

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, DECEMBER 19, 2019**

**BUSINESS MEETING
7:00 PM**

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 December 5, 2019 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Award Contract To Furnish And Install Four Dedicated Standby Generators To Laketown Electric Corporation
- d. Reappointing Fire Chief and Assistant Fire Chief
 - i. Adopt Resolution 19-95 Reappointing Todd Friedges as Fire Chief
 - ii. Adopt Resolution 19-96 Reappointing Jay Simon as Assistant Fire Chief
- e. Adopt Ordinance No. 207 Adopting Schedule of Fees for 2020
- f. Mixed Municipal Solid Waste and Recyclable Material Collection Licenses
 - i. Adopt Resolution 19-97 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
 - ii. Adopt Resolution 19-98 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
 - iii. Adopt Resolution 19-99 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dick's Sanitation Services Inc./Lakeville Sanitation Services
- g. Adopt Ordinance No. 206 Amending PUD #8 for Pete's Hill Development
- h. 2020 Budget
 - i. Adopt Resolution 19-100 Approving 2020 Budget

- ii. Adopt Resolution 19-101 Approving 2019 Tax Levy, Collectable in 2020
- iii. Adopt Resolution 19-102 Approving Use of Debt Service Fund Balances to Cover Under Levied Bonds
- i. Approve Professional Service Agreement with Braun Intertec Corporation for Soil Borings for Police Department Addition
- j. Approve Professional Service Agreement with Baker Tilly for Completion of Position Class and Compensation Study Update

7. Public Hearings

8. General Business

9. Reports

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

10. Discussion by Council

11. Adjournment

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:00 p.m.

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

Members Absent: None

Also Present: City Administrator/Clerk Terry, Police Chief Juell, City Attorney Poehler and City Engineer Revering

2) PLEDGE OF ALLEGIANCE

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

3) OATH OF OFFICE

Oath of Office

City Administrator/Clerk Terry administered the Oath of Office to Councilmember Amanda Novak.

4) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry updated Council regarding a typo in the contract for the ProSource Agreement in the packet. The correct amount should read \$6250.00.

MOTION by Councilmember Timmerman, second by Councilmember Berg to adopt agenda with corrected dollar amount for the ProSource Agreement.

APIF, MOTION CARRIED

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

Truth In Taxation Hearing

The City is required to hold a Truth in Taxation informational meeting prior to adoption of the annual budget.

The intent of the meeting was to provide an opportunity for citizens to become more informed and provide input on the impact of City Council decisions on their property taxes and services that will be provided by those taxes. At the meeting, the City Administrator/Clerk Terry gave a condensed presentation on the budget, as well as the priorities and plans set forward therein. No action was required by the City Council. The City Council will consider adoption of the budget at the December 19th meeting.

6) PUBLIC COMMENT

None.

7) CONSENT AGENDA

MOTION by Councilmember Berg second by Councilmember Seepersaud to approve Consent Agenda with amendment to the contract that was previously discussed.

- a. Approve November 21, 2019 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve 2020 Salary Schedules and COLA Adjustment for Non-Union Employees
- d. Approve Pay Estimate No. 2 - 2019 Streets Rehabilitation
- e. Approve Encroachment Agreement – Sonterre
- f. Approve Professional Services Agreement for Asbestos and Regulated Hazardous Materials Survey and Demolition Management for 448 Main Street

APIO, MOTION CARRIED

8) PUBLIC HEARINGS

None.

9) GENERAL BUSINESS

Annual Premises Gambling Permits

Resolution 19-93 Approving Annual Premises Gambling Permit for Elko New Market Fire Relief Association to sell Pull Tabs at Captain Black's Bar & Grill, The Doublewide, Firehouse Grille and Leo's Bar

MOTION by Mayor Julius, second by Councilmember Berg to approve Resolution 19-93 Approving Annual Premises Gambling Permit for Elko New Market Fire Relief Association to sell Pull Tabs at Captain Black's Bar & Grill, The Doublewide, Firehouse Grille and Leo's Bar.

4 ayes, Councilmember Timmerman abstained MOTION CARRIED

Resolution 19-94 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell Pull Tabs at The End Zone and Bullseye Saloon

MOTION by Mayor Julius, second by Councilmember Berg to approve Resolution 19-94 Approving Premises Gambling Permit for Elko Baseball Club to sell Pull Tabs at the End Zone and Bullseye Saloon.

APIO, MOTION CARRIED

Outdoor Concert and Event – Chamber of Commerce Christmas Tree Lighting

MOTION by Councilmember Berg, second by Councilmember Seepersaud to approve an exemption from the requirement of a written 7 day notice and to adopt Resolution 19-92 Approving an Outdoor Concerts and Events Permit for the Chamber of Commerce Christmas Tree Lighting Event at Wagner Park on December 7, 2019.

4 ayes, Councilmember Timmerman Abstained. MOTION CARRIED

10) REPORTS

a. Administration

None. Updates were provided earlier in the week week.

b. Public Works

None

c. Police Department

Chief Juell updated Council on the following:

- Poinsettia fundraising event went well for Southern Valley Alliance for Battered Women.
- Chief Juell attended Southern Valley Alliance for Battered Women Board Meeting.
- 20 permits sold for Golf Carts/ATV's

City Administrator/Clerk Terry updated Council on Police Officer Applications received.

Council discussed Councilmember Novak to sit in on interviews for this position on January 3.

d. Fire Department

City Administrator/Clerk Terry updated Council on the process of Fire Chief and Assistant Chief Positions terms coming due. Council discussed Councilmember Timmerman to sit in on interviews for these positions, if needed.

e. Engineering

None

f. Community Development

Written Community Development Update and Minutes included in Council Packet.

Councilmember Berg addressed if there is any public information regarding DeGross property.

City Administrator/Clerk Terry provided a brief update on the property to the Council.

g. Parks Department

Written Parks Update included in Council Packet.

h. Community & Civic Events Committee (CCEC)

Councilmember Seepersaud updated Council that next CCEC meeting will be held January 21, 2019.

i. Other Committee and Board Reports

i. Scott County Association for Leadership and Efficiency (SCALE)

Mayor Julius updated Council that the next meeting will be in two weeks.

- Executive Committee

Mayor Julius updated Council that the next Executive Committee meeting will be tomorrow.

- Service Delivery Committee

None

- Unified Transit Plan Steering Committee

City Administrator/Clerk Terry is acting member and updated Council that the last meeting was being rescheduled due to a snow event that night.

ii. Minnesota Valley Transit Authority (MVTA)

City Administrator/Clerk updated Council that the City hasn't been attending this meeting since Jon Schwichtenberg's resignation.

iii. I35 Solutions Alliance

Councilmember Berg updated Council the next meeting will be January 9, 2020.

iv. Chamber of Commerce

Councilmember Timmerman updated Council on the Tree Lighting Event to be held on Saturday evening.

11) DISCUSSION BY COUNCIL

Councilmember Berg updated Council regarding an open position on the Transportation Advisory Board (TAB). Councilmember Berg will apply for position. City Administrator/Clerk Terry updated Council on what Transportation Advisory Board does.

12) ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Novak to adjourn the meeting at 7:25 p.m.

Respectfully submitted by

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	December 19, 2019
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.

<u>Bolton & Menk</u>	<u>Amount</u>
• Stormwater General:	\$3,792.40
• Streets General	\$9,555.70
• Wastewater General	\$171.60
• Water General	\$943.80
• 2019 Pavement Rehab/CIP	\$14,796.60
• Christmas Pines	\$5,220.00
• Boulder Heights	\$8,404.50
• Woodcrest Sanitary Sewer	\$7,671.90
• Pete's Hill	\$18,872.50
• Webster Wetland Bank	\$1,965.80
• Standby Generation:	\$300.60
<u>Total</u>	<u>\$71,695.40</u>

<u>Campbell Knutson</u>	<u>Amount</u>
• Legal General	\$3,439.90
• Legal Meetings	\$434.00
• IUOE Local 49	\$341.00
• <u>Dakota Acres 1st Addn</u>	<u>\$187.41</u>
<u>Total</u>	<u>\$4,402.31</u>

In addition, please find attached pay request #1 for Krueger Excavating, Inc. in the amount of \$138,333.00 for the Woodcrest Sewer Extensions.

BUDGET IMPACT:

Budgeted

Attachments:

- Pay Request #1 – Krueger Excavating, Inc.
- Check Summary Register



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MEMORANDUM

Date: Dec 19, 2019
To: Mayor Julius and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Pay Estimate No. 1
2019 Woodcrest Sewer Extensions
Elko New Market
Project No.: T16.102632

BACKGROUND

The City Council is being asked to approve the attached payment request to Krueger Excavationg, Inc. in the amount of \$138,333.00.

DISCUSSION

The work is complete, and the four requesting properties have been connected. This is a partial payment with 2.5% retainage. We will release full payment when pipe footages can be refined, and a walk-through performed to ensure all work is satisfactory. We are aware of no defects but haven't yet had a chance to visit each site and interview property owners.

RECOMMENDATION

Approve the attached pay request.

2019 Woodcrest Sewer Extension Pay Request No. 1

Item	Estimated Quantity	Units	Unit Price	Item Total
Mobilization	1	Lump Sum	\$ 6,500.00	\$ 6,500.00
2-inch HDPE DR 11 (measured connection to terminal fitting, fittings incidental)	1270	Lineal Foot	\$ 18.00	\$ 22,860.00
Combination Air and Vacuum Release Manhole	1	Each	\$ 10,000.00	\$ 10,000.00
Connect Forcemain to Existing Forcemain w/ wye	2	Each	\$ 1,850.00	\$ 3,700.00
2-Inch Gate Valve and Box	2	Each	\$ 1,850.00	\$ 3,700.00
1 1/4-Inch Service Stub w/ Valve	4	Each	\$ 1,850.00	\$ 7,400.00
2-Inch Flushing Station	2	Each	\$ 1,850.00	\$ 3,700.00
Forcemain Testing	1	Lump Sum	\$ 600.00	\$ 600.00
Furnish and Install Barnes 24120SSRS Standard Residential Grinder Package	4	Each	\$ 12,000.00	\$ 48,000.00
Furnish and Install Barnes Grinder Pump Model OGP2022L	4	Each	\$ 1,000.00	\$ 4,000.00
Furnish and Install Barnes Automatic Alarm Panel Model 1500	4	Each	\$ 1,000.00	\$ 4,000.00
Pump and Abandon Existing Septic Tank	4	Each	\$ 1,000.00	\$ 4,000.00
Connect Discharge from Home to Grinder Station (fittings incidental)	40	Lineal Foot	\$ 75.00	\$ 3,000.00
Connect Grinder Station Discharge to Curb Stop (HDD and Exc.)	276	Lineal Foot	\$ 45.00	\$ 12,420.00
Electrical Service and Connections for Grinder Station and Control Panel, per station	4	Each	\$ 2,000.00	\$ 8,000.00

Total Quote	\$	141,880.00
Retainage	\$	3,547.000
Total Earned	\$	138,333.000
Previous Payments		0
Total Currently Due (Dec. 13, 2019)	\$	138,333.000

Check Summary Register©*December 19, 2019**

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006439	ENEW MARKET BANK	12/6/2019	\$49.00 Bank Fees Checking
Paid Chk# 006440	PERA	12/6/2019	\$9,341.71 Payroll Liabilities
Paid Chk# 006441	EMN DEPT OF REVENUE	12/6/2019	\$2,087.08 Payroll Liabilities
Paid Chk# 006442	INTERNAL REVENUE SERVICE	12/6/2019	\$10,115.67 Payroll Liabilities
Paid Chk# 006443	EXCEL ENERGY	12/23/2019	\$181.33 Storage
Paid Chk# 006444	EXCEL ENERGY	12/23/2019	\$109.99 Lift Station / 10010 Ptarmigan
Paid Chk# 006445	EXCEL ENERGY	12/23/2019	\$692.23 Wellhouse - 26460 France Ave
Paid Chk# 006446	EXCEL ENERGY	12/19/2019	\$810.99 26536 France Ave
Paid Chk# 006447	EXCEL ENERGY	12/19/2019	\$347.74 Library - 100 J Roberts Way
Paid Chk# 006448	MINNESOTA ENERGY RESOURCES	12/26/2019	\$29.06 26518 France Avenue
Paid Chk# 006449	MINNESOTA ENERGY RESOURCES	12/26/2019	\$742.06 50 Church Street
Paid Chk# 006450	ENUVERA COMMUNICATIONS, INC.	12/20/2019	\$324.26 Police Dept Phone/Fax
Paid Chk# 006451	ENUVERA COMMUNICATIONS, INC.	12/20/2019	\$488.07 Area Hall Phone/SCADA
Paid Chk# 006452	EXCEL ENERGY	12/31/2019	\$333.32 Streetlights
Paid Chk# 006453	EPSN	12/4/2019	\$1,134.31 Webstore/Credit Card Processin
Paid Chk# 006454	ENUVERA COMMUNICATIONS, INC.	12/20/2019	\$49.99 139503 - 25499 Natchez Ave
Paid Chk# 006455	ENUVERA COMMUNICATIONS, INC.	12/20/2019	\$167.35 937759 - 25499 Natchez Ave Bld
TOTAL			\$27,004.16
PREPAIDS			
Paid Chk# 040441	IUOE LOCAL #49	12/12/2019	\$175.00 Union Dues- Marty Deutsch
Paid Chk# 040442	ENM FIRE RELIEF ASSN.	12/12/2019	\$62,027.28 2nd Half Payment 2019
Paid Chk# 040443	GMH ASPHALT CORP.	12/12/2019	\$113,159.55 2019 Streets Rehab
Paid Chk# 040444	UNITED STATES POSTAL SERVICE	12/12/2019	\$298.48 November 2019 Utility Bills
TOTAL			\$175,660.31
CHECK REGISTER			
Paid Chk# 040445	ACE HARDWARE & PAINT	12/19/2019	\$89.30 PW - Small Tools
Paid Chk# 040446	AIRGAS USA, LLC	12/19/2019	\$184.00 FD - Oxygen
Paid Chk# 040447	APPLE FORD LINCOLN	12/19/2019	\$90.27 PD - Fleet
Paid Chk# 040448	BANYON DATA SYSTEMS INC	12/19/2019	\$680.00 POS/Pay Dir Dep Support
Paid Chk# 040449	BATTERIES + BULBS	12/19/2019	\$100.76 PW - Water Repairs
Paid Chk# 040450	BOLTON & MENK	12/19/2019	\$71,695.40 T15.100716 - Wastewater System
Paid Chk# 040451	CAMPBELL KNUXTON	12/19/2019	\$4,402.31 General Matters
Paid Chk# 040452	CINTAS CORPORATION NO. 2	12/19/2019	\$51.45 PW UNIFORMS
Paid Chk# 040453	CRAIG RAPP, LLC	12/19/2019	\$1,175.00 Compass Peer Grp - Monthly Ses
Paid Chk# 040454	CULLIGAN BOTTLED WATER	12/19/2019	\$44.11 Bottled Water
Paid Chk# 040455	DACAS, KEVIN J.	12/19/2019	\$79.54 000000198101 - 216 Maverick Av
Paid Chk# 040456	EMERGENCY AUTO TECH INC	12/19/2019	\$331.76 PW - Fleet Maint & Equip
Paid Chk# 040457	EARL F. ANDERSON, INC.	12/19/2019	\$257.20 PW - Signs
Paid Chk# 040458	FASTENAL COMPANY	12/19/2019	\$122.04 PW - Fleet Maint & Equip
Paid Chk# 040459	FLEETPRIDE	12/19/2019	\$35.98 PW - Fleet Maint & Equip
Paid Chk# 040460	FREDRICKSON, DYLAN S.	12/19/2019	\$36.31 000000036100 - 129 Dakota Ave
Paid Chk# 040461	GOPHER STATE ONE CALL	12/19/2019	\$48.60 Locates
Paid Chk# 040462	HAMANN, ANGELA	12/19/2019	\$20.86 000000000100 - 9630 Main St Cr
Paid Chk# 040463	HAWKINS, INC.	12/19/2019	\$30.00 PW - Water Chemicals
Paid Chk# 040464	HENNEPIN TECHNICAL COLLEGE	12/19/2019	\$4,110.00 FD - Fire Academy 2019-2020
Paid Chk# 040465	JEFFERSON FIRE & SAFETY, INC.	12/19/2019	\$9,136.63 FD - Helmets
Paid Chk# 040466	LYNDA JIRAK	12/19/2019	\$385.35 Cookies for Mtg w/Draheim 9/24
Paid Chk# 040467	KELLEY FUELS, INC.	12/19/2019	\$2,454.72 PW - Fuel
Paid Chk# 040468	KIRVIDA FIRE, INC.	12/19/2019	\$115.00 FD - Lens Covers
Paid Chk# 040469	LAKEVILLE SANITARY, INC.	12/19/2019	\$375.48 11756 - Wagner Park
Paid Chk# 040470	LEAGUE OF MN CITIES	12/19/2019	\$6,103.00 Councilmember Novak Conference
Paid Chk# 040471	LEO A DALY	12/19/2019	\$18,120.50 PD Addition - 14% Complete
Paid Chk# 040472	MARKET VILLAGE SR RESIDENCE	12/19/2019	\$91.90 Water/Sewer Oct19 - 5% per con
Paid Chk# 040473	MENARDS - BURNSVILLE	12/19/2019	\$10.25 PW - Operating Supplies
Paid Chk# 040474	METROPOLITAN COUNCIL	12/19/2019	\$52,661.99 Wastewater Svcs - Jan 2020
Paid Chk# 040475	MIRACLE RECREATION EQUIPMENT	12/19/2019	\$8,452.48 Old City Hall Park Playground
Paid Chk# 040476	MINNESOTA FALL EXPO	12/19/2019	\$120.00 PW - Training
Paid Chk# 040477	MN Pollution Control Agency	12/19/2019	\$45.00 Class SD Test Cert Fee - Jason
Paid Chk# 040478	MN RECREATION & PARK ASSOC.	12/19/2019	\$300.00 2020 Membership Dues - Mark Na
Paid Chk# 040479	NEW PRAGUE TIMES	12/19/2019	\$48.00 Official Paper Subscription
Paid Chk# 040480	NORTHLAND PEST CONTROL	12/19/2019	\$21.25 Pest Control - Library
Paid Chk# 040481	NOVAK COMPANIES	12/19/2019	\$1,603.12 PW - Fleet Maint & Equip
Paid Chk# 040482	R&R CLEANING CONTRACTORS, INC.	12/19/2019	\$92.70 Rugs - Nov 2019

Check Summary Register©*December 19, 2019**

	Name	Check Date	Check Amt	
Paid Chk#	040483	SCHLOMKAS PORTABLE	12/19/2019	\$1,130.00 Portable Restrooms
Paid Chk#	040484	SCHRADERS LAW ENFORCEMENT	12/19/2019	\$410.00 PD - New Hire Badges
Paid Chk#	040485	SCOTT COUNTY RECORDER	12/19/2019	\$92.00 Sonterre Encroachment Agmt Rec
Paid Chk#	040486	SHRED RIGHT	12/19/2019	\$15.00 Shredding
Paid Chk#	040487	SOUTH METRO RENTAL	12/19/2019	\$45.00 PW - Fleet Maint & Equip
Paid Chk#	040488	ST. PAUL STAMP WORKS, INC.	12/19/2019	\$124.95 Dog Tags
Paid Chk#	040489	STAY, MICHAEL & ANITA	12/19/2019	\$55.78 000000149100 - 9086 Whispering
Paid Chk#	040490	SUEL PRINTING COMPANY	12/19/2019	\$84.00 Legal Ads
Paid Chk#	040491	TIMESAVER OFF SITE SECRETARIAL	12/19/2019	\$145.00 City Council Minutes
Paid Chk#	040492	US BANK - CM9690	12/19/2019	\$500.00 MN GO Refunding Bonds 2012B
Paid Chk#	040493	SPLIT ROCK MANAGEMENT INC	12/19/2019	\$650.00 LIBRARY CLEANING
Paid Chk#	040494	VERIZON WIRELESS	12/19/2019	\$930.14 Cell Phones
Paid Chk#	040495	WATERMARK TITLE AGENCY, LLC	12/19/2019	\$10.60 000000577100 - 264 James Parkw
Paid Chk#	040496	WERNER IMPLEMENT CO., INC.	12/19/2019	\$69.00 PW - Fleet Main & Equip
Paid Chk#	040497	WHITE, KRISTIAN	12/19/2019	\$110.79 000000630100 - 410 Richard Dri
Paid Chk#	040498	XEROX CORPORATION	12/19/2019	\$576.95 Copier
Paid Chk#	040499	KRUEGER EXCAVATING, INC.	12/19/2019	\$138,333.00 2019 Woodcrest Sewer Extension
	TOTAL			\$327,004.47

DIRECT DEPOSIT

Paid Chk#	502933E	Bi-Weekly ACH	12/12/2019	\$35,053.03
	TOTAL			\$35,053.03



**BOLTON
& MENK**

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MEMORANDUM

Date: December 19, 2019
To: Mayor Julius and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Award Bids
2019 Dedicated Standby Generators for Wastewater Lift Stations
Elko New Market
Project No.: T21.118765

BACKGROUND

The City Council is being asked to accept bids by motion for the above-referenced project and award the contract to Laketown Electric Corporation of Mankato Minnesota in the amount of \$218,700.

DISCUSSION

A tabulation of bids is attached. We are aware of no information that would disqualify the low bidder, and therefore recommend the contract be awarded in the amount of \$218,700.

The estimated construction cost in the study of options completed at the end of 2016 was \$161,000. Updating this to 2019 at 4 to 5 % per year gives an estimated expected cost in 2019 of \$181,000 to \$187,000, so the bid is higher than anticipated. We've been unable to identify a sole reason for the unexpected increase other than market conditions for the generator units. It appears the cost of these has increased faster than overall inflation since 2016.

The bid recommended for award is the result of a re-bid of the project. The initial letting attracted only one bid in the amount of \$252,774. Engineering staff adjusted the schedule and deleted a motorized exhaust louvre requirement and rebid the project. Accordingly, staff sees little opportunity to further modify the project to achieve cost reductions. The original reasons for recommending dedicated standby generation still exist – namely backup prevention reliability and worker safety – and the potential costs of backups or an injury still exceed the cost of the generators. Staff thus recommends moving forward with the Laketown Electric bid.

RECOMMENDATION

Adopt a motion awarding a contract to furnish and install four dedicated standby generators to Laketown Electric Corporation in the amount of \$218,700.



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BID TAB

Standby Generators for SE Lift Stations City of Elko New Market Elko New Market, MN

BMI Project No.: T21.118765
Bid Date: 10/15/2019
Time: 2:00 pm

QuestCDN Project No.: 6509057
Addendum: None

BIDDERS	TOTAL AMOUNT BID
Laketown Electric	\$218,700
Killmer Electric Co., Inc	\$252,000
O'Conner Electric, LLC	\$255,638
Egan Company	\$273,950



STAFF MEMORANDUM

SUBJECT:	Reappointment of Fire Chief and Assistant Fire Chief
MEETING DATE:	December 19, 2019
PREPARED BY:	Lynda Jirak, Deputy Clerk
REQUESTED ACTION:	1. Adopt Resolution 19-95 Reappointing Todd Friedges as Fire Chief 2. Adopt Resolution 19-96 Reappointing Jay Simon as Assistant Fire Chief

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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- 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

Officers within the Fire Department serve terms of three years. Section 1.5.2 of the Fire Department Policy and Procedure Manual requires that the position for the Fire Chief and Assistant Fire Chief be posted in October of the last year of the term. Both positions were posted and the only applications received were from the current Fire Chief Todd Friedges for the position of Fire Chief and from the current Assistant Fire Chief Jay Simon for the position of Assistant Fire Chief.

DISCUSSION

Per Section 1.5.2, a five person interview panel was established to provide feedback and direction regarding the hiring of the Fire Chief and Assistant Fire Chief positions. Since the only applications turned in were from the current Fire Chief and Assistant Fire Chief, Staff conferred with panel members regarding whether interviews should be held for the applicants. The panel members recommended that interviews were not necessary given the circumstances and recommended reappointment Todd Friedges as Fire Chief and Jay Simon as Assistant Fire Chief.

Council is being asked to adopt Resolution 19-95 reappointing Todd Friedges as Fire Chief and adopt Resolution 19-96 reappointing Jay Simon as Assistant Fire Chief for three year terms beginning January 1, 2020.

Attachments:

Resolution 19-95 Reappointing Todd Friedges as Fire Chief.

Resolution 19-96 Reappointing Jay Simon as Assistant Fire Chief

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

RESOLUTION NO. 19-95

RESOLUTION REAPPOINTING FIRE CHIEF

WHEREAS, the term of Fire Chief Todd Friedges expired December 31, 2019; and

WHEREAS, the City Council for the City of Elko New Market is authorized to appoint officers to the Elko New Market Fire Department; and

WHEREAS, Fire Chief Todd Friedges desires reappointment to the Fire Department as Fire Chief.

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

Todd Friedges is hereby reappointed as Elko New Market Fire Chief for a three year term beginning January 1, 2020.

ADOPTED this 19th day of December, 2019 by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk

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

RESOLUTION NO. 19-96

REAPPOINTING ASSISTANT FIRE CHIEF

WHEREAS, the term of Assistant Fire Chief expires December 31, 2019; and

WHEREAS, the City Council for the City of Elko New Market is authorized to appoint officers to the Elko New Market Fire Department; and

WHEREAS, Jay Simon desires reappointment to the Fire Department as Assistant Fire Chief;

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

Jay Simon is hereby reappointed as Elko New Market Assistant Fire Chief for a three year term beginning January 1, 2020.

ADOPTED this 19th day of December, 2019 by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	2020 Fee Schedule
MEETING DATE:	December 19, 2019
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Adopt Ordinance No. 207 Adopting the Schedule of Fees for 2020

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City annually reviews and updates its Schedule of Fees for approval by the City Council. The Schedule of Fees is adopted by Ordinance.

DISCUSSION:

Per City Council direction, Staff has made rate changes to Utility Fees. These changes in the 2020 Fee Schedule include:

- Increases to water base and Ties I Usage fees, decreases to Tier Two and Tier Three usage fees
- Decrease in the residential water meter fee
- Increase in sewer base and usage fees
- Increase in the Met Council Sewer Availability Charge

These changes help ensure sufficient revenue to cover operation and maintenance costs for water, sewer and storm water; as well as improvements to infrastructure, facilities and future projects. The changes in fees were recommended based on the utility fund analysis completed by City Staff. The recommendations were reviewed and directed by the City Council at the City Council Work Session in November.

After reviewing the current fees, Staff is recommending the following changes highlighted in yellow:

UTILITY FEES	
Domestic Use Customers	
Water Base Rate (per Equivalent Residential Unit (ERU)/Month) - Non single family may be more than 1 ERU ⁴	\$38.64/month
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 10,000 Gallons/ ERU/ Month)	\$3.62/thousand gallons
Water Usage Rate (Tier Two) - Typical Account ¹ (10,000 to 20,000 Gallons/ ERU/ Month)	\$8.00/thousand gallons
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 20,000 Gallons/ ERU/ Month)	\$12.00/thousand gallons
Water Usage Rate (Tier One) - Domestic Only Account ² (0 to 7,000 Gallons/ ERU/ Month)	\$3.62/thousand gallons
Water Usage Rate (Tier Two) - Domestic Only Account ² (7,000 to 17,000 Gallons/ ERU/ Month)	\$8.00/thousand gallons
Water Usage Rate (Tier Three) - Domestic Only Account ¹ (Over 17,000 Gallons/ ERU/ Month)	\$12.00/thousand gallons
Modified Rate Structure – Irrigation of Newly Installed Sod (New Homes Only)	
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 40,000 Gallons/ ERU/ Month)	\$3.62/thousand gallons
Water Usage Rate (Tier Two) - Typical Account ¹ (40,001 to 50,000 Gallons/ ERU/ Month)	\$8.00/thousand gallons
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 50,001 Gallons/ ERU/ Month)	\$12.00/thousand gallons
Irrigation Customers	
Water Usage Rate (Tier 1) - Irrigation Account ³ (0 to 3,000 Gallons/ ERU Served ⁴ / Month)	\$3.62/thousand gallons
Water Conservation Rate (Tier 2) - Irrigation Account ³ (3,000 to 13,000 Gallons/ ERU Served ⁴ / Month)	\$8.00/thousand gallons
Water Conservation Rate (Tier 3) - Irrigation Account ³ (Over 13,000 Gallons/ ERU Served ⁴ / Month)	\$12.00/thousand gallons
¹ Irrigation or firefighting usage is not metered separately. This is most common.	
² Apartment, townhome, or other account where irrigation or other non-domestic use is metered separately.	
³ Account for only irrigation system or non-domestic usage	
⁴ As determined by the City Engineer	
(Sales tax charged on water sales on commercial accounts)	Current MN and County sales tax
Sewer Base Rate	\$25.35/month
Sewer Usage Rate	\$5.52/thousand gallons
Storm Water Utility Uniform Base Fee	\$5.63/month
Storm Water Utility Supplemental Fee	\$3.34/REF per acre
Street Light/Tornado Siren Utility Fee	\$4.34/month
Utility Finance Charge-Late Fee	10% on outstanding balance excluding penalties

Water Meter & Accessories (Residential)	\$355 (cost of meter & horns + 10%) + sales tax
Water Meter & Accessories (Commercial)	cost + 10% + sales tax (cost will vary depending on size)
All other Utility fees	
MDH Annual Water Connection Fee	cost
Water Meter Tested-Home Owners Request	cost
Water Sales - Third Party Deposit Fee	\$500
Water Sales - Third Party Usage Fee	\$10/thousand gallons
Water Connection Fee	\$2,107/unit
Water Trunk Fee (Residential)	\$3,615/unit
Water Trunk Fee (Commercial/Industrial)	\$3,615/Unit
Storm Water Area Charge	\$3,507.88/acre
Storm Water Drainage Utility Connection Fee	\$1,235.86/unit
Sewer Availability Charge (MCES)	\$4,685/unit
Sewer Connection Fee (City)	\$2,036/unit
Sewer Trunk Fee (Residential)	\$4,056/unit
Sewer Trunk Fee (Commercial/Industrial)	\$4,056/Unit
* The number of units charged for water and sewer shall be calculated in accordance with Council Handbook on SAC/WAC	
Penalty Fee for Non-Application	\$500/incident
Commercial Erosion Control	125% of value of required BMP
Private Fire Hydrant Maintenance	\$50 per hydrant per year

In addition to the utility rate changes that were directed by the City Council, City staff has reviewed the fee schedule and is recommending the following additional changes to be included in the 2020 fee schedule:

Building Permit Fees:

- Removal of “All Other Building & Construction Fees” section including the “Inspection Fee (Sewer & Water) for \$50. This is a duplicate entry.

Land Use Permits (Non-Administrative)*:

Community Development Specialist Renee Christianson has reviewed planning related fees and is requesting changes. Escrows are currently required for various land use applications. Time spent on a project by consultants (attorney & engineer) are charged against an applicant’s escrow account. Internal staff time is not charged against escrow accounts. Staff believes the escrows required for certain applications can be reduced to better reflect recent expenses related to processing applications. In addition, some application fees have been changed to provide consistency in planning related fees.

- Ordinance Amendment – Text: Application fee raised to \$400 and escrow reduced to \$3,000. (Increased application fee provides consistency with other planning related fees; decreased escrow better reflects the amount needed to process an application).
- Ordinance Amendment – Official Map/Rezone: Removal of acreage requirement and application fees changes to \$400 + \$3,000 escrow.
- Subdivision (for Plats, CIC, and RLS) - Final Plat: Added “(minimum of \$5,000).”
- Addition of Planned Unit Development – Concept Plan Review: No charge.
- Planned Unit Development (PUD) – Development Stage: Removal of “Development Stage,” and reduced escrow from \$5,000 to \$3,000.
- Planned Unit Development (PUD) – Major Amendment/Modification: Escrow reduced from \$5,000 to \$3,000.
- Conditional Use Permit (CUP): Escrow reduced from \$5,000 to \$3,000.

- Conditional Use Permit (CUP) - Major Amendment/Modification: Escrow reduced from \$5,000 to \$3,000.
- Interim Use Permit: Escrow reduced from \$5,000 to \$3,000.
- Interim Use Permit – Home Occupation: Addition of \$1,000 escrow.
- Site Plan Review (Single Family Homes Are Exempt): Removal of \$400 application fee and \$1,000 escrow, changed to “No charge.”

