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program\)](https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program).

These two programs have proved so popular that initial funding depleted within the first two weeks. On April 21, Congress reached an agreement for legislation allocating \$310 billion in additional funding for the Payroll Protection Program and \$60 billion for Economic Injury Disaster Loans and other SBA programs.

For more information, businesses can contact the [SBA's Minnesota District Office \(https://www.sba.gov/offices/district/mn/minneapolis\)](https://www.sba.gov/offices/district/mn/minneapolis) at (612) 370-2324 or [Minneapolis.mn@sba.gov \(mailto:Minneapolis.mn@sba.gov\)](mailto:Minneapolis.mn@sba.gov). Businesses can also utilize [DEED's Small Business Development Center \(https://mn.gov/deed/business/help/sbdc/find-sbdcs/\)](https://mn.gov/deed/business/help/sbdc/find-sbdcs/) for assistance.

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[—Access more COVID-19 News and Resources \(https://www.lmc.org/resources/covid-19-resources/\)](https://www.lmc.org/resources/covid-19-resources/)

**BUSINESS RELIEF FUND RESEARCH
AUGUST 2020**

Cities	Grant or Loan?	Proof of Need (i.e. decreased revenues)?	Distribution Type	Must Be Locally Owned?	Eligible Businesses	Must Have Physical Establishment Inside City Limits	Must Have Been In Operation By	FTE Limit	Revenue Limit	Available To Home Occupations?	Must Be In Good Standing with City?	Maximum Loan / Grant Amount	Total Amount Dedicated	Uses	Reporting Required	Administered By?
Belle Plaine	Grant	Yes	First come, first serve	N/A	For-profit and non-profit (except places of worship) and daycare providers	Yes	3/1/2020	0 to 100	N/A	Daycare Only	Yes	\$10,000	\$125,000	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	N/A	City
Brainerd	Grant	Yes	First come, first serve	Yes	Those noted in EO 20-04 and 20-08	Yes	3/1/2020	10	N/A	No	Yes	\$3,000	\$90,000	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
Burnsville	Grant	Yes	Lottery	Yes	Those noted in EO 20-04 and 20-08	Yes	N/A	N/A	N/A	Yes	Yes	\$20,000	\$1,000,000	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
Cottage Grove	Grant	Yes	Lottery	Yes	Those noted in EO 20-04 and 20-09	Yes	3/1/2019	3 to 70	3.5 million	No	Yes	\$10,000	Unknown	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
Edina	Forgivable Loan	Yes	Scoring of applications	Yes	N/A	Yes	7/31/2019	2 to 25	1 million	No	Yes	\$3,000	\$100,000	Essential operating expenses	Yes	City
Jordan	Forgivable Loan	Yes	First come, first serve	Yes	For-profit (exceptions noted)	Yes	3/1/2019	Must have 1 employee in addition to owner, and less than 20	N/A	No	Yes	\$15,000	\$45,000	Critical expenses such as rent, mortgage, utilities, payments to suppliers and costs associated with reopening, non-payroll business expenses.	N/A	City
Lakeville	Grant	Yes	First come, first serve	Yes	For-profit (exceptions noted)	Yes	12/1/2019	2 to 25	1 million	No	Yes	\$10,000	\$484,694	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	N/A	City
Marshall	Grant	Yes	Lottery	N/A	Those noted in EO 20-04, 20-08, and 20-18	Yes	N/A	15	N/A	No	Yes	\$5,000	\$500,000	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	N/A	City
Minnnetonka	Forgivable Loan	Yes	First come, first serve	Yes	For-profit (exceptions noted)	Yes	4/1/2019	25	1 million	No	Yes	\$7,500	Unknown	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
New Prague	Grant	Yes	Lottery	Yes	Those noted in EO 20-04 and 20-08	Yes	10/1/2019	0 to 20	1 million	No	Yes	\$7,500	\$200,000	Critical expenses such as payroll, rent, mortgage, utilities, payments to suppliers, taxes.	N/A	NextStage (local non-profit)
Osseo	Grant	N/A	First come, first serve	N/A	N/A	Yes	N/A	25	N/A	No	Yes	\$3,000	\$120,000	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
Rogers	Grant	Yes	First come, first serve	N/A	Deemed non-essential or faced mandated closures	Yes	N/A	3 to 50	N/A	N/A	Yes	\$10,000	Unknown	COVID related (PPE, payroll, mortgage/rent payment, building modifications, etc.)	Yes	City
Savage	Forgivable Loan	Yes	Unknown	Yes	For-profit	Yes	10/1/2019	Must have 3 or more W2 employees	1 million	No	Yes	\$5,000	\$100,000	Critical expenses such as payroll, rent, mortgage, utilities, payments to suppliers, taxes.	N/A	Scott CDA / NextStage
Shakopee	Forgivable Loan	Yes	First come, first serve	Yes	For-profit	Yes	3/1/2019	Must have 1 employee in addition to owner, and less than 20	N/A	No	Yes	\$15,000	\$200,000	Critical expenses such as rent, mortgage, utilities, payments to suppliers and costs associated with reopening, non-payroll business expenses.	N/A	City