Land Use Permits (Administrative)*:

- Sign – Permanent - “Freestanding Sign”: Reduction of fee from \$150 to \$100.

Business Related Fees:

- Addition of Solicitor – No charge.

Administrative Fees:

- Copies and fax charges that require sales tax charges have been changed to have sales tax included in the stated fee:
 - Copies
 - Copies of Maps – B&W and colored
 - Data Disclosure Request Copies
 - Utility Billing/Customer List Request
 - CD/DVD Reproductions
- Zoning Ordinance Copy: Removed previous “Cost” and added fee of 25 cents/page (includes sales tax)
- Subdivision Ordinance: Removed previous “Cost” and added fee of 25 cents/page (includes sales tax).
- Code Book (Includes Zoning Ordinance): Removed previous “Cost” and added fee of 25 cents/page (includes sales tax).
- Comprehensive Plan: Removed previous “Cost” and added fee of 25 cents/page (includes sales tax).

Formatting/Global Changes:

- Removal of “MN and County” from all items listed that require sales tax be charged. Both MN and County sales tax will continue to be charged accordingly, this is just a change to the language.
- Any fee listed at \$0 was changed to “No charge.”

Please contact City Administrator Thomas Terry, if you have any questions relating to this memorandum.

Attachments:

- Ordinance No. 207 Adopting the Schedule of Fees for 2020
- Exhibit A – Schedule of Fees for 2020

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

ORDINANCE NO. 207

AN ORDINANCE ADOPTING THE SCHEULE OF FEES FOR 2020

WHEREAS, the City has reviewed its cost and expenses in providing city services and has determined that adjustments in fees are necessary to cover increases in City costs and expenses; and

WHEREAS, the attached Exhibit A reflects the schedule of fees for the year 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET approves the 2020 Schedule of Fees as attached in Exhibit A.

ADOPTED this 19th day of December, 2019, by the City Council for the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

2020 FEE SCHEDULE

UTILITY FEES					
Domestic Use Customers					
Water Base Rate (per Equivalent Residential Unit (ERU)/Month) - Non single family may be more than 1 ERU ⁴				\$38.64/month	
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 10,000 Gallons/ ERU/ Month)				\$3.62/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (10,000 to 20,000 Gallons/ ERU/ Month)				\$8.00/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 20,000 Gallons/ ERU/ Month)				\$12.00/thousand gallons	
Water Usage Rate (Tier One) - Domestic Only Account ² (0 to 7,000 Gallons/ ERU/ Month)				\$3.62/thousand gallons	
Water Usage Rate (Tier Two) - Domestic Only Account ² (7,000 to 17,000 Gallons/ ERU/ Month)				\$8.00/thousand gallons	
Water Usage Rate (Tier Three) - Domestic Only Account ¹ (Over 17,000 Gallons/ ERU/ Month)				\$12.00/thousand gallons	
Modified Rate Structure – Irrigation of Newly Installed Sod (New Homes Only)					
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 40,000 Gallons/ ERU/ Month)				\$3.62/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (40,001 to 50,000 Gallons/ ERU/ Month)				\$8.00/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 50,001 Gallons/ ERU/ Month)				\$12.00/thousand gallons	
Irrigation Customers					
Water Usage Rate (Tier 1) - Irrigation Account ³ (0 to 3,000 Gallons/ ERU Served ⁴ / Month)				\$3.62/thousand gallons	
Water Conservation Rate (Tier 2) - Irrigation Account ³ (3,000 to 13,000 Gallons/ ERU Served ⁴ / Month)				\$8.00/thousand gallons	
Water Conservation Rate (Tier 3) - Irrigation Account ³ (Over 13,000 Gallons/ ERU Served ⁴ / Month)				\$12.00/thousand gallons	
¹ Irrigation or firefighting usage is not metered separately. This is most common.					
² Apartment, townhome, or other account where irrigation or other non-domestic use is metered separately.					
³ Account for only irrigation system or non-domestic usage					
⁴ As determined by the City Engineer					
(Sales tax charged on water sales on commercial accounts)				Current MN and County sales tax	
Sewer Base Rate				\$25.35/month	
Sewer Usage Rate				\$5.52/thousand gallons	
Storm Water Utility Uniform Base Fee				\$5.63/month	
Storm Water Utility Supplemental Fee				\$3.34/REF per acre	
Street Light/Tornado Siren Utility Fee				\$4.34/month	
Utility Finance Charge-Late Fee				10% on outstanding balance excluding penalties	
Water Meter & Accessories (Residential)				\$355 (cost of meter & horns + 10%) + sales tax	
Water Meter & Accessories (Commercial)				cost + 10% + sales tax (cost will vary depending on size)	
All other Utility fees					
MDH Annual Water Connection Fee				cost	
Water Meter Tested-Home Owners Request				cost	
Water Sales - Third Party Deposit Fee				\$500	
Water Sales - Third Party Usage Fee				\$10/thousand gallons	
Water Connection Fee				\$2,107/unit	
Water Trunk Fee (Residential)				\$3,615/unit	
Water Trunk Fee (Commercial/Industrial)				\$3,615/Unit	
Storm Water Area Charge				\$3,507.88/acre	
Storm Water Drainage Utility Connection Fee				\$1,235.86/unit	
Sewer Availability Charge (MCES)				\$4,685/unit	
Sewer Connection Fee (City)				\$2,036/unit	
Sewer Trunk Fee (Residential)				\$4,056/unit	
Sewer Trunk Fee (Commercial/Industrial)				\$4,056/Unit	
* The number of units charged for water and sewer shall be calculated in accordance with Council Handbook on SAC/WAC					
Penalty Fee for Non-Application				\$500/incident	
Commercial Erosion Control				125% of value of required BMP	
Private Fire Hydrant Maintenance				\$50 per hydrant per year	
BUILDING PERMIT FEES					
Building Permit Fees					
Building Inspection Costs		Building Inspection Fee	Administrative Fee	State Surcharge Fee	Total Fee
Permits based on valuation:					
Building Permit Fee		1997 UBC Fee Schedule		Valuation x .0005	
Plan Review Fee		65% of building permit fee			
Residential One and Two Family Dwellings Flat Fee Permits					

2020 FEE SCHEDULE

Re-roof	\$83.50	\$7.50	\$1.00	\$92.00	
Re-side	\$83.50	\$7.50	\$1.00	\$92.00	
Window/Door Replacement	\$83.50	\$7.50	\$1.00	\$92.00	
Basement Finish	\$138.00	\$7.50	\$1.00	\$146.50	
Deck	\$138.00	\$7.50	\$1.00	\$146.50	
Above-ground Pool	\$115.00	\$7.50	\$1.00	\$123.50	
Below-ground Pool	\$300.00	\$7.50	\$1.00	\$308.50	
Plumbing Permits					
<i>Commercial, Industrial and Multi Family Residential, Based on Valuation</i>					
	Base Permit Fee: Contract Price x .015				
	Plan Review: 65% of Base Permit Fee				
	State Surcharge: Contract Price x .0005				
<i>Residential One and Two Family Dwelling Flat Fee Permits</i>					
	Plumbing System	\$104.50	\$7.50	\$1.00	\$113.00
	Bathroom Finish	\$50.00	\$7.50	\$1.00	\$58.50
	Lawn Sprinkler	\$50.00	\$7.50	\$1.00	\$58.50
	Water Heater	\$50.00	\$7.50	\$1.00	\$58.50
	Water Softener	\$50.00	\$7.50	\$1.00	\$58.50
	Minimum Fee	\$50.00	\$7.50	\$1.00	\$58.50
HVAC (Heating, Ventilation and Air Conditioning) Permits					
<i>Commercial, Industrial and Multi Family Residential, Based on Valuation</i>					
	Base Permit Fee: Contract Price x .015				
	Plan Review: 65% of Base Permit Fee				
	State Surcharge: Contract Price x .0005				
<i>Residential One and Two Family Dwelling Flat Fee Permits</i>					
	HVAC System	\$104.50	\$7.50	\$1.00	\$113.00
	Factory Fireplace	\$50.00	\$7.50	\$1.00	\$58.50
	Furnace Replacement	\$50.00	\$7.50	\$1.00	\$58.50
	Air Conditioner	\$50.00	\$7.50	\$1.00	\$58.50
	Garage Heater	\$50.00	\$7.50	\$1.00	\$58.50
	Air Exchanger	\$50.00	\$7.50	\$1.00	\$58.50
	Miscellaneous	\$50.00	\$7.50	\$1.00	\$58.50
Inspection Fee (Sewer & Water)				\$50	
Erosion Control Inspection Fee				\$550	
Erosion Control Escrow/Builders Deposit				\$2,100	
Landscape Escrow (Residential)				\$3,000	
Landscape Escrow (Commercial)				125% of value of Landscape Plan	
Water Connection Fee				(See Utility Fees)	
Sewer Connection Fee (City)				(See Utility Fees)	
Sewer Availability Charge (MCES)				(See Utility Fees)	
All Other Building Inspection Fees				\$50/hour	
Use of Outside Consultants				actual costs	
Right-of-Way & Easement Fees					
	Registration Fee (All Permits)			\$25	
	Small Utility Permit Fee			\$125	
	Small Wireless Facility Permit – Collocation			\$500 for up to 5 locations plus \$100 for each additional location	
	Small Wireless Facility Permit – New Structure			\$1,000 per structure	
	Street Excavation Permit Fee (sewer/water)			\$300	
	(Driveway improvements will be covered under Registration Fee)				
Applicant is responsible for all fees incurred for plan review and processing of any building permit, even if the applicant decides not to complete the application process.					
Upon the City and Applicant entering into a Deferred Payment Agreement in a form approved by the City Council under the City's Utility Connection Deferral Program, the City will allow Applicants applying for a Residential Family One or Two Family Dwelling Building Permit, the option of deferring payment of the Utility Fees upon execution of a Deferred Payment Agreement and providing the required letter of credit as security for payment of the Utility Fees. Applicants would be required to pay the Utility Fees prior to the earlier of: (i) issuance of a certificate of occupancy or temporary certificate of occupancy; or (ii) one year after execution of the Deferred Payment Agreement.					

2020 FEE SCHEDULE

LAND USE PERMIT FEES (ZONING AND SUBDIVISION)		
Land Use Permits (Non-Administrative)*		
	Comprehensive Plan Amendment	\$400 + \$1,000 escrow
	Annexation	\$400 + \$5,000 escrow
	Ordinance Amendment - Text	\$400 + \$3,000 escrow
	Ordinance Amendment - Official Map/Rezone	\$400 + \$3,000 escrow
	Subdivision (for Plats, CIC, and RLS) - Preliminary Plat	\$400 + \$5,000 escrow in addition to \$750/ac (minimum of \$5,000)
	Subdivision (for Plats, CIC, and RLS) - Final Plat	\$400 + \$5,000 escrow in addition to \$750/ac (minimum of \$5,000)
	Park Dedication - Residential	\$2,000 per dwelling/unit/lot
	Park Dedication - Commercial (excludes industrial)	\$2,800 per acre
	Park Dedication - Non Residential /Non Commercial	\$1,000 per acre
	Planned Unit Development (PUD) - Concept Plan Review	No charge
	Planned Unit Development (PUD)	\$400 + \$3,000 escrow
	Planned Unit Development (PUD) - Major Amendment/Modification	\$400 + \$3,000 escrow
	Variance	\$250 + \$1,000 escrow
	Conditional Use Permit (CUP)	\$400 + \$3,000 escrow
	Conditional Use Permit (CUP) - Major Amendment/Modification	\$400 + \$3,000 escrow
	Interim Use Permit	\$400 + \$3,000 escrow
	Interim Use Permit – Home Occupation	\$250 + \$1,000 escrow
	Site Plan Review (Single Family Homes Are Exempt)	No charge
	Vacation of Right-of-Way or Easement	\$400 + \$1,000 escrow
	Filling/Grading Permit (Major)	\$400 + \$1,000 escrow
Land Use Permits (Administrative)*		
	Administrative Use Permit - General	\$250
	Administrative Subdivision (Lot Split)	\$250
	Planned Unit Development (PUD) - Minor Amendment/Modification	\$400 + \$1,000 escrow
	Conditional Use Permit (CUP) - Minor Amendment/Modification	\$400 + \$1,000 escrow
	Fence (3 ft. - 6 ft. in Height)	\$118.50
	Fence - Encroachment Agreement	\$75
	Sign - Permanent	
	Wall/Building Sign	\$50
	Freestanding Sign	\$100
	Sign - Temporary	No charge
	Temporary Commercial Seasonal / Outdoor Sales Permit	\$50
	Model Home / Temporary Real Estate Office	\$50
	Zoning Letter Request	\$50
	Wetland Applications (pursuant to Wetland Conservation Act)	\$200 + \$1,000 escrow
	Filling/Grading Permit (Minor)	\$50
	Easement Encroachment Request	\$150
(* - applicant is also responsible for all consulting fees such as Engineering, Legal, Planning, etc.)		
SPECIAL MEETINGS*		
	City Council	\$400
	Planning Commission	\$400
	Park Board	\$400
(* - applicant is also responsible for all consulting fees such as Engineering, Legal, Planning, etc.)		
LIQUOR FEES		
	On-Sale Liquor License	\$2,000
	On-Sale Liquor License Elko Speedway Facility	\$2,000
	Off-Sale Liquor License	\$100
	On-Sale Sunday Liquor License	\$200
	On-Sale 3.2% Liquor License	\$200
	Off-Sale 3.2% Liquor License	\$50
	Wine	\$1,000
	On-Sale Investigation Fee for New License	\$250
	Temporary Liquor License	\$25/event
	Temporary Amendment to Liquor License Fee	\$100/event
	Amendment to Liquor License Fee	\$400

2020 FEE SCHEDULE

Temporary Expansion of Liquor License Premises	\$100
BUSINESS RELATED FEES	
Outdoor Concerts & Events	
Single Event	\$100/event
Multi-Day Event	\$100/event
Seasonal Permit prior to April 1st (minimum 2 events)	\$50/event
Seasonal Permit after April 1st (minimum 2 events)	\$100/event
Short-term Outdoor Sales Event	\$100/event
Minor Event Fee	\$50/event
Amendment to Seasonal Permit	\$100/event
Commercial Fireworks Permit	\$100
Consumer Fireworks Sales License Fee	\$100
Gambling Permit	\$100
Gambling Permit - Statutory Exempt Entities	No charge
Gambling Investigative Fee	No charge
Special Gambling Permit-1 Day Raffles	\$35
Annual SOB License	\$5,000
New SOB Investigation Fee	\$1,500
New Officer SOB Investigation Fee	\$250
Solicitor	No charge
Peddler/Transient Merchant	\$65/year per person
Tobacco License	County will handle
Business Assistance Application - Less than \$150,000	\$2,500
Business Assistance Application - More than \$150,000	\$5,000
Conduit Financing Application	\$10,000 escrow
Mobile Food Unit License	\$25/year
MISCELLANEOUS FEES	
Backyard Chickens – Initial Permit Fee	\$50
Backyard Chickens – Renewal Permit Fee	\$30
Dog License (All Types)	\$5
Kennel License and Renewals	\$50
Impound Fees	Animal fees will be covered through the MN Critter Getters contract and billed back to resident
Animal Shelter License	\$500
Rental Park Shelter - Citizens	\$150 includes sales tax
Rental Park Shelter - Non-Citizens	\$200 includes sales tax
Rental Key/Security Deposit	\$200
Weed Removal / Mowing	Cost + sales tax
Permit for Target Practice	\$5
Open Burning Permit	No charge
Recreational Fire Permit	No charge
Vehicle Impound Fee	
Towing	Cost
Storage	\$5/day for City impound
Storage	Cost for Other impound
Special Use Vehicle Permit and Replacement Permit	\$30
Special Hunts	\$100
Mixed Municipal Solid Waste & Recyclable Material Collection Fee	\$250
ADMINISTRATIVE FEES	
Assessment Search Fee	\$25
Certification of Delinquent Bills	\$50 +interest rate
Copies	25 cents/page (includes sales tax)
Copies of Maps	\$1 (includes sales tax)
Copies of Maps - Colored 11 x 17	\$5 (includes sales tax)
Data Disclosure Request Copies	25 cents/page (includes sales tax)
Fax Charge	35 cents/page (includes sales tax)
Mileage	Current IRS Rate
Notary Fee (pursuant to MN State Statute)	\$5 + \$1/page for copies

2020 FEE SCHEDULE

NSF Returned Check Fee	\$30
Postage/Certified Mail	Current Rate
Utility Billing/Customer List Request	25 cents/page (includes sales tax)
CD/DVD Reproductions	\$15 (includes sales tax)
Staff Time (1 hour minimum / 1 hour increments)	\$30/hour
Witness Fees	Hourly Rate Equivalent to Employee's Effective Hourly Rate Based on Salary plus Employer Paid Benefits for preparation; travel and attendance as a witness, together with City's standard mileage reimbursement
Zoning Ordinance Copy	25 cents/page (includes sales tax)
Subdivision Ordinance	25 cents/page (includes sales tax)
Code Book (Includes Zoning Ordinance)	25 cents/page (includes sales tax)
Comprehensive Plan	25 cents/page (includes sales tax)
EQUIPMENT CHARGES	
Batwing Mower	\$60/hour*
Skid Loader & Attachments	\$60/hour*
1 1/2 Ton Truck & Attachments	\$70/hour*
Snow Blower (walk behind)	\$15/hour*
Weed Whip	\$15/hour*
Lift Truck	\$80/hour*
Pick Up	\$50/hour*
Jack Hammer	\$30/hour*
Brush Hog (walk behind)	\$30/hour*
Trailer	\$30/hour*
Gator	\$30/hour*
Dump Truck – single axle	\$70/hour*
Dump Truck – single axle with plow equipment	\$90/hour*
Wheel Loader	\$70/hour*
Wheel Loader with plow and wing	\$90/hour*
Articulating Tractor with blower/ditch mower	\$90/hour*
Municipal Tractor/sidewalk machine	\$60/hour*
Bituminous Hot Box	\$50/hour*
Asphalt Roller	\$40/hour*
12 Inch Tree Chipper	\$40/hour*
Vac/Jetter	\$100/hour*
Street Sweeper	\$90/hour*
Materials	Cost
Staff Time	\$30/hour*
*1 hour minimum and 1 hour increments	



STAFF MEMORANDUM

SUBJECT:	Mixed Municipal Solid Waste & Recyclable Material Collection
MEETING DATE:	December 19, 2019
PREPARED BY:	Lynda Jirak, Deputy Clerk
REQUESTED ACTION:	<ol style="list-style-type: none">1. Adopt Resolution 19- 97 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management contingent upon receipt of License Fee2. Adopt Resolution 19-98 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal3. Adopt Resolution 19-99 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dick's Sanitation Services, Inc./Lakeville Sanitation Services, Inc.

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

- | | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Performance Measurement |
| <input type="checkbox"/> | Professionalism |

BACKGROUND:

Elko New Market City Code requires any business collecting solid waste and recycle pickup within the City of Elko New Market be licensed with the City. This license is valid for one calendar year and expires on December 31st of each year, unless revoked sooner.

DISCUSSION:

The City has received required City application forms, fees and associated documentation for renewals from Buckingham Disposal and Dick's Sanitation Services, Inc./Lakeville Sanitation Services, Inc. The City has received the application forms and associated documentation from Waste Management of Southern Minnesota however, due to the fact Waste Management checks are issued from a different office, Staff has not received payment of fees as of date of this memorandum. Staff is recommending approval of Waste Management contingent on submitting the fee due for Mixed Municipal Solid Waste & Recyclable Material.

After reviewing all City application materials, Staff is recommending the City Council approve Mixed Municipal Solid Waste & Recyclable Material Licenses for Waste Management of Southern Minnesota, Buckingham Disposal and Dick's Sanitation Services, Inc./Lakeville Sanitation Services, Inc. to collect solid waste and recycle pickup within the City of Elko New Market for 2020.

BUDGET IMPACT:

The City receives a minimal amount of \$750.00 per year for licenses to collect solid waste & recycle pickup within the City.

Attachments:

- Resolution 19-97 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
- Resolution 19-98 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
- Resolution 19-99 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-97

WHEREAS; Waste Management of Southern Minnesota, located at 1510 Hwy 3 S., Northfield, MN 55057 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2020 to December 31, 2020;

WHEREAS; Waste Management of Southern Minnesota meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Waste Management of Southern Minnesota application for the requested license and has determined that Waste Management of Southern Minnesota meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Waste Management of Southern Minnesota for the term commencing January 1, 2020 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 19th day of December 2019.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-98

WHEREAS; Buckingham Disposal, located at 5980 Credit River Rd, Prior Lake, MN 55372 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2020 to December 31, 2020;

WHEREAS; Buckingham Disposal meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Buckingham Disposal application for the requested license and has determined that Buckingham Disposal meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Buckingham Disposal for the term commencing January 1, 2020 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 19th day of December 2019.

CITY OF ELKO NEW MARKET

By: _____

Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-99

WHEREAS; Dicks Sanitation Service, Inc./Lakeville Sanitation Services, Inc., located at 8984 W 215th Street, Lakeville, MN 55044 has submitted an application for a Mixed Municipal Solid Waste & Recyclable Material Collection business license for January 1, 2020 to December 31, 2020;

WHEREAS; Dicks Sanitation Service, Inc./Lakeville Sanitation Services, Inc. meets the requirements for issuance of a Mixed Municipal Solid Waste & Recyclable Material Collection business license; and

WHEREAS; the City has reviewed, Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc. application for the requested license and has determined that Dicks Sanitation Services Inc/Lakeville Sanitation Services, Inc. meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a Mixed Municipal Solid Waste & Recyclable Material Collection business license be issued to Dicks Sanitation Services, Inc./Lakeville Sanitation Services, Inc. for the term commencing January 1, 2020 conditioned upon;

1. The Applicant providing proof of liability insurance and attaching an endorsement to the certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 19th day of December 2019.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Pete's Hill PUD Amendment
MEETING DATE:	December 19, 2019
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Adopt Ordinance 206 Amending PUD #8 for Pete's Hill Development

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

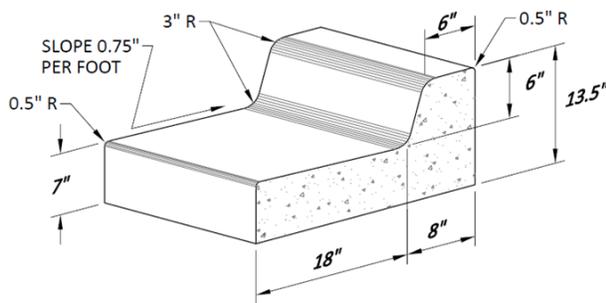
- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

On August 22, 2019 the City Council approved Ordinance 199, approving a rezoning of the property located in the Pete's Hill development to Planned Unit Development (PUD) zoning. The ordinance, along with the development contract for the development, incorporated recommendations from the Planning Commission and City Council related to approval of the Pete's Hill development. A portion of the development is planned for twin-home construction (23 units) and will be subject to Medium Density Residential zoning requirements, and a portion of the development (22 units) will be subject to the Low Density Residential zoning requirements. Allowable deviations to City standards are outlined in Section 2 of the approved ordinance. Increased design standards, which exceed minimum City standards, are contained in Section 3 of the approved ordinance.

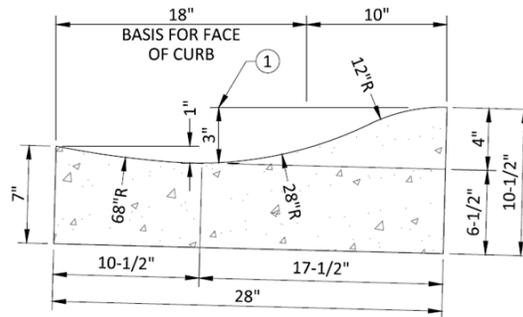
The developer, Elko 34, LLC, has now submitted application for an amendment to the approved PUD ordinance to allow surmountable curbing in a portion of the development. Concrete curb and gutter is required for streets in new subdivision and parking lots. There are different types of curbing design. Generally speaking there is "surmountable curb" and "insurmountable curb". Surmountable curb is that which one can easily drive over. Sometimes described as roll-over curb, they do not require modification when the home is constructed and the driveway location is selected. The driveway is simply built right up to the back of the curb. Unsurmountable curb has a nearly vertical face on the curb. Then, for each driveway, a curb-cut is poured where a driveway is to be constructed. The City's Subdivision Ordinance currently requires insurmountable curb, commonly referred to as "B618" curb, for new City streets. Below are some examples of each type of curbing.

B618 (Highback) Curb Detail



**CONCRETE CURB & GUTTER
DESIGN B618**
NOT TO SCALE

Surmountable Curb Detail



① NOTE:
CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH
TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO
THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.

In 2017, the Planning Commission did review and discuss the issue of surmountable versus insurmountable curbing. After review and discussion of the matter the Planning Commission recommended that the B618 curbing requirement remain in place. Reasons for the recommendation, as stated in the record, are that the benefits of B618 include the following:

- Improved traffic delineation and control
- Improved driveway width control
- Reduces illicit driveway connections or ad hoc street access
- Reduces turf damage during snow plowing
- Easier to plow; plow drivers can 'feel' the edge of the curb

- Increased water runoff capacity
- Greater visual appeal

As a general City standard, staff supports B618/highback curbing within new single-family residential developments. Staff supports, however, the applicant's rationale for allowing surmountable curbing adjacent to the twinhome lots only, primarily due to the narrow width of the lots (+/- 50') and the unknown driveway locations.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission held a public hearing regarding the request to allow surmountable curbing adjacent to the twinhome lots on October 29, 2019 and unanimously recommended approval of the request.

BUDGET IMPACT:

An escrow is in place to cover the cost of engineering and legal expenses needed to process the applications related to the PUD amendment.

REQUESTED ACTION:

The City Council is being asked to approve Ordinance #206, amending Ordinance #199 and Section 11-28C-21 of the Elko New Market City Code Concerning Curbing Within the Pete's Hill Plat.

Attachments:

- Draft Ordinance #206
- Ordinance #199
- Planning Commission Staff Report 10.29.19
- Planning Commission Meeting Minutes 10.29.19

ORDINANCE NO. 206

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

**AN ORDINANCE AMENDING ORDINANCE NO. 199 AND SECTION 11-28C-21 OF
THE ELKO NEW MARKET CITY CODE (ZONING ORDINANCE) CONCERNING
CURBING WITHIN THE PETE'S HILL PLAT**

WHEREAS, the City has adopted Ordinance No. 199 approving a rezoning of property from Urban Reserve to Planned Unit Development in conjunction with the Pete's Hill plat; and,

WHEREAS, the City desires to adopt changes relating to Ordinance 199; and,

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

Section 1. Section 3 of Ordinance No. 199 shall be amended in its entirety to read as follows:

Development Plans. The plat shall be developed in accordance with the following plans. The plans shall not be attached.

- a. Preliminary Plat drawing dated 8/7/19, prepared by Sathre-Berquist
- b. Site Plan containing 2 sheets, dated ~~8/6/19~~ 8/29/19, prepared by Sathre-Berquist
- c. Construction Plans containing 24 sheets, dated ~~8/6/19~~ 10/18/19, prepared by Sathre-Berquist, except sheets number 2 – 6 of 24 are dated 12/5/19.
- d. Storm Sewer Pollution Prevention Plan containing 3 sheets, dated 7/3/19, prepared by Sathre-Berquist
- e. Stormwater Management Plan containing 186 sheets, dated August, 2019, prepared by AE2S
- f. Hydroflow Storm Sewer Summary Report dated 8/7/19, prepared by AE2S
- g. Tree Survey containing 6 sheets, dated 8/8/19, prepared by Sathre Berquist
- h. ~~Preliminary~~-Landscape Plan containing 3 sheets, dated 8/19/19, prepared by Norby & Associates

Section 2. Section 4 of Ordinance No. 199 shall be amended to add a new subsection (g) to read as follows:

g. Surmountable curbing shall be permitted adjacent to only the following lots:

- Lots 15 – 30, Block 1, Pete's Hill
- Lots 1 – 3, Block 2, Pete's Hill
- Lots 1 – 4, Block 3, Pete's Hill

All remaining portions of the development, other than adjacent to the aforementioned lots, shall be constructed using B618 insurmountable curbing as required by City Code.

Section 3. The reference to PUD-8 in Section 11-28C-21 of the Elko New Market City Code is amended to read as follows:

PUD-8: Pete’s Hill, Ordinance No. 199, No. 206

Section 4. This Ordinance shall take effect immediately upon its passage and publication.

ADOPTED this 19th day of December, 2019 by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, City Clerk

ORDINANCE NO. 199

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

**AN ORDINANCE REZONING PROPERTY FROM UR, URBAN RESERVE TO PUD,
PLANNED UNIT DEVELOPMENT DISTRICT IN CONJUNCTION WITH THE
PETE'S HILL PLAT**

THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET ORDAINS:

Section 1. **Legal Description.** The following described property located within the City of Elko New Market, Scott County, Minnesota is hereby rezoned from UR, Urban Reserve to PUD, Planned Unit Development District:

The West 453.00 feet of the South Half of the Northwest Quarter of the Northwest Quarter, Section 35, Township 113, Range 21, Scott County, MN.

AND

That part of the East Half of the Northeast Quarter, Section 34, Township 113, Range 21, Scott County, Minnesota, lying Easterly of the center lines of Xerxes Avenue and Beard Avenue, except that part of the said East Half of the Northeast Quarter described as follows:

Commencing at the Southeast corner of said East Half of the Northeast Quarter thence South 89 degrees 00 minutes 40 seconds West (assumed bearing) along the South line of said East Half of the Northeast Quarter a distance of 271.17 feet to the point of beginning of the land to be described; thence continuing South 89 degrees 00 minutes 40 seconds West along said South line a distance of 750.00 feet; thence North 19 degrees 08 minutes 41 seconds West a distance of 33.00 feet; thence Northeasterly 369.86 feet along a nontangential curve concave to the Northwest having a radius of 408.28 feet, central angle of 51 degrees 54 minutes 17 seconds and a chord that bears North 44 degrees 54 minutes 09 seconds East; thence North 18 degrees 57 minutes 02 seconds East, tangent to said curve a distance of 583.23 feet East; thence South 71 degrees 21 minutes 43 seconds East a distance of 336.71 feet; thence on a bearing of South parallel with the East line of said East Half of the Northeast Quarter a distance of 715.35 feet to the point of beginning, Scott County, Minnesota.

Section 2. **PUD Zoning.** The City has rezoned the above-referenced property from UR, Urban Reserve to PUD, Planned Unit Development District. Lots 1 – 14 Block 1, Lots 5 - 11 Block 3 and Lot 1 Block 4 shall be subject to the requirements of the R-1 Single Family Residential District. Lots 15 - 30 Block 1, Lots 1 - 3 Block 2 and Lots 1 - 4 Block 3 shall be subject to the R-3 Medium Density Residential District except as follows:

a. Minimum lot requirements:

PETE'S HILL PUD		
	Approved for Pete's Hill Lots 1-14 Block 1 Lots 5-11 Block 3 Lot 1 Block 4 (Single Family Lots)	Approved for Pete's Hill Lots 15-30 Block 1 Lots 1-3 Block 2 Lots 1-4 Block 3 (Twin Home Lots)
Minimum Lot Area	Lot areas as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19	6,000 square feet per dwelling unit
Minimum Lot Width	Lot widths as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19	Lot widths as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19
Front Yard Setback	25'	25'
Garage Stall Requirements	Provide for location of 3-stall attached garage	Allow 2-stall attached garage
Cul-de-sac Maximum Length	600'	600'

Section 3. Development Plans. The plat shall be developed in accordance with the following plans. The plans shall not be attached.

- a. Preliminary Plat drawing dated 8/7/19, prepared by Sathre-Berquist
- b. Site Plan containing 2 sheets, dated 8/6/19, prepared by Sathre-Berquist
- c. Construction Plans containing 24 sheets, dated 8/6/19, prepared by Sathre-Berquist
- d. Storm Sewer Pollution Prevention Plan containing 3 sheets, dated 7/3/19, prepared by Sathre-Berquist
- e. Stormwater Management Plan containing 186 sheets, dated August, 2019, prepared by AE2S
- f. Hydroflow Storm Sewer Summary Report dated 8/7/19, prepared by AE2S
- g. Tree Survey containing 6 sheets, dated 8/8/19, prepared by Sathre Berquist
- h. Preliminary Landscape Plan containing 3 sheets, dated 8/19/19, prepared by Norby & Associates

Section 4. Regulations. The PUD must be maintained and comply with the following conditions:

- a. Outlots A and B contain wetlands, natural environment features and wildlife habitat, and will be dedicated to the City to satisfy the park dedication requirements for the development;
- b. Front home elevations must include stone or brick;
- c. Wood shall not be allowed as an exterior building material;
- d. There must be a unified architectural theme including design and color for the twin homes;
- e. The development shall include construction of a walking trail leading from the development to the Pete's Hill Park trail system.
- f. Additional trees shall be provided to separate the single-family portion of the development from the twin home portion of the development, as depicted on the landscaping plan dated 8/19/19.

Section 5. Section 11-28C-21 of the Elko New Market City Code is amended to add the following:

PUD-8: Pete's Hill, Ordinance No. 199

Section 6. **Zoning Map.** The zoning map of the City of Elko New Market shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 7. **Effective Date.** This ordinance shall be effective upon its passage by the City Council and the recording of the Pete's Hill final plat with Scott County.

PASSED AND ADOPTED this 22nd day of August, 2019, by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____

Joe Julius, Mayor

ATTEST:



Thomas Terry, Acting City Clerk



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

MEMORANDUM

TO: PLANNING COMMISSION
CC: JOHN WICHMANN, REMAX ADVANTAGE PLUS
STEVE SOLTAU, SHAKOPEE CROSSINGS
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
HALEY SEVEING, PLANNER
RE: REQUEST TO AMEND PLANNED UNIT DEVELOPMENT (PUD) FOR PETE'S HILL
DATE: OCTOBER 29, 2019

PLANNING COMMISSION MEETING:	OCTOBER 29, 2019
CITY COUNCIL MEETING:	NOVEMBER 21, 2019
60-DAY REVIEW DEADLINE:	DECEMBER 13, 2019
120-DAY REVIEW DEADLINE	FEBRUARY 11, 2020

Introduction

On August 22, 2019 the City Council approved Ordinance No. 199, approving a rezoning of the property located in the Pete's Hill development to Planned Unit Development (PUD) zoning. The ordinance, along with the development contract for the development, incorporated recommendations from the Planning Commission and City Council related to approval of the Pete's Hill development. A portion of the development is planned for twin-home construction (23 units) and will be subject to Medium Density Residential zoning requirements, and a portion of the development (22 units) will be subject to the Low Density Residential zoning requirements. Allowable deviations to City standards are outlined in Section 2 of the approved ordinance. Increased design standards, which exceed minimum City standards, are contained in Section 3 of the approved ordinance.

The developer, Elko 34, LLC, has now submitted application for an amendment to the approved PUD ordinance to allow surmountable curbing in a portion of the development. Submitted with the application was:

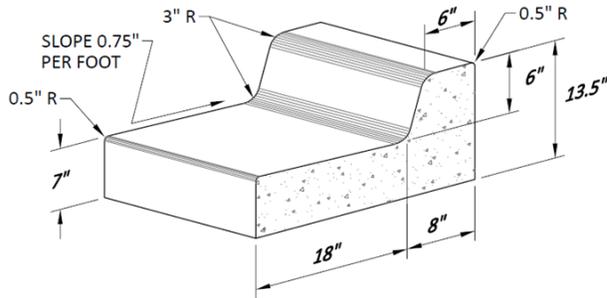
- Elko 34, LLC, PUD Amendment Narrative, dated October 11, 2019

Background / History

Concrete curb and gutter is required for streets in new subdivision and parking lots. There are different types of curbing design. Generally speaking there is "surmountable curb" and "insurmountable curb". Surmountable curb is that which one can easily drive over. Sometimes described as roll-over curb, they do not require modification when the home is constructed and the driveway location is selected. The driveway is simply built right up to the back of the curb. Unsurmountable curb has a nearly vertical face on the curb.

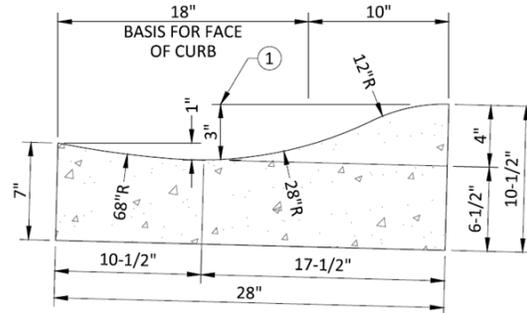
Then, for each driveway, a curb-cut is poured where a driveway is to be constructed. The City's Subdivision Ordinance currently requires insurmountable curb, commonly referred to as "B618" curb, for new City streets. Below are some examples and photographs of each type of curbing.

B618 (Highback) Curb Detail



CONCRETE CURB & GUTTER
DESIGN B618
 NOT TO SCALE

Surmountable Curb Detail



① NOTE:
 CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.

Development with B618 (Highback) Curb – Currently Required by ENM City Code



Development with Surmountable Curb



Vacant Development with B618 Curb - Driveway Locations Poured



Vacant Development with Surmountable Curb – Driveways Can Be Located Anywhere



Current City Code

Section 12-9-5-1 (X) of the City Code currently states the following:

12-9-5-1: STREET STANDARDS:

- X. Curb And Gutter: All curb shall be concrete with integral gutter. The standard curb shall be type B618 in accordance with city standards.

Zoning

The property is currently zoned Planned Unit Development (PUD) and is subject to PUD Ordinance No. 199. The applicant's request to modify the type of curbing would be considered a major modification of the PUD under the City's zoning ordinance, and requires a public hearing and action by the Planning Commission and City Council.

The purpose of the PUD district is to provide standards which allow flexibility in the development of residential neighborhoods that would not be possible under a conventional zoning district. The intent of a PUD is to:

- A. Provide for the establishment of PUD (planned unit development) zoning districts in appropriate settings and situations to create or maintain a development pattern that complies with the city comprehensive plan.
- B. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under this title.
- C. Provide for variations to the strict application of the land use regulations in this title in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, etc.) that exceed the city's standards to offset the effect of any variations.
- D. Promote a more creative and efficient approach to land use within the city, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the city.
- E. Preserve and enhance natural features and open spaces.
- F. Maintain or improve the efficiency of public streets and utilities.
- G. Ensure the establishment of appropriate transitions between differing land uses.

Section 11-3-8 of the Zoning Ordinance also identifies criteria to be considered as part of a request for zoning amendment, as follows:

- 1) The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan.
- 2) The proposed use is or will be compatible with present and future land uses of the area.
- 3) The proposed use conforms with all performance standards contained in this title (ordinance).
- 4) The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- 5) Traffic generation by the proposed use is within capabilities of streets serving the property.

As stated in the applicant's letter, the reason for requesting an amendment to the approved PUD ordinance is to allow surmountable curbing in the townhome portion of the development. The applicant was unaware of the City's standard requiring B618 curbing at the time of plan preparation, and has indicated the request for surmountable curbing would have been made as part of the original application, had they been aware of the requirement. The desired location for driveway curb cuts in this portion of the development is not yet known, and will depend upon the final design of the townhomes. For this reason, the developer does not want to pour a driveway curb cut in B618/highback curb which may be in an incorrect location. Having to remove and re-pour a section of curbing in an already-constructed street can affect the integrity of the street and is not desirable.

The lots in the townhome portion of the development are generally 50' in width. Driveway curb cuts are restricted in width by the City's zoning ordinance, to 24' for a home with a two stall garage, and 27' in width for a home with a three stall garage.

Discussion

In 2017 the Planning Commission did review and discuss the issue of surmountable versus insurmountable curbing. After review and discussion of the matter the Planning Commission recommended that the B618 curbing requirement remain in place. Reasons for the recommendation, as stated in the record, are that the benefits of B618 include the following:

- Improved traffic delineation and control
- Improved driveway width control
- Reduces illicit driveway connections or ad hoc street access
- Reduces turf damage during snow plowing
- Easier to plow; plow drivers can 'feel' the edge of the curb
- Increased water runoff capacity
- Greater visual appeal

As a general City standard, staff supports B618/highback curbing within new single-family residential developments. Staff supports, however, the applicant's rational for allowing surmountable curbing adjacent to the twinhome lots only, primarily due to the narrow width of the lots (+/- 50') and the unknown driveway locations.

City Engineer Comments

The City Engineer, Rich Revering, has reviewed the request and finds the proposal for surmountable curbing in the twin-home portion of the development acceptable. He has no objection to the request.

Public Works Director Comments

Public Works Director, Corey Schweich, has reviewed the application and although his preference is to require B618 curbing, finds the proposal for surmountable curbing in the twin-home portion of the development acceptable.

Recommendation

Staff would recommend approval of the request to amend Ordinance No. 199, which approved the Planned Unit Development for Pete's Hill, to allow surmountable curbing adjacent to only the following lots:

- Lots 15 – 30, Block 1, Pete's Hill
- Lots 1 – 3, Block 2, Pete's Hill
- Lots 1 – 4, Block 3, Pete's Hill

And noting that all remaining portions of the development, other than adjacent to the aforementioned lots, shall be constructed using B618 curbing as required by City Code.

And for the following reasons:

1. The style of homes to be constructed on the lots, and the corresponding locations of driveways, has not yet been determined.

REQUESTED PLANNING COMMISSION ACTION:

The Planning Commission is being asked to hold a public hearing, and to provide a recommendation to the City Council regarding the request to allow surmountable curbing adjacent to the twinhome lots within the Pete’s Hill development.

Attachments:

- Elko New Market Ordinance No. 199
- Elko 34, LLC, PUD Narrative, dated October 11, 2019

Pete’s Hill Development (north of 273rd Street)



Proposed Surmountable Curbing Locations



PETE'S HILL

→ Proposed Surmountable Curbing

ORDINANCE NO. 199

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

**AN ORDINANCE REZONING PROPERTY FROM UR, URBAN RESERVE TO PUD,
PLANNED UNIT DEVELOPMENT DISTRICT IN CONJUNCTION WITH THE
PETE'S HILL PLAT**

THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET ORDAINS:

Section 1. **Legal Description.** The following described property located within the City of Elko New Market, Scott County, Minnesota is hereby rezoned from UR, Urban Reserve to PUD, Planned Unit Development District:

The West 453.00 feet of the South Half of the Northwest Quarter of the Northwest Quarter, Section 35, Township 113, Range 21, Scott County, MN.

AND

That part of the East Half of the Northeast Quarter, Section 34, Township 113, Range 21, Scott County, Minnesota, lying Easterly of the center lines of Xerxes Avenue and Beard Avenue, except that part of the said East Half of the Northeast Quarter described as follows:

Commencing at the Southeast corner of said East Half of the Northeast Quarter thence South 89 degrees 00 minutes 40 seconds West (assumed bearing) along the South line of said East Half of the Northeast Quarter a distance of 271.17 feet to the point of beginning of the land to be described; thence continuing South 89 degrees 00 minutes 40 seconds West along said South line a distance of 750.00 feet; thence North 19 degrees 08 minutes 41 seconds West a distance of 33.00 feet; thence Northeasterly 369.86 feet along a nontangential curve concave to the Northwest having a radius of 408.28 feet, central angle of 51 degrees 54 minutes 17 seconds and a chord that bears North 44 degrees 54 minutes 09 seconds East; thence North 18 degrees 57 minutes 02 seconds East, tangent to said curve a distance of 583.23 feet East; thence South 71 degrees 21 minutes 43 seconds East a distance of 336.71 feet; thence on a bearing of South parallel with the East line of said East Half of the Northeast Quarter a distance of 715.35 feet to the point of beginning, Scott County, Minnesota.

Section 2. **PUD Zoning.** The City has rezoned the above-referenced property from UR, Urban Reserve to PUD, Planned Unit Development District. Lots 1 – 14 Block 1, Lots 5 - 11 Block 3 and Lot 1 Block 4 shall be subject to the requirements of the R-1 Single Family Residential District. Lots 15 - 30 Block 1, Lots 1 - 3 Block 2 and Lots 1 - 4 Block 3 shall be subject to the R-3 Medium Density Residential District except as follows:

a. Minimum lot requirements:

PETE'S HILL PUD		
	Approved for Pete's Hill Lots 1-14 Block 1 Lots 5-11 Block 3 Lot 1 Block 4 (Single Family Lots)	Approved for Pete's Hill Lots 15-30 Block 1 Lots 1-3 Block 2 Lots 1-4 Block 3 (Twin Home Lots)
Minimum Lot Area	Lot areas as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19	6,000 square feet per dwelling unit
Minimum Lot Width	Lot widths as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19	Lot widths as depicted on the preliminary plat drawing on file with the City of Elko New Market dated 8/7/19
Front Yard Setback	25'	25'
Garage Requirements	Stall Provide for location of 3-stall attached garage	Allow 2-stall attached garage
Cul-de-sac Length	Maximum 600'	600'

Section 3. Development Plans. The plat shall be developed in accordance with the following plans. The plans shall not be attached.

- a. Preliminary Plat drawing dated 8/7/19, prepared by Sathre-Berquist
- b. Site Plan containing 2 sheets, dated 8/6/19, prepared by Sathre-Berquist
- c. Construction Plans containing 24 sheets, dated 8/6/19, prepared by Sathre-Berquist
- d. Storm Sewer Pollution Prevention Plan containing 3 sheets, dated 7/3/19, prepared by Sathre-Berquist
- e. Stormwater Management Plan containing 186 sheets, dated August, 2019, prepared by AE2S
- f. Hydroflow Storm Sewer Summary Report dated 8/7/19, prepared by AE2S
- g. Tree Survey containing 6 sheets, dated 8/8/19, prepared by Sathre Berquist
- h. Preliminary Landscape Plan containing 3 sheets, dated 8/19/19, prepared by Norby & Associates

Section 4. Regulations. The PUD must be maintained and comply with the following conditions:

- a. Outlots A and B contain wetlands, natural environment features and wildlife habitat, and will be dedicated to the City to satisfy the park dedication requirements for the development;
- b. Front home elevations must include stone or brick;
- c. Wood shall not be allowed as an exterior building material;
- d. There must be a unified architectural theme including design and color for the twin homes;
- e. The development shall include construction of a walking trail leading from the development to the Pete's Hill Park trail system.
- f. Additional trees shall be provided to separate the single-family portion of the development from the twin home portion of the development, as depicted on the landscaping plan dated 8/19/19.

Section 5. Section 11-28C-21 of the Elko New Market City Code is amended to add the following:

PUD-8: Pete's Hill, Ordinance No. 199

Section 6. **Zoning Map.** The zoning map of the City of Elko New Market shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 7. **Effective Date.** This ordinance shall be effective upon its passage by the City Council and the recording of the Pete's Hill final plat with Scott County.

PASSED AND ADOPTED this 22nd day of August, 2019, by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: 
Joe Julius, Mayor

ATTEST:



Thomas Terry, Acting City Clerk

ELKO 34 LLC
PUD Amendment Narrative
October 11, 2019

Elko 34 LLC is requesting a minor amendment to the approved PUD. Currently the city code requires a “high back” vs. a surmountable curb. This was a surprise to us as the development immediately north of Pete’s Hill has surmountable curb and we see this in design standards in every community we have previously worked in. We are requesting an amendment to allow surmountable curb for the townhome portion of the development. A significant rationale for this request is the current uncertainty of the driveway locations. Surmountable curb in this portion of the development will provide flexibility for driveway locations and avoid otherwise required cutting and replacing significant portions of curb. This will allow the curb placed with construction of the streets to maintain structural integrity and should provide a better long term street.

The curb will be built to specifications similar to what has been built in the Windrose development and other areas of Elko New Market. This portion of the development will be subject to very light destination traffic and a continuous curb will present a very clean presentation to the builder/developer and homeowner. Since curb will not have to be removed and replaced, there should also be development savings for the builder, avoiding costs that would be passed to the homeowner otherwise.

We encourage your support for this PUD amendment.

A. Request for PUD Amendment for Pete's Hill, Elko 34, LLC, applicant

Christianson reviewed the recently approved residential development of Pete's Hill, which was approved by way of Planned Unit Development (PUD) zoning. The approved PUD ordinance, which was approved on August 22nd, outlined the deviations which were allowed from the City Code as part of the development approval. The developer has now requested an amendment to the PUD to allow surmountable curbing within the townhome portion of the development. She explained that the City Code requires B618 / insurmountable curbing on all City streets. She showed examples of both curbing types using engineering detail plates and photographs. Christianson displayed a drawing of the development that showed the areas adjacent to the townhomes where surmountable curbing is being supported by City staff.

Christianson advised the Planning Commission that the topic of surmountable versus insurmountable curbing was discussed with the Planning Commission in 2017 and the decision was made at that time to leave the existing City regulations, which required insurmountable curbing, in place.

Christianson explained that the portion of the subdivision where surmountable curb is being requested has narrow lots, approximately 50' in width. She stated that the City Engineer and Public Works Director have no opposition to the surmountable curbing in the requested area of the subdivision based on the narrow width of the lots.

Vice-Chairman Humphrey questioned why this request was not included in the original development proposal. Christianson stated that the developer indicated that he has never worked in a community that requires insurmountable curbing so he did not consider that the City might require it. She also stated that the City's engineering specification manual did not contain a detail plate for insurmountable curbing but did contain a detail plate for surmountable curbing, which was a cause for confusion by the developer's engineer.

Developer John Wichmann addressed the Planning Commission and indicated that they would prefer the surmountable curbing in the entire development but he felt a good compromise was to allow it in the townhome portion of the development that had narrow lots.

Vice-Chairman Humphrey opened the public hearing at 7:15 p.m. and with no public comments, he closed the public hearing at 7:15 p.m. It was then moved by Hansen, seconded by Priebe to recommend approval of the request to allow surmountable curbing adjacent to only the following lots:

- Lots 15 – 30, Block 1, Pete's Hill
- Lots 1 – 3, Block 2, Pete's Hill
- Lots 1 – 4, Block 3, Pete's Hill

And noting that all remaining portions of the development, other than adjacent to the aforementioned lots, shall be constructed using B618 insurmountable curbing as required by City Code, noting the recommendation for approval being for the following reasons:

1. The style of homes to be constructed on the lots, and the corresponding locations of driveways, has not yet been determined.
2. The lots in the townhome portion of the development are narrower than a typical single-family lot.

Motion carried (4-0).

8. GENERAL BUSINESS

A. Consider Zoning Ordinance Amendments – Garbage/Refuse and Recreational Vehicle Parking

Planner Sevening presented the agenda item, which was a continuation from the September Planning Commission meeting. She introduced the topic noting that a citywide inventory had been conducted in August regarding the storage of garbage cans and recreational vehicles on residential lots in the City. She noted that 44% of the properties in the City had violations related to storage of garbage cans, and 16% of the properties in the City had violations related to the storage of recreational vehicles. She stated that staff had decided at that time not to enforce the ordinances as currently written because there were more than 900 homes in violation of these Codes. Alternatively, staff inquired with the City Council regarding the matter to determine if they wanted staff to enforce the ordinances as written, or if they wanted to consider an amendment to the ordinance. The City Council requested that the Planning Commission review the City Code related to these two items. At the September Planning Commission meeting there was discussion on the matter which resulted in the Planning Commission directing staff to draft a zoning ordinance amendment.

Sevening reviewed current ordinance language regarding storage of garbage containers and recreational vehicle parking. She then reviewed the proposed amendments as follows:

Section 11-4-1 - Storage of garbage and refuse containers:

- Distinguishes commercial, industrial, and multi-family residential properties from single family residential properties
- Replaces wood with maintenance free material as an acceptable screening material (for commercial, industrial, and multi-family residential properties)
- Single family residential properties can store garbage cans in side yard adjacent to garage, do not need to be screened from view
- Dumpsters or refuse containers used for construction purposes are exempt from location and screening requirements

Section 11-8-2 - Recreational Vehicle Parking:

- Adds ATVs, dirt bikes, dune buggies, go-karts, golf carts, ice houses, jet skis, snowmobiles, and UTVs as recreational vehicles
- Exempts non-motorized watercrafts from section and regulates them as exterior storage (canoes, kayaks, paddleboards)
- Identifies three seasonal classifications (warm weather season, cold weather season, or year-round) for recreational vehicles



STAFF MEMORANDUM

SUBJECT:	2020 Proposed Budget
MEETING DATE:	December 19, 2019
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	1. Adopt Resolution 19-100 Approving 2020 Budget 2. Adopt Resolution 19-101 Approving 2019 Tax Levy, Collectible in 2020 3. Adopt Resolution 19-102 Approving Use of Debt Service Fund Balances to Cover Under Levied Bonds

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The City Council adopted a Preliminary Levy on September 26, 2019. The Preliminary Levy established the maximum property tax levy for taxes payable in 2020. Following the adoption of the Preliminary Levy, the City Council continued to refine the Budget and Levy for adoption and certification. Staff is presenting the 2020 Budget for consideration.

Council did not make any changes to the budget discussed at the Truth in Taxation meeting on December 5, 2019. The main objectives of 2020 were:

- Annual incremental increase for 318 Debt Service Fund
- Increased Transfer of Funds to Capital Projects Fund
- Assume Capital Outlay needs based on 2020 projected budget
- Assume a 1.25% contingency in the General Fund
- Utilize Capital Projects Fund to Offset new Bonded Debt

The proposed Levy is for 2020 is \$2,426,070. The proposed levy is an increase of \$121,071 or 5.25% from the 2019 adopted levy. The total property tax levy consists of the following:

	<u>Adopted 2019</u>	<u>Proposed 2020</u>	<u>Change</u>
General Operating Fund	1,778,519	1,837,434	3.31%
Capital Outlay	197,400	206,700	4.71%
Community Events	4,300	3,700	-13.95%
Fire Fund (including debt)	105,402	138,236	31.15%
Equipment Certificate Debt (excl. Fire Dept. debt)	-	-	0.00%
Bonded Debt	219,378	240,000	9.40%
Total	2,304,999	2,426,070	5.25%

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

Based on information provided by the County Auditor's Office, the proposed levy in the Final Budget would result in an estimated increased tax impact of 5.6% or \$69.20 for the "typical" home. Approximately 60% of homes experienced an increase in assessed value less than the "typical" home and would experience an estimated decreased tax impact between 0.1% and -19.3%. The weighted average tax impact for homestead residential properties would be an increase of 2.50%.

The 2020 Budget Summary within the 2020 Budget provides an overview of the budget process, assumptions and notable items.

Attachments:

- 2020 Budget (Separate Attachment)

2020 Budget Summary

Budget Information

Honorable Mayor and Council Members:

Annually, the City Administrator, with the assistance of staff, prepares a budget and presents it to the City Council. The following budget report represents a summary of the adopted proposals for all services to be provided by the City in 2020. The 2020 Budget includes Levy Calculation, Estimated Current Year Tax Impact, General Fund Revenues, General Fund Expenses, Capital Outlay, Community Events Fund Revenues, Community Event Expenses, Fire Fund Revenues, Fire Fund Expenses, Fire Capital Outlay, Water Fund Revenues, Water Fund Expenses, Sewer Fund Revenues, Sewer Fund Expenses, Stormwater Fund Revenues, Stormwater Fund Expenses, Interfund Loans, Equipment Certificates Debt, and Bonded Debt Levy.

The City Council has reviewed the budget in work sessions over the past months. On September 26, 2019 the City Council adopted the preliminary property tax levy. The proposed 2020 Budget and final property tax levy were adopted at the December 19, 2019 City Council Meeting. The final property tax levy will be submitted to Scott County in late December, 2019.

The budget is more than a financial document, as it reflects the City's plans, policies, procedures, and objectives regarding services to be provided in fiscal year 2020 and beyond. This summary serves to highlight the focal points of these plans for the 2020 budget.

Preamble

A budget is a tool for implementing Council policy, vision and goals. It allocates finite resources for improvements, programs and public services. It also serves as directive to staff.

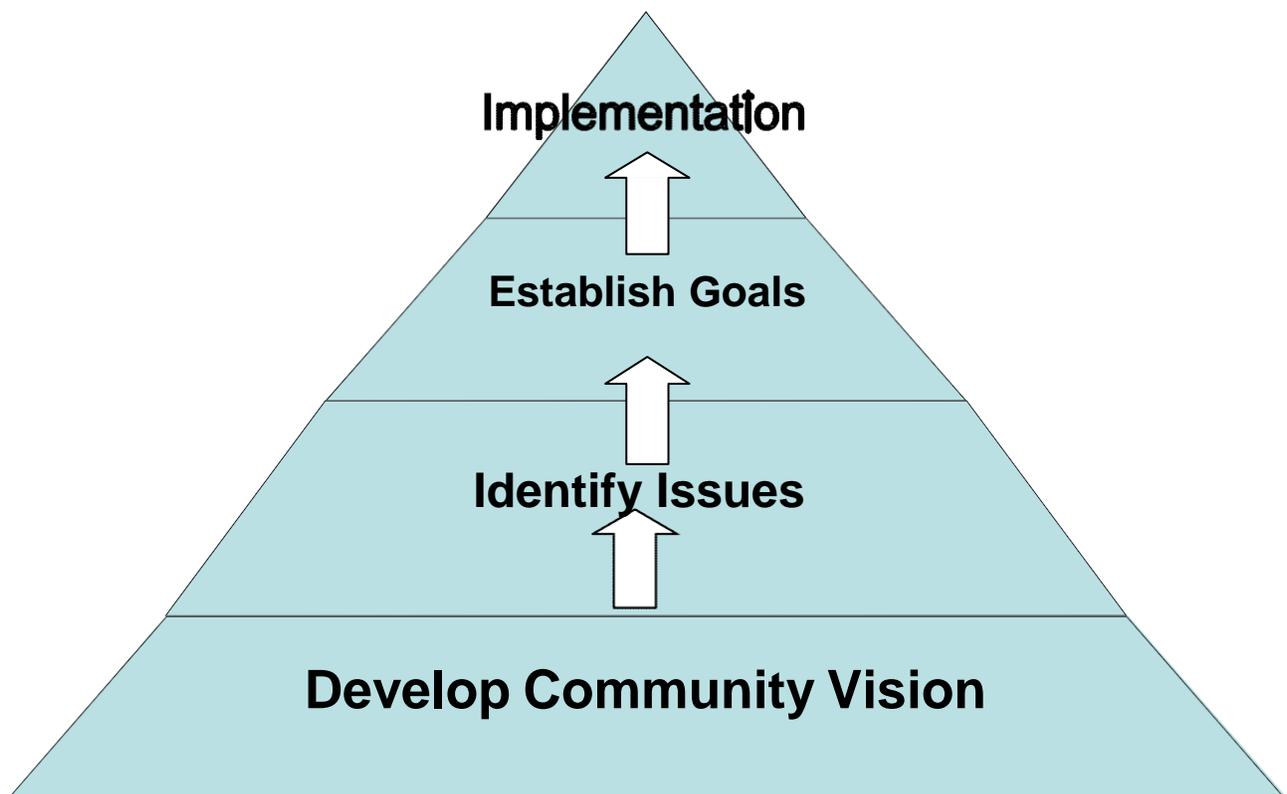
The City Administrator prepares a draft budget in May through June with input from Department Heads. The City Council identifies annual goals and objectives for upcoming budget in June and July. The draft budget is modified to reflect the goals and objectives identified by the Council and presented at work session(s) in August. The Council adopts the Preliminary Levy and Budget in September. The City Council continues to hold budget work sessions to refine budget in September through December. The Truth in Taxation informational meeting on budget in order to receive public comment is held in early to mid-December. The Final Levy and Budget is adopted in mid to late December.

Visioning and Goals

The visioning and goal setting process is a precursor to the formal process for the 2020 Budget. The workshop uses a simple but successful process to assist the City Council in identifying and discussing issues that are facing the City of Elko New Market. The process is used as a tool to help the Council establish and maintain a common vision and goals that will be used to provide a framework for shaping policy, setting priorities and budgeting.

Municipal government provides several basic public services and is responsible for numerous regulatory and statutory activities. The scope of local government activities includes, but is not limited to public safety, streets and transportation, land use, utilities, parks and recreation, environmental protection, licensing and permitting, elections and maintenance of public records. Each community must make decisions regarding the administration of city activities and the provision of services. However, the City has a finite or limited amount of resources (funding, staff time, etc.). Inevitably, the “wants and needs” of the community are greater than the City’s ability to meet them all. Ultimately, the Council must make decisions regarding the allocation of the City’s limited resources. The process is designed to help the Council focus their decisions regarding resource allocation.

The overall process involves four steps: (1) develop a common vision for community, (2) identify community issues, (3) establish goals and (4) implementation.



Vision

The Council discussed its vision for the community. The vision is a mental image of the community 20-30 years in the future that is both desirable and feasible. The vision is not so much an end product, as a direction in which the community should be moving. The discussion helped the Council develop a consensus on that vision, which will serve as the foundation for the rest of the process. The current Vision statement that was adopted by the City Council in June of 2019 will serve as the basis for the discussion.

Issues

The Council then identified the most important issues that are facing the community within the next 10 years. For purposes of the discussion, issues were defined as problems, pressures, needs and other factors that significantly impact the community. Examples of issues included development trends (up or down), city finances, city staffing and personnel, demands for services, city facilities and infrastructure reconstruction. The issues identified last year have been included for reference. The community vision and issues identified by the Council will serve as the context or backdrop as the Council develops goals and staff prepares action items for implementation.

Goals

The Council then established a number of priority goals, 6 in total. For the purposes of this process, goals are defined as projects or activities that merit special attention and/or focused resources. Goals should be easily defined and measurable for progress and/or completion. In addition, the goals should be reasonably achievable within a 1-5 year time frame. The current adopted goals have been provided for reference.

Vision Statement

The City of Elko New Market has adopted the following vision. This future vision of the community is considered both desirable and feasible. The vision statement is intended to serve as the foundation for decisions regarding goals, policies, and finances. The current vision statement was adopted on July 27, 2019.

Elko New Market's vision statement inspires a clear direction for the community to move in. The City's official vision statement was discussed, developed, and agreed upon by the City Council, and it sets a mental image of the city's future that is both desirable and feasible. The vision statement is intended to serve as the foundation for decisions regarding goals, policies, and finances.

Elko New Market is envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area. The community will preserve its historic landmarks and small town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for the citizens and visitors.

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

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

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

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

Priority Goals

The current goals were adopted on June 27, 2019

- *Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.*
- *Advance the “shovel ready” status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.*
- *The acquisition of land for public purposes, including, but not limited to public utilities, library, parks and interchange rights-of-way. Position the City to take advantage of opportunities to acquire land for public purposes.*
- *Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.*
- *Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.*
- *Implement an asset management system for the long-term management, maintenance, and budgeting of municipal infrastructure.*

Budget includes the following funds:

General Fund Revenues

The General Fund is the chief operating fund for the City.

General Fund Expenditures

A general fund is the primary fund used by a government entity. This fund is used to record all resource inflows and outflows that are not associated with special-purpose funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of the government entity.

Capital Outlay

Budgeted reserves and expenses to fund the capital purchases or repair and replacement of capital assets.

Community Events

Revenues and expenses associated with City sponsored community events.

Fire Department

Expenses and revenues associated with the fire services provided to the City, Cedar Lake Township, and New Market Township.

Bonded Debt

Expenses for current and future debt service.

Interfund Loans

Debt services associated with an a loan between funds.

Equipment Certificate Debt

Debt instrument that allows the City to pay for equipment purchased that cannot be paid with on-hand cash.

These sections of the budget are supported, at least in part, by property taxes and serve as the basis for determining the property tax levy.

Enterprise Funds

To account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost of providing services are to be recovered primarily on a user-charged basis to the general public. The enterprise funds consist of the Water, Wastewater, and Stormwater Funds.

Water Fund

Operating, capital, and debt service expenditures as well as revenues for the water system.

Sewer Fund

Operating, capital, and debt service expenditures as well as revenues for the sewer system.

Stormwater Fund

Operating, capital, and debt service expenditures as well as revenues for the stormwater system.

Budget Factors

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

- Annual incremental increase for 318 Debt Service Fund
- Increased Transfer of Funds to Capital Projects Fund
- Assume Capital Outlay needs based on 2020 projected budget
- Assume a 1.25% contingency in the General Fund
- Finite Capacity in the Capital Projects Fund

The Budget that is being presented proposes a levy of \$2,426,070. This is an increase of \$121,071 or 5.25% from the 2019 levy. The total property tax levy consists of the following:

	<u>Adopted 2019</u>	<u>Adopted 2020</u>	<u>Change</u>
General Operating Fund	1,778,519	1,837,434	3.31%
Capital Outlay	197,400	206,700	4.71%
Community Events	4,300	3,700	-13.95%
Fire Fund (including debt)	105,402	138,236	31.15%
Equipment Certificate Debt (excl. Fire Dept. debt)	-	-	-
Bonded Debt	219,378	240,000	9.40%
Total	2,304,999	2,426,070	5.25%

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

Historically, the great majority of homes in the community were tightly banded with regards to their change in assessed value (appreciation/depreciation). For example, for the 2012 Budget, 75% of homes were within 5% of each other with regards to their change in assessed valuation. As a result, it allowed the City to estimate a fairly consistent tax impact for the large majority of the homes based on a proposed levy. However, for the 2013-2019 Budgets, the range of change in assessed value for the majority of homes has increased from what it had been historically.