City of Elko New Market Small Business Emergency Grant Program

PURPOSE

To provide emergency assistance to small local businesses in Elko New Market adversely impacted by the COVID-19 pandemic, the City of Elko New Market Small Business Emergency Grant Program will provide grants of up to \$5,000 to small businesses most in need of support.

Funds can be used to help businesses pay for critical expenses such as rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment). Providing this support will increase the capacity of the small businesses with a physical location in Elko New Market to survive the current crisis and will help prevent potential future blight scenarios. These grant funds can be used to ensure a business can afford to operate while maintaining social distancing guidelines for the safety of its employees and customers.

TERMS

- Up to \$5,000 grants based on economic injury from COVID-19 related eligible expenses. Final grant awards shall be limited to the lesser of eligible expenses or demonstrated loss, up to the maximum of \$5,000.
- Funds can be used to pay for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment) or other critical non-payroll business expenses as approved by the fund administrator.

ELIGIBLE BUSINESSES

Businesses must meet all the following criteria to be eligible:

- Must be a locally owned and operated for-profit business with a brick and mortar commercial presence within the City limits of Elko New Market. Except for licensed daycare facilities, home based businesses are not eligible.
- Must have been doing business (open for business) as of March 1, 2020 and intend to continue operations.
- Be licensed, in good standing with the Minnesota Secretary of State's Office and with the City, and current on property taxes.
- Must have 100 or fewer full-time equivalent employees.
- Self-employed, independent contractors, or businesses with no employees other than the owner are eligible.
- Must be under \$1 million in annual revenue.
- Must demonstrate a loss in revenue since March 1, 2020.



*Businesses that received COVID-related federal funding such as the Small Business Administration Economic Injury Disaster Loan or Paycheck Protection Program may still be eligible for the City of Elko New Market Small Business Emergency Grant Program, but must certify that the Grant funds from this program shall be utilized for expenses not covered by another program.

INELIGIBLE BUSINESSES

The following businesses will not be eligible:

- Public entities, non-profit/not-for-profit businesses, and places of worship are not eligible.
- Home based businesses, other than in-home daycare facilities.
- Businesses that primarily sell pawned merchandise, guns, tobacco, or vaping product.
- Businesses that derive income from passive investments; businesses-to-business transactions; real estate transactions; property rentals or property management.
- Businesses that primarily derive income from gambling.
- Businesses in default conditions prior to February 29, 2020.

APPLICATION

- Application forms will be accepted beginning September 1 through September 30, 2020.
- Grant applications are to be on a form provided by the City. At a minimum the application shall include:
 - A completed application form including a signed acknowledgement by the applicant including:
 - The applicant has the authority to submit the application.
 - The applicant certifies the grant is necessary and a result of unforeseen business expenses and business interruption due to COVID-19.
 - Acknowledgement the City is relying on statements made by the applicant when evaluation the application. In the event the applicant has not submitted the application in good faith and truthfully to the best of their ability the applicant shall reimburse the City for the full amount of any grant received.
 - Business name, type of business, and operating address.
 - Name, addresses, contact number, and signatures of all business owners.
 - Grant amount requested.
 - Proof from the Minnesota Secretary of State's Office the business is in good standing.
 - A statement describing how expenses proposed to be reimbursed by the Small Business Emergency Grant Program is necessary and related to the COVID-19 health emergency.
 - Copies of expense receipts, invoices, statements, rental agreement/lease, mortgage, etc.
 - The City recommends providing a list of expenses with a brief description and total as well as labeling the supporting documents. For example:



Item/Receipt	Description	Service Provider/Vendor	Amount
#1	Face coverings	ABC Company	\$50.00
#2	Plexiglass	XYZ Company	\$200.00
#3	Rent	Landlord Name	\$1,000.00
TOTAL			\$1,250.00

- Name, contract phone number, and postal mailing address of service providers (landlord, mortgage company, etc.)