However, based on 2020 assessed valuation, it appears that there may be an increased tightening in the banded width in regards to changes and assessed value. Based on information provided by Scott County, the typical home experienced an appreciation of 6.6% and 82% experienced appreciation between 0% and 10%. Of the remaining homes, 11% experienced appreciation greater than 10%, and 7% experienced depreciation. The net result is that roughly 89% of homes experienced appreciation similar to or less than the typical home.

Based on information provided by the County Auditor's Office, the proposed levy in the Final Budget would result in an estimated increased tax impact of 5.6% or \$69.20 for the "typical" home. Approximately 60% of homes experienced an increase in assessed value less than the "typical" home and would experience an estimated decreased tax impact between 0.1% and -19.3%. The weighted average tax impact for homestead residential properties would be an increase of 2.50%.

General Fund

The Final General Fund Budget for 2020 is \$2,349,004. This is an increase of \$63,515 or 2.78% from the adopted 2019 Budget.

Revenues

It should be noted that the 2020 Fiscal Disparities Distribution increased by \$27,587 compared to the 2019 amount.

The 2020 Budget includes a projected stabilization in Building Permit activity for 2020 to reflect the limited amount single family lot inventory with the number of possible new plats that are developing currently.

Expenditures

The General Fund operating expenditures are projected to increase \$54,380 or 2.67% from the 2019 Budget. The most notable changes from the 2019 Budget include:

- Increased in Transfer of Funds to Capital Projects Fund of \$30,391 as second step of part plan to reduce use of LGA for General Fund Operations
- Contingency at 1.25% (approx. \$29,000). The contingency provides flexibility for addressing the unknowns
- Professional Services, including Auditing and Accounting Legal and Planning services were decreased by \$43,000

Capital Outlay

The Capital Outlay Expenses for 2020 increased \$9,300 or 4.71% from the 2019 Budget. The increase is due to the addition of \$3,000 to Information Technology for office equipment, the addition of \$4,000 to General Maintenance Equipment, and the addition of \$800 to Officer Safety Equipment.

Fire Department

The Fire Department Budget for 2020 is \$590,498. This is an increase of \$136,095.61 or 29.95% from the adopted 2019 Budget. The change is primarily due to \$110,011 in additional debt service costs associated with the replacement of the Rescue Truck and debt associated with the Pumper/Ladder Truck that was serviced with reserves in the 2018 and 2019 budget. The Council should note that the Capital Projects fund is funding some of this purchase and is not solely funded by the Fire Department. Salaries increase by \$13,531 to reflect increased projected man hours based on level of firefighter response and increased call volume.

The City's allocation of Fire Department costs is \$233,121. This is an increase of \$51,115 or 28% from 2019.

Water Fund

The Water Fund Budget for 2020 is \$1,730,318, an increase of \$6,995 from the previous year. The majority of this increase in the 2020 Budget is due to employee benefits and full-time salaries. However, there is a decrease to the auditing and accounting services expenses.

The revenues are \$1,338,994. This decrease of \$17,336.20 or 1.32% is primarily due to the projected water sales in 2020. We are seeing lower projected water sales due to the rate structure for 2020, Tier 1 and Tier 2 have significantly been lowered. The revised rate structure was approved by Council at the November 4, 2019 Council meeting.

Base Rate	\$38.64 per month
0-10,000 gallons	\$3.62 per thousand
10,001-20,000 gallons	\$8.00 per thousand
>20,000	\$12.00 per thousand

Sewer Fund

The Sewer Fund Budget for 2020 is \$1,356,626, an increase of \$20,814 or 1.56% from the previous year. This increase is primarily due to the increased costs related to debt and charges from Met Council. There is also an increase to salaries and employer paid insurance.

The revenues are \$1,236,025. This is an increase of \$59,605 or 5.07% from the adopted 2019 budget. This is primarily due to the increase from the recommended rate increases from the rate study, which was approved by City Council.

Base Rate	\$25.35 per month
Cost per thousand	\$5.52 per thousand

Stormwater Fund

The Stormwater Fund Budget for 2020 is \$301.407. This is a decrease in expenditures of \$2,051 or .0068% from the adopted 2019 Budget.

The revenues are \$353,797. This is an increase of \$57,077 or 19.24%. This is primarily due to the increase of stormwater connection fees of \$55,611 due to the increased projection of new development from our Utility Fund Model Analysis. All rates for 2020 stormwater will remain the same as the 2019 rates, which has been approved by City Council.

Base Rate	\$5.63 per month
Supplementary Rate	\$3.34 per month

Bonded Debt

The Bonded Debt expense is proposed to increase significantly, an estimated \$347,601, for debt associated with the Roundabout Construction, 2019 Pavement Rehab Project, Police Department Renovation and On Site Generation Project. The debt associated with the Roundabout Construction, Pavement Rehab Project and Police Department Renovation will be serviced by the Capital Project Fund in 2020, as a result there will be no debt service levy impact in 2020 for these projects.

Interfund Loans

There is no notable change from the 2019 Budget.

Equipment Certificates

The levy for Equipment Certificate debt will increase in 2020 by an estimated \$35,870 for debt associated with the Rescue Truck. The City portion of the debt (a portion is supported by the contracted Townships) will be funded by the Capital Projects Fund.

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

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

FISCAL YEAR 2020				MARKET VALUE TAX	
4,656,947	Gross Tax Capacity	\$ 2,426,070	PROPOSED LEVY	\$ 450,227,900	Taxable Market Value
-	TIF (-)	\$ (387,306)	FISCAL DISPARITY (-)	\$ 460,404,400	Referendum Market Value
(108,014)	FISCAL DISPARITY (-)	\$ 2,038,764	TAX LEVY OR SPREAD LEVY	\$ -	PROPOSED LEVY
4,548,933	NET TAX CAPACITY				
Tax Rate			44.819%	0.00000% Tax Rate	

RESIDENTIAL IMPACTS

	% EMV Value Range Inc/Dec	# of affected Properties	% of Total	Avg Market Value 2019	Avg Market Value 2020	Value Exclusion 2019	Value Exclusion 2020	Taxable Market Value 2019	Taxable Market Value 2020	Taxable % Change 19 vs 20	Net		Net Difference % Change	2019	2020	2020	2020
											Payable 2020	Inc/Dec 19 vs 20		Median Values	Median Values	Average Values	Value % Change
Elko New Market	+15.01+%	39	3%	\$ 280,600	\$ 322,690	\$ 11,986	\$ 8,198	\$ 268,614	\$ 314,492	17.08%	\$ 1,409.51	\$ 172.01	13.9%	\$ 280,200	\$ 298,800	\$ 294,400	6.6%
	+10.01-15.00%	115	8%	\$ 280,600	\$ 315,675	\$ 11,986	\$ 8,829	\$ 268,614	\$ 306,846	14.23%	\$ 1,375.24	\$ 137.74	11.1%				
	+5.01-10.00%	439	30%	\$ 280,600	\$ 301,645	\$ 11,986	\$ 10,092	\$ 268,614	\$ 291,553	8.54%	\$ 1,306.70	\$ 69.20	5.6%				
	+0.01-5.00%	761	52%	\$ 280,600	\$ 287,615	\$ 11,986	\$ 11,355	\$ 268,614	\$ 276,260	2.85%	\$ 1,238.16	\$ 0.66	0.1%				
	No Change	24	2%	\$ 280,600	\$ 280,600	\$ 11,986	\$ 11,986	\$ 268,614	\$ 268,614	0.00%	\$ 1,203.89	\$ (33.61)	-2.7%				
	-0.01-5.00%	85	6%	\$ 280,600	\$ 273,585	\$ 11,986	\$ 12,617	\$ 268,614	\$ 260,968	-2.85%	\$ 1,169.62	\$ (67.88)	-5.5%				
	-5.01 - 10.00%	9	1%	\$ 280,600	\$ 259,555	\$ 11,986	\$ 13,880	\$ 268,614	\$ 245,675	-8.54%	\$ 1,101.08	\$ (136.42)	-11.0%				
	-10.00 - 15.00%	0	0%	\$ 280,600	\$ 245,525	\$ 11,986	\$ 15,143	\$ 268,614	\$ 230,382	-14.23%	\$ 1,032.54	\$ (204.96)	-16.6%				
	-15.01% +	0	0%	\$ 280,600	\$ 238,510	\$ 11,986	\$ 15,774	\$ 268,614	\$ 222,736	-17.08%	\$ 998.27	\$ (239.23)	-19.3%				
		1,472	100%														

% EMV Value Range Inc/Dec	# of affected Properties	Net		Weighted Value
		Difference % Change	Weighted Value	
+15.01+%	39	13.9%	542.09%	
+10.01-15.00%	115	11.1%	1280.01%	
+5.01-10.00%	439	5.6%	2454.88%	
+0.01-5.00%	761	0.1%	40.65%	
No Change	24	-2.7%	-65.18%	
-0.01-5.00%	85	-5.5%	-466.24%	
-5.01 - 10.00%	9	-11.0%	-99.21%	
-10.00 - 15.00%	-	-16.6%	0.00%	
-15.01% +	-	-19.3%	0.00%	

1,472

3687.01%

2.50% Weighted Avg. Impact

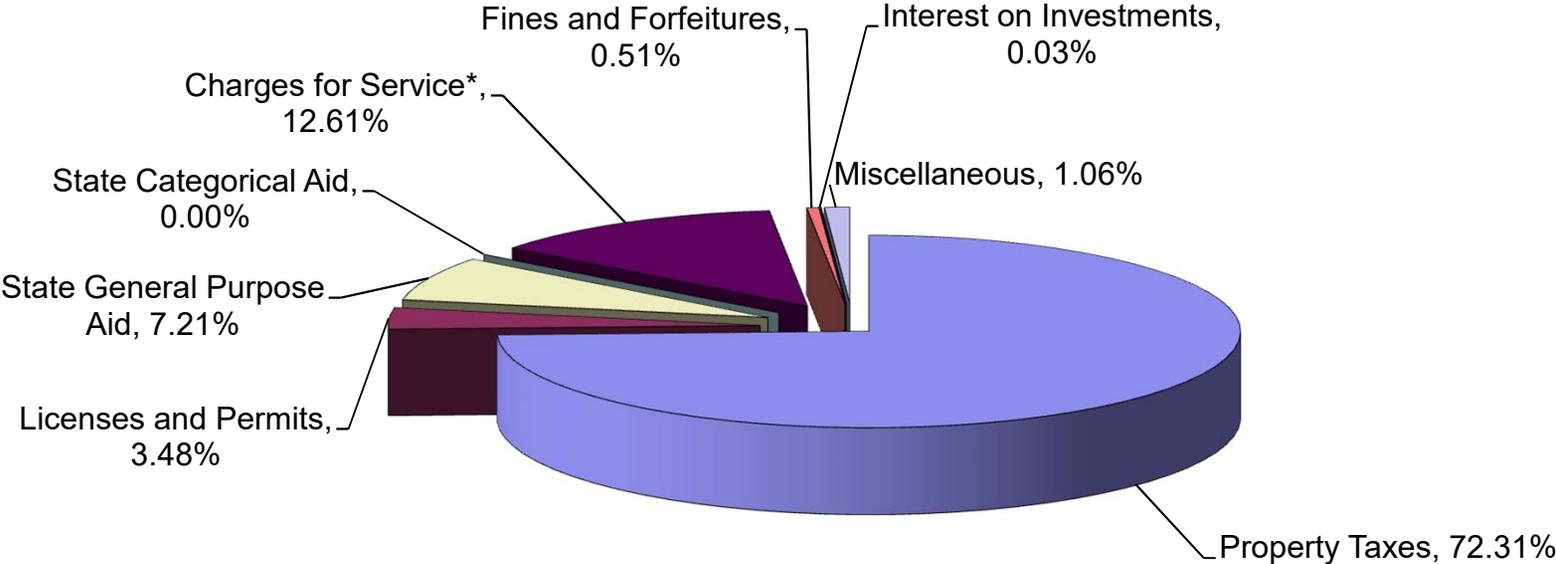
Summary of General Fund

	2020			2020	
<u>Revenues</u>	<u>Budget</u>	<u>%</u>	<u>Expenditures</u>	<u>Budget</u>	<u>%</u>
Property Taxes	2,280,955	72.31%	General Government	678,578	21.51%
Tax Increments	-	0.00%	Public Safety**	1,256,300	39.83%
Other Taxes	-	0.00%	Streets and Highways	328,833	10.43%
Special Assessments	-	0.00%	Sanitation	6,500	0.21%
Licenses and Permits	109,781	3.48%	Human Services	-	0.00%
Federal Grants	-	0.00%	Health	-	0.00%
State General Purpose Aid	227,490	7.21%	Culture and Recreation	185,125	5.87%
State Categorical Aid	-	0.00%	Conservation of Natural Resources	-	0.00%
County and Local Government Grants	88,000	2.79%	Redevelopment, Economic Development and Housing	-	0.00%
Charges for Service*	397,677	12.61%	Miscellaneous	-	0.00%
Fines and Forfeitures	16,000	0.51%	Debt Service Principal	194,974	6.18%
Interest on Investments	1,000	0.03%	Interest and Fiscal Charges	13,402	0.42%
Bond Sale Proceeds	-	0.00%	Capital Outlay	234,000	7.42%
Other Financing Sources	-	0.00%	Other Financing Uses	-	0.00%
Transfers from Other Funds	-	0.00%	Transfer to Other Funds	227,490	7.21%
Miscellaneous	33,300	1.06%	Budgeted Reserves	29,000	0.92%
Total Revenues	3,154,203	100.00%	Total Expenditures	3,154,202	100.00%

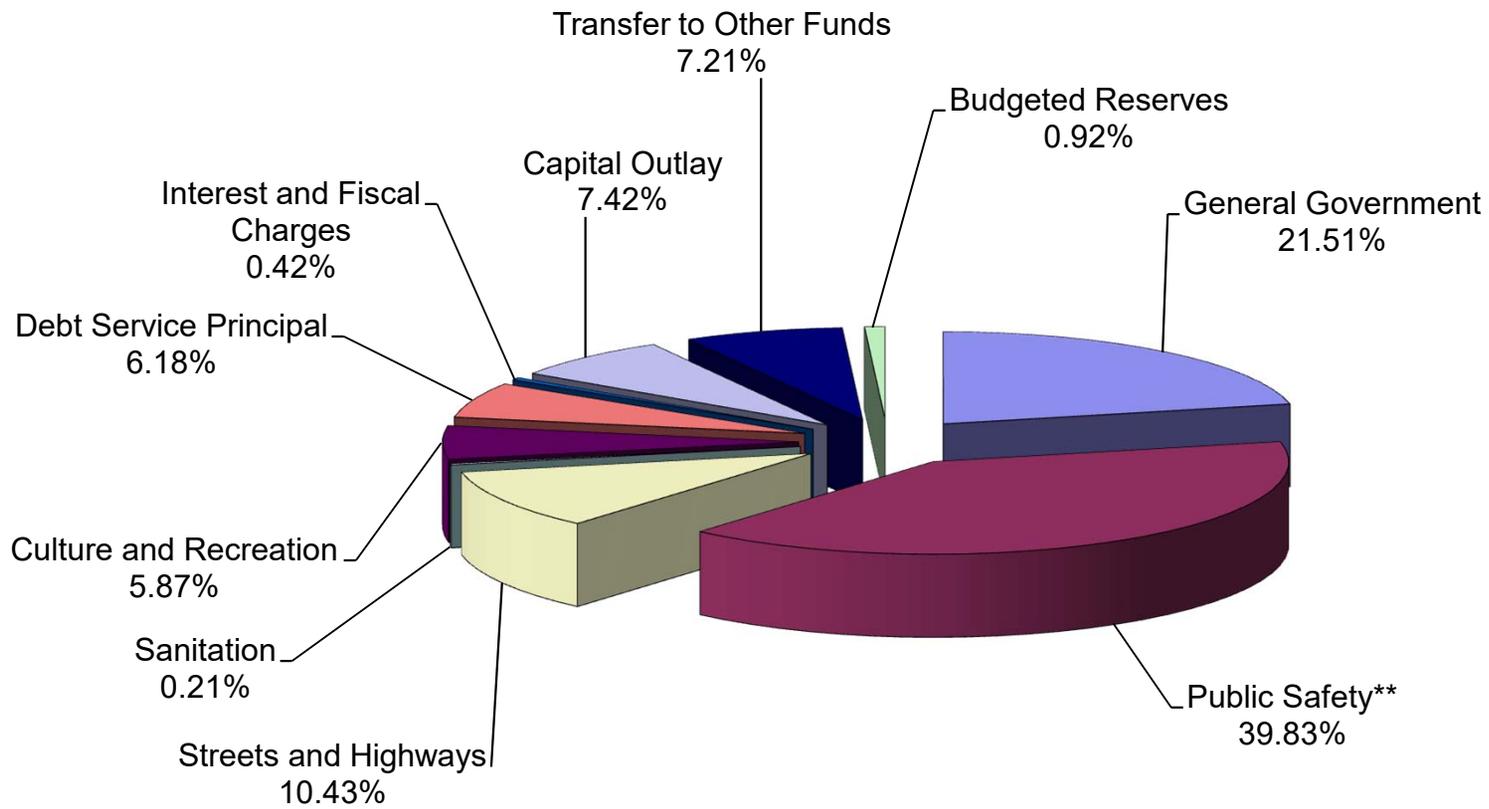
*Includes Revenues from Fire Contracts

**Includes Fire Department Expenditures

Revenues



Expenditures



Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
40000 General									
31010	Current Ad Valorem Taxes	1,139,287	1,485,017	1,506,766	1,569,230	1,660,044	1,778,519	14,077	1,837,434
31019	Special Assessments		10,203	5,251	4,879	6,966	-	2	-
31040	Fiscal Disparities	319,530							-
31900	Penalties and Interest DelTax	134							-
31910	Penalties and Interest AdValTax		386						-
33401	Local Government Aid	206,682	239,132	215,967	216,188	225,909	226,551	-	227,490
33402	Market Value Credit	188	386	379	383	374	-	-	-
33403	Small City Assistance Grant	-	-	-	33,247	33,662	-	-	-
36200	Miscellaneous Revenues	6,288	8,859	1,796	4,008	8,082	-	2,254	-
36210	Interest Earnings	803	1,490	1,389	797	1,517	1,000	254	1,000
36230	Contributions and Donations	625	425	-	350	1,596	2,000	-	1,000
39101	Sales of General Fixed Assets	-	-	-	21,300	(19,188)	-	-	-
Total General		1,673,537	1,745,898	1,731,548	1,850,381	1,918,962	2,008,070	16,587	2,066,924
41400 City Clerk - Finance									
32000	Licenses and Permits	750	1,565	865	1,130	930	1,000	65	1,000
32110	On-Sale Liquor License	16,000	19,447	18,600	16,000	16,000	18,000	-	16,000
32111	Off-Sale Liquor License	650	600	50	600	600	600	-	600
32112	Sunday Liquor	1,600	1,905		1,625	1,600	1,800	-	1,600
32113	On-Sale Non-Intoxicating Beer	400	-		400	400	400	-	400
32114	Off-Sale Non-Intoxicating Beer	-	50		-	-	50	-	-
32115	Wine License	-	-	25	-	25	-	25	-
32116	Liquor License Investigation Fee	-	1,000		-	-	-	-	-
32118	One Day Special Event Beer	25	50	50	50	100	-	25	-
32119	Temporary Amendment Liquor License Fee	50	25		225	100	-	125	-
32120	Temporary Expansion of Liquor Premise	150	100						-
32171	Speedway Permit - Annual	1,171	2,342	1,471					-
32175	Speedway - Qtr. Midgets Annual	180	360	180					-
32176	Annual Permit Schedule Changes	-	10						-
32240	Animal Licenses	960	1,130	720	955	840	800	375	800
32301	Gambling Permit/Special	645	1,010	941	910	410	1,000	70	800
32303	Permits Sign Permit	-	-	100	-	150	-	-	-
32304	Permits Band/Outdoor Event	600	500	1,000	1,200	500	400	100	500
32305	Permits Fireworks	200	300	100	100	300	100	-	100
32308	ROW/Grading Permit	2,850	2,550	3,375	4,525	3,550	2,500	1,050	3,000
32400	Election Filings	25	-	30	-	30	-	-	-
34000	Charges for Service	10	-		-	-	-	45	-
34101	Franchise Fees	24,334	40,696	30,505	30,281	21,504	29,000	14,298	29,000
34102	Rent Revenue	4,500	5,200	4,825	4,600	4,800	4,800	1,900	4,800
34105	Notary Fee	45	33	29	91	101	-	40	-
34106	Copy / Tape Income	73	65	47	76	36	-	25	-
34107	Assessment Search Fees	50	-	400	50	275	-	125	-
36200	Miscellaneous Revenues	-	6	5,072	168	5,508	-	-	-
36240	Refunds & Reimbursements	4,427	9,053	14,686	4,975	1,858	3,000	99	3,000
Total City Clerk - Finance		59,696	87,995	83,071	67,962	59,617	63,450	18,368	61,600

Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
41550 Assessing									
31018	Certified Delinquent Bill Fee	-	6,809	-	-	-	7,000	-	-
	Total Assessing	-	6,809	-	-	-	7,000	-	-
41600 Professional Services									
36240	Refunds & Reimbursements	-	-	-	-	1,420	-	-	-
39825	Grant Income	-	-	29,990	-	-	-	-	-
	Total Professional Services	-	-	29,990	-	-	-	-	-
41910 Planning & Zoning									
34120	Application Fees	800	2,000	800	6,100	5,150	1,200	1,800	2,000
	Total Planning & Zoning	800	2,000	800	6,100	5,150	1,200	1,800	2,000
41940 General Govt. Buildings									
36220	Other Rents and Royalties	-	3,900	-	-	-	-	-	-
51000	Land	-	15,794	114,374	-	-	-	-	-
	Total General Govt. Buildings	-	19,694	114,374	-	-	-	-	-
42000 Police									
33423	State Police Aid	15,232	22,598	23,428	24,492	34,800	25,000	-	34,000
36230	Contributions and Donations	-	-	-	-	360	-	-	-
36240	Refunds & Reimbursements	-	-	579	-	1,216	-	659	-
39826	Grant Income Night Cap (TED)	5,795	3,532	3,239	2,855	3,757	-	-	-
39944	Community Programs	-	483	-	-	200	-	-	-
	Total Police	21,027	26,612	27,246	27,347	40,333	25,000	659	34,000
42100 Public Safety									
33400	State Grants and Aids	-	1,333	1,251	1,908	-	-	-	-
33422	State Fire Aid	-	-	-	-	-	-	-	-
34000	Charges for Services	1,274	270	-	(395)	(30)	-	-	-
34106	Copy / Tape Income	-	-	-	-	-	-	-	-
35000	Fines - Traffic	16,293	17,832	18,736	17,821	16,914	15,000	4,473	16,000
35100	Joint Prosecution	6,526	6,842	-	-	-	-	-	-
35102	Accident Reports	-	-	5	-	-	-	-	-
36230	Contributions and Donations	-	-	-	2,051	347	-	-	-
39800	Towing Charges	-	241	109	218	-	-	-	-
39945	Miscellaneous Income	669	851	-	-	-	-	264	-
	Total Public Safety	24,761	27,368	20,100	21,603	17,231	15,000	4,736	16,000

Summary of General Fund

REVENUES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thr Jun 24, 2019	Proposed 2020 Budget
42400 Building Permits									
32210	Building Permits	105,718	85,007	101,883	79,984	115,773	76,317	15,687	80,037
32211	MN. State Surcharge Fee	5,650	2,767	4,153	2,718	4,020	2,793	444	2,944
Total Building Permits		111,369	87,774	106,037	82,702	119,793	79,110	16,131	82,981
43000 Public Works									
34000	Charges for Services	2,415	3,864	5,400	5,400	-	-	-	-
34408	Solid Waste/Recycling	4,877	4,077	3,849	4,668	3,799	5,661	-	4,500
36200	Miscellaneous Revenues	1,827	1,803	334	11,387	-	-	453	-
Total Public Works		9,119	9,744	9,583	21,456	3,799	5,661	453	4,500
43160 Light & Siren Utility									
36102	Penalties and Interest	(8)	148	(1,361)	(1,486)	(48)	-	(1)	-
37500	Street Light / Siren Utility	76,168	70,247	80,374	77,390	83,192	78,500	38,030	78,500
Total Light & Siren Utility		76,160	70,395	79,013	75,904	83,145	78,500	38,029	78,500
45000 Parks/ Grounds Maintenance									
34701	Rental Fee Park Shelter	2,657	3,068	3,750	2,550	2,777	2,500	1,118	2,500
36200	Miscellaneous Revenues	-	-	1,520	-	27	-	-	-
36230	Contributions and Donations	-	-	-	-	200	-	-	-
38080	Recreation Program	-	425	-	-	-	-	-	-
39825	Grant Income	-	-	-	-	1,827	-	-	-
Total Parks		2,657	3,493	5,270	2,550	4,831	2,500	1,118	2,500
Total General Fund Revenues		1,979,125	2,087,782	2,207,032	2,156,004	2,252,860	2,285,490	97,879	2,349,004

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

Dept 40000	General Government	
31010	Current Ad Valorem Taxes	Revenue from levies.
31019	Special Assessments	Revenue from special assessments.
31040	Fiscal Disparities	Communities in the seven-county metro area participate in the metropolitan fiscal disparities program. Communities in each area share a portion of the growth in commercial and industrial property value. The programs redistribute this growth through a formula based on population and market value of taxable property. This is no longer used by the City.
31910	Penalties and Interest AdValTax	Revenue from delinquent property taxes.
31920	Forfeited Tax Sales	Revenue from property forfeited due to delinquent taxes.
33401	Local Government Aid	State Aid Originally established in 1971 as a per capita revenue sharing/property tax relief program.
33402	Market Value Credit	Each homestead is eligible for a state paid credit equal to 0.4 percent of the home's market value, limited to a maximum amount established by law. The county auditor determines the amount of tax reductions, and the commissioner of revenue reimburses cities for the lost revenue as a result of the reductions. This program is no longer in effect.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36210	Interest Earnings	Interest received on bank accounts, savings accounts and certificates of deposit.
36230	Contributions and Donations	Revenue received from donations or contributions to the City (i.e., movie night, park benches and tables).
39101	Sales of General Fixed Assets	Revenue from sale of property or city owned assets.
39102	Compensation – Loss Fixed Assets	Revenue compensation for damaged city property.
39200	Interfund Operating Transfers	Transfer between funds.
Dept 41400	City Clerk - Finance	
32000	Licenses and Permits	Fees received for licenses and permits not otherwise specified.
32110	On-Sale Liquor License	Fees received for on-sale liquor licenses.
32111	Off-Sale Liquor License	Fees received for off-sale liquor licenses.
32112	Sunday Liquor	Fees received for Sunday liquor licenses.
32113	On-Sale Non-Intoxicating Beer	Fees received for on-sale non-intoxicating beer.
32114	Off-Sale Non-Intoxicating Beer	Fees received for off-sale non-intoxicating beer.
32115	Wine License	Fees received for wine licenses.
32116	Liquor License Investigation	Fees received for liquor license investigation.
32117	Sexually Oriented Business (SOB) Annual	Fees received for Sexually Oriented Business (SOB) license and investigation fees.

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

32118	One Day Special Event Beer	Fees received for one day special event beer license.
32119	Temporary Amendment Liquor License Fee	Special Event Fees.
32120	Temporary Expansion of Liquor Premise	Expands the liquor licenses serving area.
32171	Speedway Permit - Annual	Fees received for Speedway annual events permit.
32172	Speedway Permit - Special	Fees received for Speedway events not included in annual permit.
32173	Speedway – Motocross Annual	Fees received for Speedway – Motocross annual events permit.
32174	Speedway – Motocross Special	Fees received for Speedway – Motocross events not included in annual permit.
32175	Speedway – Qtr. Midgets Annual	Fees received for Speedway – Qtr. Midgets annual events permit.
32176	Annual permit Schedule Changes	Any changes to the annual Elko Speedway schedule.
32240	Animal Licenses	Fees received from dog licenses.
32301	Gambling Permit/Special	Fees received from gambling permit/special.
32303	Permits Sign Permit	Fees received from permits for signs.
32304	Permits Band/Outdoor Event	Fees received for band/outdoor events permits.
32305	Permits Fireworks	Fees received for fireworks permits.
32308	Grading Permit	Fees received for grading permits and Right of Way.
32400	Election Filings	Fees received from candidates filing for elected offices.
34000	Charges for Service	Employee's time spent on special projects.
34101	Franchise Fees	Mediacom Cable and Integra Franchise Fees.
34102	Rent Revenue	Revenue received from rental space associated with City Hall. This includes Mediacom shed located behind City Hall.
34105	Notary Fee	Revenue for notary services provided by the City.
34106	Copy/Tape Income	Revenue received from copying services, maps, mailing lists and council meeting tapes.
34107	Assessment Search Fees	Fees received from doing assessment searches on properties.
36102	Penalties and Interest	Miscellaneous penalties and interest.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
36300	Credit Card User Fee	Fee for customers to pay with credit or debit card.

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

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

Dept 41600	Professional	
39825	Grant Income	Accounts for Scott County CDA grant.
Dept 41910	Planning	
34120	Application Fees	Fees received for land use applications, such as variances, conditional use permits and plats.
Dept 41940	General Government Bldg	
36220	Other Rents and Royalties	Revenues related to Rents and Royalties.
51000	Land	Revenues related to sale or transfer of City property.
Dept 42000	Police	
33423	State Police Aid	State Police Aid allocation is based on the population and market value of the service areas protected by the Police Department.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39826	Grant Income Night Cap	Revenues related to reimbursement of expenses associated with Night Cap Program.
Dept 42100	Public Safety	
33400	State Grants and Aid	State grants awarded to public safety.
34000	Charges for Services	Revenues received from services rendered including code compliance activities and nuisance mitigation.
34106	Copy/Tape Income	Revenue received for copies.
35000	Fines - Traffic	Revenue received for citations.
35100	Joint Prosecution	Revenue received for share of prosecution costs on court cases.
35102	Accident Reports	Revenue received for copies of accident reports.
36230	Contributions and Donations	Revenue received from private parties.
39800	Towing Charges	Revenue received for towing charges and storage of impounded vehicles.
39945	Misc Income	All revenue not accounted for within other specific source codes.
Dept 42400	Building Inspections	
32210	Building Permits	Revenues received on building permits.
32211	MN. State Surcharge Fee	State surcharge on building permit.

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

Dept 43000	Public Works	
34000	Charges For Service	Revenues received from services rendered including code compliance activities and nuisance mitigation.
34408	Solid Waste / Recycling	Revenues received from recycling and spring cleanup.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
Dept 43160	Light & Siren Utility	
36102	Penalties and Interest	Revenue from street light utilities on past due water bills.
37500	Street Light/Siren Utility	Revenue received for operation and maintenance of street lights and emergency siren.
Dept 45000	Parks / Grounds Maintenance	
34700	Park Rentals Fields non building	Revenue from rental of athletic fields.
34701	Rental Fee Park Shelter	Revenues received from park facility rentals.
36200	Miscellaneous Income	Revenue not accounted for within other specific source codes.
38080	Recreation Program	Revenue from registration fees for recreational programs.
39825	Grant Income	Misc. grant revenues received.
46500	Developer Assistance	
35510	Developer Assistance – Other	Revenue from developers for miscellaneous assistance.
35511	Developer Assistance – Street Lights	Revenue from developers for street lights.

Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
40000 General Government								
430 Miscellaneous	2,334	(9,239)	603	5,281	4,079	-	2	-
510 Land				-	1,400	1,400	1,400	1,400
702 Transfers Out	412,000	140,966	161,442	312,604	169,432	197,099	-	227,490
Total General Government	414,334	131,727	162,045	317,885	174,911	198,499	1,402	228,890
41100 Legislative								
104 Part-Time Salaries (Council)	12,900	12,800	13,000	19,200	18,000	19,200	8,000	19,200
105 Part-Time Salaries (Planning Commission)	2,880	3,180	3,180	3,180	2,980	3,180	1,325	3,180
107 Part-Time Salaries (Park & Rec Commission)	2,980	3,180	3,180	3,180	3,180	3,180	1,325	3,180
122 FICA & Medicare	1,436	1,466	1,481	1,956	1,849	1,966	815	1,955
331 Travel Expenses	1,086	2,543	2,766	3,143	3,689	3,000	355	3,000
332 Training and Conferences	928	3,625	788	1,523	918	1,500	625	2,000
430 Miscellaneous	545	214	289	1,221	228	500	15	500
433 Dues and Subscriptions	6,685	6,990	4,270	9,605	14,496	10,000	4,172	10,000
Total Legislative	29,439	33,998	28,955	43,006	45,340	42,526	16,632	43,015
41310 City Administrator								
101 Full Time Employees Regular	72,378	77,533	80,009	84,751	80,748	81,752	31,695	84,249
103 Part-Time Salaries	26,124	27,684	25,229	25,605	31,393	35,328	17,042	30,351
121 PERA	7,069	7,674	7,643	7,827	8,462	8,781	3,761	8,595
122 FICA & Medicare	7,749	8,206	8,007	8,325	8,914	8,957	4,181	8,767
131 Employer Paid Insurance	3,437	3,213	3,955	5,074	3,616	4,181	747	4,051
331 Travel Expenses	1,799	2,022	455	959	685	1,500	336	1,500
332 Training and Conferences	646	805	964	654	723	1,500	775	1,000
430 Miscellaneous	187	-	234	156	1,370	200	105	200
433 Dues and Subscriptions	2,037	(2,620)	6,557	2,077	2,054	2,100	329	2,100
Total City Administrator	121,427	124,517	133,054	135,429	137,964	144,299	58,971	140,813

Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
41400 City Clerk - Finance									
101	Full Time Employees	55,640	63,690	51,516	51,313	62,479	59,661	20,181	62,039
102	Overtime	640	254	-	4	56	1,790	96	1,861
103	Part-Time Salaries	-	-	-	-	-	18,382	5,032	-
121	PERA	4,026	4,531	3,588	3,740	4,445	5,987	1,585	4,793
122	FICA & Medicare	4,140	4,747	3,655	3,820	4,895	6,107	1,881	4,888
131	Employer Paid Insurance	11,302	11,198	7,426	8,399	10,796	13,273	7,056	13,284
150	Worker's Comp (GENERAL)	13,644	15,303	7,967	14,214	17,628	18,921	11,918	20,056
200	Office Supplies (GENERAL)	2,827	2,963	1,837	2,327	2,479	2,480	1,034	2,480
214	Debit / Credit Card Charges	-	-	-	180	-	-	-	-
301	Auditing and Acct'g Services	7,109	9,283	34,876	30,864	9,272	9,450	2,701	9,800
306	Bank Charges	41	(85)	492	438	447	500	195	500
310	Information Technology	5,094	8,859	7,548	10,668	14,458	11,550	6,526	14,850
311	Optic Fiber Maint/Lease	855	855	855	855	855	1,000	-	1,000
321	Telephone	2,941	3,616	3,565	3,566	3,193	2,800	1,600	2,800
322	Postage	4,500	4,820	5,224	4,041	2,648	4,500	991	3,900
326	Cell Phones	-	634	742	831	1,228	1,463	602	788
331	Travel Expenses	1,765	784	384	326	1,476	1,000	516	1,000
332	Training and Conferences	591	1,080	21	20	740	1,200	990	1,200
351	Legal Notices Publishing	3,262	5,335	5,996	3,287	4,977	7,200	1,148	6,000
429	Contributions	-	-	-	470	470	700	-	700
430	Miscellaneous	600	1,311	111	3,535	992	1,000	945	1,000
431	Refunds & Reimbursement	-	-	-	-	50	-	10	-
433	Dues and Subscriptions	460	623	440	701	894	1,000	460	1,000
576	Copier	2,901	2,923	2,518	3,080	2,597	3,200	861	3,200
590	Codification	329	766	1,953	569	1,742	1,200	343	1,200
Total City Clerk - Finance		122,667	143,491	140,712	147,247	148,818	174,364	66,671	158,340
41410 Elections									
103	Part-Time Salaries	3,635	-	3,839	-	4,271	-	-	7,650
210	Operating Supplies (GENERAL)	230	275	97	-	95	-	-	1,500
300	Professional Services	973	-	403	-	343	-	-	900
331	Travel Expenses	489	-	216	-	492	-	-	700
560	Furniture and Fixtures	-	-	-	-	-	-	-	-
Total Election		5,328	275	4,555	-	5,200	-	-	10,750

Summary of General Fund

EXPENDITURES

General Government

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

Summary of General Fund

EXPENDITURES

General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
42000 Police								
101 Full-Time Employees Regular	204,702	211,821	231,200	293,445	314,644	389,488	114,432	388,964
102 Overtime	6,060	4,663	9,090	8,127	15,340	13,632	5,820	13,614
103 Part-Time Salaries	34,027	40,858	46,563	39,122	48,824	36,161	25,174	37,164
121 PERA	35,164	36,804	42,718	52,545	54,747	74,458	22,265	77,834
122 FICA & Medicare	4,395	5,220	5,240	5,793	7,003	6,370	3,163	6,376
131 Employer Paid Insurance	26,169	26,660	41,058	45,442	47,624	64,479	34,532	93,520
200 Office Supplies (GENERAL)	43	84	293	20	342	500	129	500
201 Community Events Expense	735	286	150	392	559	800	260	800
205 Alcohol Testing Equipment	195	150	107	63	-	300	-	300
206 Scott County Transportation Detox	67	-	-	-	-	200	-	-
209 Office Equipment	109	52	-	-	86	400	-	500
210 Operating Supplies (GENERAL)	679	469	336	381	219	800	656	800
212 Motor Fuels	14,883	9,495	8,842	11,793	10,938	12,500	3,870	14,500
213 Car Maintenance & Repairs	10,928	4,170	3,591	10,848	10,154	4,000	6,370	7,800
215 Shop Supplies	-	-	-	39	23	100	13	100
217 Uniforms	2,595	968	4,581	1,990	1,003	2,700	5,026	2,000
221 Equipment Vehicle	101	553	460	141	317	500	175	500
228 Communication Repairs	-	-	180	-	-	-	-	-
230 Car Communication Computer	1,816	2,143	1,556	1,080	990	2,500	343	2,000
300 Professional Services (GENERAL)	-	219	950	-	-	-	-	-
301 Auditing and Accounting Services	-	-	7,517	6,701	-	-	-	-
310 Information Technology	280	3,797	5,803	9,034	12,156	8,400	4,935	10,800
311 Optic Fiber Maint/Lease	-	-	-	-	-	2,200	1,241	2,200
321 Telephone / Office Phones	894	849	1,019	1,041	1,305	1,120	698	1,120
322 Postage	138	13	-	-	-	200	-	200
323 Radio Units	183	182	97	-	-	200	195	200
326 Cell Phones	2,807	2,872	3,382	3,784	4,556	5,625	2,082	5,850
327 Fax / DSL	1,400	1,444	1,791	1,879	2,320	-	-	-
329 Car Phones	230	-	-	-	-	-	-	-
331 Travel Expenses	277	521	603	808	1,079	1,000	220	1,000
332 Training and Conferences	3,069	3,639	4,469	4,196	4,509	7,000	1,045	7,000
383 Gas Utilities	-	-	-	-	-	-	-	-
401 Repairs/Maint	-	-	-	-	-	-	-	-
430 Miscellaneous (GENERAL)	2,312	798	1,599	1,726	620	1,500	236	1,500
433 Dues and Subscriptions	510	705	875	275	448	1,000	1,088	1,000
436 Towing Charges	199	194	1,716	597	920	500	-	500
490 Community Programs	-	330	449	-	217	-	-	-
576 Copier	235	291	454	203	278	300	135	350
580 Officer Equipment	1,432	1,677	1,160	608	338	1,500	544	1,800
741 Weapons Firearms	-	71	-	-	-	-	-	200
742 Less Lethal Weapons Supplies	340	592	756	466	875	900	216	900

Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
743	Ammunition	1,034	255	604	1,181	1,006	1,500	1,360	1,800
744	Gun Supplies & Cleaning	-	-	21	-	-	-	16	-
Total Police		358,007	362,843	429,230	503,720	543,440	642,833	236,238	683,692
42100 Public Safety									
124	Fire Pension Contribution	-	-	-	-	-	-	-	-
126	Ambulance	-	-	-	-	-	-	-	-
251	Warning Sirens	1,340	2,749	3,538	7,859	1,891	3,000	1,310	3,000
252	Animal Control Contract	13,884	13,958	14,010	14,148	14,088	14,500	5,896	14,400
317	Code Enforcement	889	225	-	632	17	1,500	-	1,500
746	Joint Scott Training Facility	5,332	5,332	5,332	5,332	5,332	5,500	5,332	5,500
747	Prosecution Services SJPA/SCAO	20,639	17,953	18,736	17,821	16,914	15,000	3,033	16,000
751	DARE Expense	-	-	-	-	-	-	-	-
752	Grant Expense	-	-	-	-	-	-	-	-
753	Safe & Sober	-	-	-	-	-	-	-	-
Total Public Safety		42,084	40,217	41,616	45,792	38,242	39,500	15,571	40,400
42400 Community Development									
101	Full-Time Salaries	-	-	1,552	53,475	58,016	56,088	24,705	99,571
102	Overtime	-	-	-	-	2,546	-	-	996
103	Part-Time Salaries	-	-	-	-	1,718	11,648	6,941	-
121	PERA	-	-	180	3,939	4,555	4,207	1,764	7,468
122	FICA / Medicare	-	-	18	3,868	4,571	5,182	2,491	7,617
131	Employer Paid Insurance	-	-	60	10,041	11,085	11,135	4,957	14,063
299	Bldg. Inspection Fees	82,179	56,734	65,273	49,872	75,308	37,119	11,699	39,126
302	Mn. State Surcharge Fee	5,533	2,171	2,479	3,596	4,037	2,793	-	2,944
331	Travel Expenses	-	-	-	-	-	-	-	2,200
332	Training and Conferences	-	-	-	-	-	-	-	2,200
433	Dues and Subscriptions	-	-	-	-	-	500	75	1,200
Total Building Inspections		87,712	58,905	69,562	124,791	161,836	128,672	52,633	177,385

Summary of General Fund

EXPENDITURES
General Government

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
43000 Public Works								
101 Full-Time Salaries	47,243	61,663	62,046	60,757	76,454	80,586	30,255	94,328
102 Overtime	2,487	852	808	836	1,904	2,821	698	3,301
103 Part-Time Salaries	22,041	8,036	14,415	15,268	5,594	16,959	6,899	-
108 On Call	1,554	2,020	2,083	2,080	1,839	3,125	648	3,125
109 Call Back	198	304	359	522	268	550	(15)	550
121 PERA	4,526	4,686	4,597	4,359	6,058	7,527	2,717	7,322
122 FICA / Medicare	5,459	5,273	5,629	5,646	6,336	7,678	3,163	7,469
131 Employer Paid Insurance	14,468	16,753	15,757	16,256	17,349	16,764	7,473	23,426
200 Office Supplies		-						
210 Operating Supplies	1,611	2,080	2,216	2,003	2,496	2,000	1,148	2,480
212 Motor Fuels	12,132	9,275	9,042	7,878	13,607	14,250	7,633	15,750
217 Uniforms	225	790	494	797	949	680	306	920
224 Street Maint Materials	181	1,970						-
226 Sign Materials	2,890	388	381	2,517	881	3,000	439	3,000
240 Small Tools and Minor Equip	2,758	3,586	2,155	3,269	3,188	3,000	453	3,000
241 Large Tools and Equipment	4,883	5,091	2,224	6,020	3,221	5,200	2,211	5,200
303 Engineering Fees	-		7,936	22,743	-	-	-	-
317 Code Enforcement	486		-					
326 Cell Phones	2,475	1,159	1,410	1,633	1,325	1,350	559	1,463
331 Travel Expenses	166	-	3	68	80	200	-	200
332 Training and Conferences	590	30	26	134	444	1,000	8	1,000
381 Electric Utilities	68,520	56,661	63,990	53,729	65,184	69,300	31,745	70,400
385 Solid Waste/Recycling	7,462	6,171	8,930	6,261	6,652	6,500	-	6,500
404 Fleet Maintenance & Equipment Repairs	14,240	17,371	16,917	20,715	19,490	19,200	8,836	19,200
415 Other Equipment Rental	147	1,397	50	-	-	-	-	-
416 Equipment & Machinery Rental/Lease	368	-	-					
417 Equipment Lease	-		-					
430 Miscellaneous	57	1,927	861	60	333	500	(73)	500
433 Dues & Subscriptions	107	110	79	166	146	200	63	200
531 Street Sweeping	-	2,250						
532 Dust Control	4,379	6,890	6,616	7,899	4,206	8,000	-	8,000
535 Street Repair & Maint	27,442	28,084	27,485	16,824	28,558	30,000	7,655	33,000
540 Snow Removal Services	25,273		-	-	-	-	-	-
541 Deicing Materials	16,363	15,173	20,564	15,609	22,181	25,000	18,954	25,000
613 Short-Term Debt Interest	-		-	-				-
720 Operating Transfer	-		156,451	-	-	-	-	-
Total Public Works	290,732	259,987	433,522	274,049	288,743	325,390	131,774	335,334

Summary of General Fund

EXPENDITURES

General Government

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
45000 Parks & Grounds Maintenance									
101	Full-Time Salaries	40,707	53,905	54,112	52,396	67,653	71,565	26,178	84,589
102	Overtime	1,776	852	808	836	1,904	2,505	698	2,961
103	Part-Time Salaries	28,036	26,492	31,235	32,338	29,325	37,183	16,277	20,234
108	On Call	1,119	1,454	1,499	1,498	1,324	2,250	467	2,250
109	Call Back	198	304	359	522	268	396	(15)	396
121	PERA	4,348	5,480	5,235	5,160	6,893	8,344	3,111	8,084
122	FICA & Medicare	5,361	6,081	6,291	6,301	7,460	8,511	3,579	8,245
131	Employer Paid Insurance	9,544	14,999	14,053	14,524	15,372	14,940	6,358	21,516
216	Chemicals and Chem Products	2,672	1,111	1,555	1,428	1,154	3,500	1,349	3,500
217	Uniforms								
300	Professional Svcs	-		-					
331	Travel Expenses	-	-	-	-	-	300	-	300
332	Training & Confrences	70	-	498	-	8	1,500	83	600
379	Portable Bathrooms	3,790	4,120	6,003	5,240	5,880	5,000	1,970	6,000
381	Electric Utilities	1,076	740	914	744	880	1,100	261	950
384	Refuse/Garbage Disposal	1,412	1,311	1,215	1,425	1,323	1,600	603	1,800
401	Repairs/Maint	9,090	7,161	4,960	6,853	6,766	8,000	3,163	8,000
430	Miscellaneous	45	42	85	43	146	500	-	500
433	Dues and Subscriptions	-	494	-	397	1,029	500	-	700
825	Recreation Program	6,402	5,187	10,055	4,318	5,708	6,500	1,802	6,500
	Total Parks & Grounds Maintenance	115,647	129,734	138,877	134,022	153,092	174,194	65,885	177,125
45500 Unallocated									
361	General Liability Insurance	27,540	30,516	26,868	26,019	20,604	21,672	11,721	25,220
369	Insurance Claim	-	581	-	-	2,346	2,500	-	2,500
	Total Unallocated	27,540	31,097	26,868	26,019	22,950	24,172	11,721	27,720
??? General Fund Reserves									
	General Fund Reserves/Contingency	(36,913)	-	-	-	1,591	50,256		29,000
	Total General Fund Reserves	(36,913)	-	-	-	1,591	50,256	-	29,000
	Total General Fund Expenditures	1,955,127	1,751,610	2,052,993	2,036,539	2,052,615	2,285,490	783,275	2,349,005

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

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

Dept 41100	Legislative	
104	Part-Time Salaries (Council)	Salaries paid by City for Mayor and Council Members.
105	Part-Time Salaries (Planning Commission)	Salaries paid by City for Planning Commissioners.
	Part-Time Salaries	
107	(Parks & Recreation Commission)	Salaries paid by City for Parks & Recreation Commissioners.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute for Council and Commission Members.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by elected officials, Planning Commissioners and Park Commissioners.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations including but not limited to: 1-35 Solutions Alliance, League of Minnesota Cities, MN Mayors Association, Urban Land Institute, Thomson Reuters, and Metro Cities.

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

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

Dept 41400	City Clerk - Finance	
101	Full-Time Employees	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for City Clerk Administration, Deputy Clerk Finance and Administrative Assistant.
150	Worker's Comp (General)	Premium paid for workers compensation insurance.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
214	Debit/Credit Card Charges	Expenses associated with credit card reader.
301	Auditing & Acct'g Services	Expenses relating to auditing and general accounting services.
306	Bank Charges	Expenses for NSF's and stop payments.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers.
311	Optic Fiber Maintenance	All expenses relating to optic fiber maintenance.
321	Telephone	Telephone services excluding cell phones.
322	Postage	All expenses relating to postage including 30% of metered postage charge.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by City Clerk, Deputy Clerk Finance and Administrative Assistant.
351	Legal Notices Publishing	Publication of special meetings and public notices.
414	Document Management	All expenses related to document management and destruction.
429	Contributions	Scott County Historical Society contributions.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
431	Refund & Reimbursements	Refunds for overpayments and miscellaneous reimbursements.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
570	Office Equip/Furnishings	Expenses relating to office equipment not included in capital outlay.
575	Computer Equipment	Expenses relating to computer equipment not included in capital outlay.
576	Copier	All expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.

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

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

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

Dept 41600	Professional Services	
300	Professional Services (General)	Expenses related to special consultants.
301	Auditing and Accounting Services	Expenses relating to auditing and general accounting services, including AEM Financial Solutions.
303	Engineering Fees	Expenses related to engineering services including Bolton and Menk.
304	Legal Fees	Expenses related to legal services including Campbell Knutson.
305	Consultant Planner	Expenses related to planning services including NAC.

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

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

Dept 42000	Police	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
201	Community Events and Programs Expense	All expenses relating to community events and programs.
205	Alcohol Testing Equipment	PBT testing tubes and chemicals for Intoxolizer machine.
206	Scott Co. Transportation Detox	Expenses related to transportation to Detox.
209	Office Equipment	Expenses related to office equipment not included in capital outlay.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Police Department.
213	Car Maintenance & Repair	Expenses related to repairs and maintenance on Police Department vehicles.
215	Shop Supplies	Expenses related to consumable materials and shop maintenance.
217	Uniforms	Expenses related to city provided uniform items.
221	Equipment Vehicle	Expenses related to consumable materials and equipment requiring replacement in police cars.
222	Car Capital Improvements	Expenses related to outfitting and replacing major vehicle equipment.
228	Communication Repairs	Expenses related to repairs and maintenance of computers and radios.
230	Car Communication Computer	Expenses paid to Scott County related to computer access fees.
232	Office Computer	Expenses related to office computers not included in capital outlay.
300	Professional Services (General)	Expenses related to other professional services needed.
301	Auditing and Accounting Services	Expenses relating to auditing and general accounting services.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers.
321	Telephone/Office Phones	Expenses related to office telephone.
322	Postage	All expenses relating to postage.
323	Radio Units	All expenses relating to 800 MHz radios.
326	Cell Phones	Expenses related to department cell phones.
327	Fax/DSL	Telephone line for fax and DSL.

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

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

Dept 42100	Public Safety	
251	Warning Sirens	Expenses related to repair and maintenance of warning sirens.
252	Animal Control Contract	Contracted services for animal control within Elko New Market city limits.
317	Code Enforcement	Expenses related to code enforcement.
746	Joint Scott Training Facility	Joint Training Facility for Scott County.
747	Scott Joint Prosecuting Association	Expenses related to Scott Joint Prosecuting Association.

Dept 42400	Building Inspections	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
299	Bldg. Inspection Fees	Costs for building inspections contract.
302	MN. State Surcharge Fee	Minnesota State Surcharge Fees.

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

Dept 43000	Public Works	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA and Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Public Works employees.
210	Operating Supplies	Consumable supplies for government buildings.
212	Motor Fuels	Expenses related to fuel for Public Works Department.
217	Uniforms	Expenses related to city provided uniform items.
224	Street Maint. Materials	All fees relating to materials for street maintenance.
226	Sign Materials	Expenses incurred for sign materials.
240	Small Tools & Minor Equip.	Small tools and minor equipment purchased for Public Works use.
241	Large Tools & Equip.	Large tools and minor equipment purchased for Public Works use.
303	Engineering Fees	Expenses related to department engineering services.
317	Lawn Mowing	Expenses related to contracted lawn mowing services.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by Public Works employees.
381	Electric Utilities	Expenses related to street lights.
385	Solid Waste/Recycling	Expenses related to solid waste/recycling program.
404	Fleet Maintenance & Equipment Repairs	Expenses related to repair and maintenance on Public Works vehicles and equipment repairs and maintenance.
415	Other Rental Equipment	Expenses related to small tools rental.
416	Equipment & Machinery Rental / Lease	Items rented for repairs and maintenance of City property.
417	Equipment Lease	Items leased for Public Works use.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
531	Street Sweeping	Expenses related to contracted street sweeping.

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

532	Dust Control	Dust control on city streets.
535	Street Repair & Maint.	Maintenance of city streets.
540	Snow Removal Services	Expenses related to contracted snow removal.
541	Deicing Materials	Expenses related to deicing materials.
613	Short-term Debt Interest	Interest expense for Interfund Loans.
720	Operating Transfer	Operating transfers for accounting purposes.

Dept 45000	Parks / Grounds Maintenance	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Parks Department employees.
216	Chemicals & Chem Products	Expenses relating to chemicals and chemical products for parks use.
300	Professional Services	Costs of other professional services needed.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by Parks Department employees.
379	Portable Bathrooms	Portable Toilets for parks and civic events.
381	Electric Utilities	Electrical usage at park facilities.
384	Refuse/Garbage Disposal	Fees associated with refuse/garbage disposal services.
401	Repairs/Maint.	Parks repairs and maintenance charges.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
825	Recreation Program	All expenses relating to recreational programs.

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

Dept 45500	Unallocated	
361	General Liability Insurance	Premium for liability insurance for the City.
369	Insurance Claim	Deductible for insurance claims filed.

Summary of General Fund

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

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

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

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

Summary of General Fund

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

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

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

	Fund Total	757,037	197,400	903,887	206,700	237,700	240,700	243,700	246,500
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Summary of General Fund

REVENUES

Community Events

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

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

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

Summary of General Fund

EXPENDITURES

Community Events

Year-to-date Proposed
thru Jun 24, 2019 2020 Budget

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

49991 Community Events Expense

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
201	Community Events Expense	-	2,580	1,000	3,825	10,058	8,000	2,512	8,000
226	Sign Materials	389	112		604	-	-	-	-
340	Advertising	-	570	1,132	641	299	-	-	-
379	Portable Bathrooms	-	540	498	-	-	-	-	-
430	Miscellaneous	15	77	2,265	843	-	-	-	-
Total Community Events Department		404	3,879	4,895	5,912	10,357	8,000	2,512	8,000

Proposed Proposed
2019 Budget 2020 Budget

2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Actual

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

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

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

Summary of General Fund

REVENUES
Fire Department

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
42280 Fire Department									
31000	General Property Taxes	86,044	93,207	132,952	124,945	122,143	182,006	-	233,121
32100	Business Licenses	109	69	379	301	-	-	-	-
33422	State Fire Aid	49,845	54,054	56,098	55,543	57,247	45,000	-	54,000
33423	State Police Aid			2,865	-	-	-	-	
33424	DNR Forestry Grants			2,000	-	-	-	-	
34202	Fire Contracts & Calls	199,351	202,161	177,465	221,339	231,182	202,394	106,916	278,377
36200	Miscellaneous Revenues	473	468		387	-	-	2,117	-
36210	Interest Earnings	58	521	(365)	499	913	-	174	-
36230	Contributions & Donations	25,000	250	25,200	25,250	-	25,000	-	25,000
36240	Refunds and Reimbursements	11,385	-	1,350	8,299	6,402	-	12,236	-
39310	Proceeds - Gen Obligation Bond	-	30,000		-	-	-	-	
Total Fire Department		372,265	380,730	397,945	436,563	417,888	454,400	121,443	590,498

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

Dept 42280	Fire Department	
31000	General Property Taxes	Levied amount on property tax.
32100	Business Licenses	Revenue received from radio and tower license.
33422	State Fire Aid	State Fire Aid is percent of the reported fire premium taxes paid to the state by insurers.
34202	Fire Contracts & Calls	Revenue received from contracts for fire coverage for New Market Township and Cedar Lake Township. Allocation based on market value of structures.
36200	Miscellaneous Revenues	Revenue from delinquent taxes.
36210	Interest Earnings	Bank Interest.
36230	Contributions & Donations	Revenue donated or contributed to the Fire Department.
36240	Refunds and Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39101	Sale of General Fixed Assets	Revenue from sale of property or City owned assests.
39200	Interfund Operating Transfer	Transfer for accounting purposes.
39310	Proceeds - Gen Obligation Bond	Revenue received from bond sale.
39945	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
39311	Bond Premium	Revenue received from premium on bond sale.

Summary of General Fund

EXPENDITURES

Fire Department

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
42280 Fire Department									
101	Full-Time Salaries	4,111	-	-	-	270	3,592	330	3,710
102	Overtime	39	-	-	-	602	180	396	186
103	Part-Time Salaries	54,410	60,195	61,893	72,176	81,395	69,752	72,690	83,160
121	PERA	297	-	2	276	830	893	616	375
122	FICA & Medicare	4,463	4,605	4,735	5,519	6,286	5,625	5,610	6,660
124	Fire Pension Contribution	148,301	157,199	162,931	168,064	175,394	162,210	70,027	180,257
131	Employer Paid Insurance	683	43	3	48	392	423	405	430
136	Medical Expense	2,065	6,100	2,500	2,514	3,682	3,500	1,576	4,000
150	Worker's Comp (General)	11,884	11,047	9,643	16,994	16,298	23,320	10,085	17,276
200	Office Supplies	84	-	-	-	-	-	-	-
201	Community Events Expense	443	-	-	280	424	700	125	400
210	Operating Supplies (GENERAL)	1,302	3,356	1,273	1,181	976	2,500	129	2,000
212	Motor Fuels	7,674	4,845	5,096	6,291	8,511	8,000	2,764	8,000
217	Uniforms	1,920	958	285	1,224	4,212	1,500	380	1,500
240	Small Tools and Minor Equip	590	950	5,501	2,999	3,766	2,500	1,220	2,500
300	Other Professional Services	750	-	3,632	-	4,088	6,500	600	6,500
304	Legal Fees	660	757	-	3,263	1,310	1,500	-	1,500
310	Information Technology	-	240	-	374	-	1,050	-	1,350
321	Telephone	-	-	7	-	-	-	-	-
323	Radio Units	2,135	1,191	2,679	1,664	2,049	2,000	1,022	2,000
326	Cell Phones	-	237	330	369	250	1,368	172	900
331	Travel	86	467	-	-	-	500	-	500
332	Training and Instruction	5,584	4,315	5,203	11,511	3,910	7,800	2,270	7,800
361	General Liability Ins	6,754	5,095	4,667	5,233	3,208	3,024	1,676	3,519
369	Insurance Claim	10,385	-	-	-	-	-	10,000	-
401	Repairs & Maint	1,792	2,727	664	6,967	2,493	3,500	690	3,500
404	Fleet Maintenance & Equipment Repairs	10,185	11,644	8,200	18,020	7,974	15,000	3,021	15,000
428	Bond Issuance Costs	-	22	-	-	-	-	-	-
430	Miscellaneous	2,302	554	176	578	514	1,500	142	1,500
433	Dues and Subscriptions	175	113	526	218	346	300	-	300
600	Debt Service Principal	33,075	33,075	-	-	30,000	85,943	-	183,768
610	Debt Service Interest	5,744	-	568	600	300	12,422	-	24,608
620	Fiscal Agent Fees	-	90	38	16	16	-	-	-
703	Transfer Out - Capital Outlay	36,120	-	67,240	28,120	144,470	27,300	-	27,300
720	Operating transfers	-	-	20,317	79,394	96,642	-	-	-
Total Fire Department		354,014	309,824	368,110	433,895	600,611	454,402	185,947	590,498

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

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

Summary of General Fund

Fire Department 503-42280-500 Capital Outlay

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

Fire Relief 503-42280-550 Capital Outlay

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

Summary of General Fund

REVENUES

Water

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
49400 Water									
31019	Special Assessments	-	24,291	617	929	(0)	-	25	-
31910	Penalties and Interest Ad Valorum Tax	-	1,391	0	-	-	-	-	-
34000	Charges for Service	-		(4)	-	-	-	-	-
36102	Penalties and Interest	150	2,007	4,008	6,702	(1,169)	-	-	-
36200	Miscellaneous Revenue	2,491	15,523	(23)	13,167	802	-	-	-
36210	Interest Earnings	393	(2,310)	(3,486)	6,433	502	1,500	-	1,517
36240	Refunds & Reimbursements	-	-	-	59,185	5,538	-	442	
37100	Water Sales	483,668	448,586	945,959	1,034,545	1,101,530	1,125,000	500,956	1,097,326
37125	Water Hydrant Rental Fee	16	16	320	-	-	-	-	-
37126	Water Meters	9,259	5,805	8,127	4,644	13,046	7,740	(13,046)	8,311
37150	Water Connect/Reconnect Fee	300	300	-	-	-	-	-	-
37155	Water Hookup Fee	34,038	24,830	40,979	28,040	67,399	42,140	6,421	42,140
37160	Water Penalty	(19)	(902)	(16,701)	(2,866)	(1,608)	-	(16)	-
37170	Water Trunk Fee	-	3,277	(0)	150,028	68,685	171,000	-	180,750
37190	MDH Water Connection Fee	8,746	8,435	8,531	8,985	8,694	8,950	4,601	8,950
Total Water		539,042	531,247	988,327	1,309,792	1,263,418	1,356,330	499,384	1,338,994

City of Elko New Market
Year 2020 Budget Notes - Water Revenues

Dept 49400	Water	
31019	Special Assessments	Revenue from special assessments.
31910	Penalties and Interest AdValTx	Revenue from delinquent property taxes.
34000	Charges for Services	Fee charged for Water Department services.
36102	Penalties and Interest	Miscellaneous penalties and interest.
36200	Miscellaneous Revenue	Revenue from delinquent taxes.
36210	Interest Earnings	Bank interest.
36300	Credit Card User Fees	Fee for customers to pay with credit or debit card.
37100	Water Sales	Residential and commercial water usage charges and sale of water to private companies.
37125	Water Hydrant Rental Fee	Rental fee charged.
37126	Water Meters	Building Permit fee on meter sales for new homes and commercial buildings.
37150	Water Connect/Reconnect Fee	Fee charged to connect or reconnect utility service.
37155	Water Hookup Fee	Per connection fee charged to Builders with the building permit application. Covers "buy-in" to the existing water system. These funds help the City recover debt-service costs for prior improvements, fund major repairs or upgrades to the existing system, and cover the City's share of future replacement costs.
37160	Water Penalty	Late fee on water usage for residential and commercial residents.
37170	Water Trunk Fees	Per unit fee charged to Developers at the time of final plat to cover capital costs of future wells, storage, treatment, and oversize/overdepth pipes. Fee to be based on average costs per unit throughout the City.
37190	MDH Water Connection Fee	Testing fee charged by Department of Health for each water hookup.
37191	Water Test Fee Penalty	Late fee on water testing charge for residential and commercial residents.
38000	Contributed Capital	Enterprise Assets.
39203	Loan Repayment	Interfund loan yearly payment.
39310	Proceeds-Gen Obligation Bond	Proceeds from bond sale.

Summary of General Fund

EXPENDITURES

Water

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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49400 Water

101	Full-Time Salaries	103,969	123,784	120,849	125,470	155,481	164,003	67,066	189,541
102	Overtime	2,266	1,186	992	1,012	2,905	5,740	1,075	6,634
103	Part-Time Salaries	1,098	580	533	818	2,649	21,100	5,512	598
108	On Call	1,726	2,262	2,332	2,331	2,058	3,500	726	3,500
109	Call Back	271	294	319	649	339	616	(23)	616
121	PERA	8,168	9,071	9,038	9,420	12,072	14,313	5,224	14,758
122	FICA & Medicare	8,043	9,388	9,098	9,604	12,419	14,599	5,498	15,053
129	Pension Expense	-	4,317	14,239	8,735	7,917	-	-	-
131	Employer Paid Insurance	21,124	25,075	23,081	24,238	30,365	31,927	17,252	40,641
150	Workers Comp	2,516	5,136	2,841	4,929	5,913	5,300	3,973	5,300
200	Office Supplies (GENERAL)	1,992	1,852	1,058	1,687	1,393	1,550	647	1,550
210	Operating Supplies (GENERAL)	1,959	1,585	1,592	1,252	1,579	2,125	720	2,125
211	Water Meters	7,579	6,394	3,411	9,177	9,944	10,175	7,278	11,100
212	Motor Fuels	7,565	4,160	3,716	3,151	5,443	5,700	3,057	6,300
214	Credit Card Fees	5,698	6,559	9,254	5,934	5,943	7,500	3,293	7,500
216	Chemicals and Chem Products	20,881	30,211	10,250	6,612	8,337	8,000	5,066	8,000
217	Uniforms	140	471	309	504	593	425	191	575
240	Small Tools and Minor Equip	1,723	2,242	1,347	2,043	2,112	1,875	283	1,875
241	Large Tools and Equipment	3,052	3,182	1,390	3,763	7,104	3,250	1,382	3,250
300	Other Professional Services	116	3,577	4,294	-	-	-	-	-
301	Auditing and Acct'g Services	7,871	10,193	35,794	31,658	38,594	19,950	6,274	9,800
303	Engineering Fees	31,832	27,430	30,058	18,453	15,829	30,000	257	30,000
304	Legal Fees	-	1,371	(236)	-	2,203	-	-	-
306	Bank Charges	-	-	-	-	-	-	-	-
310	Information Technology	3,382	5,754	5,476	6,234	8,369	7,000	4,387	9,000
321	Telephone	1,767	1,917	4,637	4,336	4,045	3,920	2,026	3,920
322	Postage	3,638	3,170	3,407	2,520	1,709	4,500	619	3,900
326	Cell Phones	1,497	1,196	1,374	1,424	1,026	900	387	900
331	Travel Expenses	254	457	3	-	737	800	194	800
332	Training and Conferences	374	665	34	30	672	1,000	155	1,000
351	Legal Notices Publishing	3,266	3,335	3,540	1,638	1,264	1,800	287	1,500
361	General Liability	3,490	3,887	5,435	8,824	8,528	12,600	6,982	14,663
381	Electric Utilities	41,230	29,625	67,768	57,206	61,449	69,300	26,753	69,300
383	Gas Utilities	1,715	2,547	7,971	5,389	7,700	10,800	6,963	10,800
384	Refuse/Garbage Disposal	-	57	568	820	694	800	315	700
401	Repairs & Maint	19,912	28,022	6,756	22,575	40,476	30,000	1,098	30,000

Summary of General Fund

EXPENDITURES

Water

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
402	Repairs/Maint Buildings	-	-	-	886	-	-	-	-
403	Capital Improvements	(1,980)	118	2,927	3	-	30,000	-	30,000

Summary of General Fund

EXPENDITURES

Water

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
404	Fleet Maint. & Repairs	16,789	11,020	10,473	12,947	12,181	12,000	5,526	12,000
405	Depreciation of Capital Assits.	168,685	170,817	182,434	183,444	436,333	445,000	-	445,000
407	Public Works Facility Capital Assets.	-	(316)	-	-	-	-	-	-
408	Water Treatment Plant Capital Assets	-	253,327	-	238	-	-	-	-
418	Equipment Repairs & Maintenance	-	-	205	-	-	-	-	-
428	Bond Issuance Costs		17,464	-	-	-	-	-	-
430	Miscellaneous	172	912	10,253	27	309	1,000	19	1,000
433	Dues and Subscriptions	1,355	1,536	1,320	1,419	2,758	1,500	63	1,500
440	Licenses & Permits	11,150	8,878	9,688	9,511	9,748	11,000	5,213	11,000
510	Land	-	-	4,000	-	-	-	-	-
543	Gopher State One Call	357	321	331	311	280	480	92	560
575	Computer Equipment		-	-	-	-	2,500	-	2,500
576	Copier	1,813	1,827	1,574	1,925	1,623	2,000	538	2,000
590	Codification	206	479	963	356	1,089	750	215	750
600	Debt Srv Principal	-	-	0	-	-	615,086	-	619,557
611	Bond Interest	74,119	82,314	135,029	117,486	109,315	105,495	53,145	97,810
620	Fiscal Agent Fee	809	4,778	1,966	2,182	2,488	1,443	-	1,443
630	Bond Premium		599	(1,798)	566	(2,702)	-	-	-
800	Sales Tax	(540)			-	-	-	-	-
	Total Water	593,048	915,025	751,889	713,737	1,041,282	1,723,323	249,728	1,730,318

City of Elko New Market
Year 2020 Budget Notes - Water Expenditures

Dept. 49400	Water	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salaries or allocated portion of salary for part-time or seasonal employees.
108	On-Call	Expense related for On-Call Pay
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City contribution towards employee insurance.
150	Worker's Compensation	Premium paid for workers compensation insurance.
200	Office Supplies (General)	Office supplies: Utility billing cards, 8.5% of all office supplies and water meters coded to Water Department.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
211	Water Meters	Expenses related to purchase of water meters for new construction or replacement.
212	Motor Fuels	Expenses related to fuel for Water Department.
214	Debit/Credit Card Charges	Expenses associated with credit card reader.
216	Chemicals and Chem Products	Expenses relating to chemicals and chemical products, includes salt for water treatment.
217	Uniforms	Expenses related to city provided uniform items.
240	Small Tools and Minor Equip	Small tools and minor equipment.
241	Large Tools and Equipment	Major tools and equipment.
300	Other Professional Services	Miscellaneous services.
301	Auditing and Acct'g Services	Expenses relating to auditing and general accounting services.
303	Engineering Fees	Expenses related to department engineering services.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers. (Combined 309 & 310) Computer Software and Computer Hardware
321	Telephone	Phone usage for Water Department and well house caller.
322	Postage	All expenses relating to postage including 26% of metered postage charge.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate/travel related expenses.
332	Training and Conferences	Conferences, classes or seminars attended by Water Department staff.
361	Insurance	General Liability Insurance.
381	Electrical Utilities	Electrical usage for utility buildings.
383	Gas Utilities	Gas usage for utility buildings.

City of Elko New Market
Year 2020 Budget Notes - Water Expenditures

398	Miscellaneous Contracts	Miscellaneous contracts.
401	Repair & Maintenance	Repairs and maintenance for Water Department.
402	Repairs/Maint Buildings	Repairs and maintenance on buildings.
403	Capital Improvements	Expenses for capital infrastructure projects.
404	Fleet Maintenance & Equipment Repairs	Repair and maintenance of Fire Department vehicles.
405	Depreciation of Capital Assets	Depreciation.
407	Public Works Facility Capital Assets	Expenses related to waters portion of the Public Works Facility during construction.
408	Water Treatment Plant Capital Assets	Expenses related to Water Treatment Facility during construction.
414	Document Management	All expenses related to document management and destruction.
415	Other Equipment Rental	Expenses related to rental of equipment.
417	Equipment Lease	Items leased for Water Department use.
418	Equipment Repair & Maintenance	All expenses relating to equipment repair and maintenance.
428	Bond Issuance Costs	Expenses related to issuance of bonds.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
440	Licenses & Permits	Licenses and permits required.
543	Gopher State One Call	Gopher One Call locates.
351	Legal Notices	Publication of special meetings and public notices.
575	Computer Equipment	Expenses relating to computer equipment not included in capital outlay.
576	Copier	All expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.
600	Debt Srv Principal	Bond Principal.
611	Bond Interest	Bond Interest.
620	Fiscal Agent Fee	Fiscal Agent Fees on bonds.
720	Transfers (General)	Transfer between funds
800	Sales Tax	Sales tax on commercial usage.

Summary of General Fund

REVENUES

Sewer

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
49450		<hr/>							
31019	Special Assessments	-	42,929	-	-	(0)	-	2,209	-
31910	Penalties and Interest Ad Valorum Tax	-	395	-	-	-	-	-	-
36100	Special Assessments (Bonds)	-	-	-	27,000	-	-	-	-
36102	Sewer Penalty	(28)	2,432	2,690	4,275	-	-	-	-
36200	Miscellaneous Revenue	241	1,912	4,020	29,264	36	-	-	-
36210	Interest Earnings	2,672	5,973	246	-	-	-	-	-
36240	Refunds & Reimbursements	-	-	-	28,785	-	-	442	-
37200	Sewer Sales	643,163	594,343	666,036	717,350	827,069	855,000	409,353	895,225
37255	Sewer Hookup Fee	32,562	23,985	39,522	27,089	65,130	40,720	6,205	40,720
37260	Sewer Penalty	(32)	(925)	(5,888)	(15,734)	(1,735)	-	(13)	-
37270	Sewer Trunk Fee	-	3,677	40,000	41,328	77,064	191,000	-	202,800
37285	Sewer Access Charge	76,662	54,405	90,993	62,352	143,498	89,700	14,235	97,280
Total Sewer		755,239	729,126	837,618	921,709	1,111,061	1,176,420	432,432	1,236,025

City of Elko New Market
Year 2020 Budget Notes - Sewer Revenues

Dept 49450	Sewer Department	
31019	Special Assessments	Revenue received from special assessments.
31910	Penalties and Interest Ad Valorem Tax	Revenue from delinquent property taxes.
36100	Special Assessments (Bonds)	Revenue received from bond special assessments.
36102	Sewer Penalty	Will be combined with 37260.
36200	Miscellaneous Revenue	Revenue from delinquent taxes.
36210	Interest Earnings	Bank Interest.
36300	Credit Card User Fee	Fee charged to customer for paying with credit card.
37200	Sewer Sales	Residential and commercial sewer usage charges.
37255	Sewer Hookup Fee	Per connection fee charged to Builders with the building permit application. Covers "buy-in" to the existing collection system. These funds help the City recover debt-service costs for prior improvements, fund major repairs or upgrades to the existing system, and cover the City's share of future collection system replacement costs.
37260	Sewer Penalty	Late fee on sewer usage for residential and commercial residents.
37270	Sewer Trunk Fee	Per unit fee charged to Developers at the time of final plat to cover capital costs of pump stations and oversize/overdepth pipes. Fee to be based on average costs per unit throughout the City.
37285	Sewer Access Charge	Per unit fee charged to Developers at the time of final plat to cover the capital costs associated with wastewater treatment. Fee based on improvement costs and projected number of connections. This fee is no longer used as it is included in the Sewer Trunk Fee.
38000	Contributed Capital	Enterprise Assets.
39203	Loan Repayment	Interfund loan yearly payment.

Summary of General Fund

EXPENDITURES

Sewer

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
49450 Sewer									
101	Full Time Salaries	94,854	113,397	107,152	110,493	136,263	143,066	58,846	163,449
102	Overtime	1,571	757	511	534	1,706	5,007	516	5,721
103	Part Time Salaries	2,749	2,508	2,193	2,703	4,354	20,632	5,584	5,382
108	On Call	1,362	1,939	1,998	1,998	1,765	3,000	622	3,000
109	Call Back	271	294	319	649	339	528	(23)	528
121	PERA	7,435	8,212	8,113	8,418	10,625	12,653	4,555	13,091
122	FICA & Medicare	7,478	8,570	8,210	8,631	11,017	12,906	4,844	13,353
129	Pension Expense	-	3,911	12,024	7,490	5,278	-	-	-
131	Employer Paid Insurance	18,935	21,144	19,162	20,089	25,918	27,203	15,110	33,411
150	Workers Comp	2,349	3,582	2,059	3,668	5,227	4,240	3,667	5,540
200	Office Supplies	1,992	1,852	1,058	1,378	1,393	1,550	647	1,550
210	Operating Supplies (GENERAL)	1,007	1,300	1,380	1,322	1,579	2,125	720	2,125
212	Motor Fuels	7,565	4,160	3,716	3,151	5,443	5,700	3,057	6,300
214	Credit Card Fees	5,698	6,559	9,254	5,794	5,943	6,000	3,293	6,000
217	Uniforms	140	471	309	504	593	425	191	575
240	Small Tools & Equipment	1,723	2,242	1,347	2,043	1,985	1,875	283	1,875
241	Large Tools & Equipment	3,052	2,684	1,390	3,763	2,013	3,250	1,382	3,250
300	Other Professional Services	116	81	5,984	9,260	-	-	-	-
301	Auditing and Acct'g Services	7,871	10,116	35,794	31,658	27,581	14,250	4,495	7,000
303	Engineering Fees	12,145	55,508	31,147	41,188	22,665	40,000	4,995	35,000
304	Legal Fees	-	1,959	-	-	163	-	-	-
310	Information Technology	3,382	5,544	5,476	5,402	7,579	5,250	3,627	6,750
321	Telephone	1,767	2,067	2,028	2,033	1,831	2,800	917	2,800
322	Postage	2,965	3,093	3,265	2,520	1,709	4,500	619	3,900
326	Cell Phones	1,493	1,075	1,165	1,226	905	900	387	900
331	Travel Expenses	251	225	146	-	240	500	-	500
332	Training & Confrences	879	810	734	400	953	1,200	5	1,000
351	Legal Notices Publishing	2,037	3,335	3,540	1,638	1,264	1,800	287	1,500
361	General Liability	7,593	8,146	4,636	7,307	7,418	10,584	5,865	12,317
381	Electric Utilities	14,814	23,343	11,306	7,691	9,557	15,950	5,062	11,000
383	Gas Utilities	354	1,536	280	1,194	1,312	2,000	1,123	2,000
384	Garbage & Refuse Disposal	263	1,144	3,182	-	-	-	-	-

Summary of General Fund

EXPENDITURES

Sewer

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
401	Repair and Maintenance	14,406	8,726	19,120	12,074	24,064	20,000	1,185	20,000
403	Capital Improvements	(23,129)	332	3,910	-	-	-	-	-
404	Fleet Maint. & Repairs	8,789	10,844	10,473	12,947	12,189	12,000	5,526	12,000
405	Depreciation of Capital Assets.	219,251	227,846	240,838	247,004	247,300	244,000	-	244,000
407	Public Works Facility Capital Assets.	-	1,922	-	-	-	-	-	-
430	Miscellaneous	31	785	27,673	32	79	1,000	19	1,000
433	Dues & Subscriptions	67	91	70	59	86	300	63	300
440	License & Permits	68	124	68	423	515	500	425	500
543	Gopher State One Call	357	321	331	311	280	480	92	560
575	Computer Equipment	-	-	-	-	-	2,500	-	2,500
576	Copier	1,813	1,827	1,574	1,925	1,623	2,000	538	2,000
590	Codification	206	479	397	356	1,089	750	215	750
601	Debt Srv Principal	-	-	0	-	-	103,586	-	105,557
611	Interest Debt Service	78,723	39,820	22,906	20,497	18,959	12,577	84,439	16,250
620	Fiscal Agent Fees	544	1,493	297	1,525	2,463	1,000	-	1,000
630	Bond Discount	-	(1,271)	(1,174)	(1,083)	(1,000)	-	-	-
835	MCES Charge	193,596	219,243	209,699	217,775	226,657	237,915	138,437	244,498
840	MCES SAC	113,236	53,861	623,338	457,851	535,959	91,700	13,617	93,700
845	MCES Reserve Capacity Loan Payment	194,539	-	-	-	1	237,915	129,447	244,498
850	MCES Trunk Sewer Repayment Principal	(0)	-	-	-	-	10,122	-	10,535
855	MCES Trunk Sewer Repayment Interest	9,065	8,714	22,014	21,885	26,319	7,573	-	7,160
Total Sewer		1,025,674	876,719	1,470,409	1,287,725	1,401,197	1,335,812	504,679	1,356,626

City of Elko New Market
Year 2016 Budget Notes - Sewer Expenditures

Dept 49450	Sewer Department	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expenses related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City contribution towards employees insurance.
150	Worker's Compensation	Premium paid for workers compensation insurance.
200	Office Supplies	Sewer related supplies. Utility billing cards and 8.5% of all office supplies coded to sewer.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Sewer Department.
214	Debit/Credit Card Charges	Cost for credit card reader in office.
216	Chemicals and Chemical Products	Expenses relating to chemicals and chemical products.
217	Uniforms	Expenses related to city provided uniform items.
240	Small Tools & Equipment	Small tools and equipment purchased.
241	Large Tools & Equipment	Major tools and equipment purchased.
300	Other Professional Services	Miscellaneous services.
301	Auditing and Acct'g Services	Expenses relating to auditing and general accounting services.
303	Engineering Fees	Expenses related to department engineering services.
304	Legal Fees	Expenses related to department legal fees.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers. (Combined 309 & 310) Computer Software and Computer Hardware
321	Telephone	Telephone usage for Sewer Department.
322	Postage	26% for metered postage use and Sewer Department related postage.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate/travel related expenses.
332	Training & Conferences	Conferences, classes and seminars attended by Sewer Department personnel.
351	Legal Notices Publishing	Publication of special meetings and public notices.
361	Insurance	General Liability Insurance.
381	Electrical Utilities	Electrical usage for utility buildings.

City of Elko New Market
Year 2016 Budget Notes - Sewer Expenditures

383	Gas Utilities	Gas usage for utility buildings.
384	Garbage & Refuse Disposal	All fees associated with garbage and refuse disposal.
386	JSB Contract	Peoples Service fee for operation of Waste Water Treatment Plant.
401	Repair & Maintenance	Repairs and maintenance for Sewer Department.
402	Repairs & Maintenance Buildings	Repairs and maintenance on buildings.
403	Capital Improvement	Expenses for capital infrastructure projects.
404	Fleet Maintenance & Equipment Repairs	Expenses related to repair and maintenance on Public Works vehicles and equipment repairs and maintenance.
405	Depreciation of Capital Assets	Depreciation
407	Public Works Facility Capital Assets.	Expenses related to sewers portion of the Public Works Facility during construction.
414	Document Management	All espenses related to document management and destruction.
417	Equipment Lease	Items leased for Sewer Department use.
428	Bond Issuance Costs	Expenses related to issuance of bonds.
430	Miscellaneous	Sewer access charges and all expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Money paid for newspapers, memberships in organizations, etc.
440	License & Permits	Licenses and permits required.
540	Snow Removal	Expenses related to contracted snow removal.
543	Gopher State One Call	Gopher State One Call Locates.
575	Computer Equipment	Expenses relating to computer equipment not included in capital outlay.
576	Copier	8.5% of all expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.
600	Debt Service Principal	Bond Principal.
611	Debt Service Interest	Bond Interest.
620	Fiscal Agent Fees	Agent Fees charged on bonds.
701	Transfers In	Cash transfers from other funds.
720	Operating Transfers	Operating Transfers.
835	MCES Charges	Charges from MCES for Sewer Service Treatment.
840	MCES SAC	Charge from MCES one- time fee for new connections or increased volume discharge.
845	MCES Reserve Capacity Loan Payment	Amount due at end of the year, if under the 2030 Comp. Plan forecast for the City.
850	MCES Trunk Sewer Repayment Principal	Amount owed to Met Council for Construction of City Truck sewer connections under CSAH2. (Principal)
855	MCES Trunk Sewer Repayment Interest	Amount owed to Met Council for Construction of City Truck sewer connections under CSAH2. (Interest)
875	Bio Solids Disposal	Charge for disposal of sewage from Waste Water Treatment Plant.

Summary of General Fund

REVENUES

Storm Water

		2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
49490 Storm Water									
31019	Special Assessments	-	12,866	-	-	0	-	3	-
36102	Storm Water Penalty	4,141	731	(448)	(1,771)	(366)	-	(2)	-
36200	Miscellaneous Revenues	124	5,032	100	3,818	9	-	98	-
36210	Interest Earnings	(74)	(2,141)	(2,772)	4,397	360	-	218	1,000
37590	Storm Water Area Charge	77	(2,847)	7,544	82,069	23,732	66,000	-	70,158
37600	Storm Water	147,078	147,713	184,936	214,681	192,106	195,000	84,111	191,308
37610	Storm Water Connection Fee	19,770	15,684	23,997	17,385	35,781	24,720	3,766	80,331
37620	Erosion Control	9,899	8,250	11,600	7,200	18,650	11,000	1,800	11,000
Total Storm Water		181,015	185,288	224,957	327,779	270,273	296,720	89,995	353,797

City of Elko New Market
Year 2020 Budget Notes - Storm Water Revenues

Dept 49490	Storm Water	
31019	Special Assessments	Revenue from special assessments.
36102	Storm Water Penalty	Late fee on storm water usage for residential and commercial customers.
36200	Miscellaneous Revenues	Revenue not accounted for within other specific source codes.
36210	Interest Earnings	Bank interest.
37590	Storm Water Area Charge	Revenue from delinquent taxes.
37600	Storm Water	Residential and commercial storm water usage charges.
37610	Storm Water Connection Fee	Per connection fee charged to Builders with the building permit application. Covers "buy-in" to the existing storm water system. These funds help the City recover debt-service costs for prior improvements, fund major repairs or upgrades to the existing system, and cover the City's share of future replacement costs.
37620	Erosion Control	Fee charged to homebuilders with the building permit application. Covers administration, engineering, and inspection of site for erosion and sediment control during construction. The escrow provides funds to be used to enforce non-compliance and is returned if unused.
38000	Contributed Capital	Enterprise Assets.
39200	Operating Transfer	Transfer made to offset projected deficient in Storm Water Fund.
39203	Transfer from other funds	Loan Repayment.

Summary of General Fund

EXPENDITURES

Storm Water

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Year-to-date thru Jun 24, 2019	Proposed 2020 Budget
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49490 Storm Water

101	Full Time Salaries	23,758	23,876	21,360	23,444	28,315	30,196	12,489	34,692
102	Overtime	225	107	38	44	230	1,057	28	1,214
103	Part Time Salaries	1,784	679	650	1,065	2,208	6,866	2,410	-
108	On Call	265	362	368	361	364	625	40	625
109	Call Back	46	41	47	55	65	110	29	110
121	PERA	1,656	1,725	1,566	1,745	2,122	2,859	943	2,693
122	FICA & Medicare	1,716	1,839	1,623	1,844	2,319	2,916	1,102	2,747
129	Pension Expense	-	823	843	2,944	258	-	-	-
131	Employer Paid Insurance	4,235	4,495	3,719	4,141	5,427	5,893	3,337	7,063
150	Workers Comp	476	867	643	825	1,279	954	917	1,356
200	Office Supplies	677	741	423	551	557	620	259	620
210	Operating Supplies	403	520	552	522	631	850	287	850
212	Motor Fuels	3,069	1,950	1,830	1,576	2,721	2,850	1,537	3,150
214	Credit Card Fees	1,784	2,434	2,056	1,485	1,321	1,500	732	1,500
216	Chemicals and Chem Products	-	-	-	-	-	-	-	-
217	Uniforms	56	188	124	201	237	170	77	230
240	Small Tools and Minor Equip	691	898	539	817	794	750	113	750
241	Large Tools and Equipment	1,221	1,771	556	1,505	805	1,300	553	1,300
300	Professional Svcs. (General)	47	-	-	-	-	-	-	-
301	Auditing and Acct'g Services	2,539	3,288	10,576	9,348	5,526	2,850	909	1,400
303	Engineering Fees	32,728	38,790	34,939	48,245	17,392	40,000	9,720	40,000
304	Legal Fees	-	-	-	-	-	-	-	-
310	Information Technology	1,274	2,266	2,022	2,261	2,208	1,750	1,788	2,250
316	Erosion Control	7,425	6,188	9,488	4,938	8,800	8,250	1,238	8,250
321	Telephone	-	-	-	-	-	-	-	560
322	Postage	1,484	1,366	1,306	1,008	674	1,500	248	1,300
326	Cell Phones	106	103	93	122	404	225	129	450
332	Training & Conferences	163	-	2	-	25	-	2	-
351	Legal Notices Publishing	811	1,344	1,416	655	828	1,200	263	1,000
361	General Liability Ins.	425	351	331	522	1,343	2,520	1,396	2,933
383	Gas Utilities	-	-	-	393	420	-	395	-
401	Repair & Maintenance	8,128	9,705	9,827	1,313	1,770	11,000	2,848	11,000
403	Capital Improvements	(1,475)	-	1,896	3,769	-	10,000	16,777	10,000
404	Fleet Maint. & Repairs	3,338	4,353	4,191	1,410	4,875	4,800	2,210	4,800
405	Depreciation of Capital Assets	96,463	97,646	99,430	100,016	100,005	100,000	-	100,000
428	Bond Issuance Costs	-	6,922	-	-	-	-	-	-
430	Miscellaneous	13	633	62	130	56	1,000	8	1,000
433	Dues and Subscriptions	27	27	63	59	71	100	63	100
440	Licenses & Permits	-	-	-	-	-	-	-	-
531	Street Sweeping	3,700	2,650	-	-	-	-	-	-
543	Gopher State One Call	178	161	165	155	140	240	46	280
576	Copier	725	731	629	770	649	800	215	800

Summary of General Fund

590	Codification	82	192	488	142	436	300	86	300
600	Debt Service Principal	-	-	-	-	-	50,452	-	50,405
611	Interest Debt Service	19,896	39,451	27,849	8,744	5,256	6,655	2,638	5,379
613	Short-Term Debt Interest				1,833	1,764	-	-	
620	Fiscal Agent	-	2,250	1,827	304	772	300	-	300
630	Bond Premium		(2,228)	(1,042)	691	(1,289)	-	-	
Total Storm Water		220,139	259,505	242,496	229,951	201,777	303,458	65,830	301,407

City of Elko New Market
Year 2020 Budget Notes - Storm Water Expenditures

Dept 49490	Storm Water	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expenses related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City contribution towards employees insurance.
150	Worker's Compensation	Premium paid for workers compensation insurance.
200	Office Supplies	Office supplies. 7% of all office supplies coded to storm water.
210	Operating Supplies	Expenses related to consumable supplies to operate department.
212	Fuel	Expenses related to fuel for Sewer Department.
214	Credit Card Fees	Cost for credit card reader in office.
216	Chemicals and Chemical Products	Expenses relating to chemicals and chemical products.
217	Uniforms	Expenses related to city provided uniform items.
240	Small Tools & Equipment	Small tools and equipment purchased.
241	Large Tools & Equipment	Major tools and equipment purchased.
300	Other Professional Services	Miscellaneous services.
301	Auditing and Acct'g Services	Expenses relating to auditing and general accounting services.
303	Engineering Fees	Expenses related to department engineering services.
304	Legal Fees	Expenses related to department legal fees.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers. (Combined 309 & 310) Computer Software and Computer Hardware
316	Erosion Control	Erosion Control services through Scott County or Municipal Inspections.
322	Postage	8% of metered postage charge.
326	Cell Phones	Expenses related to department cell phones.
332	Training & Conferences	Conferences, classes and seminars attended by Sewer Department personnel.
351	Legal Notices Publications	Publication of special meetings and public notices.
361	Insurance	General Liability Insurance.
401	Repair & Maintenance	General repairs and maintenance.
403	Capital Improvements	Capital Improvements.

City of Elko New Market
Year 2020 Budget Notes - Storm Water Expenditures

404	Fleet Maintenance & Equipment Repairs	Expenses related to repair and maintenance on Public Works vehicles and equipment repairs and maintenance.
405	Depreciation of Capital Assets	Depreciation.
414	Document Management	All espenses related to document management and destruction.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
440	License & Permits	Licenses and permits required.
531	Street Sweeping	Expenses related to contracted street sweeping.
543	Gopher State One Call	Gopher State One Call Locates.
576	Copier	7% of all expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.
600	Debt Svc. Principal	Bond Principal.
611	Debt Service Interest	Bond Interest.
620	Fiscal Agent	Agent fees charged on bonds.

Summary of General Fund

2021								2022							
Property Taxes		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
						15,696	907							15,993	610
-	-	-	-	-	-	15,696	907	-	-	-	-	-	-	15,993	610
-	-	-	-	-	-	16,603		-	-	-	-	-	-	16,603	

City of Elko New Market
Year 2020 Budget Notes - Interfund Loans

Interfund Loan Description	Funding Source	Project
Storm Water	Capital Projects Fund	Shortage on County Road 2 Phase 2 Project.