PROCESS

The grant review process shall be as follows:

- Grants shall be reviewed by Staff upon receipt and issued on a first-come, first-serve basis. Staff shall review the applications and make a determination regarding program eligibility, expense eligibility, and grant amount.
- Applicant's receiving grants will be notified in writing.
- Grant payments are made directly to the service provider when feasible (landlord, mortgage company, utility company, etc.).
- Grants will not be issued when allocated program funds are depleted.

DATA PRIVACY

Applications shall be considered private, however, the names of those receiving grants and the grant amount shall be public information.

Legal Name	Doing Business As (DBA)	Address Number	Street Name	City	State	ZIP
Niemeyer's, Inc.		10405	260th St E	Elko	MN	55020
End Zone Bar & Grill		10491	260th St E	Elko	MN	55020
Advanced Diesel Power LLC		9665	265th St E	Elko	MN	55020
Brothers Jorgenson Racing Inc		9665	265th St E	Elko	MN	55020
Turning Technology, Incorporated		26660	Chowen Ave	Elko	MN	55020
Dominos Pizza	Domino's	10	Church St	New Market	MN	55054
Firefly Coffee Company		12	Church St	Elko New Market	MN	55054
Elko Holding Company Inc	Elko Speedway	26350	France Ave	Elko	MN	55020
Ryan Contracting Company		26480	France Ave	Elko New Market	MN	55020
Boulder Pointe Golf Club		9575	Glenborough Dr	Elko	MN	55020
Michael Kaufenberg	Home Oil Co	320	Main St	New Market	MN	55054
Sun Massage & Tanning		321	Main St	New Market	MN	55054
Anytime Fitness		321	Main St	New Market	MN	55054
Fish Rock Country Market		341	Main St	New Market	MN	55054
Windmill Feed & Pet Supply Co	Windmill Animal Rescue	350	Main St	New Market	MN	55054
My Legacy Photography		441	Main St	New Market	MN	55054
Tdf Liquors Inc		450	Main St	New Market	MN	55054
Leo's Bar Inc		451	Main St	New Market	MN	55054
Summer Décor		531	Main St	Elko New Market	MN	55,054
Timothy Sadusky	Farmers Insurance	541	Main St	New Market	MN	55054
Elko New Market Dental Clinic		730	Main St	Elko	MN	55020
Lubovich Chiropractic PA		730	Main St	New Market	MN	55054
Bullseye Saloon		9646	Main St	Elko	MN	55020
Captain Blacks	Captain Black's Bar & Grill	9660	Main St	Elko	MN	55020
New Market Bank		101	Old Town Rd	Elko New Market	MN	55054
Sallon Allure		105	Old Town Rd	Elko New Market	MN	55054
China City		109	Old Town Rd	Elko New Market	MN	55054
Crossover Martial Arts		111	Old Town Rd	Elko New Market	MN	55054
Triage Massage		115	Old Town Rd	Elko New Market	MN	55054
Elko New Market Family Pharmacy		117	Old Town Rd			
Firehouse Grille		7875	Old Town Rd	New Market	MN	55054
The Double Wide		421	Saint Joseph St	New Market	MN	55054
Twin City Greetings, Inc.		340	Saint Joseph St	New Market		
Friedges Drywall Inc		430	Webster St	New Market	MN	55054

***DOES NOT INCLUDE CHURCHES**

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

RESOLUTION NO. 20-46

**RESOLUTION APPROVING A SMALL BUSINESS EMERGENCY GRANT
PROGRAM**

WHEREAS, the City received federal CARES Act funds (“Funds”) for coronavirus-related expenses which may be used for COVID-19 related costs that occur between March 1, 2020 and November 15, 2020 and which can include providing financial relief to small businesses;

WHEREAS, the City desire to use \$100,000 of the Funds for a Small Business Emergency Grant Program (“Program”);

WHEREAS, the Community Development Department staff have prepared guidelines for the Program which are provided in the Program attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA, designates \$100,000 of the Funds to be used in accordance with the Small Business Emergency Grant Program attached hereto as Exhibit A, which is hereby adopted.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 27 day of August, 2020.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

EXHIBIT A
SMALL BUSINESS EMERGENCY GRANT PROGRAM

**ELKO NEW MARKET PARKS COMMISSION
WEDNESDAY, AUGUST 12, 2020
REGULAR MEETING MINUTES**

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

PRESENT:

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

CALL TO ORDER:

The meeting was called to order at 6:01 PM online via ZOOM by Chair Mike Sutton.

APPROVE AGENDA:

Mr. Nagel said that there was one addition to the August 2020 Meeting Agenda. He said that he would like to add the Schlomka Portable Restrooms bill to the Agenda under Item 7g. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the August 2020 Meeting Agenda, including the additional bill, was unanimously approved, as printed.

CITIZEN COMMENTS:

There were no citizen comments presented at the August 2020 Parks Commission Meeting.

APPROVAL OF MINUTES OF JULY 14, 2020 PARKS COMMISSION MEETING:

Upon motion by Commissioner Vernon, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the July 14, 2020 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel called Commissioners' attention to a copy the Farmer's Market Interest Survey that was attached. He said that starting one had been on the annual list of goals for the past 4 years, so this would represent the first step in developing a Farmer's Market for the community. He noted that the survey included a place for people to volunteer to help start one, so he hoped that there would be interest from the community. He said that the survey would go out the Week of August 24th and be available to do for a month.

UPDATES:

Mr. Nagel reviewed the June 30, 2020 ENM Parks Commission Update, which contained 15 items. He updated the Commission on the rise in vandalism in parks and to parks equipment over the past month.

Mr. Nagel reported that New Prague Community Ed had condensed their Fall programming due to COVID-19. He said that he would provide a listing of the classes that will be held in Elko New Market during the Fall in the next Parks Update. The popular Soccer program, which began in August, will be held as planned.

Mr. Nagel presented the status of the Parks Department Budget through June 30, 2020. He said that the expenses were 42% of the 2020 budget, which put the Parks Department on track to be under budget for the year.

Mr. Nagel called Commissioners' attention to the attached Silver Award Girl Scout project that would plant a Bee Garden in Pete's Hill Open Space sometime this fall. The project would stake out a garden of approximately 20 feet by 20 feet and plant flowers and grasses that would attract bees to the area in an attempt to increase the number of them.

OLD/NEW BUSINESS:

Mr. Nagel said that he had received the draft of the Playground Assessments for Woodcrest Park, Wagner Park, and Little Windrose Park from Safety First and attached the one for Woodcrest Park, along with the RFP for Woodcrest Park, for

Commissioners to review. He briefly outlined the results of the playground assessment and the RFP process for Commissioners. After discussion, Mr. Nagel recommended that the Parks Commissioners visit Woodcrest Park to familiarize themselves with the equipment, as well as markup the RFP draft for further discussion at the September meeting. No further action was taken on this item by the Parks Commission.

Mr. Nagel called Commissioners' attention to the bids received for the combination ice rink and basketball court contained in the memo from city Engineer Rich Revering. Mr. Nagel said that the Engineer's estimate for the project was \$115,750, but the low bid from All Phase Contracting, Forest Lake, was for \$137,609. Mr. Revering attributed the difference to the small size of the project and strong market for contractors for these smaller projects. The current Capital Improvements Plan can accommodate the higher cost. There is also discussion of using wood vs. steel posts, which could reduce the cost of the project, as well. Upon motion by Commissioner Miller, seconded by Chair Sutton, the Parks Commission unanimously recommended to City Council that the Rowena Pond Park Hockey Rink/Basketball Court project be awarded to All Phase Contracting, Forest Lake, for an amount not to exceed \$137,609.

Mr. Nagel said that the City Council at their June 25th meeting on the Parks Capital Outlay Plan made no changes to the attached 5-year plan. Mr. Nagel said that the Parks Commission could now consider the proposal from the American Ramp Company (ARC) for completing the Skatepark. He said the project would be done in 2 phases – the first would include 6 new pieces of equipment that would be attached to the current Half Pipe for \$32,466.33, while Phase 2 would be a “stand alone” piece featuring rails, ledges and ramps for \$23,656.06. The equipment would be purchased through Sourcewell, a cooperative purchasing organization guaranteeing the lowest cost for items, which would save the City \$4,224.28 in costs, plus the ARC would waive the shipping costs. As noted previously, the Capital Outlay Plan could accommodate the expansion of the SkatePark without affecting any other planned future projects, as well. Consensus of the members present was to move forward with the expansion, so upon motion by Chair Sutton, seconded by Commissioner Vernon, the Parks Commission unanimously approved the purchase and installation of the equipment outlined in Quote # Q24089 to complete Phase 2 of the SkatePark Renovation Project.

Mr. Nagel said that the Veteran's Day Holiday – November 11, 2020 – fell on the Parks Commission's second Wednesday of the month regular meeting day, so

would have to be changed, since City Hall would be closed due to the National holiday.

Consensus of the Commissioners was to move the November meeting back a day to Tuesday, November 10, 2020 at 6:00 PM. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks Commission unanimously set the date and time of their November meeting to Tuesday, November 10, 2020 at 6 PM.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's Portable Restrooms for July 2020 for \$859.98. Upon motion by Chair Sutton, seconded by Commissioner Miller, the Parks Commission unanimously approved the Bill List for the August 2020 Meeting.

OTHER BUSINESS:

Mr. Nagel said that the Public Works has now completed the prep work and is taking bids for paving the entire trail. The trail paving is expected to be underway on or before August 17, 2020. No further action was taken by the Parks Commission on this item.

Mr. Nagel reported on the status of the newly created part-time position of Recreational Specialist. He said that final interviews with the top candidates were conducted on Wednesday, June 24th and that a candidate had been offered the job pending a background check. Mr. Nagel said that he expected the Parks Commission would meet his replacement at the September Parks Commission Meeting. No further action was taken by the Parks Commission on this item.

NEXT MEETING:

Mr. Nagel said that the September meeting might be, depending on COVID-19 requirements, in the Council Chambers at Elko New Market City Hall, but a ZOOM option would be set up for Commissioners to use instead of coming to City Hall. He said that he would let Parks Commissioners know as soon as possible on the options.

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Wednesday, September 9, 2020 at 6:00 PM on Zoom.

PARK COMMISSIONER COMMENTS:

There were no additional comments brought forward by the Parks Commissioners at the August meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the meeting was adjourned by voice vote at 7:12 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
August 18, 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 5:38 PM via Zoom.

Members Attending: Chair Mike Sutton, Janelle Kirsch, Terre Larsen, Lori Nelson and Jodi Muelken.

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

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

MOTION by Janelle Kirsch, seconded by Terre Nelson, to approve the August 18, 2020 agenda.
APIF, MOTION CARRIED

MOTION by Mike Sutton, seconded by Lori Nelson, to approve the minutes of the June 16, 2020 and July 21, 2020 meetings. **APIF, MOTION CARRIED**

The Committee discussed a modified Fire Rescue Days Parade. Jodi Muelken stated the neighborhood parade will consist of fire trucks, Scott County Sheriff's Office, Elko New Market Police and Northfield Ambulance and will be held on Saturday, September 12, 2020 at 1:00 pm. Jodi also was able to confirm the use of two trailers for the Lakeville Band to participate in the parade upon approval from Administration. Jodi also checked with the New Prague High School band director and noted they will not be participating in the parade this year. The parade will drive through the neighborhoods of Elko New Market. A map is in progress for the parade route and will be forwarded to City Staff to be placed on the City's website and social media pages when complete. Also discussed was the possibility of adding military into the parade since the parade falls so close to September 11. Mark Nagel will be checking into a Military Flyover. Jodi will also be checking if the Color Guard will be available to lead the parade.

Discussion on whether to hold a Food Truck event at Wagner Park after the parade was also mentioned. The consensus of the committee was to cancel this event due to compliance with COVID-19 restrictions and the ability of not providing a safe area for social distancing. Lori Nelson will check into whether the food trucks can operate in colder weather with the possibility of hosting an event at a later time.

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 this was the safest way to allow for minimal contact and still be able to hold the event. It was decided to go ahead with the planning of the Halloween Party for Saturday, October 24, 2020 from 10:00 am to 12:00 pm at Eagle View Elementary School. There would be no cost and no preregistration. A certain number of bags will be filled and will be on a first come first serve basis. CCEC members will be wearing gloves and masks while handing out the bags. Jodi Muelken offered to check with the Chamber to see if area businesses would be interested in decorating scarecrows for the event to line the parking lot for the drive through. Mike Sutton suggested checking with the Lakeville Drum Line to see if they would be available to provide entertainment for the waiting cars too.

The next Meeting of the CCEC will be on Tuesday, September 15, 2020 at 5:30 pm.

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

MOTION by Jodi Muelken, seconded by Terre Larsen to adjourn the meeting at 6:35 pm. **APIF,**
MOTION CARRIED

Respectfully submitted,

Lynda Jirak, Deputy Clerk

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