Summary of General Fund

		2020													
		Property		Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
Fund #	Equipment Certificate Issue Description														
103-320	Series 2015A Fire Department Equipment (Pumper/Ladder and Tanker)*			69,335	9,217								82,931	11,024	
103-???	2020A Fire Department Equipment (Replacement of Heavy Rescue)			14,345	1,988								17,158	2,378	
	Total	-	-	83,680	11,205	-	-	-	-	-	-	-	100,089	13,402	
	Fund Total	-	-	94,885		-	-	-	-	-	-	-	113,491		

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

Summary of General Fund

2021												2022											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		74,116	7,782							88,650	9,308			76,507	6,276							91,510	7,507
		14,345	2,374							17,158	2,840			14,345	21,518							17,158	25,737
-	-	88,461	10,156	-	-	-	-	-	-	105,808	12,148	-	-	90,852	27,794	-	-	-	-	-	-	108,668	33,244
		98,618		-		-		-		117,956		-		118,646		-		-		-		141,911	

Summary of General Fund

2023												2024											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		76,507	4,746							91,510	5,676			78,898	3,093							94,369	3,700
		14,345	1,922							17,158	2,299			14,345	1,686							17,158	2,016
-	-	90,852	6,668	-	-	-	-	-	-	108,668	7,976	-	-	93,243	4,779	-	-	-	-	-	-	111,527	5,716
-	-	97,520		-	-	-	-	-	-	116,643		-	-	98,022		-	-	-	-	-	-	117,243	

Summary of General Fund

2025												2026											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		78,898	1,318							94,369	1,576			14,345	215							17,158	257
		14,345	1,442							17,158	1,724			14,345	1,191							17,158	1,424
-	-	93,243	2,760	-	-	-	-	-	-	111,527	3,301	-	-	28,690	1,406	-	-	-	-	-	-	34,316	1,681
-	-	96,003	-	-	-	-	-	-	-	114,828	-	-	-	30,096	-	-	-	-	-	-	-	35,998	-

Summary of General Fund

2027												2028											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		14,345	925							17,158	1,107			14,345	638							17,158	764
-	-	14,345	925	-	-	-	-	-	-	17,158	1,107	-	-	14,345	638	-	-	-	-	-	-	17,158	764
-	-	15,270		-	-	-	-	-	-	18,265		-	-	14,983		-	-	-	-	-	-	17,922	

Summary of General Fund

2029											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		14,345	330							17,158	395
-	-	14,345	330	-	-	-	-	-	-	17,158	395
-	-	14,675		-	-	-	-	-	-	17,553	

City of Elko New Market
Year 2020 Budget Notes - Equipment Certificates

Bond	Bonded Debt	Purpose
2015A	GO Equipment Certificates	Fire Equipment (Pumper Truck and Tanker)

Summary of General Fund

			2020																			
Fund #	Bonded Debt Issue Description	Year Retired	Property		Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund	
			Principal	Interest																		
307	2012B Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	2024	10,500	814							35,000	2,993										
318	2011A Refunding (Special Assessments School and Deferred)	2026			45,000	25,895																
318	Fund 318 Deficit Cash	???	60,000																			
602	2004A Go Bond Sewer (E) /2012B Refunding	2025												75,000	7,973							
317	2010 GO \$450,000 Library	2032	24,150	11,395																		
319	2013A GO Bonds (2013 Trail Project)	2024			55,000	7,725																
319	2013A GO Bonds (Public Works Facility)	2028	29,164	13,281						30,557	8,278			30,557	8,278							
319	2013A GO Bonds (Police Garage)	2028	6,637	1,849	3,084	2,578																
601	2014 PFA Loan (Water Treatment Plant)	2034								504,000	81,090											
320	2015A GO Bonds (CIP Portion & Street Reconstruction)	2026	20,000	4,250																		
315	2015B GO Refunding Bonds	2024	52,500	5,460						50,000	5,450									35,000	4,181	
445	2020A Roundabout Construction				84,000	20,638																
446	2020A 2019 Pavement Rehab Project				42,000	10,101																
447	2020A Police Department Addition 2019				136,500	34,396																
448	2020A On-Site Generation Project				15,750	4,216																
Total			202,952	37,048	381,334	105,549	619,557	97,810	105,557	16,250	35,000	4,181										
Fund Total			240,000		486,883		717,367		121,807		39,181											

All Bonds are Levied at 105%, except:

2013A GO Bond Levied at 100% - Debt Service Partially Funded By Capital Projects Fund

2015A GO Bond Levied at 100% - Debt Service Funded By Capital Projects Fund

Summary of General Fund

2021										2022									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
10,500	667			35,000	2,503					10,500	499			40,000	1,900				
		30,000	22,883									15,000	19,505						
80,000										100,000									
						80,000	6,885									75,000	5,648		
25,200	10,638									26,250	9,848								
		55,000	6,075									55,000	4,425						
29,164	12,406			30,557	7,361	30,557	7,361			38,742	9,373			31,543	6,429	31,543	6,429		
6,641	1,856	3,080	2,279							3,008	971	10,137	2,209						
				509,000	76,050									514,000	70,960				
27,590	3,750	2,410								30,000	3,150								
47,250	4,338			45,000	4,381			35,000	3,394	47,250	3,216			50,000	3,250			40,000	2,500
		78,750	25,549									78,750	20,638						
		42,000	12,492									42,000	24,329						
		126,000	42,630									131,250	40,677						
		15,750	5,240									15,750	4,995						
226,346	33,654	352,990	117,148	619,557	90,295	110,557	14,246	35,000	3,394	255,750	27,056	347,887	116,778	635,543	82,539	106,543	12,077	40,000	2,500
260,000		470,138		709,852		124,803		38,394		282,806		464,665		718,082		118,620		42,500	

Summary of General Fund

2023										2024									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
10,500	315			40,000	1,200					10,500	110			40,000	420				
			15,743																
120,000										138,246									
						80,000	4,290									85,000	2,678		
26,250	9,042									27,300	8,220								
		60,000	2,700							18,029	900	41,971							
38,742	8,211			33,514	5,453	33,514	5,453			40,503	7,048			33,514	4,448	33,514	4,448		
1,868		11,277	2,786							13,742	2,391								
				519,000	65,820									525,000	60,630				
30,000	2,550											30,000	1,913						
52,500	1,969			50,000	2,000			40,000	1,500	52,500	656			55,000	688			40,000	500
		78,750	23,069									78,750	21,769						
		42,000	11,169									42,000	10,476						
		131,250	38,577									136,500	36,411						
		15,750	4,743									15,750	4,484						
279,860	22,087	339,027	98,787	642,514	74,473	113,514	9,743	40,000	1,500	300,820	19,325	344,971	75,053	653,514	66,186	118,514	7,126	40,000	500
301,947		437,813		716,988		123,258		41,500		320,145		420,024		719,700		125,640		40,500	

Summary of General Fund

2025										2026									
Property		Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund	
Principal	Interest																		
138,928										144,408									
						85,000	893												
28,350	7,366									29,400	6,479								
40,503	5,833			22,671	3,605	22,671	3,605			54,514	6,675			22,671	2,897	22,671	2,897		
13,742	1,979									18,171	2,225								
				530,000	55,380									534,000	50,080				
30,000	1,238									30,000	900								
		84,000	20,430									84,000	18,960						
		42,000	9,762									42,000	9,027						
		136,500	34,091									136,500	31,702						
		15,750	4,216									15,750	3,940						
251,523	16,415	278,250	68,499	552,671	58,985	107,671	4,498	-	-	276,494	16,279	278,250	63,630	556,671	52,977	22,671	2,897	-	-
267,938		346,749		611,657		112,169		-		292,773		341,880		609,648		25,568		-	

Summary of General Fund

2027										2028									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
30,450	5,561									31,500	4,610								
54,514	4,940			23,657	2,144	23,657	2,144			56,786	3,061			24,643	1,328	24,643	1,328		
18,171	1,647									18,929	1,020								
				540,000	44,740									545,000	39,340				
		84,000	17,406									84,000	15,726						
		42,000	8,250									42,000	7,410						
		141,750	29,177									141,750	26,342						
		15,750	3,649									15,750	3,334						
103,136	12,148	283,500	58,482	563,657	46,884	23,657	2,144	-	-	107,214	8,691	283,500	52,812	569,643	40,668	24,643	1,328	-	-
115,283		341,982		610,541		25,801		-		115,905		336,312		610,311		25,971		-	

Summary of General Fund

2029										2030									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
32,550	3,626									33,600	2,611								
59,057	1,034			25,629	449	25,629	449												
19,686	345																		
				551,000	33,890									556,000	28,380				
		89,250	13,920									89,250	11,823						
		42,000	6,507									42,000	5,520						
		147,000	23,294									152,250	19,840						
		15,750	2,995									21,000	2,625						
111,293	5,004	294,000	46,717	576,629	34,339	25,629	449	-	-	33,600	2,611	304,500	39,808	556,000	28,380	-	-	-	-
116,297		340,717		610,967		26,077		-		36,211		344,308		584,380		-	-	-	-

Summary of General Fund

2031										2032									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
33,600	1,580									16,089	532								
				562,000	22,820									568,000	17,200				
		94,500	9,681									94,500	7,366						
		42,000	4,512									42,000	3,483						
		152,250	16,186									157,500	12,456						
		21,000	2,121									21,000	1,607						
33,600	1,580	309,750	32,500	562,000	22,820	-	-	-	-	16,089	532	315,000	24,911	568,000	17,200	-	-	-	-
35,180		342,250		584,820		-	-	-	-	16,621		339,911		585,200		-	-	-	-

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

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

A Glossary of Budget Terms

ACCOUNT

A term used to identify an individual asset, liability, expenditure controls, revenue control, or fund balance.

ACCOUNT PAYABLE

Amounts owned to others for goods or services received.

ACCOUNTS RECEIVABLE

Amounts due from others for goods furnished or services rendered

ACCOUNTING SYSTEM

The total set of records and procedures which are used to record, classify and report information on financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING

The method of accounting under which revenues are recorded when they are earned and expenditures are recorded when goods and services are received.

ACTIVITY

A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example "Code Enforcement" is an activity performed in the discharge of the "Public Safety" function.

ADOPTION

The formal action taken by the City Council to authorize or approve the budget.

AD VALOREM

In proportion to value, a basis for levying taxes upon property.

AGENCY FUND

A fund consisting of resources received and held by the governmental unit as an agent for others or other funds of the governmental unit.

APPROPRIATION

An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSED VALUATION

Value placed upon real estate or other property as a basis for levying taxes.

Glossary of Budget Terms

ASSESSMENTS

Charges made to parties for actual services or benefits received.

ASSETS

Property owned by a governmental unit, which has a monetary value.

AUDIT

The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

- a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principles applicable to governmental units and on a basis consistent with that of the preceding year.
- b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.
- c) To ascertain whether all financial transactions have been properly recorded.
- d) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of the governmental unit.

BALANCED BUDGET

A budget in which estimated revenues equals estimated expenditures.

BOND

A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

Capital Program

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Projects Funds

To account for financial resources to be used for the acquisition or construction of major capital facilities.

Glossary of Budget Terms

CASH BASIS

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CERTIFIED LEVY

Total tax levy of a jurisdiction, which is certified to the C

CHARGES FOR SERVICES

Charges for current services rendered.

CHART OF ACCOUNTS

The classification system used by a City to organize the accounting for various funds.

CONSUMER PRICE INDEX (CPI)

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation.)

CONTINGENCY

Budget for expenditures which cannot be placed in departmental budgets, primarily due to uncertainty about the level of timing of expenditures when the budget is adopted. The contingency also serves as a hedge against shortfalls in revenues or unexpected expenditures.

CURRENT

A term which, applies to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future period.

BONDED INDEBTEDNESS

Outstanding debt by issues of bonds, which is paid by ad valorem or other revenue

BUDGET

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET DOCUMENT

The official written statement prepared by the City Administrator and Contracted Finance Director of the City which presents the proposed budget to the City Council.

BUDGET BODY MESSAGE

A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial

Glossary of Budget Terms

Experience in recent years and presents recommendations made by the City Administrator and Contracted Finance Director.

BUDGET CALENDAR

The schedule of key date, which a government follows in the preparation and adoption of the budget.

BUDGETARY CONTROL

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

CAPITAL ASSETS

Assets with a value of \$5,000 or more.

CAPITAL EXPENDITURES

Capital expenditures are defined by the City as assets with an initial, individual; cost of more than \$5,000 and an estimated useful life in excess of one year.

CAPITAL IMPROVEMENT BUDGET

A plan of proposed capital expenditures and a means of financing them. The capital budget is enacted as part of the complete annual budget.

DEBT

An obligation resulting from the borrowing of money or from the purchase of goods and services.

DEBT LIMIT

The maximum amount of gross or net debt, which is legally permitted.

DEBT MARGIN

The amount of available debt, which may be issued by a governmental unit before reaching its debt limit.

DEBT SERVICE FUNDS

To account for the accumulation of resources for payment of general long-term debt.

DEPARTMENT

Basic organizational unit of government responsible for carrying out related functions.

DEPRECIATION

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Glossary of Budget Terms

[DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM](#)

a voluntary awards program administered by the Governmental Finance Officers Association to encourage governments to prepare effective budget documents.

[EFFECTIVE BUYING INCOME \(EBI\)](#)

A statistical measure of buying power of an area or group of individuals.

[ENTERPRISE FUNDS](#)

To account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost of providing services are to be recovered primarily on a user-charged basis to the general public.

[ESTIMATED MARKET VALUE](#)

Represents the selling price of a property if it were on the market. Estimated market value is converted to tax capacity before property taxes are levied.

[EXPENDITURES](#)

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payment have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

[FINES](#)

Revenue from penalties imposed for violations of laws or regulations.

[FISCAL DISPARITIES](#)

A Minnesota law enacted in 1975 which provides for the pooling of 40 percent of all new commercial and industrial property valuation in the seven county metropolitan area and then redistributed to taxing jurisdictions according to specific criteria.

[FISCAL POLICY](#)

A governments policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of budgets and their funding.

[FISCAL YEAR](#)

The budget and accounting year that begins on the first day of January and ends and the last day of December of each year.

[FIXED ASSETS](#)

Assets of a long-term character which are intended to continue

Glossary of Budget Terms

to be held or used, such as land, buildings, machinery, furniture, and other equipment.

FULL TIME EQUIVALENT (FTE)

The number of employees hours (2080) needed to be equal to one full-time employees. Several part-time employees may be combined to make one full-time equivalent.

FUNCTION

A group of related activities aimed at accomplishing a major service or regulatory program for which the government unit is responsible.

FUND

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and /or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE

The difference between a fund's assets and liabilities (the equity) in governmental funds.

GENERAL FUND

Accounts for the general operation of the City and all financial resources except those to be account ted for in another fund.

GENERAL GOVERNMENT

Expenditures, which represents a set of accounts, to which are charged the expenditures for operating the City.

GENERAL OBLIGATION BONDS

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds.

GOAL

A statement of broad direction, purpose, or intent based on the need of a community, A goal is general and timeless; that is it is not concerned with a specific achievement in a given period.

GOVERNMENTAL ACCOUNTING

The composite of analyzing, recording, summarizing, reporting, and interpreting the financial transaction of governmental units and agencies.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities –

Glossary of Budget Terms

Except those accounted for in proprietary fund and fiduciary funds. In essence, these funds are accounting segregation of financial resources, Under current GAAP, there are four governmental funds types: general, special revenue, debt service, and capital projects.

GRANT

A contribution of assets by one governments unit or to another organization to another. Grants are usually made for specified purposes.

HOMESTEAD AND AGRICULTURAL CREDIT (HACA)

A form of state paid property tax relief for farm property and owner occupied homes.

IMPROVEMENT BONDS

Bonds payable from the proceeds of special assessments from properties benefiting from an improvement.

IMPROVEMENTS

Building, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drains and sewers.

INFLOW/INFILTRATION (I&I)

The term used to describe clean water entering into the sanitary sewer system.

INTERFUND TRANSFERS

Amounts transferred from one fund to another.

INFRASTRUCTURE

Assets which are immovable and of value only to the governmental unit(i.e., roads, gutters, sewer lines).

INTERGOVERNMENTAL REVENUES

Revenues from other governments in the form of grants, entitlement, or shared revenues.

INVESTMENTS

Securities held for the production of income in the form of interest.

LEVY

(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities.

(Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

LICENSES

Revenues received from the sale of business and non-business

Glossary of Budget Terms

licenses.

LIMITED MARKET VALUE

The amount the market value of a property can increase from one year to the next for calculating property taxes. The limited market value system is currently being phased-out by the State of Minnesota.

LINE ITEM

A specific item or group of similar items defined by detail in a unique account in the financial records.

LOCAL GOVERNMENT AID (LGA)

Intergovernmental revenue from the State of municipalities to help fund general expenditures.

LONG-TERM DEBT

Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE

The upkeep of physical properties in condition for use or occupancy.

MARKET VALUE HOMESTEAD CREDIT(MVCH)

State paid property tax reduction on owner occupied homes based on the property's market value.

MISCELLANEOUS

Revenue or expenditures not classified in any other revenue or expenditure category.

MODIFIED ACCRUAL BASIS

The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash, except for material and/or available revenues, which should be accrued to reflect properly the tax levied and revenue earned.

OBJECT OF EXPENDITURE

Expenditure classification based upon the types or categories of goods and services purchased.

OBJECTIVE

Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

OPERATING BUDGET

A plan of financial operation embodying an estimate of proposed expenditures from the calendar year and the proposed means of

Glossary of Budget Terms

financing them.

OPERATING EXPENSE

The cost for personnel, materials and equipment required for a department to function.

OPERATING REVENUE

Funds that the government receives as income to pay for ongoing operations. Operating revenues are used to pay for day to day services.

OPERATING TRANSFERS

Amounts transferred from one fund to another, shown as an expenditure in originating fund and revenue in the receiving fund.

ORDINANCE

A formal legislative enactment by the City Council.

PAY-AS-YOU-GO-BASIS

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

PERFORMANCE MEASURE

See Service Levels.

PERSONAL SERVICES

Expenditures for salaries, wages, and fringe benefits of employees.

PROGRAM

A group of related activities performed by one or more organizations units for the purpose of accomplishing a function for which the governments unit is responsible.

PROJECT

A plan of work, job assignment, or task.

PROPRIETARY ACCOUNTS

Those accounts which show actual financial position and operation, such as actual assets, liabilities, reserve, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

PUBLIC SAFETY

To account for expenditures related to the protection of persons and property.

PUBLIC WORKS

To account for expenditures for the maintenance of City property and infrastructure.

Glossary of Budget Terms

PURPOSE

A broad statement of the goals, in terms of meeting public service needs, that department is organized to meet.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding.

REIMBURSEMENT

Cash or other asset received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

RESERVE

An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore not available for further appropriation or expenditure.

RESOLUTION

A special or temporary order of legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RESOURCES

The actual assets of a governmental unit, such as cash plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and not issued.

REVENUE

The term designates an increase to fund's assets which: 1) does not increase a liability; 2) does not represent a repayment of an expenditure already made; 3) does not represent a cancellation of certain liabilities; and 4) does not represent an increase in contributed capital.

REVENUE BOND

A bond that is backed by a particular revenue source such as water user fees.

SERVICE LEVELS

Data to determine how effective or efficient a program is in achieving its objectives

SPECIAL ASSESSMENT

A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of a special benefit to such properties.

Glossary of Budget Terms

SPECIAL REVENUE FUND

To account for revenue derived from specific revenue sources that are legally restricted for specific purposes.

SY

abbreviation for square yard, which is how sealcoating and street overlay projects are measured.

TAX CAPACITY

An amount determined by a percentage of a property's market value, which is then applied to the tax rates of taxing jurisdictions affecting the property to determine the amount of property taxes owed. **The current tax rates and property classifications can be found on page 36.**

TAX CAPACITY RATE

Tax rate applied to tax capacity to generate property tax revenue. The rate is obtained by dividing the property tax levy by the available tax capacity.

TAX CLASSIFICATION RATE

Rate at which estimated market values are converted into the property tax base. The classification rates are assigned to properties depending on their type (residential, commercial, farm, etc.) and , in some cases , there are two tiers of classification rates, with the rate increasing as the estimated values increases.

TAX INCREMENT FINANCING TIF

Financing tool originally intended to combat severe blight in areas, which would not be redeveloped "but for" the availability of government subsidies derived from locally generated property tax revenues.

TAX LEVY

The total amount to be raised by general property taxes for the purpose stated in the resolution certified to the County Auditor.

TAX RATE

The amount applied to properties tax capacity to determine the taxes generated by the property.

TAXES

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

TRUST AND AGENCY FUNDS

Funds used to account for assets held by a government in a trust capacity or as an agent for individuals, private organizations, other governments and/or other funds.

Glossary of Budget Terms

TRUST FUND

A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of the trust.

UNBALANCED BUDGET

A budget which undesignated fund balances or reserves are used or increased, in order to balance estimated revenues to estimated expenditures or expenses.

UNRESERVED FUND BALANCE

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriations.

USER FEES

The payment of a charge for direct receipt of a public service by the party benefiting from the service.

UTILITY VALUATION TRANSITION SID(UVTA)

A State financial aid program for 2009 and 2010 paid to local governments to offset the reduced property tax revenue generated by utility properties due to the State reducing the tax rate paid on utility property.

WORKLOAD DATA

A unit of work to be done.

Glossary of Budget Terms

Acronyms

ACS	Animal Control Services
CAFR	Comprehensive Annual Financial Report
CD	Certificate of Deposit
CIP	Capital Improvement Plan
CP	Commercial Paper
CPI	Consumer Price Index
HACA	Homestead and Agricultural Credit Aid
EBI	Effective Buying Income
EDA	Economic Development Authority
EMV	Estimated Market Value
FHLB	Federal Home Loan Bank
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GFOA	Governmental Accounting Standards Board
GO	General Obligation
I&I	Inflow & Infiltration
JDA	Joint Development Authority
LGA	Local Governmental Aid
MCES	Metropolitan Council Environmental Services
MVHC	Market Value Homestead Credit
SAC	Sewer Availability Charge
SCBA	Self-contained Breathing Apparatus
SY	Square Yard
TCAAP	Twins Cities Army Ammunition Plant
TIF	Tax Increment Financing
UVTA	Utility Valuation Transition Aid
WAC	Water Availability Charge



STAFF MEMORANDUM

SUBJECT:	Authorize Geotechnical Services Agreement with Braun Intertec
MEETING DATE:	December 19, 2019
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Approve Professional Service Agreement with Braun Intertec Corporation for Soil Borings for Police Department Addition for an amount not to exceed \$6,500 for the Geotechnical Evaluation.

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:

As part of the contract with Leo A Daly, the City is required to provide soil borings to evaluate the impact of subsurface conditions on the design and construction of the expansion of City Hall to include an addition for City Hall. The City has soil borings from the time City Hall was constructed, but they do not include the area where the addition will be constructed.

DISCUSSION:

The City Council is being asked to Approve Professional Service Agreement with Braun Intertec Corporation for Soil Borings for the Police Department Addition. It is the recommendation from the Architect that new borings should be taken to ensure that subsurface conditions will enable the addition to be constructed without undue costs for correction of poor soils. As the contract notes, it is expected that the work would be completed by February 1, 2020 which would keep the project on track with the tight schedule.

The City Engineer has reviewed the proposed contract and believes the cost for the work to be fair.

The Agreement has been reviewed by the City Attorney and approved as to form.

BUDGET IMPACT:

The study would be expensed to General Professional Services (41600-300).

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

ATTACHMENT:

- Professional Services Agreement with Braun Intertec Corporation to conduct a Geotechnical Evaluation of the Police Department Addition

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this 19th day of December, 2019, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation ("City") and **BRAUN INTERTEC CORPORATION** ("Consultant").

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

1. CONTRACT DOCUMENTS. The Contract consists of the following documents. In the event of conflict among the documents, the conflict shall be resolved by the order in which they are listed, with the document listed first having the first priority and the document listed last having the last priority:

- A. This Professional Services Agreement;
- B. Consultant's Proposal # QTB112343 for a Geotechnical evaluation of the site for the Elko New Market Police Department Addition dated December 6, 2019 ("Proposal").

2. SCOPE OF SERVICES. The City retains Consultant to provide the professional services described in the Proposal. Consultant agrees to complete the services under this Agreement substantially within the time frames identified in the Proposal with a final completion date of February 1, 2020.

3. COMPENSATION. Consultant shall be paid Six Thousand, Five Hundred and no/100 Dollars (\$6,500.00) by the City pursuant to the Proposal upon completion and acceptance of the work identified in the Proposal. The City will normally pay an invoice within 35 days of receipt.

4. CHANGE ORDERS. All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

5. DOCUMENTS. All reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City upon payment by the City. The City may use the information for its purposes. The City shall be the copyright owner. The vesting of the City's ownership of the copyright in materials created by the Consultant shall be contingent upon the City's fulfillment of its payment obligations hereunder. The Consultant shall be allowed to use a description of the services provided hereunder, including the name of the City, and photographs or renderings of any projects which develop from the planning or other services provided by the Consultant, in the normal course of its marketing activities.

6. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. STANDARD OF CARE. Consultant shall exercise the same degrees of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional consultant under similar circumstances. No other warranty, expressed or implied, is included in this

Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services.

8. INDEMNIFICATION. Except to the extent caused by the negligence or intentional misconduct of the City, its officers, agents or employees, Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

9. INSURANCE. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Automobile Liability	\$1,000,000 combined single limit
Excess/Umbrella Liability	\$1,000,000 each occurrence/aggregate*

The required minimum of umbrella coverage shall be \$2,000,000, or the policy limits, whichever is greater. The City shall be named as an additional insured on the general liability and umbrella policies on a primary and noncontributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000) aggregate with a deductible maximum of One Hundred Thousand Dollars (\$100,000.00).

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

11. INDEPENDENT CONTRACTOR. The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

12. SUBCONTRACTORS. With the exception of the individuals identified in the Proposal, Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statutes §471.425. Consultant must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Consultant's receipt of payment from City. Consultant must pay interest of one and five-tenths (1.5%) percent per month or any part of a month to subcontractors on any undisputed amount not paid on time to

subcontractors. The minimum monthly interest penalty payment for an unpaid balance of One Hundred Dollars (\$100.00) or more is Ten Dollars (\$10.00).

13. ASSIGNMENT. Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.

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

15. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

16. CONTROLLING LAW/VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Scott County.

17. COPYRIGHT. Consultant shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting there from.

18. PATENTED DEVICES, MATERIALS AND PROCESSES. If the contract requires, or Consultant desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, Consultant shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, Consultant shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

19. RECORDS. Consultant shall maintain complete and accurate records of time and expense involved in the performance of services.

20. AUDIT DISCLOSURE AND DATA PRACTICES. Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential, shall not be made available to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (Data Practices Act). All government data, as defined in the Data Practices Act Section 13.02, Subd. 7, which is created, collected, received, stored, used, maintained, or disseminated by Consultant in performing any of the functions of the City during performance of this Agreement is subject to the requirements of the Data Practice Act and Consultant shall comply with those requirements as if it were a government entity. All subcontracts entered into by Consultant in relation to this Agreement shall contain similar Data Practices Act compliance language.

21. NON-DISCRIMINATION. The Consultant agrees during the life of this Agreement not to discriminate against any employee, application for employment, or other individual because of race, color, sex, age, creed, national origin, sexual preference, or any other basis prohibited by federal, state, or local law. The Consultant will include a similar provision in all subcontracts entered into for performance of this Agreement.

22. TERMINATION OF THE AGREEMENT. The City may terminate this Agreement or any part thereof at any time, upon written notice to Consultant, effective upon delivery including delivery by facsimile or email. In such event, Consultant will be entitled to compensation for work performed up to the date of termination based upon a pro rata basis.

Dated: _____, 2019.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

AND _____
Thomas Terry, City Administrator/City Clerk

Dated: _____, 2019.

BRAUN INTERTEC CORPORATION

BY: _____
Name: _____

ITS: _____

December 6, 2019

Proposal QTB112343

Mr. Mark Nagel
City of Elko New Market
601 Main Street
Elko New Market, MN 55020

Re: Proposal for a Geotechnical Evaluation
City Hall Expansion
601 Main Street
Elko New Market, Minnesota

Dear Mr. Nagel:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed City Hall expansion at the above referenced site.

Our Understanding of Project

Per the Geotechnical Investigation Request for Proposal prepared by Leo A Daly, the project will include construction of a one-story addition to the existing City Hall. The structure will have a maximum height of 20 feet to the roof above finish grade and will be constructed as a steel framed structure with a steel roof deck. Provided estimated maximum loads for the structure were 50 kips for the columns and 5 kips per lineal foot for the walls. In addition to the structure, the site pavement will be reconstructed to a 9-ton design. Other site improvements include a concrete loading dock, trash enclosure, and retaining wall to be constructed either as a cast-in-place concrete or modular block wall.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and construction of the City Hall building expansion and site improvements.

Scope of Services

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

Site Access, Staking and Utility Clearance

Drilling services will be performed by Braun Intertec Drilling, LLC, a subsidiary of Braun Intertec Corporation. Based on the provided soil boring location plan, it appears that the site is accessible to a truck-mounted drill rig.

AA/EOE

Debris or obstruction removal, grading of navigable paths, and snow plowing are not included in our scope of services.

We will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies. We have included costs for a private utility locator within our budget.

Penetration Test Borings

As requested, we will drill three standard penetration test borings, extending them to nominal depths of 20 feet below existing site grades. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths. The soil boring program was prepared assuming spread footings will be used for support of the building addition.

If groundwater is encountered in the boreholes, the depth where it is observed will be recorded on the boring logs.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least 5 feet of penetration into more competent materials at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If deeper borings (or additional borings) are needed to evaluate intermediate (aggregate piers) or deep foundations (piling), we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

MDH Environmental Well Sealing Record

Since the deepest borings are planned to be at least 15 feet and less than 25 feet, the Minnesota Department of Health (MDH) requires us to complete a Sealing Record after our completion of the borings. The fees for the MDH Sealing Record are included in our cost.

In the event our borings are extended to a depth of 25 feet or greater, the MDH requires us to complete and submit a Sealing Notification Form for the project. The submission of the Sealing Notification Form will require a signature from the property owner (or agent), and requires a \$225 cost that is not included in our estimate. If our borings are extended to a depth of 25 feet or greater, we will forward on to you a copy of the form for signature and increase our total cost by \$225.

Borehole Abandonment

Minnesota Well Code requires that environmental wells that are 15 feet deep or deeper be sealed. Based on our proposed subsurface characterization depths, we will seal 60 linear feet of borings with grout and prepare associated sealing records which must also be submitted to the MDH.

Fees associated with the sealing are included in our lump sum cost.

Upon backfilling or sealing boreholes, we will fill holes in pavements with a temporary patch.

Sealing with grout as directed by the MDH will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless otherwise directed, we intend to thin-spread the cuttings around the boreholes. Off-site disposal of the cuttings can be performed for an additional fee.

Over time, subsidence of borehole backfill may occur, requiring surface grades to be re-leveled or bituminous or concrete patches to be replaced. Braun Intertec is not assuming responsibility for re-leveling or re-patching subsequent to initial backfilling and patching long term.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform moisture content tests, mechanical analyses (through a #200 sieve only), and Atterberg limits tests.

Reporting

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A CAD sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.

- Recommendations for preparing structure subgrades, including excavation support, if applicable, and the selection, placement and compaction of excavation backfill and other structural fill.
- Recommendations for the design of building foundations, pavements and slab design.

Only an electronic copy of our report will be submitted to you unless you request otherwise. At your request, the report can also be sent to additional project team members.

Additional Services

If borings must be extended beyond their intended termination depths, we will charge an additional \$30 per lineal foot beyond the originally intended termination depth.

Cost

We will furnish the services described in this proposal for a lump sum fee of **\$6,500**.

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

Schedule

We anticipate the field exploration can begin within approximately 5 weeks of written authorization; the field exploration is anticipated to take 1 day to complete. Sample classification, laboratory testing, engineering analyses and report preparation will likely take an additional week. We will pass along results, however, as they are obtained and reviewed. We anticipate we can submit our report by approximately 4 weeks after the completion of our fieldwork.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Kevin Zalec at 952.995.2223 (kzalec@braunintertec.com) or Bryan Field at 952.995.2254 (bfield@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Kevin S. Zalec, PE
Project Engineer



Bryan C. Field, PE
Principal – Senior Engineer

Attachments:
General Conditions (1/1/18)

c: Mr. Matthew Keenan, Leo A. Daly Company

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

General Conditions

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleaned of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

6.5 You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.



STAFF MEMORANDUM

SUBJECT:	Professional Service Agreement with Baker, Tilly for Completion of Position Class and Compensation Study Update
MEETING DATE:	December 19, 2019
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Approve Professional Service Agreement with Baker Tilly for Completion of Position Class and Compensation Study Update

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

INTRODUCTION:

The City Council is being asked to authorize the attached Proposal from Baker, Tilly for assistance to conduct an update of the City's Position Classification and Compensation Plan for 2020.

DISCUSSION:

The City's current compensation system and structure was implemented in 2007 with the merger. All positions with schedules greater than 30 hours per week on average are paid on a step program. Since the establishment of the current compensation system and structure with the merger of the Cities in 2007, there have been annual adjustments to the City's master salary plan. In 2010, the City Council recognized the need to periodically review, analyze and update its job description classification and compensation systems and to periodically analyze its pay equity compliance on 3-year cycle.

In Fall, 2010, Summer, 2014, and Spring, 2017, Baker, Tilly, then Springsted, Inc, completed updates of the compensation policy, the City's existing job classification system, review/revised the City's compensation system (including benefits), analyzed the City's master salary plan to ensure continuing consistency with the market and made recommendations for implementation of the changes to the City compensation system and job descriptions, which were then approved by City Council.

The Project cost for the work is \$8,775, not including maximum reimbursables of \$275.00, and would be completed with recommendations by June 11, 2020, which will enable use of the information in labor agreement negotiations and any adjustments to be included in the 2021 Budget.

The work would include reviewing the Job Descriptions and Job Evaluations; conducting a survey of comparable cities on compensation and benefits; and the compensation plan. Also, the Proposal ensures that the updated plan meets the requirements of the Pay Equity Act, which the City must report on by January 31, 2021, is also part of the review.

The Agreement has been reviewed by the City Attorney and approved as to form.

BUDGET IMPACT:

The contract with Baker, Tilly for the scope of work is for an amount not to exceed \$8,775 plus reimbursables up to \$275.00. The study would be expensed to General Professional Services (41600-300).

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

ATTACHMENT:

- Professional Service Agreement with Baker, Tilly to complete Class and Compensation Study

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this 19th day of December, 2019, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation ("City") and **BAKER TILLY VIRCHOW KRAUSE, LLP**, an Illinois limited liability partnership ("Consultant").

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

- 1. CONTRACT DOCUMENTS.** The Contract consists of the following documents. In the event of conflict among the documents, the conflict shall be resolved by the order in which they are listed, with the document listed first having the first priority and the document listed last having the last priority:

 - A. This Professional Services Agreement;
 - B. Consultant's Proposal for a 2020 Classification and Compensation Study and Proposed Work Plan dated December 4, 2019 ("Proposal").
- 2. SCOPE OF SERVICES.** The City retains Consultant to provide the professional services described in the Proposal. Consultant agrees to complete the services under this Agreement substantially within the time frames identified in the Proposal with a final completion date of June 11, 2020.
- 3. COMPENSATION.** Consultant shall be paid Eight Thousand, Seven Hundred and Seventy-Five Dollars (\$8,775.00) plus up to a maximum of \$275.00 in reimbursables, by the City pursuant to the Proposal upon completion and acceptance of the work identified in the Proposal. The City will normally pay an invoice within 35 days of receipt.
- 4. CHANGE ORDERS.** All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.
- 5. DOCUMENTS.** All tangible materials created expressly for the City as a deliverable in the Proposal ("Deliverables") shall be the property of the City upon payment by the City. The City may use the information for its purposes. Consultant shall retain all right, title and interest in and to: (i) all patent, copyright, trademark and other intellectual property rights therein; and (ii) all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the Deliverables or that Consultant may develop or supply in connection with this Agreement (the "Consultant Knowledge"). To the extent that any Consultant Knowledge is incorporated into the Deliverables, Consultants grants to the City a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Consultant Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Consultant. The Consultant shall be allowed to use a description of the services provided hereunder, including the name of the City, and photographs or renderings of any projects which develop from the planning or other services provided by the Consultant, in the normal course of its marketing activities.

6. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. STANDARD OF CARE. Consultant shall exercise the same degrees of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional consultant under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services.

8. INDEMNIFICATION & LIMITATION ON DAMAGES. Except to the extent caused by the acts or omissions of the City, its officers, agents or employees, Consultant shall indemnify the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, associated with any third party claims, to the extent such third party claim is finally determined to be arising directly out Consultant's willful misconduct or fraudulent behavior in connection with the work or services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

The liability (including attorney's fees and all other costs) of Consultant and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Agreement shall not exceed the fees paid to Consultant for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Consultant relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays, interruptions, or viruses arising out of or related to this Agreement even if the other party has been advised of the possibility of such damages.

Any legal proceedings arising from or in conjunction with the services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

9. INSURANCE. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Automobile Liability	\$1,000,000 combined single limit
Excess/Umbrella Liability	\$1,000,000 each occurrence/aggregate*

The required minimum of umbrella coverage shall be \$2,000,000, or the policy limits, whichever is greater. The City shall be named as an additional insured on the general liability and umbrella policies on a primary and noncontributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City,

in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000) aggregate with a deductible maximum of One Hundred Thousand Dollars (\$100,000.00).

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

- 11. INDEPENDENT CONTRACTOR.** The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation. Consultant shall have no authority to bind the City to any third party agreement. Though the services may include Consultant's advice and recommendations, all decisions regarding the implementation of any such advice or recommendations shall be the responsibility of, and made by, the City.
- 12. SUBCONTRACTORS.** With the exception of the individuals identified in the Proposal, Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statutes §471.425. Consultant must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Consultant's receipt of payment from City. Consultant must pay interest of one and five-tenths (1.5%) percent per month or any part of a month to subcontractors on any undisputed amount not paid on time to subcontractors. The minimum monthly interest penalty payment for an unpaid balance of One Hundred Dollars (\$100.00) or more is Ten Dollars (\$10.00).
- 13. ASSIGNMENT.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
- 14. WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
- 15. ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

16. **CONTROLLING LAW/VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Scott County.
17. **COPYRIGHT.** Consultant shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting there from.
18. **PATENTED DEVICES, MATERIALS AND PROCESSES.** If the contract requires, or Consultant desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, Consultant shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, Consultant shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.
19. **RECORDS.** Consultant shall maintain complete and accurate records of time and expense involved in the performance of services.
20. **AUDIT DISCLOSURE AND DATA PRACTICES.** Any nonpublic reports, information, data, etc. given to the Consultant by the City under this Agreement which the City requests to be kept confidential, shall not be made available to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (Data Practices Act). All government data, as defined in the Data Practices Act Section 13.02, Subd. 7, which is created, collected, received, stored, used, maintained, or disseminated by Consultant in performing any of the functions of the City during performance of this Agreement is subject to the requirements of the Data Practice Act and Consultant shall comply with those requirements as if it were a government entity. All subcontracts entered into by Consultant in relation to this Agreement shall contain similar Data Practices Act compliance language.
21. **NON-DISCRIMINATION.** The Consultant agrees during the life of this Agreement not to discriminate against any employee, application for employment, or other individual because of race, color, sex, age, creed, national origin, sexual preference, or any other basis prohibited by federal, state, or local law. The Consultant will include a similar provision in all subcontracts entered into for performance of this Agreement.
22. **TERMINATION OF THE AGREEMENT.** The City may terminate this Agreement or any part thereof at any time, upon written notice to Consultant, effective upon delivery including delivery by facsimile or email. In such event, Consultant will be entitled to compensation for work performed up to the date of termination based upon a pro rata basis.

23. **CONSULTANT ENTITY.** Baker Tilly Virchow Krause, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Virchow Krause, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Virchow Krause, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Agreed and accepted by the parties:

Dated: _____, 2019.

CITY OF ELKO NEW MARKET

BY:

Joe Julius, Mayor

AND:

Thomas Terry, City Administrator/City Clerk

Dated: _____, 2019.

BAKER TILLY VIRCHOW KRAUSE, LLP

BY: _____

Name: _____

ITS: _____

City of Elko New Market, Minnesota
Proposed Work Plan – 2020 Compensation Plan Update
December 4, 2019

1. Introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world’s 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client.

Key facts about Baker Tilly:

- Headquartered in Chicago and employing more than 1,400 throughout the Midwest
- Provides a wide range of accounting, tax, assurance and consulting services by more than 3,600 total staff members, including approximately 353 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

In early 2019, Baker Tilly expanded their public sector practice, joining with Springsted Incorporated (Springsted) and H.J. Umbaugh and Associates, Certified Public Accountants, LLP (Umbaugh). This combination has created one of the largest municipal advisory firms in the nation.

As an independent advisory firm, Springsted provided high quality, independent financial and management advisory services to public and not-for-profit organizations for more than 60 years. Springsted was one of the largest and longest established independent public sector advisory firms in the U.S. Springsted’s staff has been advising their clients in organizational development for more than 30 years. The combination of Baker Tilly’s and Springsted’s compensation and benefits specialists has created a strong, experienced staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

2. Contact information and brief bio

Ms. Julie Urell, Director

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

651-223-3041 Office

612-248-7350 Cell

julie.urell@bakertilly.com

Ms. Julie Urell is a human resources leader with over 20 years in the field, most recently in senior manager, director and consulting human resources roles for regional non-profit, as well as global organizations. In these capacities, she has applied both tactical and strategic insight across a variety of human resources functions. Areas of interest and specialization include employment practices and benefit/retirement plan compliance, human resource systems optimization and deployment, classification and compensation and business process efficiencies. Ms. Urell holds a



now joined with
Springsted and Umbaugh

Master of Business Administration degree from the University of St. Thomas, and a bachelor's degree in human resources management from the University of Iowa.

Ms. Urell is certified as a Senior Professional, Human Resources with the Human Resources Certification Institute, and holds a Senior Certified Professional designation with the Society for Human Resource Management. Since joining Baker Tilly in 2012, she has provided project and consulting services for clients in Minnesota, Kansas, Wisconsin, Illinois, North Dakota, North Carolina, Virginia, New Jersey and Missouri.

3. Approach

Baker Tilly has structured this engagement to include the following phases and deliverables.

1. Project Initiation

- a. The City will submit up to three job classes in need of Baker Tilly review. Each job class will include a fully completed PAQ, a preliminary job re-evaluation performed by the City utilizing the SAFE System, and a Microsoft Word job description with proposed revisions made via tracked changes.
- b. The City will provide Baker Tilly with requested background materials necessary to conduct this study, including a current organizational chart, any position/class specifications that have been added or changed since the last study was conducted, employee census and payroll data and other relevant information.

2. Classification Review

- a. This work plan will rely on job descriptions and job evaluation ratings established as part of the previous study, except for up to three new or changed classification updates included in the scope. Baker Tilly will provide the City with an updated Position Analysis Questionnaire (PAQ) that can be used to collect information for these positions. Baker Tilly will review the City's preliminary evaluations, make recommendations for pointing adjustments, and determine final job description changes collaboratively with the City.

3. Market Comparison and Update of Pay Plan

- a. Baker Tilly will utilize wage and benefit information available on the League of Minnesota Cities website as updated for 2020. The market comparison will analyze pay levels for the City's positions with analogous positions in comparable organizations within the City's defined labor market, and as agreed consistent with this work plan. A benefit comparison will be provided in chart form. Baker Tilly will also send out a survey email to the City's defined comparability group, with up to five custom questions regarding specific pay structures and practices, and commentary about results will be addressed in the Executive Summary. The email will be approved by the City in advance of distribution.
- b. Baker Tilly will revise the existing compensation plan using the updated class descriptions and the information obtained from the market comparison. The revised plan will reflect the City's updated classification structure and current market conditions. Baker Tilly will meet (virtually) with the City to discuss updates that should be considered to the plan, including grade assignments and the structure of the pay plan. We will also review the revised plan to ensure that it is compliant with the Minnesota Local

Government Pay Equity Act. The compensation plan update will include a recommendation for the grade and step placement of each employee and estimate the cost of implementation.

4. Executive Summary

- a. Baker Tilly will prepare an executive summary report explaining the process used to update the City's pay plan. The report will include the results of the market comparison, an updated project summary (pay plan) and a list of positions and grade assignments. Baker Tilly staff will meet with designated City officials to present and explain the findings outlined above at a time designated by the City. Copies of study documents will be provided in both written (in a number to be identified by the City) and electronic form.

4. Fee schedule and timeline

Baker Tilly takes pride in meeting its time commitments. The schedule to commence this project coincides with Baker Tilly's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Baker Tilly is prepared to initiate the study upon approval by Elko New Market City Council and will complete the study by June 11, 2020.

There are factors which impact meeting the schedule which are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data when requested and the timely receipt of feedback and comments on the submitted preliminary data.

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee not to exceed \$8,775. This fee includes up to 3 new or revised job classifications and a pay plan with approximately 17 total classes.

Baker Tilly would charge the City of Elko New Market, at cost, for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, WebEx meeting fees, purchase of commercially available wage data, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed \$275 for the project, and includes one in-person visit and two virtual meetings.

Should the City request and authorize additional work, Baker Tilly would invoice at our standard hourly fees. Customized implementation options will be billed at \$215/hour. In addition, we would charge, at cost, for any related out-of-pocket expenses.

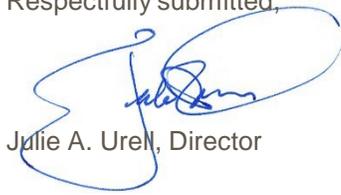
Title	Hourly Rate
Principal, Partner, Firm Director	\$300
Senior Manager, Director	\$260
Manager, Senior Staff	\$215
Staff	\$160
Support	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional class descriptions and job evaluations
- Custom surveys beyond what is detailed above
- Benefits analysis narrative
- Wage analysis for Paid On-Call Firefighters
- Additional on-site meetings
- Additional reports
- Work related to a special request

Please let us know if you have any questions; we would be delighted to work with the City of Elko New Market on its 2020 Compensation Plan Update.

Respectfully submitted,



Julie A. Uren, Director



STAFF MEMORANDUM

SUBJECT:	Monthly Public Works Report – November 2019
MEETING DATE:	December 19, 2019
PREPARED BY:	Corey Schweich, Public Works Superintendent
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

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

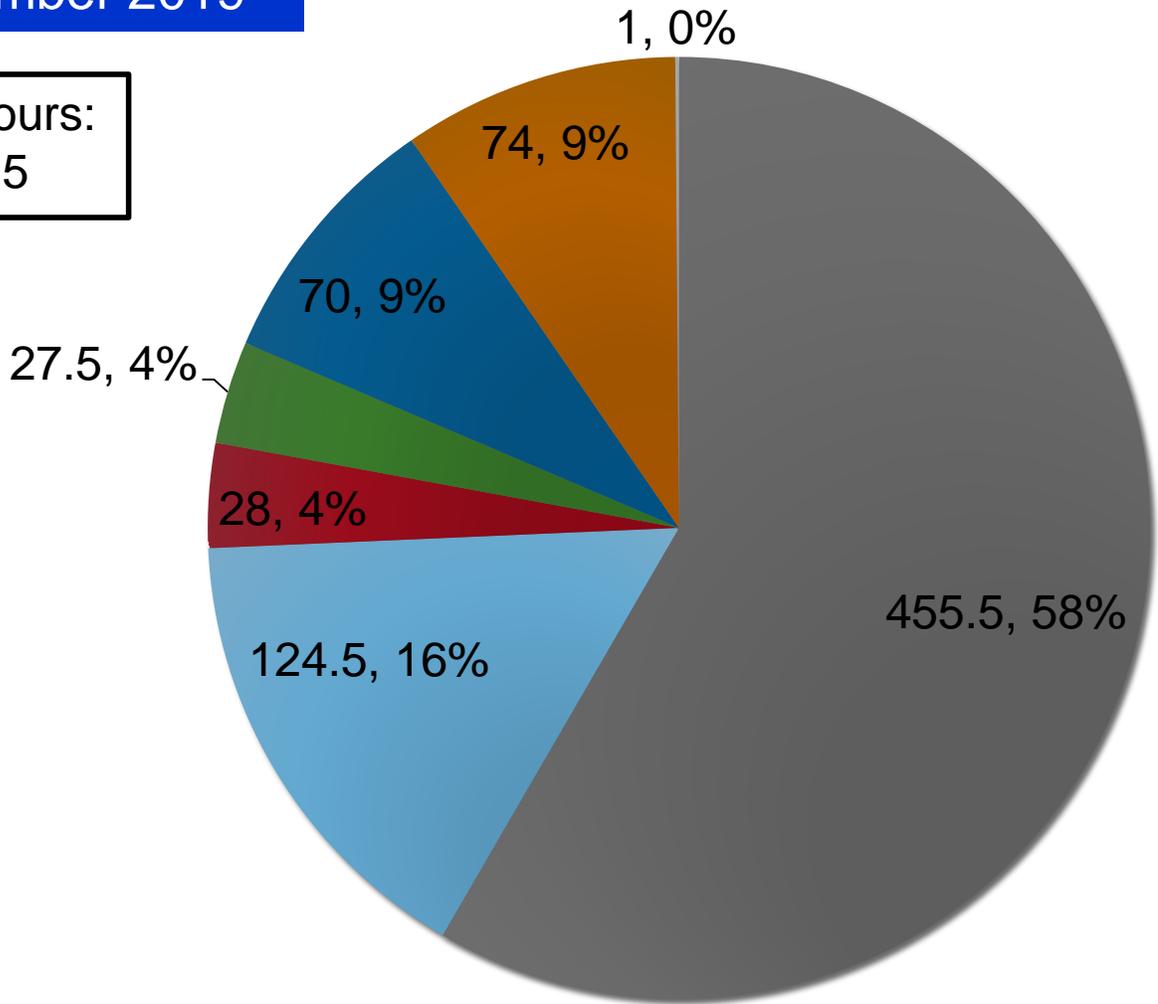
DISCUSSION:

- Staff had 4 Snow & Ice Control events in November. The first event was a small event, but it was a good one for Staff to get familiar with their routes. Staff did experience one event with over 8 inches of wet heavy snow. These early season events can be very challenging, especially if the ground is not frozen.
- The Department has been extremely busy in the early part of November with all of the projects going on around town. It should be noted that the Department has not seen this much construction activity in many years. These projects take up a significant amount of resources due to utility locates, construction meetings, water turn on/off's, and coordination with the multiple contractors.
- Maintenance Worker I Jason Thompson attended a collection systems operator training in Vadnas Heights. Following the training he took and passed the "SD" collection systems operator test.
- Maintenance Worker II Deutsch also attended the collection systems training. Operators need to complete a certain number of contact hours every three years to keep their licenses valid.
- Staff has installed marker stakes adjacent to trails, sidewalks and parking areas. The stakes can assist operators to identify where everything is located to limit the amount of damage caused by snow removal. With the addition of the two new employees earlier this year, there is a significant amount of training that needs to be completed when it comes to snow and ice control. Both employees have done an excellent job learning their routes and duties.
- Staff has started to trim trees adjacent to trails, this work will continue throughout the winter months as time permits.
- Respiratory Protection Training was the topic this month for the regional safety group made up of Elko New Market, Lakeville, and Farmington. Staff will continue to attend monthly safety trainings through this group.
- Staff cleaned up all of the brine making equipment and tanks and has started to make brine to pre-treat the roads, and pre-wet the salt on the trucks. Spraying salt brine to the streets (pre-treating) before a snow event can reduce the amount of actual salt needed to break the bond between the road surface and the ice. Spraying brine on the salt (pre-wetting) as it comes out of the truck can also significantly reduce the amount of salt that needs to be applied. Other additives can be added to the brine, such as beet juice to lower the freezing temperature. Every event is different and Staff will continue to make adjustments as needed to snow & ice control procedures. Staff has started to add "Beet Heat" to the salt brine used to pre-wet the salt; so far it has worked really well.
- Superintendent Schweich attended project team meetings with the architects that have been contracted to perform the design work associated with the Police Department renovation. There will be more meetings to attend in the coming months.
- The Department has been extremely busy dealing with various minor breakdowns within the Department's fleet. Joe, the Mechanic, continues to do an excellent job juggling projects, depending on equipment needs.

PUBLIC WORKS Combined Time By Department

November 2019

Total Hours:
780.5



Public Works

Buildings

Water

Stormwater

Snow Plowing

Parks & Grounds

Sewer



STAFF MEMORANDUM

SUBJECT: Monthly Police Activity- November, 2019
MEETING DATE: December 19, 2019
PREPARED BY: Brady Juell, Chief of Police
REQUESTED ACTION: Information Only

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

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

DISCUSSION:

Chief Juell attended training in Shakopee held by the Scott County Attorney's Office. This law update training had multiple speakers dealing with case law updates, new policies and procedures, and the latest in current large cases going through the system.

Chief Juell was nominated and voted in as a new board member of the Southern Valley Alliance for Battered Women. Chief Juell attended his first board meeting and had a chance to introduce himself and meet some of the other members.

Chief Juell held a safety meeting with residents at the Market Village Apartments. This group of approximately 15 residents met with Chief Juell to learn about his career in Law Enforcement, current fraud scams that are targeting elderly residents, along with personal and environmental safety tips to keep them as protected as possible.

Chief Juell instructed a class of approximately 40 law enforcement students at Minnesota State University Mankato on the topic of police stress. The class went over critical incidents Chief Juell has been involved in and how he dealt with the stress factors over his 24 years in Law Enforcement. Topics included physical stress factors before, during, and after a critical incident. Other topics covered were the incredibly high rates of divorce and suicide in the Law Enforcement field.

Officers have conducted ride-a-long's with a few of the potential police officer candidates. As we go through the process more, there will be more ride-a-longs completed. This a really great way for a candidate to see how we conduct business and see if this department is a good fit for them.

Chief Juell along with Deputy Amy Lueck met with the Mahowald's. In 2016, their daughter was struck on the side of a road and killed by a drunk driver on a motorcycle. They hold a charity motorcycle rally to commemorate their daughters passing every year and raise money for charitable events. This year they donated \$300 to each of the "Shop with a Cop" programs held by the County and ENM PD. Their donation will go a long way to help kids buy presents and clothing needed for this holiday season. ENM PD's Shop with a Cop event is scheduled for December 17th and is hosted by the Lakeville Walmart.

PHOTO ALBUM

BRADY JUELL, POLICE CHIEF

EMERGENCY MANAGEMENT DIRECTOR

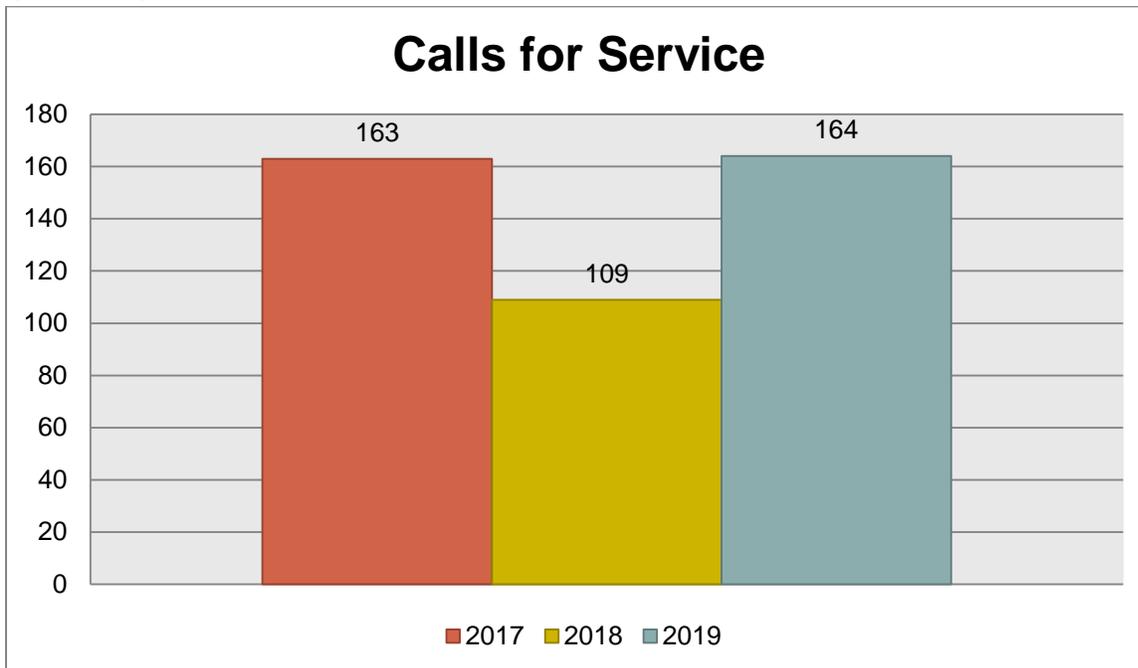


Chief Juell, Mahowald Family and Deputy Lueck

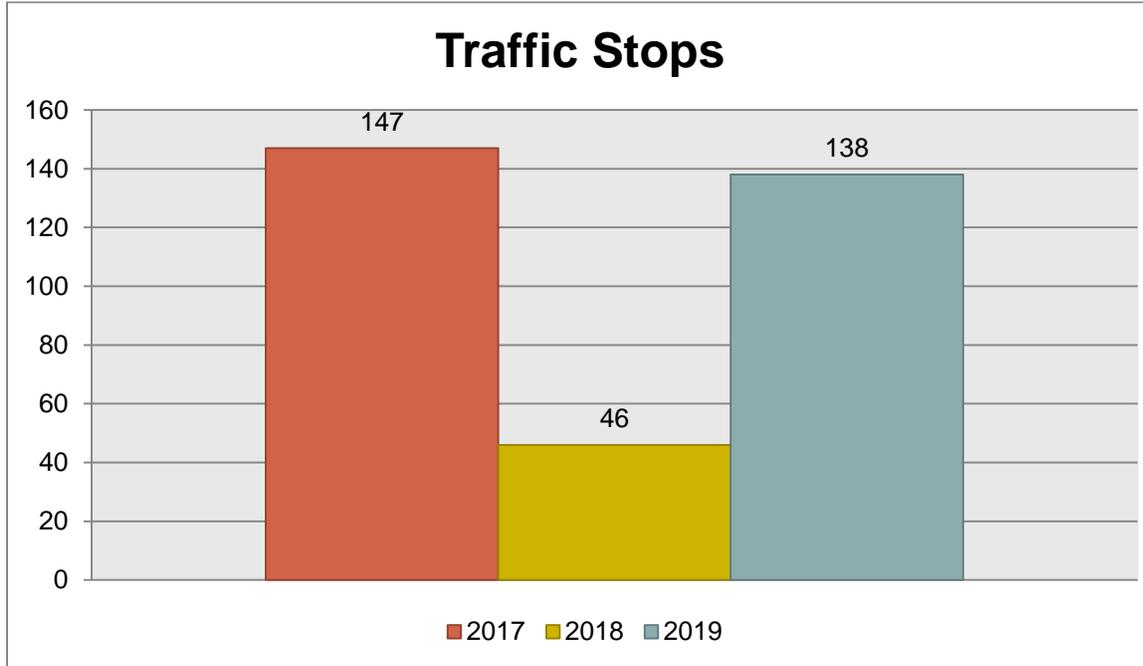
STATISTICAL INFORMATION – November, 2019

0	Burglary
1	Fire Calls
63	Ordinance reports
3	Property Damage
10	Motor vehicle crash
0	Noise/nuisance complaints
10	Public Assists
4	Motorist Assist
0	Harassment
5	Hazards
0	DWI
18	Administration (Rec. Fire Permits, Records checks, etc.)
8	Suspicious persons/vehicles/activities
2	Crimes against family
3	Juvenile Complaints
3	Theft
0	Threats
8	Medicals
6	Alarms
1	Lock outs
28	Assists to other agencies (Agency Assists)
307	Extra Patrols
1	Traffic driving complaints

Calls for Service:

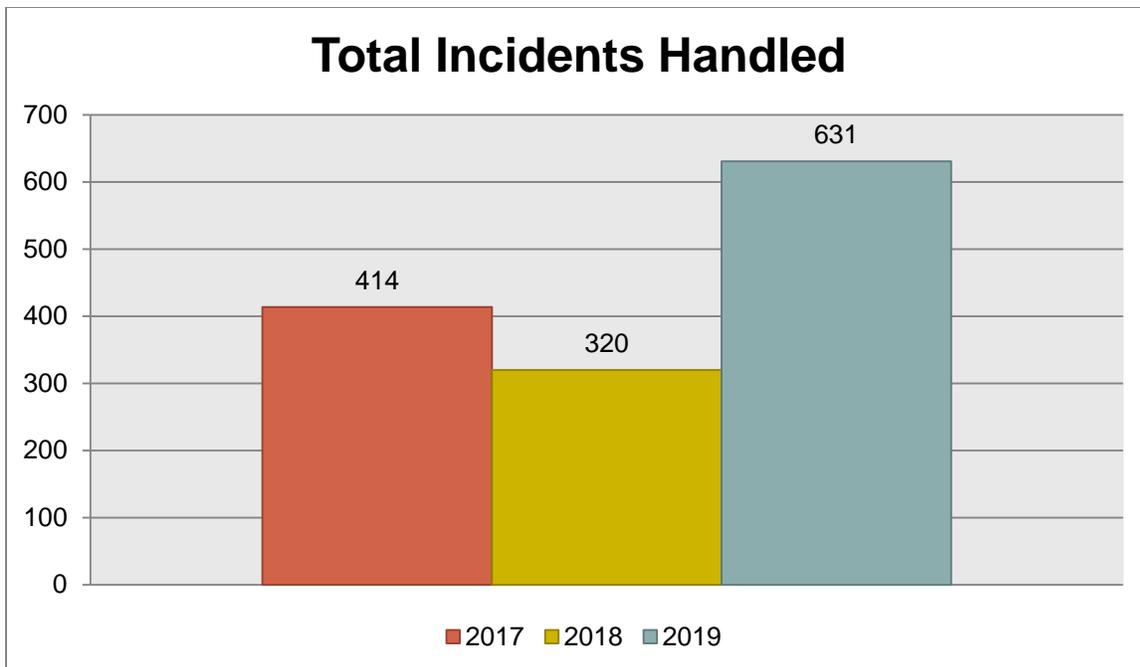


Total Traffic Stops:



138 traffic stops were conducted in September, 2019. **112** verbal and written warnings issued and **26** citations issued for speed, expired registration, no proof of insurance/no insurance, careless driving, and driving after revocation. **0** citations issued for violation of winter parking ordinances on plowing days. **0** citation was issued for DWI.

Total Incidents Handled:



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

PRESENT:

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

CALL TO ORDER:

The meeting was called to order at 4:02 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said that there were two (2) additional items for the Agenda for the December meeting – bills from Schlomka’s Portable Restrooms (7.g.) and Discussion of flooding the Wagner Park skate rink (Other Business) Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the December Meeting Agenda was approved with 2 additions.

CITIZEN COMMENTS:

There were no citizen comments presented at the December 10, 2019 Parks Commission Meeting.

APPROVAL OF MINUTES OF NOVEMBER 12, 2019 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the November 12, 2019 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel handed out a copy of an article in the Fall issue of the National Recreation and Parks Association on Metrics for Parks Department for review and comment by Commissioners. He said that the ENM was one of the few cities in the nation at a population of 5,000 that had developed metrics for their Parks Department. He said that a Community Survey for evaluating their facilities and programs had been done every 3 years to track residents' opinions and provided valuable information on what to improve to better meet community needs.

At the request of Parks Commissioners at the August 2019 Meeting, Mr. Nagel said that he had included the November 22, 2019 Community Development Update for review by Parks Commissioners in the Agenda Packets for their information.

UPDATES:

Mr. Nagel reviewed the November 30, 2019 ENM Parks Commission Update, which contained 15 items with the Commissioners. Commissioner Dornseif reported that she attended the Chamber of Commerce Holiday Lighting Event at Wagner Park and said that it was well done. This marks the first time the event has been held at Wagner Park.

Chair Sutton reported that the December CCEC Meeting had been cancelled and that the next meeting was scheduled for Tuesday, January 21, 2020. At that meeting, work will begin on the 2020 Egg Hunt.

In Commissioner Zahratka's absence, Mr. Nagel reported that a meeting of the New Prague Community Education Advisory Board on was scheduled for Thursday, November 14th. He will email Commissioner Zahratka on whether she attended and, if she did, the results of the meeting.

OLD/NEW BUSINESS:

Mr. Nagel said that the November 2019 Budget Report for the Parks Commission was now complete and in the packet for review. He said that it showed that the Commission is in "good shape" on the overall expenditures at about 78% after 11 months and that the only line-item over budget Employer Paid Insurance because

of the addition of a new employee in the Public Works Department this year. No further action was taken on this item.

Mr. Nagel called Commissioner's attention to the 2020 Fee Schedule in the Packet. He said that currently the Wagner Park Shelter fees were \$150.00 for residents and \$200.00 for non-residents – the same as the previous 2 years. The Parks Commission discussed raising the fee for 2020, but consensus was that the fees should remain the same for 2020. No further action was taken on this item.

Mr. Nagel presented the plans for the drainage improvements for Rowena Pond Park, which have now been completed by the City Engineer. He also showed Commissioners an email sent to the property owners on the plans and said that he had received no negative comments on the final plans. He said the next step would be for the project to be bid for a late-Spring, 2020 completion. Once complete, the baseball field could be constructed. Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the final design for the Rowena Pond Park Drainage Improvement project.

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8th Addition/Woodcrest Trail Segment project had been postponed until Spring 2020. He said the plus to the delay is a more cost-effective approach is now being implemented to combine it with the upcoming Pete's Hill residential subdivision trail and other street resurfacing projects, which should result in a lower overall cost. As he noted at the November meeting, he contacted the SMSC to see if it would be possible to retain the \$18,000+ grant for the project. He said that he had received an email from the SMSC that day saying that they would consider it at the next meeting of the Tribal Council and that Staff would recommend approval to the Tribal Council. No further action was taken by the Parks Commission on this item at this meeting.

Mr. Nagel told Commissioners that he had talked to Webber Recreational Design regarding the questions raised at the November meeting on the 2 pieces of equipment and pricing for the equipment. Chair Sutton had asked last month that Mr. Nagel check on the materials used to make the swing to ensure that it would be safe for use. Mr. Nagel said that the swing was made of welded, lightweight aluminum with holes for drainage surrounded by a 4-inch bumper made of rubber attached to the dish. It meets all safety standards, as noted in the Product Specification sheets in the Agenda Packet. The total cost of the 2 pieces of equipment including freight is \$8,452.48 – the discount on the equipment itself was about 32%. Consensus by the Parks Commission was that the questions had

been answered and directed Mr. Nagel to purchase the already approved equipment from Webber Recreational Design for \$8,452.48. No further action was taken by the Parks Commission on this item.

Mr. Nagel updated the Parks Commission on the status of each of the Parks Department's 17 Goals for 2019. He said that 3 were complete; 9 were in process; and the other 5 would be a starting point for the 2020 Goals. He asked Commissioners to email any goals for 2020 to him, so that he could add them to the list for discussion and approval at the January 14, 2020 Parks Commission Meeting. No further action was taken on this item by the Parks Commission.

Mr. Nagel presented the Bill List to the Parks Commissioners – a bill from Schlomka's for Portable Restrooms for October 2019 for \$710.00 and December for \$410.00 and MRPA Annual Individual Membership Dues for \$300.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission approved the Bill List for the December meeting.

OTHER BUSINESS:

Parks Commissioners discussed whether to open the Wagner Park skating rink for the season. Mr. Nagel noted that while it does see use, most people go to the hockey rink at Little Windrose Park and closing the Wagner Park one would save dollars until the new hockey rink is built at Rowena Pond in a couple of years. Consensus of the Parks Commission was to keep the rink at Wagner Park open each season until the new one could be built at Rowena Pond.

Mr. Nagel updated the Parks Commission on the Police Department Addition to City Hall. He noted that the current location of the Police Department would also be brought up to Code, as well as removing mold, too. He said that the current use will be for storage and could see use as Community space in the future. Parks Commissioners suggested that the garage be used for the Food Shelf, rather than the Wagner Park Shelter.

Commissioner Melgaard noted that the wood trusses on the Wagner Park Shelter were deteriorating and suggested that they be painted. Mr. Nagel said that he would look at it with the City Engineer in the next month and report back to the Commission on the findings.

NEXT MEETING:

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, January 14, 2019 at 4:00 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

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

ADJOURNMENT:

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 5:09 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator