

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, DECEMBER 20, 2018**

**BUSINESS MEETING
7:30 PM**

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Recognition of Retired Firefighter Greg Miller
- b. Recognition of Mayor Crawford

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 6, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. 2019 Budget
 - i. Adopt Resolution 18-79 Approving 2019 Budget
 - ii. Adopt Resolution 18-80 Approving 2018 Tax Levy, Collectable in 2019
 - iii. Adopt Resolution 18-81 Approving Use of Debt Service Fund Balances to Cover Under Levied Bonds
- d. Zoning Ordinance Amendment Definitions and Residential District and Lot Standards
 - iv. Adopt Ordinance No. 181 An Ordinance Amending City of Elko New Market City Code Title 11, Chapter 2-2, Concerning Definitions and Title 11, Chapter 25 Concerning Residential District and Lot Standards.
 - v. Summary Ordinance No. 182, An Ordinance Amending City of Elko New Market City Code Title 11, Chapter 2-2, Concerning Definitions and Title 11, Chapter 25 Concerning Residential District and Lot Standards
- e. Ordinance No. 183 Adopting the Schedule of Fees for 2019

7. Public Hearings

8. General Business

- a. Feasibility Report for 2019 Streets Rehabilitation Project (cont'd)
 - i. Resolution 18-78 Accepting Feasibility Report and Calling for Public Improvement Hearing 2019 Streets Rehabilitation
- b. Approve Annual Premises Gambling Permits
 - i. Adopt Resolution 18-71 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
 - ii. Adopt Resolution 18-72 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell Pull-tabs at The End Zone and Bullseye Saloon
 - iii. Adopt Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell Pull-tabs at Boulder Pointe Golf Club

9. Reports

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

10. Discussion by Council

11. Adjournment

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:30 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, Interim Police Chief Bell, Finance Director Doud, City Attorney Poehler, City Engineer Revering, and City Clerk Green

2. PLEDGE OF ALLEGIANCE

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

3. ADOPT/APPROVE AGENDA

MOTION by Councilmember Julius, second by Councilmember Timmerman to approve the agenda. **APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Recognition of City Clerk

Mayor Crawford on behalf of the City Council presented Sandra Green with a plaque in appreciation of her nineteen (19) years with the City of Elko New Market.

Truth In Taxation

City Administrator Terry and Finance Director Doud gave the City Council and audience a presentation on City budget including priorities and plans. The intent of the presentation 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.

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

MOTION by Councilmember Julius, second Councilmember Seepersaud to approve Consent Agenda.

- a. Approve November 15, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve City Administrator Performance Evaluation Summary

- d. Mixed Municipal Solid Waste and Recyclable Material Collection Licenses
 - i. Adopt Resolution 18-74 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
 - ii. Adopt Resolution 18-75 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
 - iii. Adopt Resolution 18-76 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dick’s Sanitation Services Inc./Lakeville Sanitation Services
- e. Adopt Resolution 18-77 Designating 2019 Polling Place
- f. Staff Representative to the Community and Civic Events Committee
- g. Staff Representative on Administrative Appeals Board

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Feasibility Report for 2019 Streets Rehabilitation Project

City Engineer requested the City Council consider accepting the Feasibility Report for 2019 Streets Rehabilitation Project and call for a Public Hearing on the proposed improvement. After discussing this item, the City Council requested Staff provide more information on this item prior to them making any decision regarding the report. **MOTION** by Councilmember Julius, second Councilmember Seepersaud to continue this item to the December 20, 2018 City Council Meeting. **APIF, MOTION CARRIED**

9. REPORTS

a) **ADMINISTRATION**

Appointment of Councilmember to Chief of Police Interview Committee

City Administrator Terry requested the City Council appoint a member to serve as part of the second round interview panel for the Chief of Police/Emergency Management Director position. **MOTION** by Councilmember Timmerman, second Councilmember Julius to appoint Councilmember Julius to serve on the second round interview panel for the Chief of Police/Emergency Management Director position. **APIF, MOTION CARRIED**

Pending Council Vacancy

The City Administrator requested direction from the City Council regarding the process for filling the Council vacancy that will be created upon Councilmember Julius assuming the position of Mayor in January. After discussing this item, Council directed Staff to post for the vacant Council seat.

b) **PUBLIC WORKS**

Written report included in Council Packet.

- c) POLICE DEPARTMENT
Written report included in Council Packet.
- d) FIRE DEPARTMENT
None
- e) ENGINEERING
None
- f) COMMUNITY DEVELOPMENT
Written draft November 27, 2018 Planning Commission Minutes included in Council Packet.
- g) PARKS DEPARTMENT
Written Parks Commission Update and Minutes included in Council Packet.
- h) OTHER COMMITTEE AND BOARD REPORTS
 - i. SCALE
Mayor Crawford updated the Council that the Executive Board will be reviewing the 50 X 30 budget.
 - ii. MVTA
Mayor Crawford updated the Council that MVTA passed their budget.
 - iii. I35 SOLUTIONS ALLIANCE
None
 - iv. CHAMBER OF COMMERCE
None
 - v. REGIONAL COUNCIL OF MAYORS
None
 - vi. COMMUNITY AND CIVIC EVENTS COMMITTEE
None
 - vii. DOWNTOWN IMPROVEMENT COMMITTEE
None
 - viii. 50 BY 30 COLLECTIVE IMPACT PROJECT
 - Steering Committee – None
 - Transportation Committee –None
 - Housing Committee – None
 - Work Force Committee –None

10. DISCUSSION BY COUNCIL

None

11. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmerman to adjourn the meeting at 9:22 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Thomas Terry, Acting City Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	December 20, 2018
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 month the Administrative Assistant presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

Check Summary Register

December 20, 2018

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 005825E NEW MARKET BANK	11/1/2018	\$15.00	Nov Payroll ACH Fee
Paid Chk# 005826E NEW MARKET BANK	12/12/2018	\$15.00	Nov Payroll ACH Fee
Paid Chk# 005827E NEW MARKET BANK	11/29/2018	\$15.00	Nov Payroll ACH Fee
Paid Chk# 005828E POSTALIA TDC POSTAGE	11/7/2018	\$1,000.00	POSTAGE; 11/07/18
Paid Chk# 005829E NEW MARKET BANK	11/29/2018	\$15.00	Nov Payroll ACH Fee
Paid Chk# 005830E PERA	12/13/2018	\$6,407.05	Vendor Liability
Paid Chk# 005831E MN DEPT OF REVENUE	12/13/2018	\$1,867.19	Vendor Liability
Paid Chk# 005832E INTERNAL REVENUE SERVICE	12/13/2018	\$8,636.20	Vendor Liability
Paid Chk# 005833E MINNESOTA ENERGY RESOURC	12/18/2018	\$230.18	26518 France Avenue
Paid Chk# 005834E MINNESOTA ENERGY RESOURC	12/18/2018	\$42.49	26518 France Avenue
Paid Chk# 005835E XCEL ENERGY	12/21/2018	\$199.93	Storage
Paid Chk# 005836E XCEL ENERGY	12/21/2018	\$164.37	Lift Station / 10010 Ptarmigan
Paid Chk# 005837E XCEL ENERGY	12/21/2018	\$835.38	Wellhouse - 26460 France Ave
Paid Chk# 005838E XCEL ENERGY	12/19/2018	\$964.94	26536 France Ave
Paid Chk# 005839E XCEL ENERGY	12/19/2018	\$430.20	Library - 100 J Roberts Way
Paid Chk# 005840E MN VALLEY ELECTRIC COMPANY	12/22/2018	\$1,427.04	Streetlights, Elko
Paid Chk# 005841E MN VALLEY ELECTRIC COMPANY	12/9/2018	\$70.14	Glenborough Dr & Chowen
Paid Chk# 005842E MN VALLEY ELECTRIC COMPANY	12/22/2018	\$46.20	27059 Beard Ave Lift Pump
Paid Chk# 005843E MINNESOTA ENERGY RESOURC	12/20/2018	\$22.42	408 Carter Street
Paid Chk# 005844E MINNESOTA ENERGY RESOURC	12/20/2018	\$25.94	359 James Parkway
Paid Chk# 005845E MINNESOTA ENERGY RESOURC	12/20/2018	\$207.67	110 J Roberts Way - Library
Paid Chk# 005846E MINNESOTA ENERGY RESOURC	12/18/2018	\$30.24	26518 France Avenue
Paid Chk# 005847E MINNESOTA ENERGY RESOURC	12/18/2018	\$479.92	PW Facility - Gas Utilities
Paid Chk# 005848E MINNESOTA ENERGY RESOURC	12/17/2018	\$465.71	25499 Natchez Ave - WTP
Paid Chk# 005849E MINNESOTA ENERGY RESOURC	12/24/2018	\$827.77	50 Church Street
Paid Chk# 005850E XCEL ENERGY	12/24/2018	\$2,685.09	Public Works Facility
Paid Chk# 005851E NUVERA COMMUNICATIONS	12/20/2018	\$326.60	Police Dept Phone/Fax
Paid Chk# 005852E NUVERA COMMUNICATIONS	12/20/2018	\$540.06	Area Hall Phone/SCADA
Paid Chk# 005853E XCEL ENERGY	12/31/2018	\$394.27	Streetlights
Paid Chk# 005854E PSN	12/5/2018	\$1,220.35	Webstore/Credit Card Processin
Paid Chk# 005855E NUVERA COMMUNICATIONS	12/20/2018	\$49.99	139503 - 25499 Natchez Ave
Paid Chk# 005856E NUVERA COMMUNICATIONS	12/20/2018	\$169.13	937759 - 25499 Natchez Ave Bld
Paid Chk# 005857E XCEL ENERGY	1/2/2019	\$4,651.04	601 Main Street
Paid Chk# 005858E DAKOTA ELECTRIC ASSN	1/4/2019	\$127.67	Ptarmigan Drive Streetlights
Paid Chk# 005859E INTERNAL REVENUE SERVICE	12/19/2018	\$7,205.82	Vendor Liability
Paid Chk# 005860E PERA	12/19/2018	\$241.98	Vendor Liability
Paid Chk# 005861E MN DEPT OF REVENUE	12/19/2018	\$1,815.81	Vendor Liability
	TOTAL	\$43,868.79	
PRE-PAIDS			
Paid Chk# 039212 ENM FIRE RELIEF ASSN.	12/11/2018	\$59,073.60	2018 2nd Pmt
Paid Chk# 039213 VISA	12/13/2018	\$3,807.00	PD Fuel
Paid Chk# 039214 IUOE LOCAL #49	12/13/2018	\$105.00	Marty, Joe and Payton
Paid Chk# 039215 UNITED STATES POSTAL SERV	12/14/2018	\$296.52	Postage - Nov18 Utility Bills
Paid Chk# 039216 PAYROLL	12/14/2018	\$7,340.97	
Paid Chk# 039217 PAYROLL	12/14/2018	\$362.19	
	TOTAL	\$70,985.28	
CHECK REGISTER			
Paid Chk# 039218 ACE HARDWARE & PAINT	12/20/2018	\$5.16	PW Water Repairs
Paid Chk# 039219 ACE HARDWARE & PAINT4	12/20/2018	\$7.96	PW Water Repairs
Paid Chk# 039220 AEM FINANCIAL SOLUTIONS, LLC	12/20/2018	\$5,924.76	Financial Services
Paid Chk# 039221 AIRGAS USA, LLC	12/20/2018	\$156.45	FD - Oxygen
Paid Chk# 039222 APPLE FORD LINCOLN	12/20/2018	\$147.52	PW - Fleet Maint & Equip
Paid Chk# 039223 ASSN OF TRAINING OFFICERS	12/20/2018	\$550.00	Reg ID 111832529 - Melissa Wir
Paid Chk# 039224 BANYON DATA SYSTEMS INC	12/20/2018	\$200.00	Banyon Training - Al Rolek
Paid Chk# 039225 BOLTON & MENK	12/20/2018	\$17,536.00	T15.100719 - Streets/Facilitie
Paid Chk# 039226 BOYER TRUCKS	12/20/2018	\$562.47	PW - Fleet Maint & Equip
Paid Chk# 039227 CAMPBELL KNOTSON	12/20/2018	\$5,145.78	Verizon Water Tower Lease
Paid Chk# 039228 CINTAS CORPORATION NO. 2	12/20/2018	\$42.34	PW UNIFORMS
Paid Chk# 039229 CULLIGAN BOTTLED WATER	12/20/2018	\$39.00	Bottled Water
Paid Chk# 039230 DIESEL COMPONENTS INC.	12/20/2018	\$20.60	PW - Fleet Maint & Equip
Paid Chk# 039231 EARL F. ANDERSON, INC.	12/20/2018	\$244.05	PW - Signs
Paid Chk# 039232 ECOLAB	12/20/2018	\$161.54	Pest Control
Paid Chk# 039233 EXCEPTIONAL OUTDOOR LIVING	12/20/2018	\$5,100.00	Landscape Escrow
Paid Chk# 039234 FASTENAL COMPANY	12/20/2018	\$70.81	PW - Fleet Maint & Equip

CITY OF ELKO/NEW MARKET

Check Summary Register

December 20, 2018

	Name	Check Date	Check Amt	
Paid Chk#	039235	FORCE AMERICA DISTRIBUTING	12/20/2018	\$406.55 PW - Fleet Maint & Equip
Paid Chk#	039236	TODD FRIEDGES	12/20/2018	\$221.11 FD - Misc Supplies for Overhau
Paid Chk#	039237	GOPHER STATE ONE CALL	12/20/2018	\$40.50 Locates
Paid Chk#	039238	PAYTON HILL	12/20/2018	\$425.91 Sewer Mileage Expenses
Paid Chk#	039239	I & S GROUP, INC.	12/20/2018	\$465.00 KL Group Wetland Escrow Refund
Paid Chk#	039240	INNOVATIVE OFFICE SOLUTIONS	12/20/2018	\$222.94 Office Supplies
Paid Chk#	039241	ITRON, INC.	12/20/2018	\$1,627.54 Meter Read Software & Equip/Su
Paid Chk#	039242	JEFFERSON FIRE & SAFETY, INC.	12/20/2018	\$1,513.50 FD - Fire Hoses
Paid Chk#	039243	KELLEY FUELS, INC.	12/20/2018	\$2,282.44 FD - Fuel
Paid Chk#	039244	LAKEVILLE SANITARY, INC.	12/20/2018	\$314.69 11756 - Wagner Park
Paid Chk#	039245	LAKEVILLE TROPHY CO.	12/20/2018	\$195.46 Plaque - Bob Crawford
Paid Chk#	039246	LAW ENFORCEMENT TARGETS,	12/20/2018	\$64.83 PD - Officer Equipment
Paid Chk#	039247	LOFFLER COMPANIES	12/20/2018	\$75.13 PD Copier
Paid Chk#	039248	MANDERS DIESEL	12/20/2018	\$2.76 PW - Fleet Maint & Equip
Paid Chk#	039249	MARKET VILLAGE SR RESIDEN	12/20/2018	\$314.20 Water/Sewer 5% Per Contract/A-
Paid Chk#	039250	MENARDS - BURNSVILLE	12/20/2018	\$228.78 PW - Small Tools
Paid Chk#	039251	METROPOLITAN COUNCIL	12/20/2018	\$19,776.67 MCES Charges - Jan 19
Paid Chk#	039252	METROPOLITAN COUNCIL	12/20/2018	\$10,712.64 Reserve Capacity Loan 2017 - P
Paid Chk#	039253	MN Pollution Control Agency	12/20/2018	\$45.00 Sewer License Fee - Joe Fitter
Paid Chk#	039254	MN RECREATION & PARK ASN	12/20/2018	\$579.00 2019 Professional Dues - Mark
Paid Chk#	039255	MUNICIPAL INSPECTIONS, INC.	12/20/2018	\$1,926.50 Building Inspections
Paid Chk#	039256	MVTL LABORATORIES	12/20/2018	\$95.00 PW - Water Testing
Paid Chk#	039257	NORTHWEST ASSOCIATED	12/20/2018	\$421.60 General Planning
Paid Chk#	039258	NAPA AUTO PARTS	12/20/2018	\$477.44 PW - Fleet Maint & Equip
Paid Chk#	039259	NEW PRAGUE TIMES	12/20/2018	\$47.00 Subscription Renewal
Paid Chk#	039260	NORTHLAND PEST CONTROL	12/20/2018	\$21.25 Pest Control - Library
Paid Chk#	039261	NEW PRAGUE AREA COMMUNITY	12/20/2018	\$983.78 2018 Family Fun Nights Reimbur
Paid Chk#	039262	POMPS TIRE SERVICE, INC.	12/20/2018	\$3,376.00 PW - Fleet Maint & Repairs
Paid Chk#	039263	QUILL CORPORATION	12/20/2018	\$236.70 Operating Supplies
Paid Chk#	039264	R&R CLEANING CONTRACTORS	12/20/2018	\$92.70 Rugs
Paid Chk#	039265	Reptile & Amphibian Disc. Zoo	12/20/2018	\$260.00 Summer Program @ Wagner Park
Paid Chk#	039266	RAV HOLDINGS LLC	12/20/2018	\$11,784.44 Boulder Pointe 7th Addn Escrow
Paid Chk#	039267	RDO EQUIPMENT CO.	12/20/2018	\$200.76 PW - Fleet Maint & Equip
Paid Chk#	039268	ALAN ROLEK	12/20/2018	\$248.47 Mileage & Parking Reimbursemen
Paid Chk#	039269	SCHLOMKAS PORTABLE	12/20/2018	\$420.00 Portable Restrooms
Paid Chk#	039270	COREY SCHWEICH	12/20/2018	\$112.82 Mileage - Water School
Paid Chk#	039271	SCOTT COUNTY TREASURER	12/20/2018	\$885.62 Bair Analytics Mapping Annual
Paid Chk#	039272	SORENSEN CONSULTING	12/20/2018	\$350.00 Pre-employment Assessment - Ja
Paid Chk#	039273	SOUTH SIDE ELECTRIC, INC.	12/20/2018	\$981.15 Front Doors at City Hall
Paid Chk#	039274	STERLING CODIFIERS	12/20/2018	\$500.00 2019 Hosting Fee
Paid Chk#	039275	MIKE SUTTON	12/20/2018	\$3,002.54 Halloween Party Expense Reimbu
Paid Chk#	039276	SYNDICATED PROPERTIES, LLC	12/20/2018	\$5,100.00 Erosion Control Escrow - 25850
Paid Chk#	039277	TOLL GAS & WELDING SUPPLY	12/20/2018	\$146.95 PW - Operating Supplies
Paid Chk#	039278	US BANK	12/20/2018	\$500.00 Paying Agent Fees GO 2012A
Paid Chk#	039279	SPLIT ROCK MANAGEMENT INC	12/20/2018	\$845.00 WAGNER PARK
Paid Chk#	039280	WERNER IMPLEMENT CO., INC.	12/20/2018	\$298.17 PW - Fleet Main & Equip
Paid Chk#	039281	XEROX CORPORATION	12/20/2018	\$522.85 Copier
		TOTAL		\$109,265.83
Paid Chk#	502137E	Bi-Weekly ACH	12/13/2018	\$27,314.71
		TOTAL		\$27,314.71



STAFF MEMORANDUM

SUBJECT:	2019 Budget
MEETING DATE:	December 20, 2018
PREPARED BY:	AEM Financial Solutions, Accounting Consultant
REQUESTED ACTION:	1. Adopt Resolution 18-79 Approving 2019 Budget 2. Adopt Resolution 18-80 Approving 2018 Tax Levy, Collectible in 2019 3. Adopt Resolution 18-81 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
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- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The City Council adopted a Preliminary Levy on September 27, 2018. The Preliminary Levy established the maximum property tax levy for taxes payable in 2019. 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 2019 Budget for consideration.

Council did not make any changes to the budget discussed at the Truth in Taxation meeting on December 6, 2018. The main objectives of 2018 were:

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

The proposed Levy is \$2,338,528 which is the same as the Preliminary Levy. The proposed levy is an increase of \$169,592 or 7.82% from the 2018 adopted levy. The total property tax levy consists of the following:

	<u>Adopted 2018</u>	<u>Preliminary 2019</u>	<u>Change</u>
General Operating Fund	1,654,293	1,811,910	9.53%
Capital Outlay	190,200	197,400	3.79%
Community Events	2,300	4,300	86.96%
Fire Fund (including debt)	122,143	105,540	-13.59%
Equipment Certificate Debt (excl. Fire Dept. debt)	-	-	0.00%
Bonded Debt	200,000	219,378	9.69%
Total	2,168,936	2,338,528	7.82%

In finalizing the 2019 Budget, the Council should be aware that a change of approximately \$18,000 in the levy equates to 1% tax impact. Each 1% of tax impact equates to approximately \$10-11 (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 4.6% or \$52.59 for the “typical” home. Approximately 22% of homes experienced an increase in assessed value less than the “typical” home and would experience an average decreased tax impact of 7.10% or less (6% would experience an average decreased tax impact of 12.0% or less). The weighted average tax impact for homestead residential properties would be an increase of 7.92%.

The 2019 Budget Summary within the 2019 Budget provides an overview of the budget process, assumptions and notable items.

Attachments:

- 2019 Budget (Separate Attachment)

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

RESOLUTION 18-79

Date: December 20, 2018

Resolution No. 18-79

Motion By: _____

Second By: _____

RESOLUTION APPROVING 2019 PROPOSED BUDGET

NOW, THEREFORE, BE IT RESOLVED by the council of the City of Elko New Market, Minnesota, that the final General Fund, Capital Outlay, Community Events, Fire Department, Bonded Debt, Interfund Loans, Equipment Certificate Debt, Water, Sewer and Storm Water budgets for 2019 are hereby adopted.

This Resolution hereby adopted at a regular City Council meeting on Thursday, December 20, 2018.

Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk

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

RESOLUTION 18-80

Date: December 20, 2018

Resolution No. 18-80

Motion By: _____

Second By: _____

RESOLUTION 18-80 APPROVING 2018 TAX LEVY, COLLECTIBLE IN 2019

NOW, THEREFORE, BE IT RESOLVED by the council of the City of Elko New Market, Minnesota, that the following sums of money be levied for the current year, collectible in 2019 upon taxable property in the City of Elko New Market, for the following purposes:

GROSS CERTIFIED GENERAL REVENUE: \$ 2,345,701

PROPERTY TAX AID (LGA): \$ (226,551)

BOND DEBT: \$ 219,378

NET CERTIFIED TOTAL LEVY: \$ 2,338,528

The Contracted Finance Director is hereby instructed to submit a certified copy of this resolution to the County Auditor of Scott County, Minnesota.

This Resolution hereby adopted at a regular City Council meeting on Thursday, December 20, 2018.

Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk

ATTEST:

I do hereby certify that this statement is correct to the best of my knowledge and belief, this 20 day of December 2018.

**CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
RESOLUTION NO. 18-81**

**RESOLUTION APPROVING USE OF DEBT SERVICE FUND BALANCES TO COVER
UNDERLEVIED BONDS**

WHEREAS, at the December 20, 2018 council meeting Resolution 18-80 was approved to Levy Final Property Tax For Year 2018 – Collectible in 2019;

WHEREAS, included in the above mentioned Resolution were special levies for debt services;

WHEREAS, Scott County requires that we issue a Resolution indicating that there are sufficient balances and expected revenues in each debt service fund to cover their respective debt requirements for the current year;

WHERE AS, the City of Elko New Market receives payments from Special Assessments, Charges for Fire and Rescue Services, and Utility Funds in addition to the levy amounts to cover the bond payments;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Elko New Market, Minnesota, hereby approve that the following debt service funds have sufficient fund balances to cover their respective debt requirements for the year 2019:

Bond Issue	2019 Debt Schedule	2019 Levy	Fund Requirement
2012 B Refunding	\$49,852.00	\$11,440.00	\$38,413.00
2009A Fire Dept. Equip Cert.	\$8,568.00	\$0.00	\$8,568.00
2011A GO Imp. Refunding	\$93,625.00	\$40,000.00	\$53,625.00
2012A Refunding 2000 Tower	\$10,589.00	\$10,589.00	\$0.00
2004A GO Revenue	\$78,413.00	\$0.00	\$78,413.00
2010 GO Library Capital Project	\$36,286.00	\$36,286.00	\$0.00
2013A GO Bonds	\$191,488.00	\$61,987.00	\$129,501.00
2014 GO PFA LOAN	\$585,080.00	\$0.00	\$585,080.00
2015A CIP Street Reconst.	\$24,650.00	\$0.00	\$24,650.00
2015B Refunding	\$158,918.00	\$59,076.00	\$99,842.00
2015A Fire Dept. Equip.	\$165,725.00	\$0.00	\$165,725.00

Motion by: _____

2nd by: _____

Motion Carried: __ ayes __ nays __ abstain.

APPROVED AND ADOPTED this 20th day of December, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk

Levy Item	Amount	Year +1	Year +2	Previous Year	% Change	Amount Change
General Fund	1,812,048	1,935,115	2,019,770	1,654,293	9.54%	157,755
General Capital Outlay	197,400	207,700	238,700	190,200	3.79%	7,200
Community Events	4,300	4,300	4,300	2,300	86.96%	2,000
Fire Fund	105,402	104,386	101,079	122,143	-13.71%	(16,741)
Equipment Certificates (excludes Fire Department)	-	-	-	-	0.00%	-
Bonded Debt	219,378	240,000	260,000	200,000	9.69%	19,378
Total Levy	2,338,528	2,491,501	2,623,848	2,168,936	7.82%	169,592
		6.54%	5.31%	Levy Change %		
		152,973	132,347	Levy Change \$\$		
Tax/Spread Levy	1,978,809			1,795,833	10.19%	182,976

WHAT IF TAX COMPARISON PAY 2018 vs Pay 2019 - Elko New Market City

Estimated Tax Impact

FISCAL YEAR 2018				MARKET VALUE TAX			Average Home	
4,004,374	TAX CAPACITY	\$ 2,168,936	FINAL CERTIFIED LEVY	\$ 387,893,300	Taxable Market Value	\$ 270,000	Median Market Value	
-	TIF (-)	\$ (373,103)	FISCAL DISPARITY (-)	\$ 400,890,100	Referendum Market Value	\$ 263,300	Average Market Value	
(103,067)	FISCAL DISPARITY (-)	\$ 1,795,833	TAX LEVY OR SPREAD LEVY	\$ -	CERTIFIED LEVY			
3,901,307	NET TAX CAPACITY							
Tax Rate		46.032%		0.0000%	Tax Rate			

FISCAL YEAR 2019				MARKET VALUE TAX			Average Home	
4,334,174	Gross Tax Capacity	\$ 2,338,528	PROPOSED LEVY	\$ 419,331,100	Taxable Market Value	\$ 279,500	Median Market Value	
-	TIF (-)	\$ (359,719)	FISCAL DISPARITY (-)	\$ 431,063,000	Referendum Market Value	\$ 279,300	Average Market Value	
(105,323)	FISCAL DISPARITY (-)	\$ 1,978,809	TAX LEVY OR SPREAD LEVY	\$ -	PROPOSED LEVY			
4,228,851	NET TAX CAPACITY							
Tax Rate		46.793%		0.0000%	Tax Rate			

(13,384) Fiscal Disparity Increase (Decrease)
 8.40% Tax Capacity Increase (Decrease)
 8.10% Market Value Increase (Decrease)

RESIDENTIAL IMPACTS

	% EMV Value Range Inc/Dec	# of affected Properties	% of Total	Avg Market Value 2018	Avg Market Value 2019	Value Exclusion 2018	Value Exclusion 2019	Taxable Market Value 2018	Taxable Market Value 2019	Taxable % Change 18 vs 19	Net	MV Tax	Net	Net	MV Tax	Net	Net	Net	2018	2019	2019	2019
											Payable 2018	Payable 2018	Payable 2018	Payable 2019	Payable 2019	Payable 2018	Inc/Dec 18 vs 19	Difference % Change	Median Values	Median Values	Average Values	Value % Change
Elko New Market	+15.01+%	191	13%	\$ 263,300	\$ 302,795	\$ 13,543	\$ 9,988	\$ 249,757	\$ 292,807	17.24%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,370.13	\$ -	\$ 1,370.13	\$ 220.46	19.2%	\$ 270,000	\$ 279,500	\$ 279,300	3.5%
	+10.01-15.00%	224	15%	\$ 263,300	\$ 296,213	\$ 13,543	\$ 10,581	\$ 249,757	\$ 285,632	14.36%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,336.56	\$ -	\$ 1,336.56	\$ 186.89	16.3%				
	+5.01-10.00%	335	23%	\$ 263,300	\$ 283,048	\$ 13,543	\$ 11,766	\$ 249,757	\$ 271,282	8.62%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,269.41	\$ -	\$ 1,269.41	\$ 119.74	10.4%				
	+0.01-5.00%	381	26%	\$ 263,300	\$ 269,883	\$ 13,543	\$ 12,951	\$ 249,757	\$ 256,932	2.87%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,202.26	\$ -	\$ 1,202.26	\$ 52.59	4.6%				
	No Change	3	0%	\$ 263,300	\$ 263,300	\$ 13,543	\$ 13,543	\$ 249,757	\$ 249,757	0.00%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,168.69	\$ -	\$ 1,168.69	\$ 19.02	1.7%				
	-0.01-5.00%	243	17%	\$ 263,300	\$ 256,718	\$ 13,543	\$ 14,135	\$ 249,757	\$ 242,582	-2.87%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,135.12	\$ -	\$ 1,135.12	\$ (14.56)	-1.3%				
	-5.01 - 10.00%	67	5%	\$ 263,300	\$ 243,553	\$ 13,543	\$ 15,320	\$ 249,757	\$ 228,232	-8.62%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,067.97	\$ -	\$ 1,067.97	\$ (81.70)	-7.1%				
	-10.00 - 15.00%	11	1%	\$ 263,300	\$ 230,388	\$ 13,543	\$ 16,505	\$ 249,757	\$ 213,882	-14.36%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 1,000.82	\$ -	\$ 1,000.82	\$ (148.85)	-12.9%				
	-15.01% +	4	0%	\$ 263,300	\$ 223,805	\$ 13,543	\$ 17,098	\$ 249,757	\$ 206,707	-17.24%	\$ 1,149.67	\$ -	\$ 1,149.67	\$ 967.25	\$ -	\$ 967.25	\$ (182.42)	-15.9%				
			1,459	100%																		

% EMV Value Range Inc/Dec	# of affected Properties	Net
		Difference % Change
+15.01+%	191	19.2%
+10.01-15.00%	224	16.3%
+5.01-10.00%	335	10.4%
+0.01-5.00%	381	4.6%
No Change	3	1.7%
-0.01-5.00%	243	-1.3%
-5.01 - 10.00%	67	-7.1%
-10.00 - 15.00%	11	-12.9%
-15.01% +	4	-15.9%

1,459

Weighted Value
3662.61%
3641.27%
3489.06%
1742.90%
4.96%
-307.64%
-476.14%
-142.42%
-63.47%

11551.14%

7.92% Weighted Avg. Impact

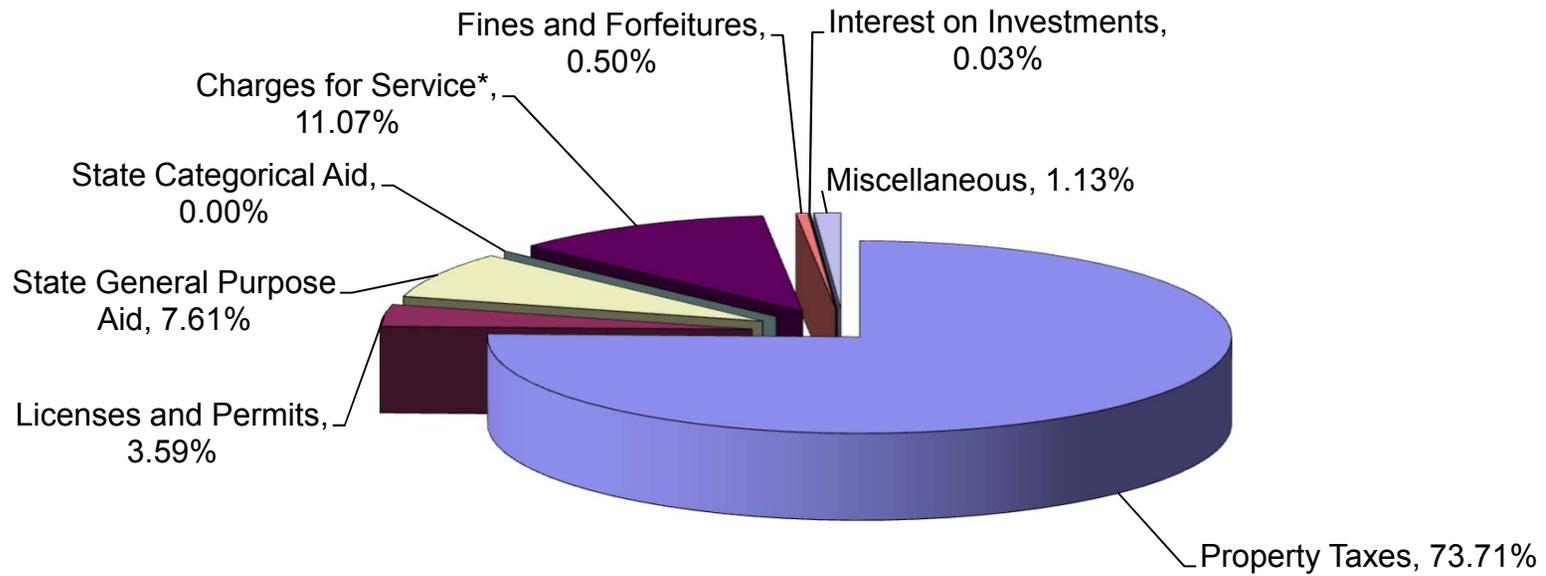
Summary of General Fund

	2019			2019	
<u>Revenues</u>	<u>Budget</u>	<u>%</u>	<u>Expenditures</u>	<u>Budget</u>	<u>%</u>
Property Taxes	2,195,754	73.71%	General Government	727,545	23.60%
Tax Increments	-	0.00%	Public Safety**	1,139,740	36.97%
Other Taxes	-	0.00%	Streets and Highways	318,889	10.34%
Special Assessments	-	0.00%	Sanitation	6,500	0.21%
Licenses and Permits	106,960	3.59%	Human Services	-	0.00%
Federal Grants	-	0.00%	Health	-	0.00%
State General Purpose Aid	226,551	7.61%	Culture and Recreation	182,194	5.91%
State Categorical Aid	-	0.00%	Conservation of Natural Resources	-	0.00%
County and Local Government Grants	70,000	2.35%	Redevelopment, Economic Development and Housing	-	0.00%
Charges for Service*	329,855	11.07%	Miscellaneous	-	0.00%
Fines and Forfeitures	15,000	0.50%	Debt Service Principal	152,093	4.93%
Interest on Investments	1,000	0.03%	Interest and Fiscal Charges	22,877	0.74%
Bond Sale Proceeds	-	0.00%	Capital Outlay	224,700	7.29%
Other Financing Sources	-	0.00%	Other Financing Uses	-	0.00%
Transfers from Other Funds	-	0.00%	Transfer to Other Funds	224,399	7.28%
Miscellaneous	33,700	1.13%	Budgeted Reserves	83,785	2.72%
Total Revenues	2,978,819	100.00%	Total Expenditures	3,082,723	100.00%

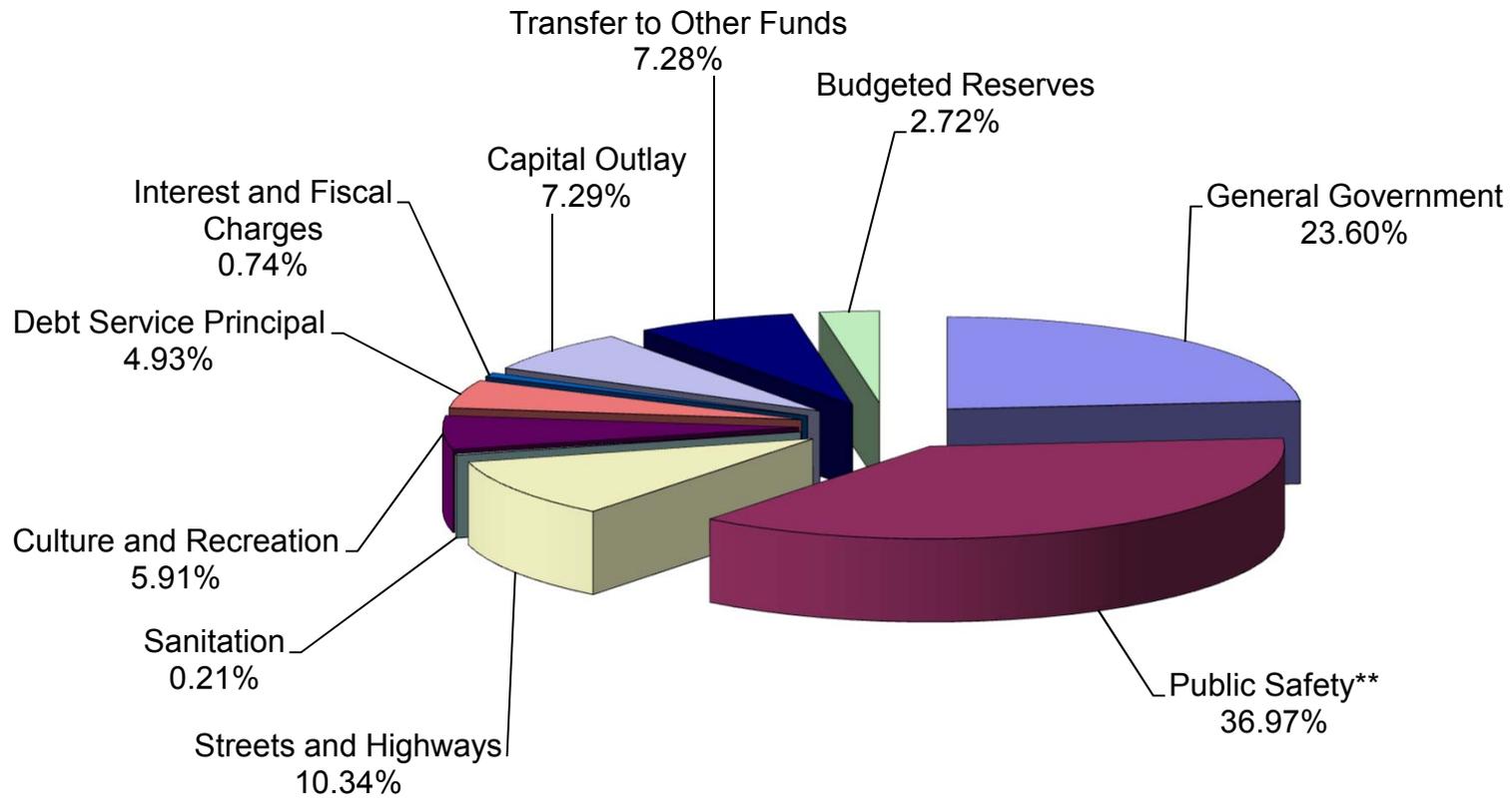
*Includes Revenues from Fire Contracts

**Includes Fire Department Expenditures

Revenues



Expenditures



Year 2019 General Fund Operating - General Fund Revenues

REVENUES
General Government

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
40000 General										
31010 Current Ad Valorem Taxes	1,086,219	1,095,821	1,139,287	1,485,017	1,506,766	1,569,230	1,654,293	857,242	857,242	1,812,048
31019 Special Assessments	-	-	-	10,203	5,251	4,879	-	409	409	-
31040 Fiscal Disparities	268,918	255,661	319,530	-	-	-	-	-	-	-
31900 Penalties and Interest DelTax	-	247	134	-	-	-	-	-	-	-
31910 Penalties and Interest AdValTax	-	-	-	386	-	-	-	-	-	-
33401 Local Government Aid	164,986	164,986	206,682	239,132	215,967	216,188	225,909	-	112,955	226,551
33402 Market Value Credit	283	188	188	386	379	383	-	-	-	-
33403 Small City Assistance Grant	-	-	-	-	-	33,247	-	-	16,831	-
36200 Miscellaneous Revenues	(32)	3,067	6,288	8,859	1,796	4,008	-	2,419	2,919	-
36210 Interest Earnings	1,748	1,149	803	1,490	1,389	797	1,500	386	386	1,000
36230 Contributions and Donations	2,500	2,150	625	425	-	350	1,000	1,729	3,708	2,000
39101 Sales of General Fixed Assets	-	-	-	-	-	21,300	-	(21,300)	(21,300)	-
Total General	1,524,621	1,523,269	1,673,537	1,745,898	1,731,548	1,850,381	1,882,702	840,885	973,150	2,041,599
41400 City Clerk - Finance										
32000 Licenses and Permits	100	850	750	1,565	865	1,130	1,000	180	180	1,000
32110 On-Sale Liquor License	14,056	16,981	16,000	19,447	18,600	16,000	18,000	-	-	18,000
32111 Off-Sale Liquor License	814	596	650	600	50	600	600	-	-	600
32112 Sunday Liquor	996	1,698	1,600	1,905	-	1,625	1,800	-	-	1,800
32113 On-Sale Non-Intoxicating Beer	400	400	400	-	-	400	400	-	-	400
32114 Off-Sale Non-Intoxicating Beer	134	50	-	50	-	-	50	-	-	50
32115 Wine License	-	-	-	-	25	-	-	25	25	-
32116 Liquor License Investigation Fee	500	500	-	1,000	-	-	-	-	-	-
32118 One Day Special Event Beer	-	25	25	50	50	50	-	75	100	-
32119 Temporary Amendment Liquor License Fee	-	-	50	25	-	225	-	100	100	-
32120 Temporary Expansion of Liquor Premise	-	400	150	100	-	-	-	-	-	-
32171 Speedway Permit - Annual	-	1,171	1,171	2,342	1,471	-	1,171	-	-	-
32172 Speedway Permit - Special	300	-	-	-	-	-	-	-	-	-
32175 Speedway - Qtr. Midgets Annual	-	180	180	360	180	-	180	-	-	-
32176 Annual Permit Schedule Changes	5	-	-	10	-	-	-	-	-	-
32240 Animal Licenses	721	1,250	960	1,130	720	955	800	415	445	800
32301 Gambling Permit/Special	482	510	645	1,010	941	910	1,000	205	275	1,000
32303 Permits Sign Permit	-	-	-	-	100	-	-	150	150	-
32304 Permits Band/Outdoor Event	400	300	600	500	1,000	1,200	400	500	500	400
32305 Permits Fireworks	100	200	200	300	100	100	100	100	100	100
32308 ROW/Grading Permit	4,828	4,525	2,850	2,550	3,375	4,525	1,875	1,275	2,025	2,500
32400 Election Filings	6	-	25	-	30	-	-	-	30	-
34000 Charges for Service	-	30	10	-	-	-	-	-	-	-
34101 Franchise Fees	21,750	32,044	24,334	40,696	30,505	30,281	29,000	7,276	14,498	29,000
34102 Rent Revenue	4,800	4,800	4,500	5,200	4,825	4,600	4,800	2,500	2,900	4,800
34105 Notary Fee	32	30	45	33	29	91	-	80	90	-
34106 Copy / Tape Income	37	196	73	65	47	76	-	8	10	-
34107 Assessment Search Fees	25	-	50	-	400	50	-	200	200	-
36200 Miscellaneous Revenues	313	-	-	6	5,072	168	-	7	7	-
36240 Refunds & Reimbursements	7,992	6,247	4,427	9,053	14,686	4,975	3,000	197	197	3,000
Total City Clerk - Finance	58,790	72,982	59,696	87,995	83,071	67,962	64,176	13,293	21,831	63,450

Year 2019 General Fund Operating - General Fund Revenues

REVENUES
General Government

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
41550 Assessing										
31018 Certified Delinquent Bill Fee	5,250	7,928	-	6,809	-	-	7,000	-	-	7,000
	5,250	7,928	-	6,809	-	-	7,000	-	-	7,000
41600 Professional Services										
36240 Refunds & Reimbursements	-	-	-	-	-	-	-	1,380	1,380	-
39825 Grant Income	-	-	-	-	29,990	-	-	-	-	-
Total Assessing	-	-	-	-	29,990	-	-	1,380	1,380	-
41910 Planning & Zoning										
34120 Application Fees	1,550	800	800	2,000	800	6,100	1,200	3,500	3,900	1,200
Total Planning & Zoning	1,550	800	800	2,000	800	6,100	1,200	3,500	3,900	1,200
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	12,945	14,477	15,232	22,598	23,428	24,492	24,000	-	-	25,000
36230 Contributions and Donations	-	-	-	-	-	-	-	360	360	-
36240 Refunds & Reimbursements	-	-	-	-	579	-	-	1,206	1,216	-
39826 Grant Income Night Cap (TED)	862	5,640	5,795	3,532	3,239	2,855	-	1,252	2,439	-
39944 Community Programs	-	-	-	483	-	-	-	100	200	-
Total Police	13,807	20,117	21,027	26,612	27,246	27,347	24,000	2,918	4,215	25,000
42100 Public Safety										
33400 State Grants and Aids	-	-	-	1,333	1,251	1,908	-	-	-	-
34000 Charges for Services	2,030	800	1,274	270	-	(395)	-	(30)	(30)	-
34106 Copy / Tape Income	4	5	-	-	-	-	-	-	-	-
35000 Fines - Traffic	11,295	14,580	16,293	17,832	18,736	17,821	15,000	7,359	10,100	15,000
35100 Joint Prosecution	6,371	3,580	6,526	6,842	-	-	-	-	-	-
35102 Accident Reports	-	8	-	-	5	-	-	-	-	-
36230 Contributions and Donations	-	-	-	-	-	2,051	-	-	-	-
39800 Towing Charges	-	224	-	241	109	218	-	-	-	-
39945 Miscellaneous Income	1,036	1,405	669	851	-	-	-	-	-	-
Total Public Safety	20,735	20,602	24,761	27,368	20,100	21,603	15,000	7,329	10,070	15,000

Year 2019 General Fund Operating - General Fund Revenues

REVENUES
General Government

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
42400 Building Permits										
32210 Building Permits	93,087	150,638	105,718	85,007	101,883	79,984	56,156	62,284	86,208	76,317
32211 MN. State Surcharge Fee	3,736	6,065	5,650	2,767	4,153	2,718	1,975	2,295	3,092	2,793
Total Building Permits	96,823	156,703	111,369	87,774	106,037	82,702	58,131	64,578	89,300	79,110
43000 Public Works										
34000 Charges for Services	60	-	2,415	3,864	5,400	5,400	-	-	-	-
34408 Solid Waste/Recycling	5,876	3,151	4,877	4,077	3,849	4,668	4,500	3,799	3,799	5,661
36200 Miscellaneous Revenues	193	378	1,827	1,803	334	11,387	-	-	-	-
Total Public Works	6,129	3,529	9,119	9,744	9,583	21,456	4,500	3,799	3,799	5,661
43160 Light & Siren Utility										
36102 Penalties and Interest	(5)	(13)	(8)	148	(1,361)	(1,486)	-	(117)	(120)	-
37500 Street Light / Siren Utility	72,236	76,876	76,168	70,247	80,374	77,390	78,500	40,590	57,499	78,500
Total Light & Siren Utility	72,232	76,863	76,160	70,395	79,013	75,904	78,500	40,473	57,379	78,500
45000 Parks										
34701 Rental Fee Park Shelter	2,225	2,750	2,657	3,068	3,750	2,550	2,500	1,845	2,158	2,500
36200 Miscellaneous Revenues	-	2,353	-	-	1,520	-	-	27	27	-
36230 Contributions and Donations	-	-	-	-	-	-	-	200	200	-
38080 Recreation Program	-	-	-	425	-	-	-	-	-	-
39825 Grant Income	-	-	-	-	-	-	-	-	1,827	-
Total Parks	2,225	5,197	2,657	3,493	5,270	2,550	2,500	2,072	4,212	2,500
Total General Fund Revenues	1,802,162	1,887,990	1,979,125	2,087,782	2,207,032	2,156,004	2,137,708	980,227	1,169,235	2,319,020

Year 2019 General Fund Operating - General Fund Expenses

EXPENDITURES

General Government

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
40000 General Government									
430 Miscellaneous	1,746	2,334	(9,239)	603	5,281	-	628	3,534	-
510 Land						-	1,400	1,400	1,400
702 Transfers Out	404,000	412,000	140,966	161,442	312,604	169,432	-	-	197,099
Total General Government	405,746	414,334	131,727	162,045	317,885	169,432	2,028	4,934	198,499

41100 Legislative

104 Part-Time Salaries (Council)	13,400	12,900	12,800	13,000	19,200	19,200	9,600	12,500	19,200
105 Part-Time Salaries (Planning Commission)	2,580	2,880	3,180	3,180	3,180	3,200	1,590	2,020	3,180
107 Part-Time Salaries (Park & Rec Commission)	3,165	2,980	3,180	3,180	3,180	3,200	1,590	2,120	3,180
122 FICA & Medicare	1,464	1,436	1,466	1,481	1,956	1,969	978	1,273	1,966
331 Travel Expenses	998	1,086	2,543	2,766	3,143	2,500	1,078	2,263	3,000
332 Training and Conferences	1,004	928	3,625	788	1,523	1,500	823	823	1,500
430 Miscellaneous	856	545	214	289	1,221	500	32	51	500
433 Dues and Subscriptions	6,394	6,685	6,990	4,270	9,605	10,000	9,182	9,402	10,000
Total Legislative	29,862	29,439	33,998	28,955	43,006	42,069	24,874	30,453	42,526

41310 City Administrator

101 Full Time Employees Regular	68,392	72,378	77,533	80,009	84,751	79,375	32,755	45,336	81,752
103 Part-Time Salaries	24,344	26,124	27,684	25,229	25,605	25,882	13,669	19,101	35,328
121 PERA	6,726	7,069	7,674	7,643	7,827	7,894	3,917	5,268	8,781
122 FICA & Medicare	7,258	7,749	8,206	8,007	8,325	8,052	4,108	5,527	8,957
131 Employer Paid Insurance	3,229	3,437	3,213	3,955	5,074	5,200	360	1,018	4,181
331 Travel Expenses	1,017	1,799	2,022	455	959	2,000	8	8	1,500
332 Training and Conferences	1,561	646	805	964	654	1,800	463	463	1,500
430 Miscellaneous	88	187	-	234	156	200	255	302	200
433 Dues and Subscriptions	1,938	2,037	(2,620)	6,557	2,077	2,100	170	797	2,100
Total City Administrator	114,553	121,427	124,517	133,054	135,429	132,503	55,704	77,820	144,299

Year 2019 General Fund Operating - General Fund Expenses

2013 Actual 2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Budget thru Jun 30, 2018 thru Aug 31, 2018 2019 Budget

41400 City Clerk - Finance										
101	Full Time Employees	55,320	55,640	63,690	51,516	51,313	67,536	27,831	37,468	59,661
102	Overtime	722	640	254	-	4	2,026	17	31	1,790
103	Part-Time Salaries	-	-	-	-	-	-	-	-	18,382
121	PERA	3,884	4,026	4,531	3,588	3,740	5,217	2,313	3,037	5,987
122	FICA & Medicare	3,913	4,140	4,747	3,655	3,820	5,321	2,291	3,012	6,107
131	Employer Paid Insurance	11,447	11,302	11,198	7,426	8,399	9,000	6,096	7,846	13,273
150	Worker's Comp (GENERAL)	9,191	13,644	15,303	7,967	14,214	17,850	14,199	14,199	18,921
200	Office Supplies (GENERAL)	3,014	2,827	2,963	1,837	2,327	2,200	1,329	1,600	2,480
214	Debit / Credit Card Charges	-	-	-	-	180	-	-	-	-
301	Auditing and Acct'g Services	10,930	7,109	9,283	34,876	30,864	10,850	9,272	9,272	9,450
306	Bank Charges	(70)	41	(85)	492	438	500	218	293	500
310	Information Technology	5,427	5,094	8,859	7,548	10,668	9,275	6,453	7,229	11,550
311	Optic Fiber Maint/Lease	855	855	855	855	855	1,000	-	855	1,000
321	Telephone	2,660	2,941	3,616	3,565	3,566	3,000	1,590	2,119	2,800
322	Postage	4,557	4,500	4,820	5,224	4,041	4,500	1,067	1,471	4,500
326	Cell Phones	-	-	634	742	831	1,000	323	662	1,463
331	Travel Expenses	1,377	1,765	784	384	326	1,500	637	911	1,000
332	Training and Conferences	520	591	1,080	21	20	1,200	478	478	1,200
351	Legal Notices Publishing	5,074	3,262	5,335	5,996	3,287	9,000	3,065	3,774	7,200
429	Contributions	-	-	-	-	470	680	-	-	700
430	Miscellaneous	83	600	1,311	111	3,535	1,000	218	218	1,000
431	Refunds & Reimbursement	-	-	-	-	-	-	50	50	-
433	Dues and Subscriptions	490	460	623	440	701	600	714	874	1,000
576	Copier	4,378	2,901	2,923	2,518	3,080	3,200	1,163	1,579	3,200
590	Codification	747	329	766	1,953	569	1,600	351	351	1,200
Total City Clerk - Finance		124,521	122,667	143,491	140,712	147,247	158,055	79,677	97,331	174,364
41410 Elections										
103	Part-Time Salaries	-	3,635	-	3,839	-	4,800	-	1,667	-
210	Operating Supplies (GENERAL)	-	230	275	97	-	500	-	-	-
300	Professional Services	-	973	-	403	-	1,000	343	343	-
331	Travel Expenses	-	489	-	216	-	500	-	274	-
560	Furniture and Fixtures	-	-	-	-	-	-	-	-	-
Total Election		-	5,328	275	4,555	-	6,800	343	2,283	-

Year 2019 General Fund Operating - General Fund Expenses

2013 Actual 2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Budget thru Jun 30, 2018 thru Aug 31, 2018 2019 Budget

41550 Assessing										
300	Professional Services	21,559	22,563	27,952	28,913	30,055	31,500	30,894	30,894	32,445
Total Assessing		21,559	22,563	27,952	28,913	30,055	31,500	30,894	30,894	32,445
41600 Professional Services										
300	Professional Services (GENERAL)	8,464	26,564	17,737	12,746	16,595	20,000	13,377	14,501	18,000
301	Auditing and Acct'g Services	-	-	-	-	-	22,750	11,781	16,156	10,500
303	Engineering Fees	120,574	94,243	150,855	129,043	84,389	115,000	16,906	36,652	105,000
304	Legal Fees	72,931	88,496	82,036	105,932	56,144	85,000	28,960	32,657	75,000
305	Consultant Planner	77,443	96,073	112,708	123,634	53,406	35,000	21,809	24,291	25,000
Total Professional Services		279,413	305,375	363,337	371,355	210,535	277,750	92,832	124,256	233,500
41940 General Government Buildings										
210	Operating Supplies	2,601	3,099	2,898	1,431	1,045	3,500	740	919	2,500
300	Other Professional Services	644	838	858	1,015	706	1,000	137	297	1,000
321	Telephone	136	-	-	-	-	-	-	-	-
381	Electric Utilities	-	-	-	-	-	27,100	9,253	13,711	22,000
383	Gas Utilities	11,534	15,736	10,853	12,120	10,892	15,000	8,760	9,246	12,000
384	Garbage & Refuse Disposal	4,533	5,139	3,182	1,603	1,961	2,000	570	855	2,000
401	Repair/Maint	5,771	9,250	8,668	10,905	11,585	9,500	2,113	2,297	9,500
406	Cleaning / Janitorial	13,730	12,710	13,745	12,272	12,240	15,000	3,244	4,989	9,240
510	Land	-	-	-	-	1,400	-	-	-	-
515	Library	3,257	2,414	3,097	4,354	4,160	3,500	5,657	9,068	16,600
520	Buildings and Structures	-	-	232	30	-	-	-	-	-
Total General Government Buildings		42,206	49,185	43,531	43,730	43,988	76,600	30,475	41,382	74,840

Year 2019 General Fund Operating - General Fund Expenses

2013 Actual 2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Budget thru Jun 30, 2018 thru Aug 31, 2018 2019 Budget

42000 Police										
101	Full-Time Employees Regular	152,325	204,702	211,821	231,200	293,445	342,735	141,609	188,784	389,488
102	Overtime	5,584	6,060	4,663	9,090	8,127	11,996	6,201	8,597	13,632
103	Part-Time Salaries	29,859	34,027	40,858	46,563	39,122	36,954	24,567	33,577	36,161
121	PERA	26,089	35,164	36,804	42,718	52,545	63,453	26,085	34,863	74,458
122	FICA & Medicare	2,931	4,395	5,220	5,240	5,793	5,679	3,491	4,606	6,370
131	Employer Paid Insurance	18,845	26,169	26,660	41,058	45,442	57,600	24,651	32,259	64,479
200	Office Supplies (GENERAL)	762	43	84	293	20	500	79	79	500
201	Community Events Expense	622	735	286	150	392	800	499	499	800
205	Alcohol Testing Equipment	152	195	150	107	63	300	-	-	300
206	Scott County Transportation Detox	-	67	-	-	-	200	-	-	200
209	Office Equipment	-	109	52	-	-	400	-	86	400
210	Operating Supplies (GENERAL)	369	679	469	336	381	800	-	-	800
212	Motor Fuels	12,734	14,883	9,495	8,842	11,793	15,000	3,761	6,920	12,500
213	Car Maintenance & Repairs	7,134	10,928	4,170	3,591	10,848	4,000	2,790	3,144	4,000
215	Shop Supplies	74	-	-	-	39	100	-	23	100
217	Uniforms	2,538	2,595	968	4,581	1,990	5,000	434	590	2,700
221	Equipment Vehicle	309	101	553	460	141	500	-	-	500
228	Communication Repairs	1,077	-	-	180	-	-	-	-	-
230	Car Communication Computer	2,196	1,816	2,143	1,556	1,080	2,500	270	720	2,500
300	Professional Services (GENERAL)	-	-	219	950	-	-	-	-	-
301	Auditing and Accounting Services	-	-	-	7,517	6,701	-	-	-	-
310	Information Technology	3,033	280	3,797	5,803	9,034	6,625	5,973	6,527	8,400
311	Optic Fiber Maint/Lease	-	-	-	-	-	-	-	-	2,200
321	Telephone / Office Phones	975	894	849	1,019	1,041	1,200	524	793	1,120
322	Postage	91	138	13	-	-	300	-	-	200
323	Radio Units	-	183	182	97	-	400	-	-	200
326	Cell Phones	1,634	2,807	2,872	3,382	3,784	4,500	1,455	2,617	5,625
327	Fax / DSL	1,419	1,400	1,444	1,791	1,879	2,000	932	1,410	-
329	Car Phones	216	230	-	-	-	-	-	-	-
331	Travel Expenses	170	277	521	603	808	800	389	486	1,000
332	Training and Conferences	1,831	3,069	3,639	4,469	4,196	5,400	2,674	2,754	7,000
383	Gas Utilities	-	-	-	-	-	-	-	-	-
401	Repairs/Maint	8	-	-	-	-	-	-	-	-
430	Miscellaneous (GENERAL)	404	2,312	798	1,599	1,726	1,500	361	414	1,500
433	Dues and Subscriptions	770	510	705	875	275	1,000	448	448	1,000
436	Towing Charges	364	199	194	1,716	597	500	690	690	500
490	Community Programs	-	-	330	449	-	-	217	217	-
576	Copier	202	235	291	454	203	300	68	135	300
580	Officer Equipment	585	1,432	1,677	1,160	608	1,200	217	243	1,500
741	Weapons Firearms	315	-	71	-	-	-	-	-	-
742	Less Lethal Weapons Supplies	165	340	592	756	466	1,000	873	875	900
743	Ammunition	376	1,034	255	604	1,181	1,000	1,006	1,006	1,500
744	Gun Supplies & Cleaning	-	-	-	21	-	100	-	-	-
Total Police		276,155	358,007	362,843	429,230	503,720	576,342	250,265	333,363	642,834
42100 Public Safety										
251	Warning Sirens	-	1,340	2,749	3,538	7,859	3,000	1,891	1,891	3,000
252	Animal Control Contract	11,780	13,884	13,958	14,010	14,148	14,500	5,844	8,192	14,500
317	Code Enforcement	599	889	225	-	632	1,500	-	-	1,500
746	Joint Scott Training Facility	5,332	5,332	5,332	5,332	5,332	5,500	5,332	5,332	5,500
747	Prosecution Services S/JPA/SCAO	20,452	20,639	17,953	18,736	17,821	15,000	3,765	8,906	15,000
Total Public Safety		38,162	42,084	40,217	41,616	45,792	39,500	16,832	24,321	39,500

Year 2019 General Fund Operating - General Fund Expenses

2013 Actual 2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Budget thru Jun 30, 2018 thru Aug 31, 2018 2019 Budget

42400 Community Development										
101	Full-Time Salaries	-	-	-	1,552	53,475	47,677	27,504	36,137	56,088
102	Overtime	-	-	-	-	-	-	1,748	1,914	-
103	Part-Time Salaries	-	-	-	-	-	-	-	-	11,648
121	PERA	-	-	-	180	3,939	3,576	2,118	2,778	4,207
122	FICA / Medicare	-	-	-	18	3,868	3,647	2,287	2,938	5,182
131	Employer Paid Insurance	-	-	-	60	10,041	12,000	5,870	7,569	11,135
299	Bldg. Inspection Fees	93,173	82,179	56,734	65,273	49,872	26,245	34,123	45,051	37,119
302	Mn. State Surcharge Fee	5,829	5,533	2,171	2,479	3,596	1,975	600	2,482	2,793
433	Dues and Subscriptions	-	-	-	-	-	500	-	-	500
Total Building Inspections		99,001	87,712	58,905	69,562	124,791	95,620	74,249	98,870	128,672
43000 Public Works										
101	Full-Time Salaries	44,693	47,243	61,663	62,046	60,757	77,059	32,261	44,269	80,586
102	Overtime	1,356	2,487	852	808	836	2,697	1,706	1,728	2,821
103	Part-Time Salaries	24,489	22,041	8,036	14,415	15,268	16,232	3,299	3,308	16,959
108	On Call	1,559	1,554	2,020	2,083	2,080	1,875	869	1,204	3,125
109	Call Back	322	198	304	359	522	375	100	218	550
121	PERA	4,220	4,526	4,686	4,597	4,359	7,199	3,003	3,940	7,527
122	FICA / Medicare	5,249	5,459	5,273	5,629	5,646	7,343	3,121	4,026	7,678
131	Employer Paid Insurance	7,890	14,468	16,753	15,757	16,256	28,000	7,787	10,325	16,764
200	Office Supplies	55	-	-	-	-	-	-	-	-
210	Operating Supplies	907	1,611	2,080	2,216	2,003	3,400	952	1,346	2,000
212	Motor Fuels	9,488	12,132	9,275	9,042	7,878	12,960	7,135	9,621	14,250
217	Uniforms	292	225	790	494	797	1,008	266	290	680
224	Street Maint Materials	-	181	1,970	-	-	-	-	-	-
226	Sign Materials	857	2,890	388	381	2,517	3,000	260	342	3,000
240	Small Tools and Minor Equip	3,906	2,758	3,586	2,155	3,269	3,000	1,317	1,520	3,000
241	Large Tools and Equipment	4,493	4,883	5,091	2,224	6,020	5,200	2,346	2,346	5,200
303	Engineering Fees	-	-	-	7,936	22,743	-	14,034	30,188	-
317	Code Enforcement	-	486	-	-	-	-	-	-	-
326	Cell Phones	2,011	2,475	1,159	1,410	1,633	1,500	485	800	1,350
331	Travel Expenses	102	166	-	3	68	200	-	-	200
332	Training and Conferences	544	590	30	26	134	1,000	100	100	1,000
381	Electric Utilities	61,555	68,520	56,661	63,990	53,729	69,984	31,010	47,984	69,300
385	Solid Waste/Recycling	8,027	7,462	6,171	8,930	6,261	6,700	6,545	6,652	6,500
404	Fleet Maintenance & Equipment Repairs	10,124	14,240	17,371	16,917	20,715	17,280	8,998	10,501	19,200
415	Other Equipment Rental	-	147	1,397	50	-	-	-	-	-
416	Equipment & Machinery Rental/Lease	1,165	368	-	-	-	-	-	-	-
430	Miscellaneous	-	57	1,927	861	60	500	60	60	500
433	Dues & Subscriptions	116	107	110	79	166	200	84	146	200
531	Street Sweeping	1,624	-	2,250	-	-	-	-	-	-
532	Dust Control	2,111	4,379	6,890	6,616	7,899	8,000	-	4,206	8,000
535	Street Repair & Maint	21,480	27,442	28,084	27,485	16,824	30,000	11,094	26,793	30,000
540	Snow Removal Services	51,661	25,273	-	-	-	-	-	-	-
541	Deicing Materials	28,667	16,363	15,173	20,564	15,609	30,000	16,856	16,856	25,000
613	Short-Term Debt Interest	-	-	-	-	-	-	-	-	-
720	Operating Transfer	-	-	-	156,451	-	-	-	-	-
Total Public Works		298,959	290,732	259,987	433,522	274,049	334,712	153,688	228,767	325,390

Year 2019 General Fund Operating - General Fund Expenses

2013 Actual 2014 Actual 2015 Actual 2016 Actual 2017 Actual 2018 Budget thru Jun 30, 2018 thru Aug 31, 2018 2019 Budget

45000 Parks & Grounds Maintenance										
101	Full-Time Salaries	38,198	40,707	53,905	54,112	52,396	68,555	28,208	38,872	71,565
102	Overtime	1,356	1,776	852	808	836	2,399	1,706	1,728	2,505
103	Part-Time Salaries	20,151	28,036	26,492	31,235	32,338	33,487	12,866	18,024	37,183
108	On Call	1,122	1,119	1,454	1,499	1,498	1,350	626	867	2,250
109	Call Back	322	198	304	359	522	270	100	218	396
121	PERA	4,298	4,348	5,480	5,235	5,160	7,833	3,362	4,463	8,344
122	FICA & Medicare	4,406	5,361	6,081	6,291	6,301	7,990	3,538	4,733	8,511
131	Employer Paid Insurance	13,433	9,544	14,999	14,053	14,524	21,000	6,850	9,093	14,940
216	Chemicals and Chem Products	2,587	2,672	1,111	1,555	1,428	3,000	873	967	3,500
331	Travel Expenses	-	-	-	-	-	200	-	-	300
332	Training & Conferences	8	70	-	498	-	750	8	8	1,500
379	Portable Bathrooms	3,702	3,790	4,120	6,003	5,240	4,500	1,490	2,910	5,000
381	Electric Utilities	638	1,076	740	914	744	1,100	445	695	1,100
384	Refuse/Garbage Disposal	1,290	1,412	1,311	1,215	1,425	1,500	514	762	1,600
401	Repairs/Maint	4,240	9,090	7,161	4,960	6,853	8,000	3,221	5,171	8,000
430	Miscellaneous	629	45	42	85	43	500	73	73	500
433	Dues and Subscriptions	489	-	494	-	397	800	450	450	500
825	Recreation Program	-	6,402	5,187	10,055	4,318	8,000	1,873	3,024	6,500
Total Parks & Grounds Maintenance		96,868	115,647	129,734	138,877	134,022	171,234	66,202	92,056	174,194
45500 Unallocated										
361	General Liability Insurance	23,897	27,540	30,516	26,868	26,019	21,500	20,604	20,604	21,672
369	Insurance Claim	1,258	-	581	-	-	2,500	-	741	2,500
Total Unallocated		25,155	27,540	31,097	26,868	26,019	24,000	20,604	21,345	24,172
??? General Fund Reserves										
	General Fund Reserves/Contingency	51,076	(36,913)	-	-	-	1,591	-	-	83,785
Total General Fund Reserves		51,076	(36,913)	-	-	-	1,591	-	-	83,785
Total General Fund Expenditures		1,903,236	1,955,127	1,751,610	2,052,993	2,036,539	2,137,708	898,666	1,208,076	2,319,020

5 Year Capital Outlay Summary (2019) Updated Reserve Balances

Office Equipment		501-41000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2017	Prior Year 2018	Total Reserve 6/30/2018	Current Year 2019	Future Years			
							2020	2021	2022	2023
	Information Technology		79,125	5,000	64,621	8,000	11,000	14,000	17,000	20,000
	Office Furniture		1,833	1,000	2,333	1,000	1,000	1,000	1,000	1,000
	Accounting System		3,000	1,000	3,500	1,000	1,000	1,000	1,000	1,000
	Misc. New Equipment		512	250	1,285	250	250	250	250	250
Total			84,469	7,250	71,739	10,250	13,250	16,250	19,250	22,250

Elections		501-41410-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2017	Prior Year 2018	Total Reserve 6/30/2018	Current Year 2019	Future Years			
							2020	2021	2022	2023
	Election Equipment	7,500	8,808	2,000	9,808	2,000	2,000	2,000	2,000	2,000
Total			8,808	2,000	9,808	2,000	2,000	2,000	2,000	2,000

Buildings		501-41940-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2017	Prior Year 2018	Total Reserve 6/30/2018	Current Year 2019	Future Years			
							2020	2021	2022	2023
	General Maintenance Reserves		215,302	23,000	219,802	27,000	31,000	35,000	35,000	35,000
Total			215,302	23,000	219,802	27,000	31,000	35,000	35,000	35,000

Police		501-42000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2017	Prior Year 2018	Total Reserve 6/30/2018	Current Year 2019	Future Years			
							2020	2021	2022	2023
	Information Technology		22,008	7,400	8,635	7,400	7,400	7,400	7,400	7,400
	Office Furniture		1,261	250	1,386	250	250	250	250	250
2019	Squad 313 (replace Squad 311)	34,000	34,445	8,500	39,130	8,500	8,500	8,500	8,500	8,500
2021	Squad 314 (replace Squad 310)	34,000		8,250	4,250	8,500	8,500	8,500	8,500	8,500
2023	Squad 315 (replace Squad 312)	34,000		8,250	4,000	8,000	8,000	8,000	8,000	8,000
	Admin Car	20,000	-	2,000	1,000	2,000	2,000	2,000	2,000	2,000
2020	Speed Monitoring Device	10,000	6,416	1,000	6,916	500	500	500	500	500
	Radio Units (Each)	4200/4500	58	3,000	1,558	1,200	1,200	1,200	1,200	1,200
	Officer Safety Equipment	1,200	7,712	1,200	7,270	1,200	2,000	2,000	2,000	2,000
	Firearms		1,911	600	2,211	600	600	600	600	600
	Non-Lethal Weapons		4,619	1,000	(393)	1,000	1,000	1,000	1,000	1,000
	AEDS		3,152	600	252	600	600	600	600	600
	Body and Squad Cameras		-	2,500	1,250	2,500	2,500	2,500	2,500	2,500
	Misc. New Equipment		-	500	550	500	500	500	500	500
Total			81,582	45,050	78,015	42,750	43,550	43,550	43,550	43,550

Year 2019 Community Events Fund Revenues

REVENUES

Community Events

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49991 Community Events										
31000	General Property Taxes	2,500	2,500	2,500	2,300	2,300	2,300	1,150	1,150	4,300
36200	Miscellaneous Revenues	1,242	1,778	1,291	2,669	2,319	1,800	909	1,034	1,800
36210	Interest Earnings	2	7	6	24	25	-	32	32	-
36230	Contributions & Donations	1,340	1,750	3,263	3,124	1,590	1,900	3,590	3,590	1,900
36240	Refunds and Reimbursements	-	-	-	-	384	-	-	523	-
39310	Transfers From Other Gov.	-	-	-	-	-	-	-	-	-
Total Community Events		5,084	6,035	7,060	8,117	6,617	6,000	5,681	6,329	8,000

Year 2019 Community Events Fund Expenses

EXPENDITURES

Community Events

								Year-to-date	Year-to-date	Proposed
		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	thru Jun 30, 2018	thru Aug 31, 2018	2019 Budget

49991 Community Events Expense										
		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
201	Community Events Expense	-	-	2,580	1,000	3,825	4,500	2,207	6,528	8,000
226	Sign Materials	-	389	112		604	400	-	-	-
340	Advertising	-	-	570	1,132	641	500	-	235	-
379	Portable Bathrooms		-	540	498	-	250	-	-	-
430	Miscellaneous	-	15	77	2,265	843	350	-	-	-
Total Community Events Department		-	404	3,879	4,895	5,912	6,000	2,207	6,763	8,000

Project #280-01 through 04										
		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018		Proposed 2019 Budget
Project #280-01	Egg Hunt	-	810	-	300	956	800	238		800
Project #280-02	Fire Rescue Days	-	1,987	-		2,391	3,200	1,474		4,700
Project #280-03	Community Picnic	-	-	-	-	-	-	495		500
Project #280-04	Halloween Party	-	359	-		478	500	-		2,000
Total Community Events Department		-	3,155	-	300	3,825	4,500	2,207		8,000

2019 Data Summary

2019 Fire Department Budget	454,400
Less Other Revenues	70,000
2019 Cost Allocation	\$ 384,400

2019 Credits	
Elko New Market	(13,358)
New Market Township	8,310
Cedar Lake Township	5,048

Five Year Call Total (2013-2017)

Jurisdiction	Calls	% Calls
Elko New Market	601	44.39%
New Market Twp	662	48.89%
Cedar Lake Twp	91	6.72%
Total	1354	100.00%

Population (US Census Data 2017)

Jurisdiction	Population	% Pop
Elko New Market	4421	48.18%
New Market Twp	3817	41.60%
Cedar Lake Twp	938	10.22%
Total	9176	100.00%

Number of Structures (2017)

	Structures	% Structures
Elko New Market	1,795	31.39%
New Market Twp	3,146	55.01%
Cedar Lake Twp	778	13.60%
Total	5,719	100.00%

Weighting of Factors

	Factor Weight
Calls	25%
Population	55%
Structures	20%
Total*	100%

Allocation Based on Weighted Factors

$((\% \text{ Population} \times 55\%) + (\% \text{ Structures} \times 20\%) + (\% \text{ Calls} \times 25\%)) \times \text{Budget} - \text{Credit} = \text{Allocation}$

	Allocation	%
Elko New Market	\$ 182,006	47.35%
New Market Twp	\$ 168,912	43.94%
Cedar Lake Twp	\$ 33,481	8.71%
Total*	\$ 384,400	100.00%

Year 2019 Fire Fund Operating - Fire Fund Revenues

REVENUES

Fire Department

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
42280 Fire Department										
31000 General Property Taxes	96,287	97,059	86,044	93,207	132,952	124,945	184,152	61,072	61,072	182,006
32100 Business Licenses	-	126	109	69	379	301	-	-	-	-
33422 State Fire Aid	35,696	50,600	49,845	54,054	56,098	55,543	45,000	-	-	45,000
33423 State Police Aid					2,865	-	-	-	-	-
33424 DNR Forestry Grants					2,000	-	-	-	-	-
34202 Fire Contracts & Calls	178,308	187,930	199,351	202,161	177,465	221,339	213,826	124,266	213,832	202,394
36200 Miscellaneous Revenues	336	-	473	468		387	-	-	-	-
36210 Interest Earnings	119	99	58	521	(365)	499	-	350	350	-
36230 Contributions & Donations	20,108	38,337	25,000	250	25,200	25,250	25,000	-	-	25,000
36240 Refunds and Reimbursements	-	-	11,385	-	1,350	8,299	-	1,582	6,402	-
39200 Interfund Operating Transfer	-	-	-			-	-	-	-	-
39310 Proceeds - Gen Obligation Bond	-	-	-	30,000		-	-	-	-	-
39945 Miscellaneous Revenues	-	435	-	-		-	-	-	-	-
Total Fire Department	330,854	374,586	372,265	380,730	397,945	436,563	467,978	187,270	281,656	454,400

Year 2019 Fire Fund Operating - Fire Fund Expenses

EXPENDITURES

Fire Department

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
42280 Fire Department									
101 Full-Time Salaries	4,045	4,111	-	-	-	3,723	215	270	3,592
102 Overtime	11	39	-	-	-	186	-	177	180
103 Part-Time Salaries	48,305	54,410	60,195	61,893	72,176	67,172	72,339	74,772	69,752
121 PERA	294	297	-	2	276	279	490	601	893
122 FICA & Medicare	3,984	4,463	4,605	4,735	5,519	5,438	5,550	5,752	5,625
124 Fire Pension Contribution	144,368	148,301	157,199	162,931	168,064	162,210	59,074	59,074	162,210
131 Employer Paid Insurance	673	683	43	3	48	300	191	263	423
136 Medical Expense	375	2,065	6,100	2,500	2,514	3,000	739	1,200	3,500
150 Worker's Comp (General)	9,644	11,884	11,047	9,643	16,994	22,000	13,396	13,396	23,320
200 Office Supplies	63	84	-	-	-	-	-	-	-
201 Community Events Expense	861	443	-	-	280	700	-	-	700
210 Operating Supplies (GENERAL)	-	1,302	3,356	1,273	1,181	3,500	325	502	2,500
212 Motor Fuels	9,145	7,674	4,845	5,096	6,291	9,500	3,070	5,622	8,000
217 Uniforms	927	1,920	958	285	1,224	1,000	1,261	3,551	1,500
240 Small Tools and Minor Equip	1,278	590	950	5,501	2,999	2,500	1,359	1,627	2,500
300 Other Professional Services	-	750	-	3,632	-	5,300	3,788	4,088	6,500
304 Legal Fees	1,008	660	757	-	3,263	1,500	1,310	1,310	1,500
310 Information Technology	-	-	240	-	374	1,500	-	-	1,050
323 Radio Units	320	2,135	1,191	2,679	1,664	1,400	748	748	2,000
326 Cell Phones	-	-	237	330	369	-	-	97	1,368
331 Travel	-	86	467	-	-	1,000	-	-	500
332 Training and Instruction	3,078	5,584	4,315	5,203	11,511	6,000	-	1,200	7,800
361 General Liability Ins	5,061	6,754	5,095	4,667	5,233	5,000	3,208	3,208	3,024
369 Insurance Claim	-	10,385	-	-	-	-	-	-	-
401 Repairs & Maint	3,715	1,792	2,727	664	6,967	3,500	849	2,394	3,500
404 Fleet Maintenance & Equipment Repairs	15,162	10,185	11,644	8,200	18,020	15,000	2,747	2,891	15,000
428 Bond Issuance Costs	-	-	22	-	-	-	-	-	-
430 Miscellaneous	1,469	2,302	554	176	578	1,500	517	517	1,500
433 Dues and Subscriptions	209	175	113	526	218	300	148	148	300
600 Debt Service Principal	57,200	33,075	33,075	-	-	103,995	30,000	30,000	85,943
610 Debt Service Interest	7,472	5,744	-	568	600	12,855	300	300	12,422
620 Fiscal Agent Fees	-	-	90	38	16	-	-	-	-
703 Transfer Out - Capital Outlay	27,120	36,120	-	67,240	28,120	27,620	-	-	27,300
720 Operating transfers	13,237	-	-	20,317	79,394	-	96,642	96,642	-
Total Fire Department	359,025	354,014	309,824	368,110	433,895	467,978	298,265	310,350	454,400

5 Year Capital Outlay Summary (2019) - Fire Dept Capital Outlay Updated Reserve Balances

Fire Department 503-42280-500 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2017	Prior Year BUD 2018	Total Reserve 6/30/2018	Current Yr BUD 2019	Future Years			
							2020	2021	2022	2023
	2017 Tanker	150,000	2,809		2,809	-	-	-	-	-
2028	First Response Vehicle (Chief) to replace 2018	50,000	34,210		8,704	-	-	-	-	-
2028	First Response Vehicle (Asst.Chief) to replace 2018	50,000	34,210		2,733	-	-	-	-	-
2023	Pumper to replace 2002	375,000	-		-	-	-	-	-	-
	Small Vehicles and Trailers		19,041	2,500	21,041	1,500	1,500	1,500	1,500	1,500
	Protective Clothing \$2,000 Each		11,726	4,320	16,046	4,000	4,000	4,000	4,000	4,000
	SCBAs \$3,500 Each		10,498	3,000	1,350	3,500	3,500	3,500	3,500	3,500
	Large Tools and Equipment		37,544	5,000	41,544	5,000	5,000	5,000	5,000	5,000
	Radio Equipment		4,067	3,000	10,067	6,000	6,000	6,000	6,000	6,000
	Office Equipment and Furnishings		52	300	352	300	300	300	300	300
	Computer Equipment		27,760	5,000	29,760	2,000	2,000	2,000	2,000	2,000
	General Building and Maintenance		25,473	5,000	30,473	5,000	5,000	5,000	5,000	5,000
	Misc		19,000	-	19,000	-	-	-	-	-
	Interest		1,892		2,637	-	-	-	-	-
	Total		228,282	28,120	186,517	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 12/31/2017	Prior Year 2018	Total Reserve 6/30/2018	Current Year 2019	Future Years			
							2020	2021	2022	2023
	Miscellaneous		98,503		140,099	-	-	-	-	-

**City of Elko New Market
Year 2019 Operating Budget - 601 Water Rev**

REVENUES

Water

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49400 Water										
31019 Special Assessments	24,147	15,809	-	24,291	617	929	-	3,543	3,543	-
31910 Penalties and Interest Ad Valorem Tax		-	-	1,391	0	-	-	-	-	-
34000 Charges for Service		-	-	-	(4)	-	-	-	-	-
36102 Penalties and Interest		1,208	150	2,007	4,008	6,702	-	(1,169)	(1,169)	-
36200 Miscellaneous Revenue	219	534	2,491	15,523	(23)	13,167	-	402	577	-
36210 Interest Earnings	2,135	497	393	(2,310)	(3,486)	6,433	1,500	502	502	1,500
36240 Refunds & Reimbursements	-	-	-	-	-	59,185	-	5,538	5,538	-
37100 Water Sales	473,306	492,452	483,668	448,586	945,959	1,034,545	1,060,000	465,163	661,035	1,125,000
37125 Water Hydrant Rental Fee	161	-	16	16	320	-	-	-	-	-
37126 Water Meters	10,449	16,349	9,259	5,805	8,127	4,644	5,805	9,176	11,111	7,740
37150 Water Connect/Reconnect Fee	1,000	5,676	300	300	-	-	-	-	-	-
37155 Water Hookup Fee	48,141	73,456	34,038	24,830	40,979	28,040	31,005	48,536	59,071	42,140
37160 Water Penalty	571	(239)	(19)	(902)	(16,701)	(2,866)	-	(75)	(116)	-
37170 Water Trunk Fee		21,526	-	3,277	(0)	150,028	163,000	68,685	68,685	171,000
37190 MDH Water Connection Fee	8,337	8,945	8,746	8,435	8,531	8,985	8,950	4,133	5,645	8,950
38000 Contributed Capital	455,829	-	-	-	-	-	-	-	-	-
39310 Proceeds-Gen Obligation Bond		-	-	-	-	-	-	-	-	-
Total Water	1,024,295	636,214	539,042	531,247	988,327	1,309,792	1,270,260	604,433	814,421	1,356,330

City of Elko New Market
Year 2019 Operating Budget - 601 Water Exp

EXPENDITURES

Water

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49400 Water										
101	Full-Time Salaries	98,650	103,969	123,784	120,849	125,470	163,183	76,759	101,391	164,003
102	Overtime	1,907	2,266	1,186	992	1,012	5,711	2,461	2,527	5,740
103	Part-Time Salaries	224	1,098	580	533	818	2,645	1,287	1,607	21,100
108	On Call	1,760	1,726	2,262	2,332	2,331	2,100	973	1,348	3,500
109	Call Back	252	271	294	319	649	420	118	263	616
121	PERA	7,778	8,168	9,071	9,038	9,420	12,865	6,097	7,994	14,313
122	FICA & Medicare	6,618	8,043	9,388	9,098	9,604	13,123	6,012	7,902	14,599
129	Pension Expense	-	-	4,317	14,239	8,735	-	-	-	-
131	Employer Paid Insurance	19,065	21,124	25,075	23,081	24,238	34,300	16,813	21,352	31,927
150	Workers Comp	3,546	2,516	5,136	2,841	4,929	3,000	4,770	4,770	5,300
200	Office Supplies (GENERAL)	2,168	1,992	1,852	1,058	1,687	1,375	770	858	1,550
210	Operating Supplies (GENERAL)	15,230	1,959	1,585	1,592	1,252	2,125	608	859	2,125
211	Water Meters	-	7,579	6,394	3,411	9,177	7,425	6,080	6,080	10,175
212	Motor Fuels	5,930	7,565	4,160	3,716	3,151	5,184	2,854	3,848	5,700
214	Debit / Credit Card Charges	4,689	5,698	6,559	9,254	5,934	10,500	2,867	3,829	7,500
216	Chemicals and Chem Products	37,015	20,881	30,211	10,250	6,612	12,500	3,459	7,128	8,000
217	Uniforms	183	140	471	309	504	630	166	181	425
240	Small Tools and Minor Equip	2,405	1,723	2,242	1,347	2,043	1,875	823	950	1,875
241	Large Tools and Equipment	3,058	3,052	3,182	1,390	3,763	3,250	6,558	6,558	3,250
300	Other Professional Services	1,632	116	3,577	4,294	-	-	-	-	-
301	Auditing and Acct'g Services	7,338	7,871	10,193	35,794	31,658	30,350	21,025	25,400	19,950
303	Engineering Fees	43,771	31,832	27,430	30,058	18,453	50,000	8,558	12,898	30,000
304	Legal Fees	-	-	1,371	(236)	-	-	-	-	-
310	Information Technology	3,182	3,382	5,754	5,476	6,234	5,300	3,784	4,227	7,000
321	Telephone	1,655	1,767	1,917	4,637	4,336	4,200	2,018	2,690	3,920
322	Postage	3,242	3,638	3,170	3,407	2,520	4,500	694	960	4,500
326	Cell Phones	1,570	1,497	1,196	1,374	1,424	1,500	485	703	900
331	Travel Expenses	309	254	457	3	-	800	-	-	800
332	Training and Conferences	665	374	665	34	30	1,000	63	63	1,000
351	Legal Notices Publishing	1,915	3,266	3,335	3,540	1,638	2,250	779	956	1,800
361	General Liability	6,776	3,490	3,887	5,435	8,824	15,500	8,528	8,528	12,600
381	Electric Utilities	36,563	41,230	29,625	67,768	57,206	70,000	27,632	39,905	69,300
383	Gas Utilities	1,177	1,715	2,547	7,971	5,389	10,000	5,843	6,096	10,800
384	Refuse/Garbage Disposal	-	-	57	568	820	-	252	378	800
401	Repairs & Maint	7,167	19,912	28,022	6,756	22,575	30,000	9,872	10,028	30,000
402	Repairs/Maint Buildings	-	-	-	-	886	-	-	-	-
403	Capital Improvements	-	(1,980)	118	2,927	3	30,000	-	-	30,000

City of Elko New Market
Year 2019 Operating Budget - 601 Water Exp

EXPENDITURES

Water

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
404	Fleet Maint. & Repairs	6,331	16,789	11,020	10,473	12,947	10,800	5,624	6,563	12,000
405	Depreciation of Capital Assits.	168,720	168,685	170,817	182,434	183,444	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	130	172	912	10,253	27	1,000	254	262	1,000
433	Dues and Subscriptions	263	1,355	1,536	1,320	1,419	1,500	1,382	1,443	1,500
440	Licenses & Permits	10,173	11,150	8,878	9,688	9,511	12,000	5,286	5,286	11,000
510	Land	-	-	-	4,000	-	-	-	-	-
543	Gopher State One Call	412	357	321	331	311	480	83	179	480
575	Computer Equipment	-	-	-	-	-	2,500	-	-	2,500
576	Copier	2,737	1,813	1,827	1,574	1,925	2,000	727	987	2,000
590	Codification	467	206	479	963	356	1,000	220	220	750
600	Debt Srv Principal	(0)	-	-	0	-	652,933	136,341	630,535	615,086
611	Bond Interest	29,502	74,119	82,314	135,029	117,486	114,934	56,462	112,078	105,495
620	Fiscal Agent Fee	1,198	809	4,778	1,966	2,182	1,300	930	1,210	1,443
630	Bond Premium	-	-	599	(1,798)	566	-	-	-	-
720	Transfers (GENERAL)	-	-	-	-	-	-	-	-	-
800	Sales Tax	(688)	(540)	-	-	-	-	-	-	-
	Total Water	546,687	593,048	915,025	751,889	713,737	1,783,058	436,316	1,051,039	1,723,323

**City of Elko New Market
Year 2019 Operating Budget - 602 Sewer Rev**

REVENUES

Sewer

		2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
31019	Special Assessments	1,890	802	-	42,929	-	-	-	67,291	71,191	-
31910	Penalties and Interest Ad Valorum Tax	-	-	-	395	-	-	-	-	-	-
36100	Special Assessments (Bonds)	-	-	-	-	-	27,000	-	-	-	-
36102	Sewer Penalty	15,173	1,794	(28)	2,432	2,690	4,275	-	-	-	-
36200	Miscellaneous Revenue	9,869	1,954	241	1,912	4,020	29,264	-	36	36	-
36210	Interest Earnings	4,263	8,787	2,672	5,973	246	-	-	-	-	-
36240	Refunds & Reimbursements	-	-	-	-	-	28,785	-	-	-	-
37200	Sewer Sales	492,388	618,083	643,163	594,343	666,036	717,350	790,000	379,774	507,061	855,000
37255	Sewer Hookup Fee	46,035	75,594	32,562	23,985	39,522	27,089	29,955	46,903	57,083	40,720
37260	Sewer Penalty	(24)	(82)	(32)	(925)	(5,888)	(15,734)	-	(853)	(886)	-
37270	Sewer Trunk Fee	-	(110,411)	-	3,677	40,000	41,328	182,000	77,064	77,064	191,000
37285	Sewer Access Charge	105,624	167,312	76,662	54,405	90,993	62,352	69,555	103,155	125,580	89,700
38000	Contributed Capital	58,584		-			-	-	-	-	-
39203	Loan Repayment	(485)		-			-	-	-	-	-
	Total Sewer	733,316	763,833	755,239	729,126	837,618	921,709	1,071,510	673,371	837,130	1,176,420

City of Elko New Market
Year 2019 Operating Budget - 602 Sewer Exp

EXPENDITURES

Sewer

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49450 Sewer										
101	Full Time Salaries	92,117	94,854	113,397	107,152	110,493	142,801	67,197	88,724	143,066
102	Overtime	1,470	1,571	757	511	534	4,998	1,412	1,468	5,007
103	Part Time Salaries	1,969	2,749	2,508	2,193	2,703	7,573	1,888	2,779	20,632
108	On Call	1,626	1,362	1,939	1,998	1,998	1,800	834	1,156	3,000
109	Call Back	252	271	294	319	649	360	118	263	528
121	PERA	6,809	7,435	8,212	8,113	8,418	11,653	5,334	7,026	12,653
122	FICA & Medicare	6,901	7,478	8,570	8,210	8,631	11,886	5,271	6,976	12,906
129	Pension Expense	-	-	3,911	12,024	7,490	-	-	-	-
131	Employer Paid Insurance	17,012	18,935	21,144	19,162	20,089	27,700	14,232	18,085	27,203
150	Workers Comp	3,307	2,349	3,582	2,059	3,668	4,000	4,172	4,172	4,240
200	Office Supplies	2,168	1,992	1,852	1,058	1,378	1,375	770	858	1,550
210	Operating Supplies (GENERAL)	567	1,007	1,300	1,380	1,322	2,125	608	859	2,125
212	Motor Fuels	5,930	7,565	4,160	3,716	3,151	5,184	2,854	3,848	5,700
214	Debit / Credit Card Charges	4,689	5,698	6,559	9,254	5,794	8,400	2,867	3,829	6,000
216	Chemicals and Chemical Products	26	-	-	-	-	-	-	-	-
217	Uniforms	183	140	471	309	504	630	166	181	425
240	Small Tools & Equipment	2,191	1,723	2,242	1,347	2,043	1,875	816	942	1,875
241	Large Tools & Equipment	3,058	3,052	2,684	1,390	3,763	3,250	1,466	1,466	3,250
300	Other Professional Services	1,632	116	81	5,984	9,260	-	-	-	-
301	Auditing and Acct'g Services	7,338	7,871	10,116	35,794	31,658	24,000	15,031	18,156	14,250
303	Engineering Fees	43,893	12,145	55,508	31,147	41,188	35,000	13,817	18,290	40,000
304	Legal Fees	-	-	1,959	-	-	-	-	-	-
310	Information Technology	3,182	3,382	5,544	5,476	5,402	3,975	3,039	3,371	5,250
321	Telephone	1,655	1,767	2,067	2,028	2,033	3,000	911	1,215	2,800
322	Postage	3,268	2,965	3,093	3,265	2,520	4,500	694	960	4,500
326	Cell Phones	1,570	1,493	1,075	1,165	1,226	1,000	323	541	900
331	Travel Expenses	51	251	225	146	-	500	-	-	500
332	Training & Conferences	332	879	810	734	400	1,200	63	63	1,200
351	Legal Notices Publishing	1,915	2,037	3,335	3,540	1,638	2,250	779	956	1,800
361	General Liability	2,708	7,593	8,146	4,636	7,307	7,500	7,418	7,418	10,584
381	Electric Utilities	19,657	14,814	23,343	11,306	7,691	12,000	4,911	6,954	15,950
383	Gas Utilities	267	354	1,536	280	1,194	1,000	1,108	1,180	2,000
384	Garbage & Refuse Disposal	219	263	1,144	3,182	-	600	-	-	-
386	JSB Contract	540	-	-	-	-	-	-	-	-

City of Elko New Market
Year 2019 Operating Budget - 602 Sewer Exp

EXPENDITURES

Sewer

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
401 Repair and Maintenance	22,768	14,406	8,726	19,120	12,074	20,000	-	4,491	20,000
403 Capital Improvements	32,411	(23,129)	332	3,910	-	-	-	-	-
404 Fleet Maint. & Repairs	6,331	8,789	10,844	10,473	12,947	10,800	5,631	6,571	12,000
405 Depreciation of Capital Assets.	218,044	219,251	227,846	240,838	247,004	244,000	-	-	244,000
407 Public Works Facility Capital Assets.	-	-	1,922	-	-	-	-	-	-
428 Bond Issuance Costs	-	-	-	-	-	-	-	-	-
430 Miscellaneous	50	31	785	27,673	32	1,000	28	34	1,000
433 Dues & Subscriptions	107	67	91	70	59	300	25	86	300
440 License & Permits	-	68	124	68	423	3,000	-	-	500
543 Gopher State One Call	412	357	321	331	311	480	83	179	480
575 Computer Equipment	-	-	-	-	-	2,500	-	-	2,500
576 Copier	2,737	1,813	1,827	1,574	1,925	2,000	727	987	2,000
590 Codification	467	206	479	397	356	1,000	220	220	750
600 Debt Srv Principal	-	-	-	0	-	100,094	102,600	102,600	103,586
611 Interest Debt Service	101,663	78,723	39,820	22,906	20,497	19,822	10,191	19,630	12,577
620 Fiscal Agent Fees	320	544	1,493	297	1,525	1,000	1,860	1,860	1,000
630 Bond Discount	-	-	(1,271)	(1,174)	(1,083)	-	-	-	-
701 Transfers In	-	-	-	-	-	-	-	-	-
720 Operating Transfers	-	-	-	-	-	-	-	-	-
835 MCES Charge	118,778	193,596	219,243	209,699	217,775	222,191	97,798	173,027	237,915
840 MCES SAC	155,826	113,236	53,861	623,338	457,851	65,775	8,880	88,803	91,700
845 MCES Reserve Capacity Loan Payment	142,112	194,539	-	-	-	222,191	67,706	112,844	237,915
850 MCES Trunk Sewer Repayment Principal	-	(0)	-	-	-	10,122	-	-	10,122
855 MCES Trunk Sewer Repayment Interest	9,403	9,065	8,714	22,014	21,885	7,573	-	-	7,573
875 Bio Solids Disposal	-	-	-	-	-	-	-	-	-
Total Sewer	1,049,931	1,025,674	876,719	1,470,409	1,287,725	1,265,983	453,848	713,067	1,335,812

City of Elko New Market
Year 2019 Operating Budget - 620 Storm Rev

REVENUES

Storm Water

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49490 Storm Water									
31019 Special Assessments	2,656	-	12,866	-	-	-	3,488	3,488	-
36102 Storm Water Penalty	390	4,141	731	(448)	(1,771)	-	(201)	(209)	-
36200 Miscellaneous Revenues	541	124	5,032	100	3,818	-	9	9	-
36210 Interest Earnings	(71)	(74)	(2,141)	(2,772)	4,397	-	113	113	-
37590 Storm Water Area Charge	473	77	(2,847)	7,544	82,069	63,000	23,732	23,732	66,000
37600 Storm Water	131,813	147,078	147,713	184,936	214,681	184,000	65,164	107,711	195,000
37610 Storm Water Connection Fee	44,830	19,770	15,684	23,997	17,385	18,185	24,717	30,897	24,720
37620 Erosion Control	22,410	9,899	8,250	11,600	7,200	8,250	12,650	15,650	11,000
Total Storm Water	203,043	181,015	185,288	224,957	327,779	273,435	129,672	181,391	296,720

City of Elko New Market
Year 2019 Operating Budget - 620 Storm Exp

EXPENDITURES

Storm Water

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	Year-to-date thru Jun 30, 2018	Year-to-date thru Aug 31, 2018	Proposed 2019 Budget
49490 Storm Water									
101 Full Time Salaries	20,573	23,758	23,876	21,360	23,444	29,425	13,826	18,229	30,196
102 Overtime	255	225	107	38	44	1,030	176	190	1,057
103 Part Time Salaries	-	1,784	679	650	1,065	4,058	818	1,200	6,866
108 On Call	264	265	362	368	361	375	140	200	625
109 Call Back	48	46	41	47	55	75	34	41	110
121 PERA	1,468	1,656	1,725	1,566	1,745	2,588	1,060	1,395	2,859
122 FICA & Medicare	1,474	1,716	1,839	1,623	1,844	2,640	1,106	1,465	2,916
129 Pension Expense	-	-	823	843	2,944	-	-	-	-
131 Employer Paid Insurance	3,805	4,235	4,495	3,719	4,141	5,400	3,019	3,817	5,893
150 Workers Comp	779	476	867	643	825	900	1,015	1,015	954
200 Office Supplies	904	677	741	423	551	550	308	343	620
210 Operating Supplies	291	403	520	552	522	850	243	343	850
212 Fuel	2,372	3,069	1,950	1,830	1,576	2,592	1,427	1,924	2,850
214 Credit Card Fees	1,530	1,784	2,434	2,056	1,485	2,100	637	851	1,500
216 Chemicals and Chem Products	10	-	-	-	-	-	-	-	-
217 Uniforms	73	56	188	124	201	252	66	72	170
240 Small Tools and Minor Equip	877	691	898	539	817	750	326	377	750
241 Large Tools and Equipment	1,223	1,221	1,771	556	1,505	1,300	587	587	1,300
300 Professional Svcs. (General)	-	47	-	-	-	-	-	-	-
301 Auditing and Acct'g Services	2,845	2,539	3,288	10,576	9,348	8,050	3,016	3,641	2,850
303 Engineering Fees	52,568	32,728	38,790	34,939	48,245	40,000	3,653	8,869	40,000
304 Legal Fees	-	-	-	-	-	-	-	-	-
310 Information Technology	1,216	1,274	2,266	2,022	2,261	1,325	1,044	1,155	1,750
316 Erosion Control	15,829	7,425	6,188	9,488	4,938	6,188	3,850	4,675	8,250
322 Postage	1,152	1,484	1,366	1,306	1,008	1,500	273	377	1,500
326 Cell Phones	8	106	103	93	122	500	162	234	225
332 Training & Conferences	36	163	-	2	-	-	25	25	-
351 Legal Notices Publishing	766	811	1,344	1,416	655	1,500	507	626	1,200
361 General Liability Ins.	552	425	351	331	522	500	1,343	1,343	2,520
383 Gas Utilities	-	-	-	-	393	-	391	402	-
401 Repair & Maintenance	9,170	8,128	9,705	9,827	1,313	11,000	57	57	11,000
403 Capital Improvements	9,633	(1,475)	-	1,896	3,769	10,000	-	-	10,000
404 Fleet Maint. & Repairs	2,536	3,338	4,353	4,191	1,410	4,320	2,252	2,628	4,800
405 Depreciation of Capital Assets	96,626	96,463	97,646	99,430	100,016	100,000	-	-	100,000
428 Bond Issuance Costs	-	-	6,922	-	-	-	-	-	-
430 Miscellaneous	16	13	633	62	130	1,000	10	11	1,000
433 Dues and Subscriptions	34	27	27	63	59	100	10	71	100
440 Licenses & Permits	-	-	-	-	-	400	-	-	-
531 Street Sweeping	3,247	3,700	2,650	-	-	-	-	-	-
543 Gopher State One Call	206	178	161	165	155	240	42	90	240
576 Copier	1,096	725	731	629	770	800	291	395	800
590 Codification	187	82	192	488	142	400	88	88	300
600 Debt Service Principal	(0)	-	-	-	-	112,649	73,080	73,080	50,452
611 Interest Debt Service	21,843	19,896	39,451	27,849	8,744	8,708	3,787	6,425	6,655
613 Short-Term Debt Interest	-	-	-	-	1,833	-	-	-	-
620 Fiscal Agent	191	-	2,250	1,827	304	300	-	449	300
630 Bond Premium	-	-	(2,228)	(1,042)	691	-	-	-	-
Total Storm Water	255,697	220,139	259,505	242,496	229,951	364,365	118,667	136,688	303,459

Year 2019 Budget - Interfund Loans

2020								2021							
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
						15,405	1,198							15,696	907
-	-	-	-	-	-	15,405	1,198	-	-	-	-	-	-	15,696	907
-	-	-	-	-	-	16,603		-	-	-	-	-	-	16,603	

Year 2019 Budget - Interfund Loans

2022								2023							
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
						15,993	610							15,987	308
-	-	-	-	-	-	15,993	610	-	-	-	-	-	-	15,987	308
-	-	-	-	-	-	16,603		-	-	-	-	-	-	16,295	

Year 2019 Budget - Interfund Loans

2024								2025							
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
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Budget - Interfund Loans

2026								2027							
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
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Budget - Equipment Certificates Debt

2020												2021											
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
		68,513	9,107							80,312	10,676			73,238	7,690							85,851	9,014
-	-	68,513	9,107	-	-	-	-	-	-	80,312	10,676	-	-	73,238	7,690	-	-	-	-	-	-	85,851	9,014
-	-	77,620		-	-	-	-	-	-	90,988		-	-	80,927		-	-	-	-	-	-	94,865	

Year 2019 Budget - Equipment Certificates Debt

2022												2023											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		75,600	6,202							88,620	7,270			75,600	4,690							88,620	5,497
-	-	75,600	6,202	-	-	-	-	-	-	88,620	7,270	-	-	75,600	4,690	-	-	-	-	-	-	88,620	5,497
-		81,802		-		-		-		95,890		-		80,290		-		-		-		94,117	

Year 2019 Budget - Equipment Certificates Debt

2024												2025											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		77,963	3,056					91,389	3,583					14,175	213							16,616	879
-	-	77,963	3,056	-	-	-	-	91,389	3,583	-	-	-	-	14,175	213	-	-	-	-	-	-	16,616	879
-	-	81,019		-		-		94,972		-		-		14,388		-		-		-		17,495	

Year 2019 Budget - Equipment Certificates Debt

2026												2027											
Property	Taxes	Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property	Taxes	Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Budget - Equipment Certificates Debt

2028												2029											
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Fire Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Budget - Equipment Certificates Debt

2030												2031											
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
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Budget - Equipment Certificates Debt

2032												2033											
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
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Year 2019 Draft Budget - Bonded Debt Levy

			2019									
			Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Fund #	Bonded Debt Issue Description	Year Retired	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
307	2012B Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	2024	10,500	940			35,000	3,413				
318	2011A Refunding (Special Assessments School and Deferred)	2026			65,000	28,625						
318	Fund 318 Deficit Cash	???	40,000									
306/601	2012A Refunding /2000 \$315,000.00 Tower (NM) & 1998 \$145,000 GO Bor	2019	10,500	89								
602	2004A Go Bond Sewer (E) /2012B Refunding	2025							75,000	3,413		
317	2010 GO \$450,000 Library	2032	24,150	12,136								
319	2013A GO Bonds (2013 Trail Project)	2024	4,200	1,100	45,800	8,200						
319	2013A GO Bonds (Public Works Facility)	2028	28,371	14,144			28,586	9,165	28,586	9,165		
319	2013A GO Bonds (Police Garage)	2028	9,457	4,715								
601	2014 PFA Loan (Water Treatment Plant)	2034					499,000	86,080				
320	2015A GO Bonds (CIP Portion & Street Reconstruction)	2026			20,000	4,650						
315	2015B GO Refunding Bonds	2024	52,500	6,576			52,500	6,838			35,333	5,171
	Total		179,679	39,699	130,800	41,475	615,086	105,495	103,586	12,577	35,333	5,171
	Fund Total		219,378		172,275		720,581		116,163		40,504	

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

Year 2019 Draft Budget - Bonded Debt Levy

2020										2021									
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	814			35,000	2,993					10,500	667			35,000	2,503				
		45,000	25,895									30,000	22,883						
60,000										80,000									
						75,000	7,973									80,000	6,885		
24,150	11,395									25,200	10,638								
		55,000	7,725									55,000	6,075						
29,164	13,281			30,557	8,278	30,557	8,278			29,164	12,406			30,557	7,361	30,557	7,361		
6,637	1,849	3,084	2,578							6,641	1,856	3,080	2,279						
				504,000	81,090									509,000	76,050				
20,000	4,250									27,590	3,750	2,410							
52,500	5,460			50,000	5,450			35,000	4,181	47,250	4,338			45,000	4,381			35,000	3,394
202,952	37,048	103,084	36,198	619,557	97,810	105,557	16,250	35,000	4,181	226,346	33,654	90,490	31,237	619,557	90,295	110,557	14,246	35,000	3,394
240,000		139,282		717,367		121,807		39,181		260,000		121,727		709,852		124,803		38,394	

Year 2019 Draft Budget - Bonded Debt Levy

2022										2023																										
Property Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund		Property Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest					
10,500	499			40,000	1,900							10,500	315			40,000	1,200																			
		15,000	19,505												15,743																					
100,000												120,000																								
						75,000	5,648											80,000	4,290																	
26,250	9,848											26,250	9,042																							
		55,000	4,425											60,000	2,700																					
38,742	9,373			31,543	6,429	31,543	6,429					38,742	8,211			33,514	5,453	33,514	5,453																	
3,008	971	10,137	2,209									1,868		11,277	2,786																					
				514,000	70,960											519,000	65,820																			
30,000	3,150											30,000	2,550																							
47,250	3,216			50,000	3,250			40,000	2,500			52,500	1,969			50,000	2,000									40,000	1,500									
255,750	27,056	80,137	26,139	635,543	82,539	106,543	12,077	40,000	2,500			279,860	22,087	71,277	21,228	642,514	74,473	113,514	9,743	40,000	1,500															
282,806		106,276		718,082		118,620		42,500				301,947		92,505		716,988		123,258		41,500																

Year 2019 Draft Budget - Bonded Debt Levy

2024										2025																												
Property		Taxes		Capital		Fund		Water		Sewer		Fund		Storm		Fund		Property		Taxes		Capital		Fund		Water		Fund		Sewer		Fund		Storm		Fund		
Principal	Interest																																					
10,500	110			40,000	420																																	
138,246														138,928																								
						85,000	2,678																		85,000	893												
27,300	8,220													28,350	7,366																							
18,029	900	41,971																																				
40,503	7,048			33,514	4,448	33,514	4,448							40,503	5,833			22,671	3,605	22,671	3,605																	
13,742	2,391													13,742	1,979																							
				525,000	60,630													530,000	55,380																			
		30,000	1,913											30,000	1,238																							
52,500	656			55,000	688			40,000	500																													
300,820	19,325	71,971	1,913	653,514	66,186	118,514	7,126	40,000	500					251,523	16,415	-	-	552,671	58,985	107,671	4,498																	
320,145		73,884		719,700		125,640		40,500						267,938		-	-	611,657		112,169																		

Year 2019 Draft Budget - Bonded Debt Levy

2026										2027									
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
144,408																			
29,400	6,479									30,450	5,561								
54,514	6,675			22,671	2,897	22,671	2,897			54,514	4,940			23,657	2,144	23,657	2,144		
18,171	2,225									18,171	1,647								
				534,000	50,080									540,000	44,740				
30,000	900																		
276,494	16,279	-	-	556,671	52,977	22,671	2,897	-	-	103,136	12,148	-	-	563,657	46,884	23,657	2,144	-	-
292,773		-	-	609,648		25,568		-	-	115,283		-	-	610,541		25,801		-	-

Year 2019 Draft Budget - Bonded Debt Levy

2028										2029										
Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund	Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund	
Principal	Interest																			
31,500	4,610									32,550	3,626									
56,786	3,061			24,643	1,328	24,643	1,328			59,057	1,034			25,629	449	25,629	449			
18,929	1,020									19,686	345									
				545,000	39,340									551,000	33,890					
107,214	8,691	-	-	569,643	40,668	24,643	1,328	-	-	111,293	5,004	-	-	576,629	34,339	25,629	449	-	-	
115,905		-		610,311		25,971		-		116,297		-		610,967		26,077		-		

Year 2019 Draft Budget - Bonded Debt Levy

2030										2031									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
33,600	2,611									33,600	1,580								
				556,000	28,380									562,000	22,820				
33,600	2,611	-	-	556,000	28,380	-	-	-	-	33,600	1,580	-	-	562,000	22,820	-	-	-	-
36,211		-	-	584,380		-	-	-	-	35,180		-	-	584,820		-	-	-	-

Year 2019 Draft Budget - Bonded Debt Levy

2032										2033									
Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund	Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund
Principal	Interest																		
16,089	532																		
				568,000	17,200									574,000	11,520				
16,089	532	-	-	568,000	17,200	-	-	-	-	-	-	-	-	574,000	11,520	-	-	-	-
16,621		-	-	585,200		-	-	-	-	-	-	-	-	585,520		-	-	-	-



STAFF MEMORANDUM

SUBJECT:	Zoning Ordinance Amendments
MEETING DATE:	December 20, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Adopt Ordinance No. 181 Concerning Amendments to the City's Zoning Ordinance, and Adopt Summary Ordinance No. 182

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 Planning Commission recently considered amendments to the City's Zoning Ordinance which would allow reduced lot sizes for residential developments in certain locations. There are currently five residential zoning districts, and single family homes are currently allowed in the R1 and R2 districts, which are low density residential districts. The R3 district is a medium density district, the R4 is a high density district, and the R5 is a downtown high density / mixed use district. All new single family development has historically been directed to the R1 district which has a minimum lot size of 12,000 square feet and a minimum lot width of 85'.

The City has been receiving many requests and inquiries for Planned Unit Development (PUD) zoning for the purpose of requesting smaller residential lots than allowed in the R1 district. Upon research of other communities it was found that the majority allow a smaller lot size than Elko New Market's R1 district standards. The Commission has reviewed the topic over several Planning Commission meetings and ultimately directed staff to draft an ordinance amendment that would allow a developer to request either R1, R2 or R3 zoning for single family developments, with varying lot sizes and setbacks.

A public hearing was held before the Planning Commission on November 27, 2018 with one comment in support of the proposed changes. The changes being recommended by the Planning Commission should reduce the number of inquiries and requests for Planned Unit Development (PUD) zoning, and reduce uncertainty for developers. The proposed changes to the residential district standards also triggered changes to the "Definitions" and section of the code.

DISCUSSION

Based on the information provided to the Planning Commission, the recommendations of City staff, public comment received and discussion at the meeting, the Planning Commission has unanimously recommended approval of the request to amend various sections of the City's Zoning Ordinance as depicted in draft Ordinance #181.

BUDGET IMPACT

The budget impact for this item is the cost of City staff time, City Attorney review time and the cost to revise the City Code.

CITY ATTORNEY RECOMMENDATION

The City Attorney has reviewed the staff report, the Planning Commission recommendation and draft Ordinance #181 and #182, and has recommended approval of the draft ordinances.

REQUESTED ACTION:

The City Council is being asked to adopt Ordinance No. 181 and the accompanying Summary Ordinance No. 182.

Attachments:

11.27.18 Planning Commission Report
11.27.18 DRAFT Planning Commission Minutes
Draft Ordinance No. 181 & 182



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
RE: RESIDENTIAL LOT SIZE REQUIREMENTS
DATE: NOVEMBER 27, 2018

Background / History

At the March, August and September 2018 Planning Commission meeting there was discussion regarding minimum residential lots size requirements. The City's code currently contains one residential zoning district intended for new single family residential development (R-1) and one residential zoning district intended to cover those existing smaller lots in older areas of the City (R-2). Developers have not historically had the option of applying for R2 zoning for new developments. The current lot requirements in these districts are as follows:

	R1 District	R2 District
Minimum Lot Size	12,000 sq ft	10,000 sq ft
Minimum Lot Width	85'	50'
Front Yard Setback	30'	30'
Side Yard Setback	10'	10'
Rear Yard Setback	30'	30'
	<i>*Applying the minimum lot size and width requirement would result in a minimum lot depth of 141'</i>	<i>*Applying the minimum lot size and width requirement would result in a minimum lot depth of 200'</i>

More recently, staff has repeatedly heard from residential developers that market is going to smaller lots. Because of our City's larger minimum lot size requirements for new developments, the City is commonly seeing developer's requesting to develop their properties using PUD zoning, rather than utilizing the standard R-1 zoning district requirements. This was the case with Boulder Heights and Boulder Pointe 7th Addition, and also the proposed Preserve at Elko New Market. Staff is also in discussions with at least two other residential developers who have verbally stated their intent to develop using smaller / narrower lots, should they decide to move forward.

The topic was discussed at the March meeting, where mixed feedback regarding the topic was received regarding reducing the minimum lot size requirements in the R1 district. Staff was directed to complete additional research on the topic, which was presented to the Commission at the August and September

meetings. Direction from the Planning Commission was to draft amendments to the zoning ordinance which would allow a developer to apply for either R1 or R2 zoning. The Planning Commission concurred with the draft ordinance amendment language presented at the September meeting and directed staff to prepare for a public hearing on the matter, subject to City Attorney recommendations.

Requested Action

Staff has prepared the attached draft amendments to the current zoning ordinance, and the (draft) 2040 Land Use Plan, as directed by the Planning Commission at the September 2018 meeting, and prepared for a public hearing. Minor changes have been made based on City Attorney review. The Planning Commission is being asked to hold a public hearing on the proposed ordinance amendment. If the Commission is comfortable with the proposed changes following a public hearing, a recommendation for approval should be made to the City Council.

Attachments

- March 27, 2018 PC Meeting Minutes
- August 25, 2018 PC Meeting Minutes
- (DRAFT) September 25, 2018 Meeting Minutes
- Research Summary Table - Residential Lot Size / Zoning District
- Proposed Zoning Ordinance and Comprehensive Plan Amendment

Research

Staff reviewed, in detail, the ordinances of the cities shown below. Staff reviewed those ordinances to see which zoning districts new single-family residential developments would be allowed and what minimum lot standards were in place. The research is contained in the attached table which summarizes the various zoning districts and minimum standards from other cities. Staff also telephoned staff from most of the cities to determine what options developers would have for zoning districts for new developments, and what type of development is primarily being seen in each community.

- **Apple Valley** - R1 & R2 districts are not being used and have not been used since the early 1990's. Most developments are coming in as as PUD's or R3 district. They typically try to keep lot sizes above 8,000 sq ft. PUD trade-offs are often a mix of housing styles, more sidewalks, more trees, public art. Have really tried to achieve a mix of housing options for the PUD's. Trying to achieve some affordable housings. 65' lot widths are typical for a smaller lot development, and some lots are 60' wide, and even as small as 52' in some cases. Extra lot depth required near major roads (140').
- **Belle Plaine** - Will be addressing the minimum lot size issue after comp Plan is adopted. Have done PUD's for public benefit which has been defined quite loosely. PUD's have been used to create some smaller lots than allowed in R1 district. City would like to see PUD's used to create a variety of housing options, additional park land, improved landscaping.
- **Burnsville** – (10,000 sq ft minimum lot size and 80' minimum lot width. Community is built out.)
- **Eagan** – Staff indicated that the City is mostly built-out so they are seeing primarily infill or redevelopment. Most new developments are zoned R1. The City is open to R1S/small lots if a site warrants it, such as in steep slopes, etc. The Eagan City Council seems to support keeping the larger lots / R1 zoning if there are no challenges with the site, but R1S (smaller lots) are allowed in certain situations.
- **Farmington** – Developers have the option of requesting either R1 or R2 zoning. With the flexibility of being able to request either R1 or R2 zoning, Farmington is not seeing many PUD's being requested for lot size deviations.
- **Jordan** - New development is guided to the R1 district. R2 district is intended to cover the older existing portions of town only. New developments are not allowed to utilize R2 zoning. A recent PUD was approved for some lot size variations and front yard setbacks. Jordan has only had a few new plats since the recession.
- **Lakeville** – The majority of residential development in Lakeville over the past five years has been RS3 or RS4 (a fairly even distribution). More recently developments are trending to RS4 development. RS4 development would be preferred by the City closer to major road corridors or commercial development, and RS3 development would be preferred further away from major road corridors. Some PUD's are being processed, but not primarily for lot size deviations. The City has discussed and is not willing to go to less than a 70' minimum lot width for single family detached homes, unless the homes would be part of an association with common maintenance. Lakeville's RS4 district allows 8,400 sq ft lots with a 70' minimum lot width.
- **Lonsdale** -
- **New Prague** – (9,000 sq ft minimum lot size and 65' minimum lot width) New Prague only allows development using the RL90 zoning district standards, or PUD overlay. They do not allow a developer to apply for RL84 or RL70 zoning for new developments; those districts are strictly for existing/older.
- **Prior Lake** – Developers wishing to develop single family lots do not have the option of requesting R2 zoning. The City's R1 district has a minimum lot size of 12,000 square feet and 86' lot widths. Staff indicated that everything is processed by PUD to allow smaller lot sizes. 550 lots were platted in 2017, all by way of PUD. The City Council wants to keep current standards and use PUD's as a

mechanism to negotiate higher development standards. The PUD standards state that a PUD cannot be used solely to increase density. The predominant lot size being approved is 65' wide and approximately 9,000 square feet; have gone as narrow as 45' to 50' in some circumstances.

- **Savage** - All developments are using a PUD process. Much of the community is built out. Few parcels left to develop. They are not seeing anyone doing standard R1 lots. After the comp plan is complete they may reduce the R1 standards. All PUDs are being approved with 70' or 75' lots. Developers do not have the option of requesting the R2 zoning for new developments; R2 is intended for the original townsite areas only.
- **Shakopee** – Majority of new developments are utilizing R1B or R1C zoning (50' & 60' lot widths). Shakopee has not used the R1A district (12,800 sq ft lots) very much in recent past. The City only recently updated its code to allow PUD zoning. City has not used PUD's for exclusively single family developments. PUD's have not used for lot size deviations since their code allows small lot sizes.

Infrastructure Costs & Revenues Based on Varying Lot Widths

Infrastructure costs for varying lot widths were reviewed at the August Planning Commission meeting. The City Engineer estimates that the cost to construct a residential street, including providing sanitary sewer and water in that street, is approximately \$400 per lineal foot. The below tables depict the number of lots that could be created on a 1/2 mile length of road, using varying lot widths, and the estimated cost of constructing the street/sewer/water in front of each lot. The analysis shows lot widths varying from 60' to 85' in width. Staff also estimated potential gross revenues based on the number of lots that could be created (based on the varying lot widths), as shown below. It can be concluded that the difference in potential revenues based on varying lot widths can be the deciding factor in whether a project is economically viable.

Estimated Construction Cost for Residential Development with Double-Loaded Lots

Potential Number of Lots	
2640	feet of street/sewer/water (1/2 mile)
85	foot lot width
31	lots on each side of the street
62	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$17,000	per lot to construct street/sewer/water

Potential Number of Lots	
2640	feet of street/sewer/water (1/2 mile)
80	foot lot width
33	lots on each side of the street
66	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$16,000	per lot to construct street/sewer/water

Potential Number of Lots	
2640	lineal feet of street
75	foot lot width
35	lots on each side of the street
70	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$15,000	per lot to construct street/sewer/water

Potential Number of Lots	
2640	lineal feet of street
70	foot lot width
38	lots on each side of the street
75	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$14,000	per lot to construct street/sewer/water

Potential Number of Lots	
2640	feet of street/sewer/water (1/2 mile)
65	foot lot width
41	lots on each side of the street
81	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$13,000	per lot to construct street/sewer/water

Potential Number of Lots	
2640	feet of street/sewer/water (1/2 mile)
60	foot lot width
44	lots on each side of the street
88	total lots
Estimated Construction Cost for Street/Sewer/Water	
2640	feet of street/sewer/water (1/2 mile)
\$400	dollars per lineal foot to construct street/sewer/water
\$1,056,000	total estimated construction cost
\$12,000	per lot to construct street/sewer/water

Sample Gross Revenues

- 62 (85') Lots @ \$75,000 = \$4,650,000
- 70 (75') Lots @ \$72,500 = \$5,075,000
- 75 (70') Lots @ \$72,500 = \$5,437,500
- 81 (65') Lots @ \$70,000 = \$5,670,000

Proposed Zoning Ordinance Amendment: - DEFINITIONS

~~DUPLEX: A dwelling structure having two (2) or more dwelling units, attached by common walls or floors, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.~~

~~DWELLING: A building that contains one or two (2) dwelling units used, intended, or designed to be used, rented, leased, let or hired out to be occupied for living purposes, as defined in section 202, "definitions", of the 2000 international building code, as may be amended from time to time.~~

DWELLING: A residential building or portion thereof intended for occupancy by a single family with facilities for living, sleeping, cooking and eating, but not including hotels, motels, boarding or rooming houses, tourist homes, mobile homes or trailers. The principal types include single-family, two-family, townhouse, and apartments.

APARTMENT – A room or suite of rooms with cooking facilities available which is occupied as a residence by a single family, or a group of individuals living together as a single family unit. This includes any unit in a building with more than two dwelling units.

SINGLE FAMILY – A freestanding dwelling unit designed exclusively for and occupied exclusively by one family.

TWO FAMILY – A structure having two dwelling units contiguous to each other only by the sharing of one or more common wall or floor, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities. Each unit having a separate entrance/exit and designed exclusively for occupancy by two families living independently of each other.

TOWNHOUSE – A residential building containing three or more dwelling units with at least one common wall, each unit is so oriented to have all exits open to the outside.

DWELLING, ATTACHED: A dwelling which is joined to another dwelling at one or more sides by a party wall or walls.

DWELLING, DETACHED: A dwelling which is entirely surrounded by open space on the same lot.

DWELLING, MULTI-FAMILY: A building designed with three (3) or more dwelling units exclusively for occupancy by three (3) or more families living independently of each other. Multi-family dwellings include apartments, condominiums and townhouses.

~~DWELLING, TWO FAMILY: A structure having two (2) dwelling units, attached by a common wall or floors, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.~~

~~DWELLING UNIT: A residential building or portion thereof intended for occupancy by a single family, but not including hotels, motels, boarding or rooming houses or tourist homes.~~

~~TOWNHOUSES: Structures housing three (3) or more dwelling units contiguous to each other only by the sharing of one common wall, such structures to be of the townhouse or row house type as contrasted to multiple dwelling apartment structures~~

Proposed Zoning Ordinance Amendment:

ARTICLE A. R-1 SUBURBAN SINGLE-FAMILY RESIDENTIAL DISTRICT

11-25A-1: PURPOSE:

11-25A-2: PERMITTED USES:

11-25A-3: PERMITTED ACCESSORY USES:

11-25A-4: CONDITIONAL USES:

11-25A-5: INTERIM USES:

11-25A-6: USES BY ADMINISTRATIVE PERMIT:

11-25A-7: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

11-25A-8: BUILDING HEIGHT:

11-25A-1: PURPOSE:

The purpose of the R-1 Suburban Single-Family Residential District is to provide for low density detached single-family uses in developed and developing areas of the community that are predominantly residential in character. The R-1 zoning district is intended for those areas containing unique physical features worthy of preservation, or those areas not located near major transportation corridors, higher density housing, commercial zoning districts, or historic residential development centers.

11-25A-2: PERMITTED USES:

Subject to applicable provisions of this title, the following are permitted uses in the R-1 District:

Parks, play fields, recreational uses and directly related buildings and structures.

Residential programs as regulated by State Statute.

Single-family detached dwellings.

11-25A-3: PERMITTED ACCESSORY USES:

Subject to applicable provisions of this title, the following are permitted accessory uses in the R-1 District:

Accessory structures as regulated by chapter 6 of this title.

Daycare facilities (in home) as regulated by State Statute.

Gardening and other horticultural uses where no sale of products is conducted on the premises.

Ground source heat pump systems as regulated by chapter 14 of this title.

Keeping of backyard chickens as regulated by section 6-4-5-1 of this Code.

Keeping of domestic animals for noncommercial purposes.

Off street parking as regulated by chapter 9 of this title.

Permitted home occupations as regulated by section 11-5-17 of this title.

Private recreational vehicles and equipment as regulated by section 11-8-2 of this title.

Roof mounted wind energy systems which extend not more than six feet (6') above the highest point of the roof as regulated by chapter 14 of this title.

Secondary or accessory use antennas as regulated by chapter 13 of this title.

Solar energy systems as regulated by chapter 14 of this title.

Swimming pools, tennis courts and other recreational facilities which are operated for the enjoyment and convenience of the residents of the principal use and their guests.

11-25A-4: CONDITIONAL USES:

Subject to applicable provisions of this title, the following are conditional uses in the R-1 District and require a conditional use permit based upon procedures set forth in section 11-3-2 of this title:

Accessory structures as regulated by chapter 6 of this title.

Cemeteries; provided, that:

A. The site accesses a collector or arterial street.

B. The site is landscaped in accordance with chapter 10 of this title.

Essential services involving transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts; provided, that the applicable provisions of section 11-4-5 of this title are determined to be satisfied.

Golf courses including clubhouses containing the following accessory uses: restaurants/bars, pro shops, meeting rooms and locker rooms.

Satellite TVROs greater than one meter (1 m) in diameter as regulated by chapter 13 of this title.

Stands for agricultural products produced on the premises by owner.

11-25A-5: INTERIM USES:

Subject to applicable provisions of this title, the following are interim uses in the R-1 district and are governed by the procedures set forth in section 11-3-3 of this title:

Residential Lot Size Requirements

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November 27, 2018

Driving ranges as a principal use shall meet the following requirements:

- A. Driving ranges shall be designed with buffer areas that provide protection to surrounding development from golf balls.
- B. A gradual physical and visual transition shall be provided between the driving range and any adjacent areas with natural vegetation.
- C. All maintenance facilities shall be located on the premises in a manner that minimizes visual impacts on surrounding development.

Interim home occupations as regulated by section 11-5-17 of this title.

Mining, sand and gravel extraction, and land reclamation and alteration; provided, that the uses will be in compliance with the provisions hereof or other applicable provisions of this code.

11-25A-6: USES BY ADMINISTRATIVE PERMIT:

Subject to applicable provisions of this title, the following uses are allowed by administrative permit in an R-1 district based upon procedures set forth in section 11-3-4 of this title:

Amateur radio antennas as regulated by chapter 13 of this title.

Essential services, except transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts, as regulated by section 11-4-5 of this title.

Model homes as regulated by section 11-5-10 of this title.

Personal wireless service antennas located upon a structure as regulated by chapter 13 of this title.

11-25A-7: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

The following minimum requirements shall be observed in an R-1 district, subject to additional requirements, exceptions and modifications set forth in this title:

A. Lot Area:

- 1. Lot area (interior): Twelve thousand (12,000) square feet.
- 2. Lot area (corner): Twelve thousand five hundred (12,500) square feet.

B. Lot Width:

- 1. Lot width (interior): Eighty five feet (85').
- 2. Lot width (corner): One hundred feet (100').

C. Setbacks:

- 1. Front yard: Thirty feet (30').

2. Side yards:
 - a. Interior: Ten feet (10').
 - b. Corner: Twenty five feet (25').
3. Rear yard: Thirty feet (30').

11-25A-8: BUILDING HEIGHT:

Structures shall not exceed thirty five feet (35') in height, except as provided in section [11-5-2](#) of this title.

ARTICLE B. R-2 URBAN (SMALL LOT) SINGLE-FAMILY RESIDENTIAL DISTRICT

11-25B-1: PURPOSE:

11-25B-2: PERMITTED USES:

11-25B-3: PERMITTED ACCESSORY USES:

11-25B-4: CONDITIONAL USES:

11-25B-5: INTERIM USES:

11-25B-6: USES BY ADMINISTRATIVE PERMIT:

11-25B-7: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

11-25B-8: BUILDING HEIGHT:

11-25B-1: PURPOSE:

The purpose of the R-2 Urban (Small Lot) Single-Family Residential District is to provide for single-family dwelling units at a relatively dense urban scale in areas of the community that are located near major transportation corridors, higher density housing, commercial zoning districts, or historic residential development centers.

11-25B-2: PERMITTED USES:

Subject to applicable provisions of this title, the following are permitted uses in an R-2 District:

Parks, play fields, recreational uses, and directly related buildings and structures.

Residential programs as regulated by State Statute.

Single-family detached dwellings.

11-25B-3: PERMITTED ACCESSORY USES:

Subject to applicable provisions of this title, the following are permitted accessory uses in the R-2 District:

Accessory structures as regulated by chapter 6 of this title.

Daycare facilities (in home) as regulated by State Statute.

Gardening and other horticultural uses where no sale of products is conducted on the premises.

Ground source heat pump systems as regulated by chapter 14 of this title.

Keeping of backyard chickens as regulated by section 6-4-5-1 of this Code.

Keeping of domestic animals for noncommercial purposes.

Off street parking as regulated by chapter 9 of this title.

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Permitted home occupations as regulated by section 11-5-17 of this title.

Private recreational vehicles and equipment as regulated by section 11-8-2 of this title.

Roof mounted wind energy systems which extend not more than six feet (6') above the highest point of the roof as regulated by chapter 14 of this title.

Secondary or accessory use antennas as regulated by chapter 13 of this title.

Solar energy systems as regulated by chapter 14 of this title.

Swimming pools, tennis courts and other recreational facilities which are operated for the enjoyment and convenience of the residents of the principal use and their guests.

11-25B-4: CONDITIONAL USES:

Subject to applicable provisions of this title, the following are conditional uses in the R-2 District and require a conditional use permit based upon procedures set forth in section 11-3-2 of this title:

Accessory structures as regulated by chapter 6 of this title.

Cemeteries; provided, that:

- A. The site accesses a collector or arterial street.
- B. The site is landscaped in accordance with chapter 10 of this title.

Commercial outdoor recreation.

Essential services, except transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts, as regulated by section 11-4-5 of this title.

Satellite TVROs greater than one meter (1 m) in diameter as regulated by chapter 13 of this title.

11-25B-5: INTERIM USES:

Subject to applicable provisions of this title, the following are interim uses in the R-2 district and are governed by the procedures set forth in section 11-3-3 of this title:

Interim home occupations as regulated by section 11-5-17 of this title.

Mining, sand and gravel extraction, and land reclamation and alteration; provided, that the use will be in compliance with the provisions hereof or other applicable provisions of this code.

11-25B-6: USES BY ADMINISTRATIVE PERMIT:

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Subject to applicable provisions of this title, the following uses are allowed by administrative permit in an R-2 district based upon procedures set forth in and regulated by section 11-3-4 of this title:

Essential services, except transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts, as regulated by section 11-4-5 of this title.

Model homes as regulated by section 11-5-10 of this title.

Personal wireless service antennas located upon a structure as regulated by chapter 13 of this title.

11-25B-7: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

The following minimum requirements shall be observed in an R-2 district, subject to additional requirements, exceptions and modifications set forth in this title:

A. Lot area: Ten thousand ~~(40,000~~ 8,400) square feet.

B. Lot width: Fifty feet ~~(50'~~ 70').

C. Setbacks:

1. Front yard: Thirty feet (30').
2. Side yard:
 - a. Interior: Five feet ~~(5'~~ 7').
 - b. Corner: Twenty five feet (25').
3. Rear yard: Thirty feet (30').

11-25B-8: BUILDING HEIGHT:

Structures shall not exceed thirty five feet (35') in height, except as provided in section 11-5-2 of this title.

ARTICLE C. R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT

11-25C-1: PURPOSE:

11-25C-2: PERMITTED USES:

11-25C-3: PERMITTED ACCESSORY USES:

11-25C-4: CONDITIONAL USES:

11-25C-5: INTERIM USES:

11-25C-6: USES BY ADMINISTRATIVE PERMIT:

11-25C-7: COMMON AREAS:

11-25C-8: DESIGN AND CONSTRUCTION STANDARDS:

11-25C-9: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

11-25C-10: BUILDING HEIGHT:

11-25C-1: PURPOSE:

The purpose of the R-3 Medium Density Residential District is to establish low to moderate density residential housing in single or multiple-family structures that satisfies the following planning objectives:

- A. Create a cohesive medium density neighborhood that provides attractive living environments and contributes to the City's identity.
- B. Provide attractive and durable medium density housing options as a means of addressing the City's life cycle housing needs.
- C. Preserve natural land forms, open spaces, greenways for scenic enjoyment and recreational use through the regulation of medium density residential land use.
- D. Allow for the subdivision of twinhome, quadraminium and townhome base lots to permit individual private ownership of a single dwelling within such a structure.
- E. Comply with the provisions of this chapter, other applicable provisions of this title, and the City subdivision ordinance.

11-25C-2: PERMITTED USES:

Subject to applicable provisions of this title, the following are permitted uses in the R-3 District:

Residential programs as regulated by State Statute.

~~Threeplex, fourplex, and sixplex multiple family dwellings.~~

~~Townhouses and condominiums (not exceeding 8 units per building).~~

~~Two family dwellings.~~

Single family dwelling units

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Two family dwelling units

Townhouses and condominiums, up to eight attached units

Apartments, up to eight attached units.

11-25C-3: PERMITTED ACCESSORY USES:

Subject to applicable provisions of this title, the following are permitted accessory uses in the R-3 District:

Accessory structures as regulated by chapter 6 of this title.

Boarding or renting of rooms to not more than two (2) individuals per dwelling unit.

Daycare facilities (in home) as regulated by State Statute.

Gardening and other horticultural uses where no sale of products is conducted on the premises.

Ground source heat pump systems as regulated by chapter 14 of this title.

Keeping of domestic animals for noncommercial purposes.

Off street parking as regulated by chapter 9 of this title.

Permitted home occupations as regulated by section 11-5-17 of this title.

Play and recreational facilities, accessory to an existing permitted use.

Private recreational vehicles and equipment as regulated by section 11-8-2 of this title.

Roof mounted wind energy systems which extend not more than six feet (6') above the highest point of the roof as regulated by chapter 14 of this title.

Secondary or accessory use antennas as regulated by chapter 13 of this title.

Solar energy systems as regulated by chapter 14 of this title.

11-25C-4: CONDITIONAL USES:

Subject to applicable provisions of this title, the following are conditional uses in the R-3 district and require a conditional use permit based upon procedures set forth in section 11-3-2 of this title:

Commercial outdoor recreation; provided, that:

- A. The use will not negatively impact neighboring uses.
- B. The potential traffic generated by such use can be adequately accommodated (both volume and weight) upon the city streets serving the property upon which the use is located.
- C. Adequate improved off street parking shall be provided.

Essential services involving transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts; provided, that the applicable provisions of section 11-4-5 of this title are determined to be satisfied.

Manufactured home parks; provided, that:

- A. The minimum area required for a manufactured home park designation shall be twenty (20) acres.
- B. The following minimum lot requirements within the manufactured home park are:
 - 1. Minimum lot area: Ten thousand five hundred (10,500) square feet.
 - 2. Minimum lot width: Eighty five feet (85').
 - 3. Maximum impervious surface: Thirty five percent (35%).
- C. The following principal structure setbacks are satisfactorily met:
 - 1. Front yard: Thirty feet (30').
 - 2. Side yard: Ten feet (10') on each side.
 - 3. Side yard street: Thirty feet (30').
 - 4. Rear yard: Twenty five feet (25') or thirty feet (30') on double frontage lots abutting a public right of way.
- D. Accessory buildings, uses and equipment shall comply with the applicable provisions of chapter 6 of this title.
- E. The total ground floor area of all residential buildings shall not exceed a lot coverage of thirty percent (30%).
- F. All residences are limited to a maximum height of one story or twenty five feet (25').
- G. The public improvements within manufactured home parks are developed in accordance with the city subdivision ordinance, which include:
 - 1. Street and storm sewer improvements.
 - 2. Sanitary sewer improvements.
 - 3. Water improvements.
 - 4. Public utilities (telephone, cable, electric and/or gas service).

Satellite TVROs greater than one meter (1 m) in diameter as regulated by chapter 13 of this title.

11-25C-5: INTERIM USES:

Subject to applicable provisions of this title, the following are interim uses in an R-3 district and require an interim use permit based upon procedures set forth in and regulated by section 11-3-3 of this title:

Interim home occupations as regulated by section 11-5-17 of this title.

Mining, sand and gravel extraction, and land reclamation and alteration; provided, that the use will be in compliance with the provisions hereof or other applicable provisions of this code.

11-25C-6: USES BY ADMINISTRATIVE PERMIT:

Subject to applicable provisions of this title, the following uses are allowed by administrative permit in an R-3 district based upon procedures set forth in and regulated by section 11-3-4 of this title:

Essential services, except transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts, as regulated by section 11-4-5 of this title.

Model homes as regulated by section 11-5-10 of this title.

Personal wireless service antennas located upon a structure as regulated by chapter 13 of this title.

11-25C-7: COMMON AREAS:

The following minimum requirements shall be observed in the R-3 district governing common areas:

- A. Ownership: All common areas within an R-3 development including, but not limited to, open space, wetlands, greenways, drainage ponds, driveways, private drives, parking areas, play areas, etc., shall be owned in one of the following manners:
1. By a condominium association pursuant to Minnesota statutes section 515A.1-106, as may be amended.
 2. By the owner of each ~~twinhome, quadraminium and townhome~~ unit lot, with each owner of a unit having an equal and undivided interest in the common area.
- B. Homeowners' Association: A homeowners' association shall be established for all quadraminium, threeplex and fourplex multiple-family and townhome developments within the R-3 district, subject to review and approval of the city attorney. The association shall be responsible for all exterior building maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

11-25C-8: DESIGN AND CONSTRUCTION STANDARDS:

- A. Unit Width: The minimum width of a dwelling unit within the R-3 district shall be twenty five feet (25').
- B. Decks Or Porches: Provision shall be made for possible decks, porches or additions as part of the initial dwelling unit building plans. The unit lot shall be configured and sized to include decks or porches.
- C. Minimum Overhang: In case of gable roof, a minimum eighteen inch (18") roof overhang or soffit shall be required for all residential structures.
- D. Exterior Building Finish: The exterior of townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure facing the public right of way to create an architecturally balanced appearance. A minimum of twenty five percent (25%) of the area of all building facades of a structure shall have an exterior finish of brick, stucco and/or natural or artificial stone.
- E. Garages: Each dwelling unit shall include an attached garage that shall comply with the following minimum size standards:
 - 1. For dwellings with basements: Four hundred forty (440) square feet.
 - 2. For dwellings without basements: Five hundred forty (540) square feet.
 - 3. Garages shall be a minimum of twenty feet (20') in width.
- F. Exterior Storage: Exterior storage shall be allowed only in designated areas which are screened in accordance with subsection 11-5-6A of this title and under the ownership of the property owners' association subject to other applicable provisions of this title.
- G. Utilities:
 - 1. Underground Or Exterior Service: All utilities serving an R-3 subdivision, including telephone, electricity, gas and telecable, shall be installed underground. Exterior utility meters and/or fixtures shall be located in interior side or rear yards when possible and shall be screened from view of adjacent properties and the public right of way.
 - 2. Public Utility Service: Separate public utility services shall be provided to each unit unless exempted by the city engineer.
 - 3. Water Connection: Individual unit shutoff valves shall be provided.
 - 4. Sewer Connection: Where more than one unit is served by a sanitary sewer service, all maintenance and cleaning shall be the responsibility of the property owners' association or owners.
- H. Streets: All streets shall be public and shall comply with the design standards and specifications as governed by the city subdivision ordinance.
- I. Drives:
 - 1. Dead end private driveways shall serve a maximum of two (2) structures or four (4) units per side.
 - 2. Private drives shall be under the ownership and control of the property owners' association who shall be responsible for the maintenance, repair, and replacement of surfacing. Said

association shall maintain a capital improvement program for the driveways under its ownership.

3. Provisions for adequate turnaround shall be made at the terminus of all private drives.
4. Private drives shall include plans and areas for snow storage.
5. Private drives shall be a minimum of twenty eight feet (28') in width.

J. Guest Parking: At minimum, one-half ($\frac{1}{2}$) of guest parking spaces per unit shall be provided in an off street parking lot or private drive. The design of the off street parking lot shall conform to the requirements of chapter 9 of this title.

K. Landscaping And Screening: Detailed landscaping and screening shall be provided and implemented pursuant to section 11-5-4 and chapter 10 of this title.

L. Lighting: Lighting plans shall be provided and implemented pursuant to section 11-4-7 of this title.

M. Open Space And Recreational Uses: In addition to the park dedication requirements stipulated by the city subdivision ordinance, a minimum of ten percent (10%) of the gross development project area shall be in usable open space and recreational use for the project residents. Such areas shall be specifically designed for both the active and passive use by the project residents and may include swimming pools, trails, nature areas, tot lots, exercise equipment, saunas, etc. Said areas and facilities shall be private, except in those cases where the city agrees to assume responsibility for all or a portion of the recreational space. In those cases where private ownership is maintained, the land and facilities shall be subject to the requirements set forth in a planned unit development agreement.

11-25C-9: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

The following minimum requirements shall be observed in an R-3 district subject to additional requirements, exceptions and modifications set forth in this title:

A. Lot Area:

1. Two-unit dwellings:

- a. Minimum lot area per dwelling unit: Seven thousand five hundred (7,500) square feet.
- b. Minimum base lot area: Fifteen thousand (15,000) square feet.
- c. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

2. Structures with more than two (2) dwelling units:

- a. Minimum lot area per dwelling unit: Five thousand (5,000) square feet.
- b. Minimum base lot area: Twenty thousand (20,000) square feet.
- c. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

B. Lot Width:

1. Base lot: One hundred feet (100').

2. Unit lot: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

C. Setbacks:

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1. Base lot:

- a. Front yards: Twenty five feet (25').
- b. Side yards:
 - (1) Interior: Ten feet (10').
 - (2) Corner: Twenty five feet (25').
- c. Rear yards: Twenty feet (20').
- d. Rear yards abutting street: Twenty five feet (25').

2. Building setbacks for developments that include more than one principal structure on a base lot shall conform to the following internal setbacks:

- a. Setback between buildings within the same base lot shall maintain a minimum separation of twenty feet (20').
- b. Buildings shall be set back a minimum of thirty feet (30') from the back of the curb line of private drives, guest parking areas, and public rights of way.
- c. Buildings shall be set back a minimum of forty feet (40') from the designated wetland boundary.

A. Lot Area:

1. Single-family dwellings:

- a. Minimum lot area per dwelling unit: 7,200 square feet.
- b. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

2. Two-family dwellings:

- a. Minimum lot area per dwelling unit: 6,000 square feet.
- b. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

3. Structures with more than two-dwelling units:

- a. Minimum lot area per dwelling unit: 3,500 square feet.
- b. Minimum base lot area: 15,000 square feet.
- c. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

B. Lot Width:

- 1. Single-family dwelling units: 60 feet for single family dwelling units
- 2. Two-family dwellings: 100 feet
- 3. Structures with more than two-dwelling units: 100 feet
- 4. Unit lot: Minimum of 25' in width and of sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

C. Setbacks:

1. Single-family dwellings:

- a. Front:
 - 25 feet from public right-of-way
 - 25 feet from back of curb line of private drives
- b. Side:
 - 7 feet
 - 25 feet from side/corner
- c. Rear: 20 feet
- d. Rear yard abutting street: 25 feet

e. Major Collector or Arterial street:	45 feet
f. Wetland:	40 feet from delineated edge
2. Two-family dwellings:	
a. Front:	25 feet from public right-of-way
	25 feet from back of curb line of private drives
b. Side:	7 feet
	25 feet from side/corner
c. Rear:	20 feet
d. Rear yard abutting street:	25 feet
e. Major Collector or Arterial street:	45 feet
f. Wetland:	40 feet from delineated edge
g. Setback between buildings:	For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.
3. Structures with more than two-dwelling units:	
a. Front:	25 feet from public right-of-way
	25 feet from back of curb line of private drives
	15 feet from private parking areas
b. Side:	10 feet
	25 feet from side/corner
c. Rear:	20 feet
d. Rear yard abutting street:	25 feet
e. Major Collector or Arterial street:	45 feet
f. Wetland:	40 feet from delineated edge
g. Setback between buildings:	For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.

11-25C-10: BUILDING HEIGHT:

Structures shall not exceed thirty five feet (35') in height, except as provided in section 11-5-2 of this title.

ARTICLE D. R-4 HIGH DENSITY RESIDENTIAL DISTRICT

11-25D-1: PURPOSE:

11-25D-2: PERMITTED USES:

11-25D-3: PERMITTED ACCESSORY USES:

11-25D-4: CONDITIONAL USES:

11-25D-5: INTERIM USES:

11-25D-6: USES BY ADMINISTRATIVE PERMIT:

11-25D-7: COMMON AREAS:

11-25D-8: DESIGN AND CONSTRUCTION STANDARDS:

11-25D-9: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

11-25D-10: BUILDING HEIGHT:

11-25D-1: PURPOSE:

The purpose of the R-4 High Density Residential District is to create, preserve and enhance areas for multi-family use at higher densities for both permanent and transient families. The district shall be applied in areas served by public utilities, with good accessibility to thoroughfares, public community centers, libraries, shopping, and where such development is consistent with the Comprehensive Plan and planning policies.

11-25D-2: PERMITTED USES:

Subject to applicable provisions of this title, the following are permitted uses in the R-4 District:

Apartments containing more than eight (8) attached units

Townhouses and condominiums containing more than eight (8) attached units

Multiple-family dwelling structures containing more than eight (8) dwelling units

Parks, play fields, recreational uses and directly related buildings and structures

Residential programs as regulated by State Statute.

11-25D-3: PERMITTED ACCESSORY USES:

Subject to applicable provisions of this title, the following are permitted accessory uses in the R-4 District:

Accessory structures as regulated by chapter 6 of this title.

Boarding or renting of rooms to not more than two (2) individuals per dwelling unit.

Daycare facilities (in home) as regulated by State Statute.

Ground source heat pump systems as regulated by chapter 14 of this title.

Keeping of animals subject to title 6, chapter 4 of this Code or as may be amended.

Off street parking as regulated by chapter 9 of this title.

Permitted home occupations as regulated by section 11-5-17 of this title.

Play and recreational facilities accessory to an existing permitted use.

Roof mounted wind energy systems which extend not more than six feet (6') above the highest point of the roof as regulated by chapter 14 of this title.

Secondary or accessory use antennas as regulated by chapter 13 of this title.

Solar energy systems as regulated by chapter 14 of this title.

11-25D-4: CONDITIONAL USES:

Subject to applicable provisions of this title, the following are conditional uses in an R-4 District and require a conditional use permit based upon procedures set forth in and regulated by section 11-3-2 of this title:

Commercial daycare facilities as regulated by section 11-5-14 of this title.

Commercial outdoor recreation; provided, that:

- A. The use will not negatively impact neighboring farming operations or residential uses.
- B. The potential traffic generated by such use can be adequately accommodated (both volume and weight) upon the city streets serving the property upon which the use is located.
- C. Adequate improved off street parking is provided.

Essential services involving transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts; provided, that the applicable provisions of section 11-4-5 of this title are determined to be satisfied.

Manufactured home parks; provided, that:

- A. The minimum area required for a manufactured home park designation shall be twenty (20) acres.
- B. The following minimum lot requirements within the manufactured home park are:
 - 1. Minimum lot area: Ten thousand five hundred (10,500) square feet.
 - 2. Minimum lot width: Eighty five feet (85').
 - 3. Maximum impervious surface: Thirty five percent (35%).
- C. The following principal structure setbacks are satisfactorily met:
 - 1. Front yard: Thirty feet (30').
 - 2. Side yard: Ten feet (10').

3. Side yard street: Thirty feet (30').
 4. Rear yard: Twenty five feet (25').
 5. Rear yard abutting street: Thirty feet (30').
- D. Accessory buildings, uses and equipment shall comply with the applicable provisions of chapter 6 of this title.
- E. The total ground floor area of all residential buildings shall not exceed a lot coverage of thirty percent (30%).
- F. All residences are limited to a maximum height of one story or twenty five feet (25').
- A. The public improvements within manufactured home parks are developed in accordance with the city subdivision ordinance, which include:
1. Street and storm sewer improvements.
 2. Sanitary sewer improvements.
 3. Water improvements.
 4. Public utilities (telephone, cable, electric and/or gas service).

Personal wireless service antennas not located on a public structure, or existing tower; provided, that the applicable provisions of chapter 13 of this title are determined to be satisfied.

Satellite TVROs greater than one meter (1 m) in diameter as regulated by chapter 13 of this title.

11-25D-5: INTERIM USES:

Subject to applicable provisions of this title, the following are interim uses in an R-4 district and require an interim use permit based upon procedures set forth in section 11-3-3 of this title:

Interim home occupations as regulated by section 11-5-17 of this title.

Mining, sand and gravel extraction, and land reclamation and alteration; provided, that the use will be in compliance with the provisions hereof or other applicable provisions of this code.

11-25D-6: USES BY ADMINISTRATIVE PERMIT:

Subject to applicable provisions of this title, the following uses are allowed by administrative permit in an R-4 district based upon procedures set forth in and regulated by section 11-3-4 of this title:

Essential services, except transmission pipelines and transmission or substation lines in excess of thirty five (35) kilovolts and up to one hundred (100) kilovolts, as regulated by section 11-4-5 of this title.

Model homes as regulated by section 11-5-10 of this title.

Personal wireless service antennas located upon a structure as regulated by chapter 13 of this title.

11-25D-7: COMMON AREAS:

The following minimum requirements shall be observed in the R-4 district governing common areas:

- A. Ownership: All common areas within an R-4 development including, but not limited to, open space, wetlands, greenways, drainage ponds, driveways, private drives, parking areas, play areas, etc., shall be owned in one of the following manners:
 - 1. Condominium ownership pursuant to Minnesota statutes section 515A.1-106, as may be amended from time to time.
 - 2. ~~Twinhome, fourplex, and Townhome~~ subdivision common areas shall be owned by the owners of each unit lot, with each owner of a unit having an equal and undivided interest in the common area.
- B. Homeowners' Association: A homeowners' association shall be established for all townhome developments within the R-4 district, subject to review and approval of the city attorney, and shall be responsible for all exterior building maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

11-25D-8: DESIGN AND CONSTRUCTION STANDARDS:

- A. Unit Width: The minimum width of a dwelling unit within the R-4 district shall be twenty five feet (25').
- B. Decks Or Porches: Provision shall be made for possible decks, porches or additions as part of the initial dwelling unit building plans. The unit lot shall be configured and sized to include decks or porches.
- C. Minimum Overhang: In the case of a gable roof, a minimum twelve inch (12") roof overhang or soffit shall be required for all residential structures.
- D. Exterior Building Finish: The exterior of townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure facing the public right of way to create an architecturally balanced appearance. A minimum of twenty five percent (25%) of the area of all building facades of a structure shall have an exterior finish of brick, stucco and/or natural or artificial stone.
- E. Garages: Each dwelling unit shall include an attached garage that shall comply with the following minimum size standards:
 - 1. For dwellings with basements: Four hundred forty (440) square feet.
 - 2. For dwellings without basements: Five hundred forty (540) square feet.
 - 3. Garage width: Twenty feet (20').
- F. Exterior Storage: Exterior storage shall be allowed only in designated areas which are screened in accordance with section 11-5-6 of this title and under the ownership of the property owners' association subject to other applicable provisions of this title.

G. Utilities:

1. Underground Or Exterior Service: All utilities serving an R-4 subdivision, including telephone, electricity, gas and telecable, shall be installed underground. Exterior utility meters and/or fixtures shall be located in interior side or rear yards when possible and shall be screened from view of adjacent properties and the public right of way.
2. Public Utility Service: Separate public utility services shall be provided to each unit unless exempted by the city engineer.
3. Water Connection: Individual unit shutoff valves shall be provided.
4. Sewer Connection: Where more than one unit is served by a sanitary sewer service, all maintenance and cleaning shall be the responsibility of the property owners' association or owners.

H. Streets: All streets shall be public and shall comply with the design standards and specifications as governed by the city subdivision ordinance.

I. Drives:

1. Dead end private driveways shall serve a maximum of two (2) structures or four (4) units per side.
2. Private drives shall be under the ownership and control of the property owners' association who shall be responsible for the maintenance, repair, and replacement of surfacing. Said association shall maintain a capital improvement program for the driveways under its ownership.
3. Provisions for adequate turnaround shall be made at the terminus of all private drives.
4. Private drives shall include plans and areas for snow storage.
5. Private drives shall be a minimum of twenty eight feet (28') in width.

J. Guest Parking: At minimum, one-half ($1/2$) of guest parking spaces per unit shall be provided in an off street parking lot or private drive. The design of the off street parking lot shall conform to requirements of chapter 9 of this title.

K. Landscaping And Screening: Detailed landscaping and screening plans shall be provided and implemented pursuant to section 11-5-4 and chapter 10 of this title.

L. Lighting: Detailed lighting plans shall be provided and implemented pursuant to section 11-4-7 of this title.

M. Open Space and Recreational Uses: In addition to the park dedication requirements stipulated by the city subdivision ordinance, a minimum of ten percent (10%) of the gross development project area shall be in usable open space and recreational use for the project residents. Such areas shall be specifically designed for both the active and passive use by the project residents and may include swimming pools, trails, nature areas, tot lots, exercise equipment, saunas, etc. Said areas and facilities shall be private, except in those cases where the city agrees to assume responsibility for all or a portion of the recreational space. In those cases where private ownership is maintained, the land and facilities shall be subject to the requirements set forth in a planned unit development agreement.

11-25D-9: LOT AREA, WIDTH AND SETBACK REQUIREMENTS:

The following minimum requirements shall be observed in an R-4 district subject to additional requirements, exceptions and modifications set forth in this title:

A. Lot Area: Minimum lot area shall be fifteen thousand (15,000) square feet.

B. Lot Width: Minimum lot width shall be eighty five feet (85').

C. Periphery Lot Setbacks:

1. **Minimum Setback:** A minimum setback of thirty feet (30') shall be required at the periphery of the base lot development.
2. **Yards Bordering A Major Collector Or Arterial Street:** An additional twenty feet (20') of setback to the side yard or rear yard requirements noted above is required to support a landscaped buffer yard.

D. Internal Setbacks: The following minimum internal setbacks shall be imposed on medium density developments that include more than one principal structure on a base lot:

1. **Setback between buildings within the same base lot shall maintain a minimum separation of twenty feet (20').**
2. **Buildings shall be set back a minimum of thirty feet (30') from the back of the curb line of private drives, guest parking areas, and public rights of way.**
3. **Buildings shall be set back a minimum of forty feet (40') from the designated wetland boundary.**

A. Lot Area:

1. **Minimum base lot area:** 15,000 square feet.
2. **Minimum unit lot area:** Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

B. Lot Width:

1. **Base lot:** 100 feet
2. **Unit lot:** Minimum of 25' in width and of sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

C. Setbacks:

1. **Front:** 30 feet from public right-of-way
30 feet from back of curb line of private drives, guest parking areas
2. **Side:** 30 feet
30 feet from side/corner
3. **Rear:** 30 feet
4. **Rear yard abutting street:** 30 feet
5. **Major Collector or Arterial street:** 50 feet
6. **Wetland:** 40 feet from delineated edge
7. **Setback between buildings:** For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.

11-25D-10: BUILDING HEIGHT:

Structures shall not exceed thirty five feet (35') in height, except as provided in section 11-5-2 of this title.

Proposed 2040 Comprehensive Plan Language Amendment:

Low Density Residential District

Objective:

This land use classification is characterized by low residential densities that provide opportunities for a variety of detached single family residential housing options. Traditional single family detached homes at the lowest of the urban densities are typical uses. Lower densities are often required to preserve and protect environmentally sensitive land. At the present time, this land use designation corresponds with the R1 and R2 zoning districts.

Development Location Criteria:

- The characteristics of a proposed development will be based upon consideration of several factors including, but not limited to, topography, geography, existing development and character of the surrounding area, transportation system access, and market conditions.
- The R-1 zoning district is intended for those areas containing unique physical features worthy of preservation, or those areas not located near major transportation corridors, higher density housing, commercial areas, or historic residential development centers.
- The R2 zoning district is intended to provide for single family dwelling units at a relatively dense urban scale in areas of the community that are located near major transportation corridors, higher density housing, commercial zoning districts, or historic residential development centers.
- Final density and development design will be a function of adopted zoning and subdivision standards and procedures.

Density:

Residential densities with a range of 2.5 to 5 units per net acre.

Minimum Requirements for Development:

- Lot sizes typically are ~~9,000~~ 8,400 – 12,000 square feet, but can be larger or smaller depending on the type of development and the specific property's characteristics.
- Planned unit development may be utilized to provide for a mixture of housing styles at higher densities provided the objectives of planned unit development, as provided in the City's Zoning Ordinance, are achieved.

Typical Uses:

Single family detached dwellings; other dwelling designs by planned unit development; parks and playgrounds. Accessory uses that are compatible with low density residential neighborhoods.

Medium Density Residential

Objective:

This land use classification is characterized by medium residential densities that provide opportunities for a variety of detached single family and attached residential housing options. The land use designation is intended to provide alternative housing options which address the City's life cycle housing needs. Medium density residential developments are often established as transitional uses between low density residential uses and greater intensity uses such as high density residential and commercial. At the present time, this land use designation corresponds with the R3 zoning district.

Development Location Criteria:

- The location and characteristics of a proposed medium density residential development will be based upon consideration of several factors including, but not limited to, topography, geography, existing development (character of the surrounding area) and market conditions.
- Development of attached homes and multiple family dwellings is appropriate near major parks (open space), along collector roadways, near commercial centers and employment centers.
- The wide range of possible housing styles and design options make medium density residential housing a suitable transition between lower and higher intensity adjacent uses.

Density:

Residential densities with a range between 5 and 10 units per net acre.

Minimum Requirements for Development:

- Lot sizes vary depending upon the number of units contained within the residential structures, as regulated in the City's Zoning Ordinance. Minimum lot areas per dwelling unit range from 5,000 to 7,500 3,500 to 7,200 square feet per unit.
- Specific design and construction standards are typically imposed upon medium density residential developments including standards related to exterior building finishes, garage construction and size, guest parking and open space requirements.

Typical Uses:

Single-family, two-family dwellings, three-plexes, four-plexes and townhouses/condominiums and apartment buildings which do not exceed eight units per building are considered permitted uses in this land use category. Manufactured home parks may also be allowed by conditional use permit.

And noting that:

- 1) A park dedication fee will be required in lieu of the park land dedication requirements of the City Code / Subdivision Ordinance.

8. GENERAL BUSINESS

B. Discussion Regarding Residential Minimum Lot Size Requirements

Chairman Thompson asked Community Development Specialist Renee Christianson to present her memorandum dated March 27, 2018 related to the topic. Christianson stated that she is introducing the topic of possibly reducing the City's residential minimum lot size requirements to the Planning Commission to determine if there is interest in researching the topic further. She stated that the City's current minimum residential lot size is 12,000 square feet and minimum lot width is 85'. She stated that during her time at the City, all residential developers that she has interacted with have indicated that the market is not demanding 85' wide lots. They are generally looking to 70' to 75' wide lots. She stated that lot size requirement relates to the cost of development and ultimately the affordability of housing.

Christianson noted that research of thirteen other communities was conducted and Elko New Market has larger minimum requirements than the majority of Cities researched. She indicated that she is looking for feedback from the Planning Commission on the matter. She read aloud a statement from Commissioner Hartzler who was unable to attend the meeting. The following comments were received:

- Commissioner Hartzler emailed comments (read aloud by Christianson): As I've stated before, I'm against changing lot sizes. If the developers want smaller lots, that's what the PUD is for, and it gives us additional control of those developments. Once the minimum lot size is decreased, it will never be put back. I don't consider this a hindrance to development in the community. SAC and WAC are probably the biggest deterrents.
- Chairman Thompson stated that he believes smaller, smarter development is better. He stated that the PUD is getting over-used, and creates more red tape for developers to administer the PUD.
- Commissioner Kruckman stated that the houses are getting bigger and questioned why minimum lot size requirements should get smaller.
- Commissioner Smith stated that he agrees that lots are getting smaller and square footage of houses are staying the same. He suggested that the City may see more growth in the area if the City is more flexible with the lot sizes.
- Commissioner Vetter inquired about the cost difference between allowing narrower lots versus wider lots.
- City Engineer Rich Revering stated that the cost difference can make the difference in a project being viable vs. not viable. He stated that there is also a long-term financial impact to the City to have more density (more houses) paying for the cost of maintaining the infrastructure. He stated his belief that it is a more efficient use of

the infrastructure and the land. He stated that the Elko New Market area has a lot of wetlands which makes it even more challenging to develop in Elko New Market.

- Chairman Thompson stated that reducing lot sizes helps with sprawl.
- Commissioner Kruckman stated that she would not want to live on a smaller lot.
- Mayor Crawford stated the market is going to smaller lots, and the millennials want smaller lots.
- Khai Le stated that if smaller lots are allowed, developers can reduce the price of lots to attract buyers to Elko New Market.

The Commission discussed the progression of the housing market and lot sizes over the last hundred years, noting that there have been societal shifts.

Following discussion on the matter, the Planning Commission recommended that a tour of various neighborhoods containing varying lot widths be conducted during the summer months, and that additional research be conducted on the matter.

9. MISCELLANEOUS

A. City Staff / Consultant Business Updates and Reports

Community Development Specialist Christianson provided updates on the following City projects:

- Dakota Acres (Syndicated Properties property)
- Christmas Pines

B. Planning Commission Questions and Comments

There were no Planning Commission questions.

10. ADJOURNMENT

A motion was made by Smith and seconded by Kruckman to adjourn the meeting at 8:08 p.m. Vote for: Thompson, Kruckman, Smith and Vetter. Against: None. Abstained: None. Motion carried: (4-0).

Submitted by:



Renee Christianson
Community Development Specialist

A. Office Use in B1 Neighborhood Business District

Chairman Thompson asked Community Development Specialist Renee Christianson to present her memorandum dated August 28, 2018 regarding “B1 Zoning District - Uses”.

Christianson reported that in 2017 the property where the Elko New Market Retail Center is located was rezoned from PUD to B1, Neighborhood Business District. The purpose of the B1 district as stated in the Zoning Ordinance is “to provide for the establishment of local centers for convenient, limited office, retail or service outlets which deal directly with the customer for whom the goods or services are furnished”.

Christianson stated that the owner of the retail center had recently contacted city hall regarding proposed office uses in the building, as he has received inquiries from real estate professional, investment firms, attorneys, and the like, who are interested in establishing office space within the building. Office use is not currently listed as a permitted use in the B1 zoning district. “Professional and Commercial (leased) Offices” are listed as a conditional use, subject to certain conditions.

Christianson noted that staff disagrees with office uses being required to obtain a conditional use permit in the B1 zoning district, and further stated that any vibrant commercial district includes a mix of uses that support and complement each other. She added there is currently an application fee of \$400, a required escrow of \$1,000, and approximately eight-week processing period for a conditional use permit.

The Commission discussed, and agreed, that the uses currently listed in the B1 Neighborhood Business District as permitted and conditional uses should be simplified. The Commission directed staff to review the current list of permitted and conditional uses and bring back a draft amendment that would simplify uses into Retail, Service, and Office type uses, etc. rather than the currently detailed list of uses.

B. Residential Lot Size Requirements

Chairman Thompson asked Community Development Specialist Renee Christianson to present her memorandum dated August 28, 2018 regarding “Residential Lot Size Requirements”.

Christianson explained that the Commission had begun the discussion regarding the topic of minimum residential lot size requirements in March of 2018 and the topic was brought to the Planning Commission’s attention because staff has repeatedly received feedback from residential developers that the market is demanding smaller lots. Because of Elko New Market’s larger minimum lot size requirement, the City is commonly seeing developer’s asking to develop their properties using PUD zoning rather than utilizing the standard R-1 zoning district requirements. She reviewed specific feedback heard from the Commission regarding the topic at the March 2018 meeting, and noted that there was not a consensus regarding reducing minimum lot size requirements and that there seemed to be three commissioners in support of reducing the minimum lot size requirement and two opposed.

Christianson noted that further research of other community's codes and the Elko New Market code had been completed and the research had been included in the Planning Commission packets. Research of other communities included Apple Valley, Belle Plaine, Burnsville, Eagan, Farmington, Jordan, Lakeville, Lonsdale, New Prague, Prior Lake, Savage and Shakopee.

The City of Elko New Market standards for the existing R1 and R2 districts were reviewed. It was noted and also depicted on a map, that the R2 district has been preserved for existing smaller lot development in an older area of town, while residential developers were directed to the R1 district standards for new residential development (9,000 sq ft lots and 85' lot widths).

Staff noted that in a review of other community's codes such as Farmington and Lakeville, and in speaking with their staff, some cities allow a developer to request from a variety of residential zoning districts. Christianson suggested that, as an alternative to reducing the minimum lot size standards for the R1 zoning district, perhaps a developer could have the option of applying for either R1 or R2 zoning for their proposed single family residential subdivision. The Planning Commission could guide R2 zoning (smaller lots) closer to transportation corridors, higher density housing or commercial areas, while the Commission could support R1 (larger lot) zoning in other areas. This would give developers some options for smaller lot sizes in certain locations without the need to apply for PUD zoning. It was agreed that PUD zoning has been used most recently primarily as a mechanism to allow smaller lot sizes than allowed in the R1 district.

The estimated cost to construct curb/gutter, street, sanitary sewer and water in front of a residential lot was reviewed, and costs were compared between varying lot sizes/widths (ranging from 60' in width to 85' in width). Also compared was the potential difference in the number of lots that could be created based on the varying lot widths. City Engineer Revering stated that the potential difference in costs and potential revenues could easily equate to a project being economically viable or not.

The Commission held significant discussion on the topic. It was suggested that, should the Commission support a developer's flexibility to apply for either R1 or R2 zoning, changes to the minimum standards in the R2 district be made and that clarifying language be added to both the Comprehensive Land Use Plan and the R1 & R2 district "purpose" to further clarify where the City would support the use of such zoning districts. It was further suggested that the R2 district standards be amended to include a minimum lot size of 8,400 square feet and a 70' minimum lot width.

- Chairman Thompson stated that smaller lot sizes help to avoid urban sprawl and make homes more affordable.
- Commissioner Kruckman stated concern that many ramblers do not fit on the smaller lots and that she supports larger lot sizes.
- City Engineer Revering stated that there has been paradigm shifts over the last hundred years and that there is currently a paradigm shift to allow smaller lots.
- Commissioner Humphrey stated that, with changing the R2 district standards, it allowed for the right lot size options.

- Commissioner Smith stated that he supported the idea that a developer could apply for R1 or R2 zoning and that the use of PUD zoning would likely be minimized.
- Chairman Thompson stated that PUD zoning can greatly increase the cost of home construction by requiring improved home standards such as brick/stone, for example.

After further discussion, the Commission directed staff draft amendments to the City's Zoning Code and Comprehensive Plan as follows:

- Change the minimum standards in the R2 district to 8,400 square foot minimum lot size and 70' minimum lot width.
- Add clarifying language to both the Comprehensive Land Use Plan and also the R1 and R2 district "purpose" to further clarify where the City would support the use of R1 and R2 zoning.
- Review the standards of the R3 district to possibly include an option for a single family detached home as a permitted use, on a potential 50' lot width.

9. MISCELLANEOUS

A. City Staff/Consultant Business Updates and Reports

Community Development Specialist Christianson made reference to her memorandum dated August 16, 2018 (included in the Planning Commission meeting packet) which provided updates on various City projects.

B. Vacant Lot Inventory

Community Development Specialist Christianson made reference to her memorandum date July 26, 2018 regarding the 2018 Vacant Lot Inventory for Residential, Commercial and Industrial lots.

10. ADJOURNMENT

A motion was made by Thompson and seconded by Smith to adjourn the meeting at 8:37 p.m. Vote for: Thompson, Kruckman, Smith and Humphrey. Against: None. Abstained: None. Motion carried: (4-0).

Submitted by:



Renee Christianson
Community Development Specialist

8. GENERAL BUSINESS

A. Draft Amendment to Zoning Ordinance – Residential Lot Size Requirements

Chairman Thompson asked Community Development Specialist Renee Christianson to present her memorandum dated September 25, 2018 regarding Residential Lot Size Requirements. Christianson explained that at the both the March and August 2018 Planning Commission meeting there was discussion regarding minimum residential lots size requirements. The City's code currently contains one residential zoning district intended for new single-family residential development (R-1) and one residential zoning district intended to cover those existing smaller lots in older areas of the City (R-2). She reviewed the current minimum lot criteria in each district.

Christianson noted that staff continues to hear from residential developers that the market is going to smaller lots. Because of Elko New Market's larger minimum lot size requirements (12,000 square feet) for new developments, the City is commonly seeing developer's requesting PUD zoning, rather than utilizing the standard R-1 zoning district requirements. This was the case with Boulder Heights and Boulder Pointe 7th Addition, and the proposed Preserve at Elko New Market. She noted that staff is also in discussions with at least two other residential developers who have verbally stated their intent to develop using smaller / narrower lots, should they decide to move forward.

Christianson provided examples of neighborhoods that have been developed using PUD zoning, noting that the Glenborough neighborhood was a good use of the PUD because the development provided for a mix of housing options, additional trails, open space, and a recreational amenity. She noted that many of the other PUD's have been used primarily to allow variances from minimum lot sizes without a significant return.

Christianson explained that approximately thirteen other communities' lot size standards had been researched and she presented an overview of infrastructure costs related to varying lot widths. She noted that following discussions at both the March and August Planning Commission meetings, the Commission directed staff to prepare amendments to the City's Zoning Code and Comprehensive Plan as follows:

- Change the minimum standards in the R2 district to 8,400 square foot minimum lot size and 70' minimum lot width.
- Add clarifying language to both the Comprehensive Land Use Plan and also the R1 and R2 district "purpose" to further clarify where the City would support the use of R1 and R2 zoning.
- Review the standards of the R3 district to possibly include an option for a single family detached home as a permitted use, on a potential 50' lot width.

Draft amendments to the current zoning ordinance, 2030 Comprehensive Land Use Plan and the (draft) 2040 Land Use Plan were presented to the Planning Commission for discussion. Humphrey asked what the advantage of continuing to utilize PUD zoning would be. Chairman Thompson stated that the PUD zoning gives cities more control and ability to negotiate with developers. Humphrey stated that developers would know what to expect by

using zoning districts rather than the PUD zoning and that seems to be clearer. Mayor Crawford noted that the City's current R1 district standards do not meet the Met Council density requirements. Commissioner Smith suggested adding a table to the zoning ordinance showing the minimum standards for each zoning district. Staff noted that the City Attorney may have additional comments regarding the draft language. The Commission directed staff to prepare a public hearing regarding the proposed changes to minimum lot size requirements as outlined in the Planning Commission Memorandum dated September 25, 2018, subject to City Attorney recommendations.

9. MISCELLANEOUS

A. City Staff/Consultant Business Updates and Reports

Community Development Specialist Christianson provided updates to the Commission regarding several projects, including Christmas Pines, the Circleview property, the Adelman property, and the retail center.

10. ADJOURNMENT

A motion was made by Thompson and seconded by Humphrey to adjourn the meeting at 8:26 p.m. Motion carried: (5-0).

Submitted by:



Renee Christianson
Community Development Specialist

Mr. Ted Oakland, 7837 260th Street East, also addressed the Commission and asked what affect the annexation would have on his property and what would be allowed on his property. Christianson reiterated earlier feedback, and City Engineer Revering noted that all new development is required to connect to City sewer and water.

5. APPOINTMENT OF CHAIR AND VICE-CHAIR

Christianson noted that due to the recent resignation of Chairman Thompson, the Commission must appoint a new Chair and Vice-Chair for the remainder of the appointment term, which expires on March 31, 2019. After discussion, it was moved by Humphrey and seconded by Kruckman to appoint Commissioner Smith as Chairman. Motion carried: (4-0). It was then moved by Smith and seconded by Kruckman to appoint Humphrey as Vice-Chair. Motion carried: (4-0).

6. ANNOUNCEMENTS

B. Introduction of Planning Commissioner Melissa Hanson

Christianson introduced newly appointed Planning Commissioner Melissa Hanson who was recently appointed by the City Council to serve the remainder of Steve Thompson's term. Her term expires on March 31, 2021. Hanson also introduced herself, citing that she works for the Scott County Community Development Agency administering housing programs, and noting that she is passionate about affordable housing.

C. Resignation of Planning Commissioner Heather Vetter

Christianson advised the Commission that Commissioner Heather Vetter has resigned from the Commission effective October 24, 2018. The City Council has accepted her resignation and acknowledged her for her service to the City. The vacancy has been declared and advertised on the City's website and social media outlets.

D. Introduction of Community Development Intern Haley Sevening

Christianson introduced Haley Sevening who was hired as an intern and is assisting in all areas of the City government, including Community Development, Administration and Parks. Sevening is a second year graduate student at the University of Minnesota.

7. APPROVAL OF MINUTES

A motion was made by Humphrey and seconded by Kruckman to approve the minutes of the September 25, 2018 Planning Commission meeting as written. Motion carried: (4-0).

8. PUBLIC HEARINGS

A. Draft Amendment to Zoning Ordinance – Residential Lot Size Requirements

Christianson provided background information regarding on the proposed amendment to the Zoning Ordinance. She explained that the City currently has five residential zoning districts, and single family homes are currently allowed in the R1 and R2 districts, which are low density residential districts. The R3 district is a medium density district, the R4 is a high density district, and the R5 is a downtown high density / mixed use district. She noted that all new single family development has historically been directed to the R1 district, which

has a minimum lot size of 12,000 square feet and a minimum lot width of 85'. Christianson explained that recently the City has been receiving many requests and inquiries for Planned Unit Development (PUD) zoning for the purpose of requesting smaller residential lots than allowed in the R1 district, and that upon research of other communities it was found that the majority allow a smaller lot size than Elko New Market's R1 district standards.

Christianson stated that the Commission has reviewed the topic over several Planning Commission meetings and ultimately directed staff to draft an ordinance amendment that would allow a developer to request either R1, R2 or R3 zoning for single family developments, with the following directives:

- Add clarifying language to both the Comprehensive Land Use Plan and also the R1 and R2 district "purpose" to further clarify where the City would support the use of R1 and R2 zoning.
- Leave the R1 district standards as currently written.
- Amend the minimum standards in the R2 district to 8,400 square foot minimum lot size and 70' minimum lot width.
- Amend the R3 district to allow a single family detached home as a permitted use on a smaller lot size.

Christianson reviewed the proposed changes and also reviewed hypothetical infrastructure costs for a residential development and the number of lots that could be achieved using an 85' lot width versus a 70' lot width, and also the potential difference in gross revenues on a project.

Chairman Smith opened the public hearing at 7:24 p.m. Todd Priebe, 10386 Windrose Curve, addressed the Commission. He stated that he is a Realtor and that he does work with many investors and developers. He expressed his support for the ordinance amendment and noted that many other communities do allow a smaller lot. He also stated that overall, the market is going to a smaller, narrower lot size for residential development. Chairman Smith asked several questions regarding the proposed ordinance amendments. With no further comments, the public hearing was closed at 7:47 p.m.

Following discussion on the topic, it was moved by Humphrey and seconded by Kruckman to recommend approval of the proposed zoning ordinance amendment to the City Council, as contained in the Planning Commission Memorandum dated 11/27/18. Motion carried: (4-0).

9. GENERAL BUSINESS

A. Draft Amendment to Zoning Ordinance – Performance Standards

Christianson presented her staff report containing recommended changes to various sections of the Zoning Ordinance containing performance standards for various uses. She stated that performance standards for various uses are currently repeated in several different sections of the Ordinance. She recommends that they be removed from the individual zoning districts and placed only in Section 5 – General Zoning Regulations. She stated that Haley Sevensing

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

ORDINANCE NO. 181

**AN ORDINANCE AMENDING CITY OF ELKO NEW MARKET CITY CODE
TITLE 11, CHAPTER 2-2, CONCERNING DEFINITIONS AND
TITLE 11, CHAPTER 25 CONCERNING RESIDENTIAL DISTRICT
AND LOT STANDARDS**

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

SECTION 1. Section 11-2-2 of the Elko New Market City Code is hereby amended to add the following definitions:

DWELLING: A residential building or portion thereof intended for occupancy by a single family with facilities for living, sleeping, cooking and eating, but not including hotels, motels, boarding or rooming houses, tourist homes, mobile homes or trailers. The principal types include single-family, two-family, townhouse, and apartments.

APARTMENT – A room or suite of rooms with cooking facilities available which is occupied as a residence by a single family, or a group of individuals living together as a single family unit. This includes any unit in a building with more than two dwelling units.

SINGLE FAMILY – A freestanding dwelling unit designed exclusively for and occupied exclusively by one family.

TWO FAMILY – A structure having two dwelling units contiguous to each other only by the sharing of one or more common wall or floor, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities. Each unit having a separate entrance/exit and designed exclusively for occupancy by two families living independently of each other.

TOWNHOUSE – A residential building containing three or more dwelling units with at least one common wall, each unit is so oriented to have all exits open to the outside.

DWELLING, MULTI-FAMILY: A building designed with three (3) or more dwelling units exclusively for occupancy by three (3) or more families living independently of each other. Multi-family dwellings include apartments, condominiums and townhouses.

SECTION 2. Section 11-2-2 of the Elko New Market City Code is hereby amended to delete the following definitions:

~~DUPLEX: A dwelling structure having two (2) or more dwelling units, attached by common walls or floors, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.~~

~~DWELLING: A building that contains one or two (2) dwelling units used, intended, or designed to be used, rented, leased, let or hired out to be occupied for living purposes, as defined in section 202, "definitions", of the 2000 international building code, as may be amended from time to time.~~

~~DWELLING, TWO-FAMILY: A structure having two (2) dwelling units, attached by a common wall or floors, and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.~~

~~DWELLING UNIT: A residential building or portion thereof intended for occupancy by a single family, but not including hotels, motels, boarding or rooming houses or tourist homes.~~

~~TOWNHOUSES: Structures housing three (3) or more dwelling units contiguous to each other only by the sharing of one common wall, such structures to be of the townhouse or row house type as contrasted to multiple dwelling apartment structures~~

SECTION 3. Section 11-25A-1 of the Elko New Market City Code is hereby amended to read as follows:

The purpose of the R-1 Suburban Single-Family Residential District is to provide for low density detached single-family uses in developed and developing areas of the community that are predominantly residential in character. The R-1 zoning district is intended for those areas containing unique physical features worthy of preservation, or those areas not located near major transportation corridors, higher density housing, commercial zoning districts, or historic residential development centers.

SECTION 4. Section 11-25B-1 of the Elko New Market City Code is hereby amended to read as follows:

The purpose of the R-2 Urban (Small Lot) Single-Family Residential District is to provide for single-family dwelling units at a relatively dense urban scale in areas of the community that are located near major transportation corridors, higher density housing, commercial zoning districts, or historic residential development centers.

SECTION 5. Section 11-25B-7 of the Elko New Market City Code is hereby amended to read as follows:

The following minimum requirements shall be observed in an R-2 district, subject to additional requirements, exceptions and modifications set forth in this title:

- A. Lot area: Eight thousand four hundred (8,400) square feet.
- B. Lot width: Seventy feet (70').

C. Setbacks:

1. Front yard: Thirty feet (30').
2. Side yard:
 - a. Interior: Seven feet (7').
 - b. Corner: Twenty five feet (25').
3. Rear yard: Thirty feet (30').

SECTION 6. Section 11-25C-1 of the Elko New Market City Code is hereby amended to read as follows:

The purpose of the R-3 Medium Density Residential District is to establish low to moderate density residential housing in single or multiple-family structures that satisfies the following planning objectives:

- A. Create a cohesive medium density neighborhood that provides attractive living environments and contributes to the City's identity.
- B. Provide attractive and durable medium density housing options as a means of addressing the City's life cycle housing needs.
- C. Preserve natural land forms, open spaces, greenways for scenic enjoyment and recreational use through the regulation of medium density residential land use.
- D. Allow for the subdivision of twinhome, quadraminium and townhome base lots to permit individual private ownership of a single dwelling within such a structure.
- E. Comply with the provisions of this chapter, other applicable provisions of this title, and the City subdivision ordinance.

SECTION 7. Section 11-25C-2 of the Elko New Market City Code is hereby amended to read as follows:

Subject to applicable provisions of this title, the following are permitted uses in the R-3 District:

Residential programs as regulated by State Statute.

Single family dwelling units

Two family dwelling units

Townhouses and condominiums, up to eight attached units

Apartments, up to eight attached units.

SECTION 8. Section 11-25C-7 of the Elko New Market City Code is hereby amended to read as follows:

The following minimum requirements shall be observed in the R-3 district governing common areas:

- A. Ownership: All common areas within an R-3 development including, but not limited to, open space, wetlands, greenways, drainage ponds, driveways, private drives, parking areas, play areas, etc., shall be owned in one of the following manners:
 - 1. By a condominium association pursuant to Minnesota statutes section 515A.1-106, as may be amended.
 - 2. By the owner of each townhome unit lot, with each owner of a unit having an equal and undivided interest in the common area.

- B. Homeowners' Association: A homeowners' association shall be established for all quadraminium, threeplex and fourplex multiple-family and townhome developments within the R-3 district, subject to review and approval of the city attorney. The association shall be responsible for all exterior building maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

SECTION 9. Section 11-25C-9 of the Elko New Market City Code is hereby amended to read as follows:

The following minimum requirements shall be observed in an R-3 district subject to additional requirements, exceptions and modifications set forth in this title:

A. Lot Area:

1. Single-family dwellings:

- a. Minimum lot area per dwelling unit: 7,200 square feet.
- b. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

2. Two-family dwellings:

- a. Minimum lot area per dwelling unit: 6,000 square feet.
- b. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

3. Structures with more than two-dwelling units:

- a. Minimum lot area per dwelling unit: 3,500 square feet.
- b. Minimum base lot area: 15,000 square feet.

c. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

B. Lot Width:

- 1. Single-family dwelling units: 60 feet for single family dwelling units
- 2. Two-family dwellings: 100 feet
- 3. Structures with more than two-dwelling units: 100 feet
- 4. Unit lot: Minimum of 25' in width and of sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

C. Setbacks:

- 1. Single-family dwellings:
 - a. Front: 25 feet from public right-of-way
25 feet from back of curb line of private drives
 - b. Side: 7 feet
25 feet from side/corner
 - c. Rear: 20 feet
 - d. Rear yard abutting street: 25 feet
 - e. Major Collector or Arterial street: 45 feet
 - f. Wetland: 40 feet from delineated edge
- 2. Two-family dwellings:
 - a. Front: 25 feet from public right-of-way
25 feet from back of curb line of private drives
 - b. Side: 7 feet
25 feet from side/corner
 - c. Rear: 20 feet
 - d. Rear yard abutting street: 25 feet
 - e. Major Collector or Arterial street: 45 feet
 - f. Wetland: 40 feet from delineated edge
 - g. Setback between buildings: For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.
- 3. Structures with more than two-dwelling units:
 - a. Front: 25 feet from public right-of-way
25 feet from back of curb line of private drives

	<u>15 feet from private parking areas</u>
b. Side:	<u>10 feet</u>
	<u>25 feet from side/corner</u>
c. Rear:	<u>20 feet</u>
d. Rear yard abutting street:	<u>25 feet</u>
e. Major Collector or Arterial street:	<u>45 feet</u>
f. Wetland:	<u>40 feet from delineated edge</u>
g. Setback between buildings:	<u>For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.</u>

SECTION 10. Section 11-25D-2 of the Elko New Market City Code is hereby amended to read as follows:

Subject to applicable provisions of this title, the following are permitted uses in the R-4 District:

Apartments containing more than eight (8) attached units

Townhouses and condominiums containing more than eight (8) attached units

Parks, play fields, recreational uses and directly related buildings and structures

Residential programs as regulated by State Statute.

SECTION 11. Section 11-25D-7 of the Elko New Market City Code is hereby amended to read as follows:

The following minimum requirements shall be observed in the R-4 district governing common areas:

- A. Ownership: All common areas within an R-4 development including, but not limited to, open space, wetlands, greenways, drainage ponds, driveways, private drives, parking areas, play areas, etc., shall be owned in one of the following manners:
 - 1. Condominium ownership pursuant to Minnesota statutes section 515A.1-106, as may be amended from time to time.
 - 2. Townhome subdivision common areas shall be owned by the owners of each unit lot, with each owner of a unit having an equal and undivided interest in the common area.
- B. Homeowners' Association: A homeowners' association shall be established for all townhome developments within the R-4 district, subject to review and approval of the city attorney, and shall be responsible for all exterior building

maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

SECTION 12. Section 11-25D-9 of the Elko New Market City Code is hereby amended to read as follows:

The following minimum requirements shall be observed in an R-4 district subject to additional requirements, exceptions and modifications set forth in this title:

- A. Lot Area:**
 - 1. Minimum base lot area: 15,000 square feet.
 - 2. Minimum unit lot area: Sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

- B. Lot Width:**
 - 1. Base lot: 100 feet
 - 2. Unit lot: Minimum of 25' in width and of sufficient area to include the living area, garages, decks, patios, or porches of the individual dwelling unit.

- C. Setbacks:**
 - 1. Front: 30 feet from public right-of-way
30 feet from back of curb line of private drives, guest parking areas
 - 2. Side: 30 feet
30 feet from side/corner
 - 3. Rear: 30 feet
 - 4. Rear yard abutting street: 30 feet
 - 5. Major Collector or Arterial street: 50 feet
 - 6. Wetland: 40 feet from delineated edge
 - 7. Setback between buildings: For lots with more than one principal structure on a base lot, the setback between buildings shall be a minimum of 20 feet.

SECTION 13. This Ordinance shall take effect immediately upon its passage and publication.

ADOPTED this 20th day of December, 2018 by the City Council for the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Robert Crawford, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

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

SUMMARY ORDINANCE NO. 182

**AN ORDINANCE AMENDING CITY OF ELKO NEW MARKET CITY CODE TITLE
11, CHAPTER 2-2, CONCERNING DEFINITIONS AND
TITLE 11, CHAPTER 25 CONCERNING RESIDENTIAL DISTRICT
AND LOT STANDARDS**

NOTICE IS HEREBY GIVEN that, on December 20, 2018, Ordinance No. 181 was adopted by the City Council of the City of Elko New Market, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 181, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the Council amends City Code Title 11, Zoning Regulations, by amending certain definitions, and residential district and lot standards in the City's R1, R2, R3, R4 zoning district. A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours.

APPROVED for publication by the City Council of the City of Elko New Market this 20th day of December, 2018.

CITY OF ELKO NEW MARKET

By: _____
Bob Crawford, Mayor

By: _____
Thomas Terry, Acting City Clerk



STAFF MEMORANDUM

SUBJECT:	2019 Fee Schedule
MEETING DATE:	December 20, 2018
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Adopt Ordinance No. 183 Adopting the Schedule of Fees for 2019

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 enterprise rate increases to Utility Fees. These changes in the 2019 Fee Schedule include increases in utility base and usage fees, storm water uniform and base fees, along with an 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 utility fund analysis completed both by Staff and Zach Doud, City Finance Director. The recommendations were reviewed and directed by the City Council at the 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	\$37.51
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 10,000 Gallons/ ERU/ Month)	\$3.51/thousand gallons
Water Usage Rate (Tier Two) - Typical Account ¹ (10,000 to 20,000 Gallons/ ERU/ Month)	\$10.17/thousand gallons
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 20,000 Gallons/ ERU/ Month)	\$20.33/thousand gallons
Water Usage Rate (Tier One) - Domestic Only Account ² (0 to 7,000 Gallons/ ERU/ Month)	\$3.51/thousand gallons
Water Usage Rate (Tier Two) - Domestic Only Account ² (7,000 to 17,000 Gallons/ ERU/ Month)	\$10.17/thousand gallons
Water Usage Rate (Tier Three) - Domestic Only Account ¹ (Over 17,000 Gallons/ ERU/ Month)	\$20.33/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)	\$3.51/thousand gallons
Water Usage Rate (Tier Two) - Typical Account ¹ (40,001 to 50,000 Gallons/ ERU/ Month)	\$10.17/thousand gallons
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 50,001 Gallons/ ERU/ Month)	\$20.33/thousand gallons
Irrigation Customers	
Water Usage Rate (Tier 1) - Irrigation Account ³ (0 to 3,000 Gallons/ ERU Served ⁴ / Month)	\$3.51/thousand gallons
Water Conservation Rate (Tier 2) - Irrigation Account ³ (3,000 to 13,000 Gallons/ ERU Served ⁴ / Month)	\$10.17/thousand gallons
Water Conservation Rate (Tier 3) - Irrigation Account ³ (Over 13,000 Gallons/ ERU Served ⁴ / Month)	\$20.33/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
Water Meter & Accessories	\$387 (cost of meter & horns + 10%) +MN and County sales tax
Sewer Base Rate	\$23.64/month
Sewer Usage Rate	\$5.36/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	cost + 10% +MN and County 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	\$3,615/unit
Commercial/Industrial Water Trunk Fee	\$3,615/Unit
Storm Water Area Charge	\$3,507.88/acre
Storm Water Drainage Utility Conn. Fee	\$1,235.86/unit
Sewer Availability Charge (MCES)	\$4,864/unit
Sewer Connection Fee (City)	\$2,036/unit
Sewer Trunk Fee	\$4,056/unit
Commercial/Industrial Sewer Trunk Fee	\$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

Additional changes to the 2019 Fee Schedule include:

Land Use Permit Fees (Zoning and Subdivision)

- Removal of Subdivision (for Plats, CIC, and RLS) – Concept/Sketch Plan - \$400 + \$5,000 escrow. The removal of this fee is to promote development.
- Removal of Planned Unit Development (PUD) – Concept/Sketch Plan - \$400 + \$5,000 escrow. The removal of this fee is to promote development.

The fee structure for both was established when much of the concept review was facilitated and conducted by external resources. Currently, concept review is facilitated internally and much of the staff feedback is developed and provided to the developer prior to any formal application. As a result, there are limited expenses associated with formal concept review by the Planning Commission/City Council.

Land Use Permits (Administrative)

- Lower Wetland Applications (pursuant to Wetland Conservation Act) – from \$400 + \$1,000 escrow to \$200 + \$1,000 escrow. Fee reduction due to minimal staff time to process. The reduction is based on review of internal and external costs related to recent applications.

Business Related Fees

- All race track related permit fees have been removed from the 2019 fee schedule.
- Fireworks Permit – Added “Commercial” in front of Fireworks for clarification purposes.
- Added Commercial Fireworks Sale License Fee - \$100.

Administrative Fees

- Removal of Administrative Fee for Refunds of Credit Balances in Utility Billing - \$25. The removal of this fee is due to a more streamlined process and software upgrades allowing for less staff time to process. The administrative cost (time) of collecting the fee is disproportionate to the activity for which the fee is collected.

Equipment Charges

- Added Vac/Jetter fee of \$100/hour.
- Added Street Sweeper fee of \$90/hour.

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

Attachments:

- Ordinance No. 183 Adopting the Schedule of Fees for 2019
- Exhibit A – Schedule of Fees for 2019

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

ORDINANCE NO. 183

AN ORDINANCE ADOPTING THE SCHEULE OF FEES FOR 2019

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 2019.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET approves the 2019 Schedule of Fees as attached in Exhibit A.

ADOPTED this 20th day of December, 2018, by the City Council for the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Robert Crawford, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

2019 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				\$37.51	
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 10,000 Gallons/ ERU/ Month)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (10,000 to 20,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 20,000 Gallons/ ERU/ Month)				\$20.33/thousand gallons	
Water Usage Rate (Tier One) - Domestic Only Account ² (0 to 7,000 Gallons/ ERU/ Month)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Domestic Only Account ² (7,000 to 17,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Domestic Only Account ¹ (Over 17,000 Gallons/ ERU/ Month)				\$20.33/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)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (40,001 to 50,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 50,001 Gallons/ ERU/ Month)				\$20.33/thousand gallons	
Irrigation Customers					
Water Usage Rate (Tier 1) - Irrigation Account ³ (0 to 3,000 Gallons/ ERU Served ⁴ / Month)				\$3.51/thousand gallons	
Water Conservation Rate (Tier 2) - Irrigation Account ³ (3,000 to 13,000 Gallons/ ERU Served ⁴ / Month)				\$10.17/thousand gallons	
Water Conservation Rate (Tier 3) - Irrigation Account ³ (Over 13,000 Gallons/ ERU Served ⁴ / Month)				\$20.33/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	
Water Meter & Accessories				\$387 (cost of meter & horns + 10%) +MN and County sales tax	
Sewer Base Rate				\$23.64/month	
Sewer Usage Rate				\$5.36/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				cost + 10% +MN and County 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				\$3,615/unit	
Commercial/Industrial Water Trunk Fee				\$3,615/Unit	
Storm Water Area Charge				\$3,507.88/acre	
Storm Water Drainage Utility Conn. Fee				\$1,235.86/unit	
Sewer Availability Charge (MCES)				\$4,864/unit	
Sewer Connection Fee (City)				\$2,036/unit	
Sewer Trunk Fee				\$4,056/unit	
Commercial/Industrial Sewer Trunk Fee				\$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	
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					
Re-roof		\$83.50	\$7.50	\$1.00	\$92.00

2019 FEE SCHEDULE

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	
All Other Building & Construction Fees					
Inspection Fee (Sewer & Water)	\$50.00			\$50.00	
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)	
Sewer Trunk Fee				(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	
	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.					
LAND USE PERMIT FEES (ZONING AND SUBDIVISION)					
Land Use Permits (Non-Administrative)*					
	Comprehensive Plan Amendment			\$400 + \$1,000 escrow	
	Annexation			\$400 + \$5,000 escrow	

2019 FEE SCHEDULE

	Ordinance Amendment - Text	\$300 + \$5,000 escrow
	Ordinance Amendment - Official Map/Rezone (< 2.5 acres)	\$250 + \$5,000 escrow
	Ordinance Amendment - Official Map/Rezone (> 2.5 acres)	\$600 + \$5,000 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
	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) - Development Stage	\$400 + \$5,000 escrow
	Planned Unit Development (PUD) - Major Amendment/Modification	\$400 + \$5,000 escrow
	Variance	\$250 + \$1,000 escrow
	Conditional Use Permit (CUP)	\$400 + \$5,000 escrow
	Conditional Use Permit (CUP) - Major Amendment/Modification	\$400 + \$5,000 escrow
	Interim Use Permit	\$400 + \$1,000 escrow
	Interim Use Permit – Home Occupation	\$250
	Site Plan Review (Single Family Homes Are Exempt)	\$400 + \$1,000 escrow
	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 + \$1,500 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	\$150
	Sign - Temporary	\$0
	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
	Temporary Expansion of Liquor License Premises	\$100
BUSINESS RELATED FEES		
	Outdoor Concerts & Events	
	Single Event	\$100/event

2019 FEE SCHEDULE

	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
	Commercial Fireworks Sale License Fee	\$100
	Gambling Permit	\$100
	Gambling Permit - Statutory Exempt Entities	\$0
	Gambling Investigative Fee	\$0
	Special Gambling Permit-1 Day Raffles	\$35
	Annual SOB License	\$5,000
	New SOB Investigation Fee	\$1,500
	New Officer SOB Investigation Fee	\$250
	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
MISCELLANEOUS FEES		
	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	\$500.00
	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 +MN and County sales tax
	Permit for Target Practice	\$5
	Open Burning Permit	Free
	Vehicle Impound Fee	
	Towing	Cost
	Storage	\$5/day for City impound
	Storage	Cost for Other impound
	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 +MN and County sales tax
	Copies of Maps	\$1 +MN and County sales tax
	Copies of Maps - Colored 11 x 17	\$5 +MN and County sales tax
	Data Disclosure Request Copies	25 cents/page +MN and County sales tax
	Fax Charge	35 cents/page +MN and County sales tax
	Mileage	Current IRS Rate
	Notary Fee (pursuant to MN State Statute)	\$5 + \$1/page for copies
	NSF Returned Check Fee	\$30
	Postage/Certified Mail	Current Rate
	Utility Billing/Customer List Request	25 cents/page +MN and County sales tax
	CD/DVD Reproductions	\$15 +MN and County 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

2019 FEE SCHEDULE

	with City's standard mileage reimbursement
Zoning Ordinance Copy	Cost
Subdivision Ordinance	Cost
Code Book (Includes Zoning Ordinance)	Cost
Comprehensive Plan	Cost
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:	Accepting Feasibility Report and Calling for Public Improvement Hearing for 2019 Streets Rehabilitation Project
MEETING DATE:	December 20, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Adopt Resolution 18-78 Accepting Feasibility Report and Calling for Public Improvement Hearing for 2019 Streets Rehabilitation Project

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

At the December 6, 2018 City Council meeting, the Council was asked to the adopt resolution accepting the Feasibility Report for the above-referenced project and calling for a Public Hearing on the proposed improvement. Following the presentation and discussion, the Council continues the item until the December 20, 2018 City Council meeting.



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

MEMORANDUM

Date: December 6, 2018
To: Mayor Crawford and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Resolution Accepting Feasibility Report and Calling for Public Improvement Hearing
2019 Streets Rehabilitation
Elko New Market
Project No.: T17.116817

BACKGROUND

The City Council is being asked to adopt the attached resolution accepting the Feasibility Report for the above-referenced project and calling for a Public Hearing on the proposed improvement.

DISCUSSION

State Statute requires certain steps when Special Assessments will be used to fund all or part of an improvement project. One of these steps is preparation of a Feasibility Study by a qualified person. This was ordered in August 2018 and is attached for Council review. Following acceptance of the Feasibility Study, the Council must hold an Improvement Hearing whereby all affected property owners are given a chance to learn details about the project, estimated assessment amounts and are given opportunity to ask questions or comment on the project. The affected property owners must be given mailed and published notice at least 10 days in advance of the hearing.

A resolution setting the hearing is attached.

RECOMMENDATION

Adopt the attached resolution accepting the Feasibility Report and Calling for the Improvement Hearing for the 2019 Streets Rehabilitation project.



**BOLTON
& MENK**

Real People. Real Solutions.

Feasibility Report for

2019 Pavement Rehabilitation Improvements

City of Elko New Market, MN

November 2018

Submitted by:

Bolton & Menk, Inc.
12224 Nicollet Avenue
Burnsville, MN 56001
P: 952-890-0509
F: 952-890-8065

Certification

Feasibility Report

For

2019 Pavement Rehabilitation Improvements

City of Elko New Market

Elko New Market, MN

T17.116817

December 6, 2018

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Rich Revering, P.E.

License No. 20711

Bolton & Menk, Inc.

Date: December 6, 2018

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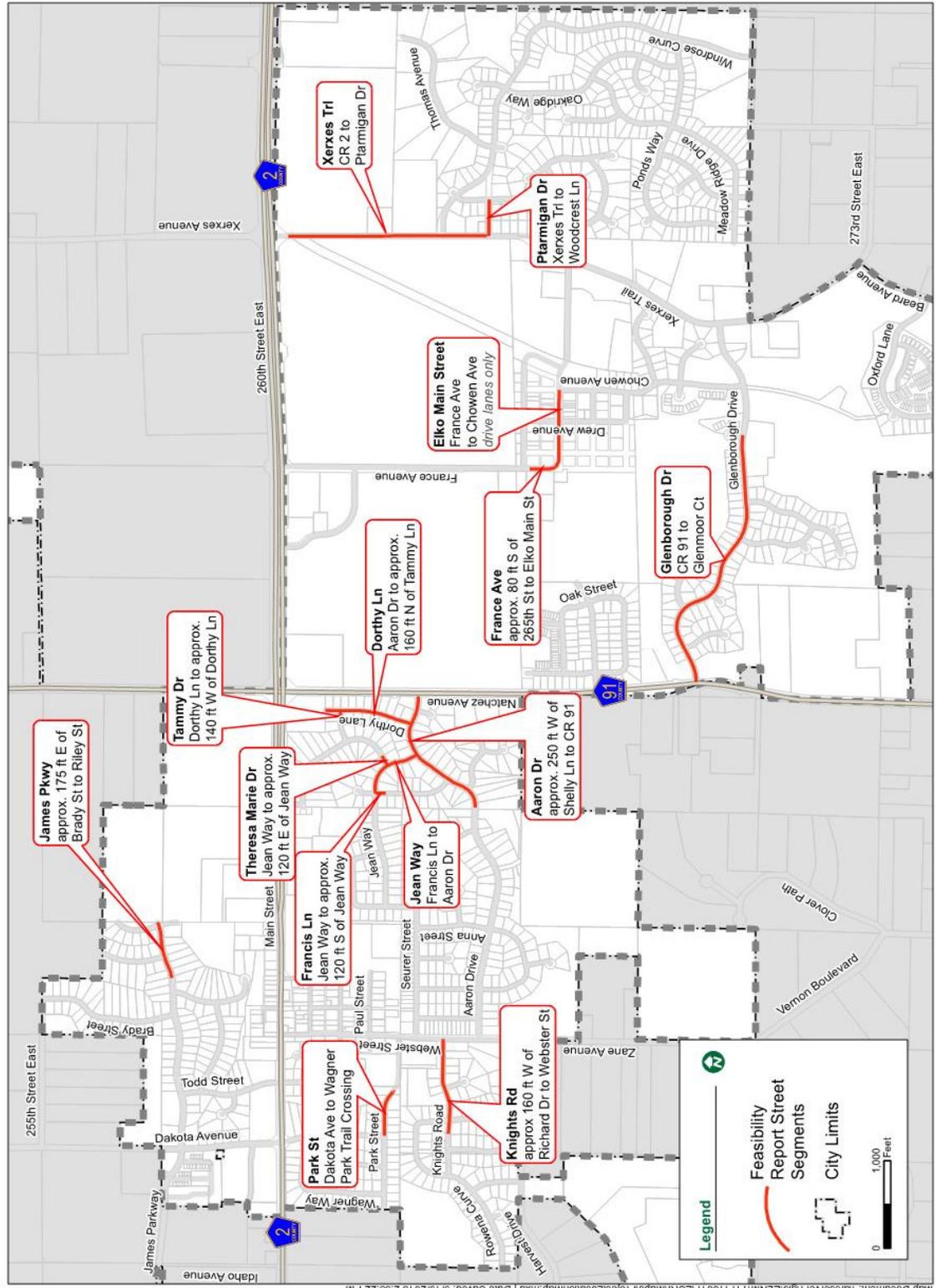
Appendix

- Appendix A: Roll Up of Street Segments and Ratings
- Appendix B: Elko New Market Pavement Maintenance
- Appendix C: Preliminary Assessment Roll

EXECUTIVE SUMMARY

BACKGROUND & INTRODUCTION

The Elko New Market City Council ordered preparation of this Feasibility Study at its August 23, 2018, regular meeting. The purpose of the project is to extend the duration of acceptable pavement condition of the City streets shown below in Figure 1. This report has been completed to identify the appropriate improvements and rehabilitations needed as well as the related project costs and preliminary estimated assessments.



ELKO NEW MARKET PAVEMENT MANAGEMENT SYSTEM

The City of Elko New Market has been rating streets under its jurisdiction every two to five years since 2009. The ratings are tracked in a “Pavement Management System.” The system is a database of street segments that make up the city’s street mileage with rating data.

Each rating of a segment is done the same way. Various common pavement distresses are measured for each segment by observing the pavement either in the field or by high-quality aerial photography. A number is assigned to each distress type based on degree/severity and applied to a formula to calculate an overall numerical rating between 0 and 100 for each segment. The higher the rating, the better the pavement condition.

The ratings are made periodically and tracked to document the changing conditions and predict when ratings might fall below thresholds selected based on class of street and likelihood of acceleration of deterioration. The prediction is used to program improvement timing. The improvements to be made are based on the types of distresses behind the pavement’s condition, the condition of underlying utilities and subgrade, and current pavement section configuration.

The end-goal of the Pavement Management System is to preserve pavements at acceptable quality levels at the lowest long-term cost by making decisions based on data.

EXISTING PAVEMENT AND OTHER CONDITIONS

The streets shown in Figure 1 - Project Location Map consist largely of asphaltic concrete pavements at or approaching 20 years of age. The primary distresses observed consist of transverse, longitudinal, block and some alligator cracking.

The City’s Public Works Department staff has reported there are other street features showing signs of deterioration that should be considered to benefit from being bid as part of a larger project. These include faded or non-standard street name signs, corroding bolts on the buried portion of fire hydrants and water main valves, curbs with cracks or breaks that unduly affect function or appearance, and voids around catch basins due to improper sealing of pipes where they connect to the structures.

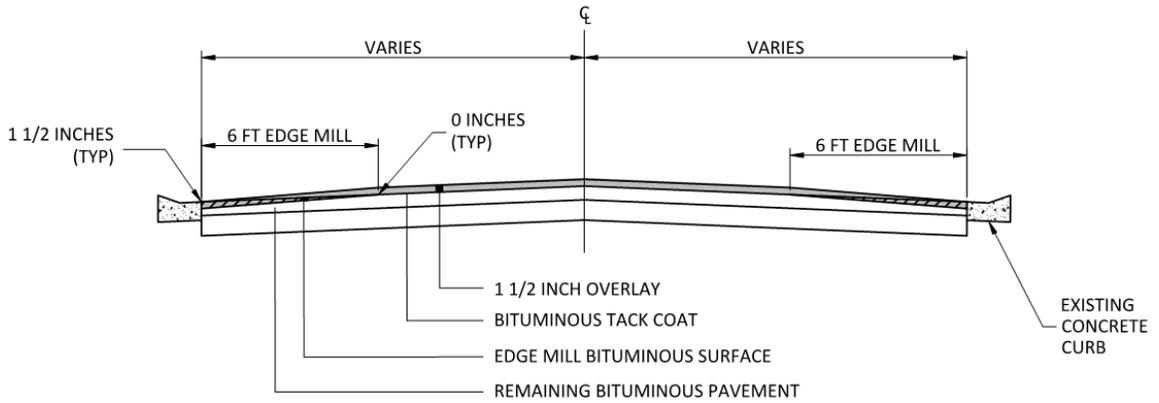
One street does show signs of a soft subgrade. Our experience on Jean Way and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

For cracked curb and catch basin leaks we assume 0.5 percent of curb in the project will require removal and replacement and that 1 in 10 catch basins will require excavation and repair of joint seals and re-setting of castings prior to pavement rehab.

PROPOSED IMPROVEMENTS

No streets in the 2019 project area have previously been rehabilitated. All are still in their original pavement section configuration. None except Jean Way exhibit distresses consistent with subgrade problems. The primary distresses are cracks related to pavement age and traffic. Accordingly, the streets are good candidates for extension of pavement life by strengthening the existing pavement structure.

A common strategy in this case is to provide a thin (1 ½ inches or so) overlay to reinforce the existing pavement. Edge milling to allow a smooth tie-in to existing curbs would be provided. Manholes and gate valve boxes in the pavement area will need to be raised to meet the new road surface.



TYPICAL SECTION

We recommend drain tile be installed at key locations in the Jean Way sand subgrade. It is recommended street signs in the project area be replaced to the current standard and that deficient catch basin leaks be repaired.

ESTIMATED COSTS & PROPOSED FUNDING

A summary cost estimate for the project outlined above is provided in table ES-1 below.

Table ES-1 – Estimated Cost of Proposed 2019 Pavement Rehabilitation Project

Item	Estimated Quantity	Unit	Unit Price	Total Amount
MOBILIZATION	LUMP SUM	LUMP SUM	LUMP SUM	\$41,139.74
TRAFFIC CONTROL	LUMP SUM	LUMP SUM	LUMP SUM	\$8,227.95
MILL BITUMINOUS PAVEMENT	17777	SQ YD	\$1.20	\$21,332.40
REMOVE BITUMINOUS PAVEMENT	1683	SQ YD	\$2.50	\$4,207.50
SUBGRADE PREPARATION	1400	SQ YD	\$2.00	\$2,800.00
BITUMINOUS PAVEMENT	4061	TON	\$65.00	\$263,965.00
ADJUST MANHOLE CASTINGS	55	EACH	\$600.00	\$33,000.00
ADJUST VALVE BOX	52	EACH	\$100.00	\$5,200.00
CATCH BASIN REPAIR	6	EACH	\$1,000.00	\$6,000.00
HYDRANT BOLT REPLACEMENT	2	EACH	\$1,000.00	\$2,000.00
VALVE BOLT REPLACEMENT AND BOX ADJUST	2	EACH	\$1,000.00	\$2,000.00
REMOVE & REPLACE CONCRETE CURB w/TURF	258	LIN FT	\$30.00	\$7,740.00
4" PERFORATED DRAINTILE	1695	LIN FT	\$16.00	\$27,120.00
4" YELLOW STRIPING	3605	LIN FT	\$2.50	\$9,012.50
4" WHITE STRIPING	4940	LIN FT	\$2.50	\$12,350.00
PAVEMENT MARKINGS - WHITE	570	SQ FT	\$6.00	\$3,420.00
REMOVE & REPLACE STREET SIGN	45	EACH	\$250.00	\$11,250.00
			Subtotals:	\$460,765.09
			Contingency	\$23,038.25
			Est. Construction Total	\$483,803.34
			Est. Overhead	\$120,950.84
			Total Est. Project Cost	\$604,754.18

The project is proposed to be funded with City utility funds, general obligation bonds and assessments to individual properties. The net effect on the general fund is estimated at approximately \$348,000, paid over 5 or 10 years depending upon bond terms.

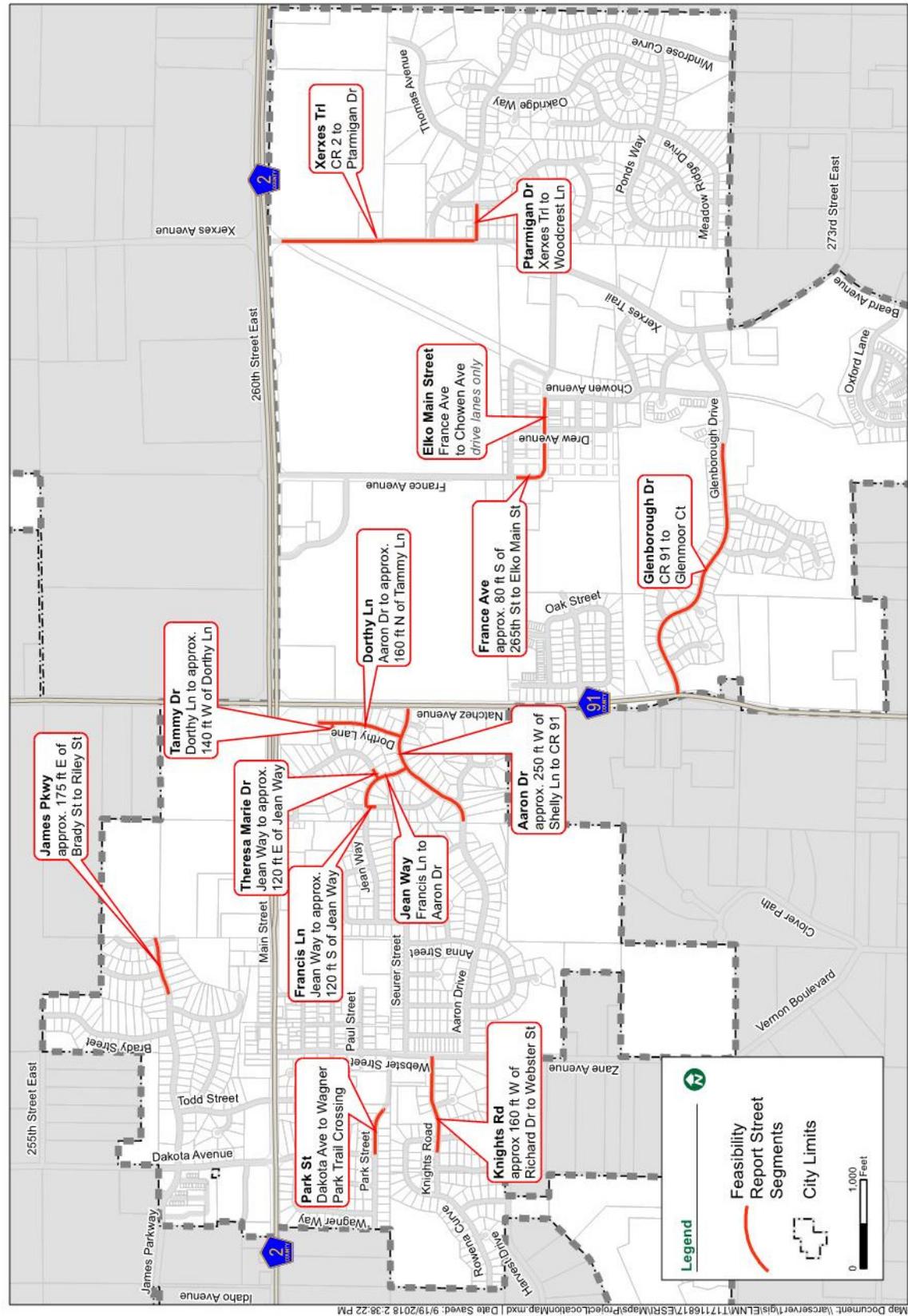
End of Executive Summary

PRELIMINARY ENGINEERING REPORT

INTRODUCTION

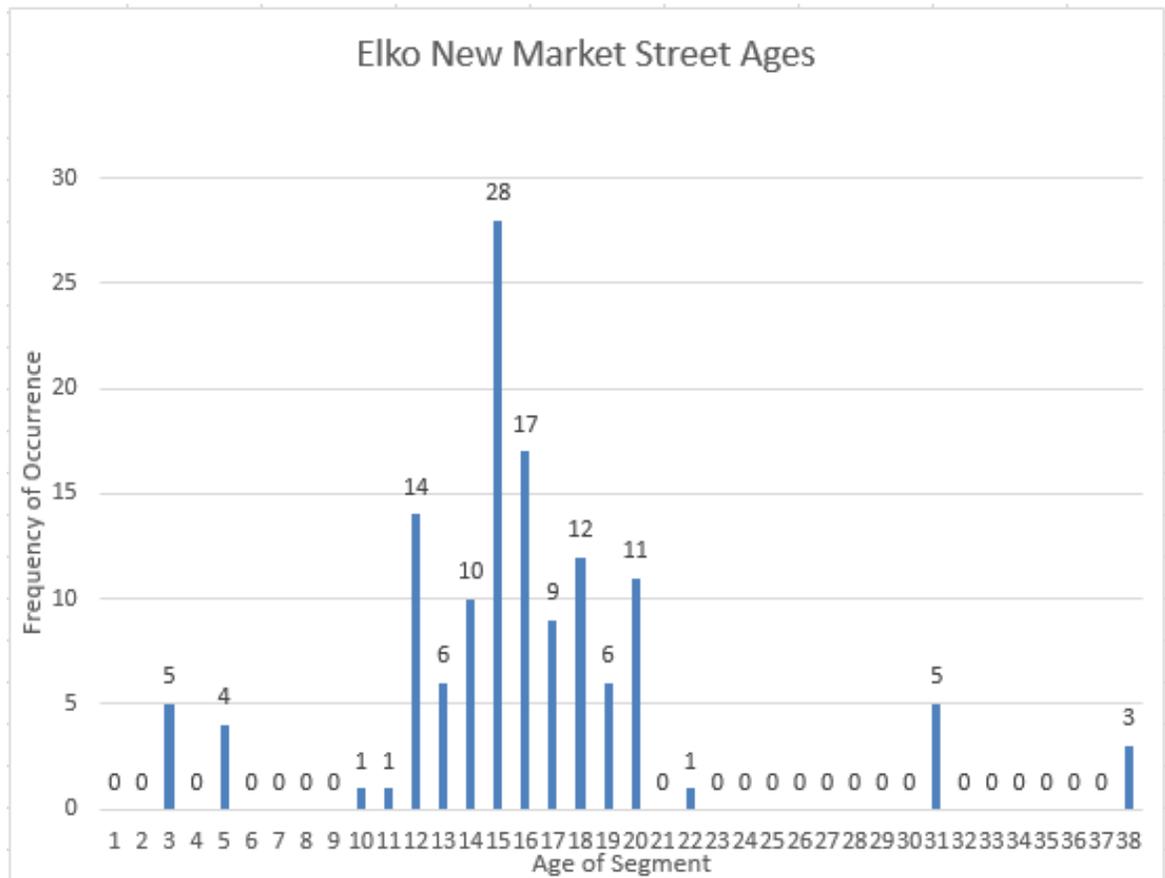
The Elko New Market City Council ordered preparation of this Feasibility Study at its August 23, 2018, regular meeting. The purpose of the project is pavement preservation (to extend the duration of acceptable pavement condition) of the City streets shown below in Figure 1.

This report has been prepared to identify the appropriate improvements and rehabilitations needed as well as the related project costs and preliminary estimated assessments.



BACKGROUND

The City of Elko New Market each year updates a 5-year Capital Improvement Program (CIP). The program lists, briefly describes and provides high-level cost estimates for projects expected to be financed by bond proceeds or significant expenditures from the City’s general or enterprise funds. Pavement rehabilitation first made an appearance in the CIP in 2016 as “2018 Pavement Overlays.” This decision was recommended by staff based on knowledge that many of the city’s pavements were constructed at roughly the same time and were aging. See Chart below. The preliminary scope and schedule for needed improvements was based on conditions being observed as part.



The City of Elko New Market has been rating streets under its jurisdiction every two to five years since 2009. The ratings are a key part of a “Pavement Management System.” The system consists of a database of street segments that make up all the city’s street mileage. State, county, and township roads are not tracked. Each City-owned street is broken into segments of commonality – that is, each segment will be the same age, width, and pavement section. This assumes that a segment of commonality will experience similar traffic volumes and loadings over its length and perform similarly over any given time period. Some streets have only one segment, some have several. The segments often are usually associated with specific subdivisions and phases. The database has age, length, width, and condition data based on the ratings from each year.

Each rating of a segment is done the same way. Various common pavement distresses are measured for each segment by observing the pavement either in the field or by high-quality aerial drone photography. Most distresses in Elko New Market are based on some type of crack. These cracks are counted whether they’ve been sealed or not. (Sealing doesn’t repair cracks; it minimizes

water penetration into base layers and delays development of adjacent cracks). Each segment is driven and noticeable “bumps” are counted to allow ride quality to also be a rating factor. A number is assigned to each distress type based on degree/severity and applied to a formula to calculate an overall numerical rating between 0 and 100 for each segment. The higher the rating, the better the pavement condition.



The ratings are made periodically and tracked to document the changing conditions and predict when ratings might fall below thresholds selected based on class of street and likelihood of acceleration of deterioration. The prediction is used to program improvement timing so projects can be grouped for economies of scale and the city can plan for financing and better interim maintenance decisions. The improvements to be made are based on the types of distresses behind the pavement’s condition, the condition of underlying utilities and subgrade, and current pavement section configuration.

The end-goal of the Pavement Management System is to preserve pavements at acceptable quality levels at the lowest long-term cost making decisions based on data rather than rules-of-thumb or complaints. Using these methods may result in unnecessary investment, or perhaps even more costly – acting too late.

EXISTING CONDITIONS

The streets shown in Figure 1 consist largely of asphaltic concrete (commonly referred to as bituminous) pavements at or approaching 20 years of age. The primary distresses observed consist of transverse, longitudinal, block and some alligator cracking. Examples of these distresses are shown below in Figure 2.



Map Document: \\arcserver1\gis\ELNMMT\T116817\ESRI\Maps\DistressExamples.mxd | Date Saved: 9/19/2018 2:28:51 PM

The onset of alligator cracking is typically an indication that potholes will soon begin to appear. Potholes dramatically reduce ride quality, allow moisture to spoil subgrades, and increase maintenance demands. Accordingly, alligator cracking is a distress given higher weight in the rating computation and is a common distress present or soon anticipated on the streets recommended for rehabilitation in 2019.

Minor and major collectors in Elko New Market carry more traffic than local residential streets. Their function is a step or two removed from an access function towards a mobility function. To facilitate mobility, they are typically designed with fewer driveways and fewer STOP signs. They usually experience less parking and slightly higher speeds. We assumed the public's expectation on these roads for a smooth ride would be higher than it would for local streets, and the tolerance for potholes would be lower. Accordingly, the computed rating threshold for rehabilitation of collector roads was set at 76 and below. The threshold for local roads was selected at 69 and below. The objective is to make structural improvements at or before streets reach a Pavement Condition Index (PCI) of 60 or below.

The criteria were set somewhat arbitrarily based on an approximate percentage of streets needing to be done each year and the ratings of streets with alligator cracking. Total city street mileage is 21.53. Assuming an average of 20 years to first rehabilitation, the City would need to improve, on average, a bit over one mile per year. Chart 1 clearly shows, however, that the streets weren't built at one mile per year. Using the rating data helps make decisions about which streets should be improved before age 20 and which ones can be delayed beyond year 20 to make improvement project sizes more manageable for financing and construction. The 2019 project includes 2.52 miles of rehabilitation.

Appendix A provides a roll-up of all street segments and pavement ratings by age for the three ratings available this far. Streets selected for the 2019 improvements are highlighted.

The size and frequency of future rehabilitation projects is beyond the scope of this report; however, it is recommended staff be directed to analyze and make recommendations annually based on updated ratings and the community's experience from implementing this project. Fewer larger projects may prove to be viable, or more frequent smaller projects may be indicated if the community feels the 2019 rehab project experience was too onerous.

The City's Public Works Department staff has reported there are other street features showing signs of deterioration that should be considered to benefit from being bid as part of a larger project. These include faded or non-standard street name signs, corroding bolts on the buried portion of fire hydrants and water main valves, curbs with cracks or breaks that unduly affect function or appearance, and voids around catch basins due to failed sealing of pipes where they connect to the structures.

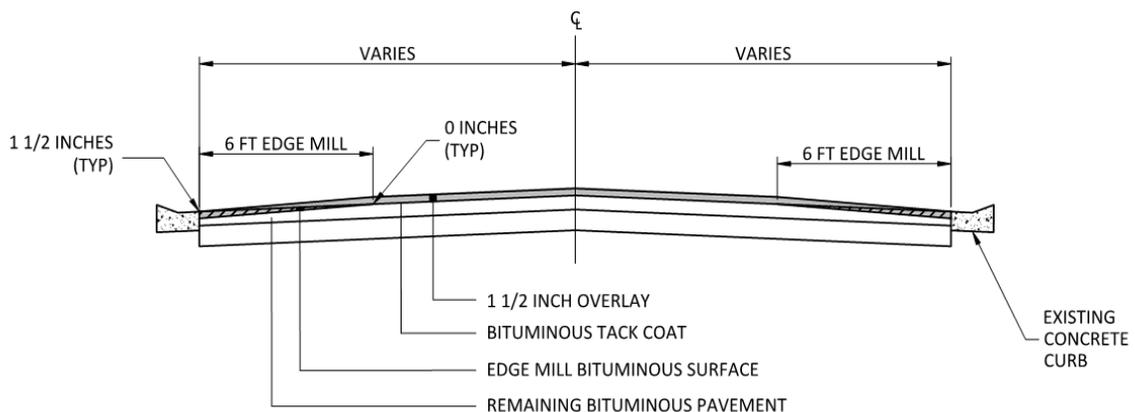
One street does show signs of a soft subgrade. Experience on Jean Way west of Francis Lane and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

For cracked curb and catch basin leaks we assume 0.5 percent of curb in the project will require removal and replacement and that 1 in 10 catch basins will require excavation and repair of joint seals and re-setting of castings prior to pavement rehab. Bid items will be provided in the contract, but actual quantities for payment would be based on walking the project with the contractor and Public Works Superintendent and choosing where repairs will be made. Payment would be made only for actual work performed.

PROPOSED IMPROVEMENTS

No streets in the 2019 project area have previously been rehabilitated. All are still in their original pavement section configuration. None except Jean Way exhibit distresses consistent with subgrade problems. The primary distresses are cracks related to pavement age and traffic. Accordingly, the streets are good candidates for extension of pavement life by strengthening the existing pavement structure. Minimal removal of damaged structure is indicated.

A separate report is attached in Appendix B that provides background on pavement maintenance and rehabilitation strategies in Elko New Market. Based on this report and the existing conditions encountered, it is recommended the city place a thin (1 ½ inches or so) overlay to reinforce the existing pavement on the indicated streets. Since the subject roadways can handle this additional thickness with no undue buildup to affect traffic, drainage, or appearance, and good adhesion would be anticipated to the existing surface, full-width milling and removal of any existing asphalt is not recommended. Edge milling to allow a smooth tie-in to existing curbs would be provided. Manholes and gate valve boxes in the pavement area will need to be raised to meet the new road surface.



TYPICAL SECTION

We recommend drain tile be installed at key locations in the Jean Way sand subgrade. The resulting pavement cuts should be patched to match the original pavement section prior to installation of the overlay. Park Street's subgrade drainage was improved this way several years ago with good results after exhibiting similar distresses. Park Street was never overlaid after patching, but is included with this project.

Some agencies apply pavement fabric to the existing pavement prior to placing overlays. The fabric is for creating a moisture barrier that minimizes water coming through the pavement and getting into the base. On streets with poorly drained base layers, this strategy can slow the rate of reflective cracking and extend the life of the overlay.

We evaluated using this strategy on these pavements; however, most streets being rehabilitated have a two-foot sand layer beneath the aggregate base. The base layers of these streets are well drained. Main Street in Elko may not have this layer; however, it is a former Scott County roadway and was constructed for higher volumes of heavy traffic. None of the streets except Jean Way exhibit distresses consistent with wet subgrade, and we're proposing to correct that. It is our

opinion the pavement fabric costs would exceed the benefits for the streets included in this project.

The estimated project cost to replace bonnet bolts on all valves and hydrants in the project is approximately \$100,000. Replacement requires excavation down to the top of the pipe, shutting down the valve or hydrant, removing the corroded bolts and placing new, corrosion-resistant bolts, backfilling to correct densities, and replacing curb, turf, base and the base layers of asphalt prior to overlay. The advantage to doing this work with the overlay is that that patches will not be visible. We do not; however, recommend including this work.

The historical failure rate of these bolts in Elko New Market was about 0.13% per year over the past 20 years on over 20 miles of system. Applying this rate to the 2.52 miles of system and assuming repair costs are tripled when isolated repairs are made rather than as part of a larger project, the expected total cost of all failures based on probabilities over the 15-year life of the overlay is only \$700. The historical failure rate would have to increase by a factor of 143 to justify switching out all bolts in 2019. The Council is advised this analysis is based on assumptions, so the recommendation does pose a risk of higher costs per location and pavement patching if failures do occur. Based on the estimates, it appears to be a risk worth accepting. Costs for bolt replacement are not included in project estimates.

The description of pavement work above only includes the travel and parallel parking lanes of residential streets. Main Street in the downtown area of former Elko has perpendicular parking available on each side. These parking areas are paved with asphalt. The origin of the asphalt is unknown. Main Street was formerly a county highway. It was turned back to the City in association after the improvement of France Avenue in 2006 using county highway funds. The Main Street portion was not improved as the condition was adequate at that time and there was uncertainty about whether it should be redesigned to meet typical city standards (at significant expense) or remain as is.

This uncertainty remains; however, the road is deteriorating and an overlay is recommended on the travel lanes to extend remaining service life. The parking areas are too deteriorated to overlay or even reclaim. This asphalt will need to be removed and the subgrade prepared for new aggregate base and asphalt. The cost for the parking is included in the project estimate. It is proposed to either assess the parking reconstruction to benefitting commercial properties with their consent, or to omit the parking from the project in favor of parallel parking only. This will be discussed further under the financing section of this report.

Finally, Federal law requires that handicapped accessible ramps be installed when pavement improvements, including overlays, are being conducted on adjacent roadways. All sidewalks intersecting the project have ramps that complied with requirements when installed. It is not recommended these ramps be replaced with this project, so no pedestrian ramp costs are included in the estimate.

Replacement of street name signs in the project area is recommended and costs are included in the estimate. Replacement of deficient curbs and replacement of leaking catch basins is also recommended with this project prior to the overlay work.

PUBLIC ENGAGEMENT

An edge mill and overlay project is not unduly intrusive on the daily lives of affected residents; however, those owners of parcels adjacent to the work and that front on the projects are proposed to be assessed for a portion of the cost. Accordingly, staff has thus far posted concept-level information about the project on social media and provided an informational presentation at the October 8th Streets Expo hosted by the City and open to the public.

Staff's takeaway from these interactions include:

- A need for the City to better explain the reason for the overlay; that it is not to “fix” pavements, but to extend the pavement lifespan before extensive fixing is required. Interest in the method of selection of streets for overlay was an apparent result of this lack of information.
- A need to explain why the City has chosen the crack seal and overlay approach to maintenance in lieu of chip sealing (another common maintenance approach).
- Attendance by the public was meager given the scale of the proposed project and efforts to attract members of the public. Generic interest appears to be limited. Staff anticipates mailings to directly affected owners will generate more interest in the project.

State Statutes require two public hearings be held before assessments can be levied for the project. Each hearing requires individual mailed notice to affected parcels as well as published notice. The Council will be asked to schedule the first hearing at the time it accepts this report.

PERMITS/RIGHT-OF-WAY/COORDINATION

The proposed improvements will largely be limited to existing pavement areas. Some storm sewer repairs may involve disturbance of the boulevards behind curbs. The disturbance will be containing to public rights of way.

Owners of private utilities will be notified of the project so they may coordinate any upcoming utility improvement projects with the City project.

ESTIMATED PROJECT COSTS

Estimated construction costs for the street improvements are presented on the following page. These cost estimates are based upon public construction cost information. Since the consultant has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the client and no warranty of guarantee as to the accuracy of construction cost estimates is made. It is recommended that costs for project financing should be based upon actual, competitive bid prices with reasonable contingencies.

Project Cost Estimate
 2019 Pavement Rehabilitation Feasibility Study
 Elko New Market, Minnesota

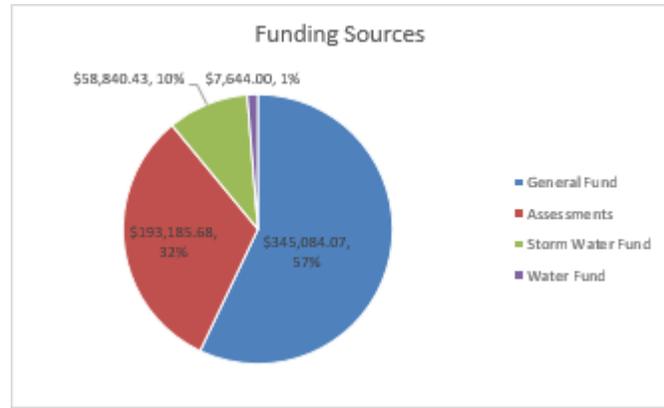


Date: 11/26/2018

Item	Estimated Quantity	Local/Minor Quantity	Major Quantity	Perp. Parking	Storm Fund Quantity	Water Fund Quantity	Unit	Unit Price	Local/Minor Cost	Major Cost	Parking Cost	Storm Fund Cost	Water Fund Cost	Total Amount
MOBILIZATION	LUMP SUM	-	-	-	-	-	LUMP SUM	LUMP SUM	\$25,577.12	\$8,194.37	\$2,845.50	\$4,002.75	\$520.00	\$41,139.74
TRAFFIC CONTROL	LUMP SUM	-	-	-	-	-	LUMP SUM	LUMP SUM	\$5,115.42	\$1,638.87	\$569.10	\$800.55	\$104.00	\$8,227.95
MILL BITUMINOUS PAVEMENT	17777	12,651.00	5,126.00				SQYD	\$1.20	\$15,181.20	\$6,151.20				\$21,332.40
REMOVE BITUMINOUS PAVEMENT	1683			1,400.00	283.00		SQYD	\$2.50			\$3,500.00	\$707.50		\$4,207.50
SUBGRADE PREPARATION	1400			1,400.00			SQYD	\$2.00			\$2,800.00			\$2,800.00
BITUMINOUS PAVEMENT	4061	2,904.00	840.00	277.00	40.00		TON	\$65.00	\$188,760.00	\$54,600.00	\$18,005.00	\$2,600.00		\$263,965.00
ADJUST MANHOLE CASTINGS	55	53.00	2.00				EACH	\$600.00	\$31,800.00	\$1,200.00				\$33,000.00
ADJUST VALVE BOX	52	51.00	1.00				EACH	\$100.00	\$5,100.00	\$100.00				\$5,200.00
CATCH BASIN REPAIR	6				6.00		EACH	\$1,000.00				\$6,000.00		\$6,000.00
HYDRANT BOLT REPLACEMENT	2					2.00	EACH	\$1,000.00					\$2,000.00	\$2,000.00
VALVE BOLT REPLACEMENT AND BOX	2					2.00	EACH	\$1,000.00					\$2,000.00	\$2,000.00
REMOVE & REPLACE CONCRETE CURB	258	98.00	-		120.00	40.00	LINFT	\$30.00	\$2,940.00			\$3,600.00	\$1,200.00	\$7,740.00
4" PERFORATED DRAINTILE	1695				1,695.00		LINFT	\$16.00				\$27,120.00		\$27,120.00
4" YELLOW STRIPING	3605		3,605.00				LINFT	\$2.50		\$9,012.50				\$9,012.50
4" WHITE STRIPING	4940		3,280.00	1,660.00			LINFT	\$2.50		\$8,200.00	\$4,150.00			\$12,350.00
PAVEMENT MARKINGS - WHITE	570	540.00	30.00				SQFT	\$6.00	\$3,240.00	\$180.00				\$3,420.00
REMOVE & REPLACE STREET SIGN	45	35.00	10.00				EACH	\$250.00	\$8,750.00	\$2,500.00				\$11,250.00
							Subtotals:		\$286,463.74	\$91,776.94	\$31,869.60	\$44,830.80	\$5,824.00	\$460,765.09
							Contingency		\$14,323.19	\$4,588.85	\$1,593.48	\$2,241.54	\$291.20	\$23,038.25
							Est. Construction Total		\$300,786.93	\$96,365.79	\$33,463.08	\$47,072.34	\$6,115.20	\$483,803.34
							Est. Overhead		\$75,196.73	\$24,091.45	\$8,365.77	\$11,768.09	\$1,528.80	\$120,950.84
							Total Est. Project Cost		\$375,983.66	\$120,457.24	\$41,828.85	\$58,840.43	\$7,644.00	\$604,754.18
							Assessable Amt		\$150,393.47		\$9,321.86			
							Units		134.80		39.00			
							Assmt Rate		\$1,115.68		\$239.02			
												Gen Fund		\$538,269.75
							Assessed Amount		\$183,863.82		\$9,321.86	Net Gen Fund		\$345,084.07

PROJECT FUNDING

The 2019 Pavement Rehabilitation Project is proposed to be funded with a mix of utility funds, general obligation bonds, and special assessments to benefitting properties. Based on the preliminary project estimates for both costs and special assessment for funding, a summary of project funding sources is as follows:



SPECIAL ASSESSMENTS

Preliminary estimated special assessments have been calculated per the City's Assessment Policy and tabulated in Appendix C. The proposed unit assessment per Residential Equivalent Density (RED) is \$1,115.68. This rate only applies to the improvement of travel lanes.

The number of REDs for commercial properties on Main Street in former Elko is based on the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Manual. SAC is a measure of wastewater volumes based on the characteristics of the use, and thus is an indicator of traffic needed to generate activity on a site. It was felt SAC better represented traffic generation than front footage because the ratio of trips generated per square foot is believed to be substantially higher for these uses on a daily basis than trips generated from a residential unit. This application is consistent with the City's Assessment Policy.

For the golf course, clubhouse, and pool, SAC Manual REDs are not supported by actual historical water/wastewater use, which is very low relative to traffic generation as indicated by parking supply, so all front footage owned by these uses adjacent to the improvements was used to determine a fair number of REDs.

For the perpendicular parking the total number of stalls that could be provided based on pavement area was discounted for driveways and residential uses, leaving an estimated 40 stalls for commercial use. Examination of available offstreet parking for the two bars indicated a shortfall of about 39 stalls. 40% of the cost of 39 stalls was apportioned to the two bars based on their respective shortfalls. It is proposed to seek a voluntary agreement from the bars for the parking costs if the perpendicular stalls are included in the project. Should the bars feel the parking is not necessary, it is proposed the replacement parking only include 8-foot parallel parking lanes on each side of the street in the downtown Elko block. No curb and gutter or walks are proposed. Driveways and parking stalls would be marked with traffic paint. The cost estimates and draft assessment roll include costs for perpendicular parking.

PROJECT SCHEDULE

If this report is accepted and the Council authorizes the project to proceed at each milestone, the

following schedule is proposed for implementation of the project.

Present Feasibility Report to Council, Order Public Hearing.....	December 6, 2018
Conduct Public Improvement Hearing, Council Order Final Plans.....	January 10, 2019
Present Final Plans to Council, Council Orders Bids.....	February 14, 2019
Open Bids.....	March 4, 2019
Present Bids to Council, Order Assessment Hearing.....	March 14, 2019
Conduct Assessment Hearing, Council Awards Construction Contract.....	April 11, 2019
Construction.....	June, 2019 – October, 2019

FEASIBILITY & RECOMMENDATION

This report identifies the recommended improvements for the 2019 Pavement Rehabilitation Project. It also provides an estimated cost for the proposed work in 2019. The improvements are necessary based on the City's approach to minimizing long-term costs by extending remaining service life of pavements through timely maintenance.

From an engineering standpoint, this project, as proposed, is feasible, cost effective and necessary and it can best be accomplished by letting competitive bids for the work for 2019 construction. It is recommended that the work be done under one contract to complete the work in an orderly and efficient manner. The City Council with support from financial staff and consultants and based on this report and testimony from any Improvement Hearing, must determine the economic feasibility of the proposed improvements and funding solutions.

End of Preliminary Engineering Report

Appendix A: Roll Up of Street Segments and Ratings

Street Segment	Length	Width	2009 Rating	2016 Rating	2018			2009 Age	2016 Age	2018		2019 Mileage
					Rating	Rating	Rating			Pavement Age	Functional Class	
Francis Lane 2	109	31.34	100	97.5	81	52.5	0	9	16	18	local	0.021
Park St 2	297	29.34	100	92	69.5	55.5	0	11	18	20	local	0.056
Jean Way 1	847	31.34	100	95	82	57.5	0	9	16	18	local	0.160
Dorothy Lane 1	956	31.34	100	90	85.5	57.5	0	9	16	18	local	0.181
Tammy Dr 1	150	31.34	100	95	87	58	0	9	16	18	local	0.028
Theresa Marie 2	104	31.34	100	95	86	58.5	0	9	16	18	local	0.020
Ptarmigan Dr 1	199	24	100	91	79	60	0	4	11	13	local	0.038
Francis Ct 1	240	31.34	100	92.5	87	68.5	0	9	16	18	local	0.045
Oakridge Way 1	478	28	100	97	91.5	69.5	0	9	16	18	local	
Glenmoor Court 1	181	23	100	100	87.5	71	0	8	15	17	local	
Overlook St 2	116	31.66	100	100	97	71.5	0	7	14	16	local	
Oak Street 1	700	29.34	100	99	85.5	72.5	0	5	12	14	local	
Todd Ct 1	329	31.34	100	98	91	72.5	0	8	15	17	local	
Brady 1	1403	31.34	100	98	89.5	73.5	0	6	13	15	local	
Maverick Ave 1	858	31.34	100	98	92	73.5	0	8	15	17	local	
Oakridge Place 1	488	28	100	100	97	73.5	0	7	14	16	local	
Overlook Court 2	273	31.666	100	100	100	73.5	0	6	13	15	local	
Stirling Court 1	159	23	100	86.5	95	74.5	0	8	15	17	local	
Church Street 2	236	33	100	93.5	92	75	0	11	18	20	local	
Pond Court 1	426	29.34	100	99	88	76	0	5	12	14	local	
Brady 2	126	31.34	100	98	95	76	0	7	14	16	local	
Todd Street 2	1052	31.34	100	99	91	77.5	0	8	15	17	local	
Theresa Marie 1	1457	31.34	100	99	93	77.5	0	7	14	16	local	
Wagner 1	147	29.34	100	96	84.5	78.5	0	11	18	20	local	
Fairway Hills Drive 1	800	29.34	100	99	89	78.5	0	5	12	14	local	
Longridge Drive 2	204	27	100	95.5	95.5	78.5	0	8	15	17	local	
Church Street 1	309	30	100	100	74.5	80	0	1	8	10	local	
Park Ct 1	314	31.66	100	100	100	80	0		3	5	local	
Richard Dr 1	786	27	100	95.5	97.5	80.5	0	6	13	15	local	
Rowena Ct N 1	260	31.34	100	97	100	80.5	0	6	13	15	local	
Wagner 2	1303	29.34	100	100	97.5	81	0	10	17	19	local	
Meadowridge Court 1	642	28	100	100	100	81	0	6	13	15	local	
Meadow Road 1	152	28	100	100	92	81	0	10	17	19	local	
Rowena Curve 3	499	31.34	100	92.5	100	81.5	0	6	13	15	local	
Brady 3	1020	31.34	100	100	95.5	81.5	0	7	14	16	local	
Prairie St. 1	735	29.34	100	100	91	81.5	0	5	12	14	local	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	2009 Age	2016 Age							
Oakridge Way 4	539	28	100	98	93.5	82	0	11	18	20	local	
Park St 1	636	29.34	100	99	98	82	0	10	17	19	local	
Overlook St 1	563	31.66	100	100	100	82.5	0	6	13	15	local	
Rowena Ct S 1	141	31.34	100	97.5	95	83	0	6	13	15	local	
Seuer Ct 1	263	31.66	100	100	94	83	0	7	14	16	local	
Wild Wings Pass 2	156	31.34	100	100	92	83	0	9	16	18	local	
Evergreen Ct. 1	403	29.34	100	95.5	89.5	83.5	0	5	12	14	local	
Holly Court 1	197	31.34	100	95	95.5	83.5	0	9	16	18	local	
Meadowridge Dr 3	928	28	100	100	93	84	0	6	13	15	local	
Anna St 1	493	31.66	100	100	94	84	0	6	13	15	local	
Oakhill Ct. 1	318	28	100	95	78	84.5	0	11	18	20	local	
Whispering Hills Ln 1	1246	29.34	100	100	91	84.5	0	5	12	14	local	
Paul St 1	744	22	100	95	86	84.5	0	29	36	38	local	
Riley Road 1	492	31.34	100	100	90	84.5	0	6	13	15	local	
West Louis St 1	500	27	100	98	90.5	85	0	22	29	31	local	
Francis Lane 1	732	31.34	100	99	90.5	85	0	6	13	15	local	
St Mary 2	622	26	100	90	88.5	85.5	0	22	29	31	local	
Maverick Ave 2	188	31.34	100	100	93	85.5	0	7	14	16	local	
Thomas Ave 1	1843	28	100	94.5	98	85.5	0	13	20	22	local	
Tammy Dr 2	186	31.34	100	94.5	92	86	0	7	14	16	local	
Blackpool Court West	186	23.34	100	100	98	86	0	6	13	15	local	
Weston Court 1	524	23	100	91.5	82	86	0	8	15	17	local	
Overlook Court 1	119	31.666	100	100	91	86	0	7	14	16	local	
Judy Court 1	173	31.34	100	95.5	94	86	0	6	13	15	local	
Woodcrest Ln 2	348	28	100	99	73.5	86.5	0	11	18	20	local	
Francis Dr 1	117	31.66	100	97	95	87	0	7	14	16	local	
J Roberts Way 1	213	31.34	100	100	98	88	0	7	14	16	local	
Hickory Ridge Drive 1	1326	27	100	100	94.5	88	0	3	10	12	local	
Blackpool Court East	568	23.34	100	100	99	88	0	6	13	15	local	
Meadowridge Dr 4	210	28	100	100	100	88	0	7	14	16	local	
Shelly Lane 1	482	31.34	100	98	92	88	0	6	13	15	local	
Woodcrest Ln 1	686	26	100	94.5	90	88.5	0	4	11	13	local	
Ponds Way 2	514	28	100	100	100	89	0	6	13	15	local	
St Mary 1	526	24	100	100	84.5	89	0	11	18	20	local	
St Joseph 2	284	26	100	84.5	90	89.5	0	22	29	31	local	
St Joseph 1	325	29.67	100	100	98	89.5	0	22	29	31	local	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	2009 Age	2016 Age							
Wild Wings Pass 1	1334	31.34	100	100	98	89.5	0	9	16	18	local	
Wexford Lane	922	23.34	100	100	98	89.5	0	6	13	15	local	
Ptarmigan Court 1	86	27.34	100	99	94	90	0	3	10	12	local	
Jean Way 2	1116	31.34	100	100	93	90	0	9	16	18	local	
Ponds Way 1	477	28	100	98	99	90	0	9	16	18	local	
Cambridge Lane 1	492	23	100	98	100	90	0	8	15	17	local	
Williams St 2	295	30	100	98	83.5	90	0	22	29	31	local	
Anna St 3	124	31.66	100	100	92	90	0	7	14	16	local	
Todd Street 1	670	28	100	100	93	90	0	11	18	20	local	
Anna Court 1	430	31.66	100	100	93	90	0	6	13	15	local	
Oakridge Way 2	665	28	100	100	94	91	0	7	14	16	local	
Francis Dr 2	544	31.66	100	100	98	91	0	6	13	15	local	
Oxford Lane 1	2634	27.34	100	100	98	91	0	3	10	12	local	
Windrose Court 1	373	28	100	100	95	91	0	11	18	20	local	
Meadowridge Dr 2	1285	28	100	100	99	91	0	4	11	13	local	
Mac 1	874	29.34	100	100	100	91	0	10	17	19	local	
Longridge Drive 3	133	27	100	95	100	91.5	0	3	10	12	local	
Wild St 2	272	31.66	100	100	98	92	0	7	14	16	local	
Pondview Circle 1	135	31.34	100	100	95	92	0	3	10	12	local	
Old Town Road 1	827	27.66	100	100	99	92	0	3	10	12	local	
Williams St 1	304	25	100	99	88.5	93	0	29	36	38	local	
Carter St 1	682	31.34	100	100	90.5	93	0	6	13	15	local	
Anna St 2	162	31.66	100	100	95	93	0		3	5	local	
Seuer 1	2174	31.66	100	100	100	93	0	7	14	16	local	
Rowena Curve 1	792	31.34	100	100	100	93	0	3	10	12	local	
Longridge Drive 1	696	27	100	100	92	94	0	3	10	12	local	
Wild St 1	383	31.66	100	99	100	94	0	6	13	15	local	
Cedric Lane 1	543	31.34	100	99	100	94	0	5	12	14	local	
Drew Ave 1	340	25	100	100	100	95	0	3	10	12	local	
Shelly Court 1	270	31.34	100	100	94	95	0	6	13	15	local	
Park St 3	678	29.34	100	100	100	95	0	6	13	15	local	
Meadowridge Dr 1	390	28	100	100	100	96	0		1	3	local	
Ponds Circle 1	156	28	100	100	100	96	0		1	3	local	
Overlook Dr 1	1265	31.66	100	100	98	97	0		3	5	local	
Ponds Way 3	2013	28	100	100	100	97	0		1	3	local	
Rowena Curve 2	1302	31.34	100	100	100	97.5	0	3	10	12	local	

Street Segment	Length	Width	2009 Rating	2016 Rating	2018 Rating	2018			2019 Mileage			
						2009 Age	2016 Age	Pavement Age		Functional Class		
Dogwood Dr 2	827	28	100	100	97	98	0	1	3	local		
Saxon Drive 1	788	31.34	100	100	100	98	0	5	12	14	local	
265th St. E 1	1223	25	100	100	100	98	0	3	10	12	local	
Harvest Drive 1	250	26	100	81.5	45	99	0	29	36	38	Local	
Oakridge Way 3	446	28	100	100	81.5	99	0	10	17	19	local	
Dogwood Dr 1	173	28	100	100	96	99	0	4	11	13	local	
Marketplace 1	1400	43	100	100	100	100	0				local	
Dogwood Ct 1	333	28	100	100	100	100	0		1	3	local	
Main St 1	1077	24	100	96	72	50	0	22	29	31	Major Collector	0.204
Xerxes 1	2400	24	100	100	76.5	73.5	0	11	18	20	Major Collector	0.455
France 1	367	22	100	94	89	73.5	0	22	29	31	Major collector	0.070
France 2	2691	33	100	100	94	78.5	0	2	9	11	Major Collector	
Dakota 1	706	35.34	100	97	89.5	80.5	0	8	15	17	Major Collector	
255th 1	2650	35.66	100	100	94.5	81	0	3	10	12	Major Collector	
275th 1	1024	26	100	100	95	83.5	0	3	10	12	Major Collector	
Beard Ave 1	1754	26	100	98	96	83.5	0	3	10	12	Major Collector	
Dakota 2	1092	29.34	100	96.5	90	84	0	11	18	20	Major Collector	
Webster st 1	1760	29.67	100	100	100	86	0	6	13	15	Major Collector	
James Pkwy 4	2788	35.34	100	100	98	87	0	3	10	12	Major Collector	
Xerxes 3	1550	26	100	100	95	88	0	6	13	15	Major Collector	
Nevada Ave 1	1965	35.34	100	100	99	88	0	3	10	12	Major Collector	
Xerxes 2	3095	26	100	100	97	93	0	6	13	15	Major Collector	
Webster St 2	996	29.67	100	100	100	94	0	4	11	13	Major Collector	
Glenborough Drive 2	3194	35	100	98	75	63.5	0	8	15	17	Minor Collector	0.605
Aaron Dr 2	792	35.34	100	98	82.5	68.5	0	6	13	15	Minor Collector	0.150
James Pkwy 3	636	35.34	100	100	86	73.5	0	6	13	15	Minor Collector	0.120
Knights Road 1	1093	31.34	100	99	83	75.5	0	5	12	14	Minor Collector	0.207
Aaron Dr 1	868	35.34	100	96.5	90	75.5	0	9	16	18	Minor Collector	0.164
James Pkwy 2	1338	35.34	100	99	92	81	0	7	14	16	Minor Collector	
Chowen Ave 1	1237	27.34	100	99	94.5	84.5	0	6	13	15	Minor Collector	
James Pkwy 1	647	35.34	100	100	96.5	87	0	8	15	17	Minor Collector	
Windrose Curve 3	2092	36	100	99	93.5	84.5	0	11	18	20	Minor Collector	
Aaron Dr 3	708	35.34	100	97.5	95	88	0	5	12	14	Minor Collector	
Windrose Curve 1	1834	36	100	100	96	86.5	0	9	16	18	Minor Collector	
Aaron Dr 5	1653	35.34	100	100	95	91	0	-4	3	5	Minor Collector	
Glenborough Drive 1	1323	35	100	100	100	91.5	0	6	13	15	Minor Collector	

Street Segment	Length	Width	2009			2016			2018			2019 Mileage
			Rating	Age	Age							
Windrose Curve 2	1230	36	100	100	93	92	0	10	17	19	Minor Collector	
Knights Road 2	458	32.34	100	100	100	93	0	4	11	13	Minor Collector	
Aaron Dr 4	346	35.34	100	100	95	94	0	5	12	14	Minor Collector	
Chowen Ave 2	308	26	100	100	97	95	0	3	10	12	minor collector	
Chowen Ave 3	483	26	100	99	100	97	0	7	14	16	Minor Collector	

21.51

2.52

Appendix B: Elko New Market Pavement Maintenance

ELKO NEW MARKET STREET PAVEMENTS

BACKGROUND

The City of Elko New Market is dedicated to the preservation of one of its largest assets in size and monetary value – its street pavements. In this report, preservation means keeping up a street in an acceptable condition for as long as there is a need for that street. It does not mean solely making the pavement last longer, although that is part of it. Preservation includes proper maintenance, timely rehabilitation to delay increases in deterioration rates that happen as conditions decline, and, finally, replacement - which begins the cycle all over again.

This report provides an overview of the City's pavements – how they're built, their typical life, types of distresses seen due to age, traffic, and weather, and the maintenance, rehabilitation, and reconstruction strategies used or planned in Elko New Market. An overview of management systems will also be provided.

A. Pavements and Their Construction

Blacktop, tar, asphalt, bituminous, and even macadam are all terms used by folks to describe the type of roadway pavement used exclusively on Elko New Market's local roads. The Construction Specification Institute's Masterspec calls it "Asphaltic Concrete Pavement" (as opposed to Portland Cement Concrete). The Minnesota Department of Transportation's Standard Specifications (the pavement bible in Minnesota) calls it "Plant Mixed Asphalt Pavement." This memo will use "asphalt pavement" to refer to the mix of hot bituminous material (asphalt), aggregates, and sand used to create a durable, dust free, and smooth-riding surface for roads. Other types of pavements won't be discussed here, but feel free to ask the City Engineer about them if you're curious.

Streets surfaced with asphalt pavements typically consist of layers constructed in the following order (bottom layer to top):

1. A roadbed prepared by removal of weak and/or wet material that is shaped and compacted to the desired cross-section and grade
2. (Sometimes) a subbase consisting of on-site or imported material, usually granular due to its free draining and strong-when-wet properties, shaped and compacted to the desired thickness
3. An aggregate base (commonly called "Class 5") layer of well mixed fine, medium, and large, angular aggregate particles, shaped and compacted as a high-strength, stable base for the asphalt pavement
4. A non-wearing course of asphalt pavement, usually consisting of a lower cost blend of aggregates and/or asphalt cement (AC) to add strength and additional smoothness in preparation for the final layer. This layer is usually at least two inches thick. It is also referred to as the "base course".

5. A sprayed-on layer of tack coat. This layer of asphalt material helps the non-wearing course bind with the final layer so they behave together more like a single layer.
6. The wearing-course layer of asphalt pavement. This is where the higher quality, more finely graded aggregates and often a better performing AC is used. The goal is a high-strength, smooth-riding, nice-looking final layer. The smaller rock and costlier oil allows tighter compaction and reduces brittleness in cold weather and undue softness in hot weather.

Asphalt pavement is considered a flexible pavement. When a load is placed on the surface, the pavement flexes, and the load is transferred and spread to the layers below in proportion to the strength of each layer. The objective is to spread the load so the force on the roadbed, or subgrade, is such that no permanent deformation of the soil occurs. It becomes evident then, that the strength of the subgrade is an essential part of the pavement design. A strong subgrade requires less spreading of the loads – a weaker pavement section is required. Elko New Market generally has weak subgrade soils, meaning a more robust (and expensive) pavement section is required.

B. Pavement Lifespan and Distresses

The enemies of asphalt pavements include water, freezing and thawing, excessive loads, repeated loads, and time. These can damage pavements independently, but when working together can be quickly destructive to a pavement. It is important they be managed well.

We typically expect a properly designed, constructed and maintained/rehabilitated pavement to “last” 35 to 40 years before it must be re-built from the subgrade up. Pavements will almost always need some type of more intensive maintenance or rehabilitation to reach this life. More information on this is provided in the next section.

The distresses that can occur in an asphalt pavement are legion. There are also multiple causes. This primer will stick to common distresses in Elko New Market.

The most common and non-preventable distress is shrinkage cracks. Asphalt pavement changes dimension with temperature. You might imagine this is a big issue in Minnesota. Additives in the AC help minimize this, however, asphalt pavements will all develop transverse (perpendicular to centerline) cracks across the roadway within a few years of construction. These cracks will typically be spaced uniformly every 30 feet or so.

There are other types of cracks that develop just from use. If you’ve ever broken a wire by bending it back and forth you can imagine how pavement cracks develop from the repeated flexing from loads. The concept is the same. Cracks from all reasons continue to develop in smaller and smaller blocks as the pavement ages. The important thing about cracks is that they create a conduit through the asphaltic pavement courses that allow runoff to weaken the aggregate base layer. They can also lead to complaints about ride quality if they become too deep or wide or there is an offset in the pavement. Cracks also lead to perceptions that the road is old or worn out.

As crack spacing gets smaller and smaller, the pavement will develop areas of “alligator cracking” (think of the pattern on alligator hide boots). The density of the cracks allows more water to weaken the base, and the loss of structural bridging means loads are more concentrated on the base layer. Alligator

cracking typically leads soon to potholes. This is where portions of the pavement are displaced, traffic and water pounds out weak base material, and a hole in the road deepens and widens and makes you spill your coffee if you hit it.

Pavements discolor over time from a deep black to a dull gray. This doesn't affect strength, it is primarily cosmetic. Pavements can also become brittle at the surface and some fine aggregates can be dislodged. The surface gets polished from high traffic volumes or heavy loads and skid resistance declines. This is a valid reason for some types of maintenance strategies such as a chip seal, but is not typically an issue on City streets due to low volumes and speeds.

C. Pavement Preservation

An important issue for the Council to consider is, "how bad is bad?" Or, "what is an acceptable pavement condition and what isn't?" This can be answered in many ways. The most conservative might be a strategy based on the volume of complaints being received, or an approach that only seeks to prevent or minimize vehicle damage. These approaches would probably mean some pretty tough-looking roads are kept in service. It might also mean a bigger street crew is needed. At the other extreme, a community could desire that its roads be constantly maintained in a smooth, dark, like-new condition. This would have notable budget impacts. There is no best answer. The selected threshold is a value judgment that will vary from community to community.

Elko New Market is pursuing a balance between always perfect and waiting for residents to start complaining. The City has not historically been concerned with keeping streets looking "new", but rather on minimizing undue pavement damage from water penetration at cracks and intervening when conditions reach a point where deterioration could accelerate. The selected approach also seeks to minimize long-term costs.

D. Pavement Maintenance Strategies

In this memo maintenance strategies are considered those practices that slow the development of further distresses or mitigate existing distresses. The Elko New Market Public Works Department has focused on annual crack sealing. This technique involves cleaning out cracks to create a reservoir for a high-strength rubberized sealant to be placed in them. The sealing minimizes water intrusion that can weaken the base and promote further cracking in the area of the original crack. It does not "weld" a crack together or prevent other shrinkage or flexural cracks. They will continue to develop over time.

Pothole patching has not yet been a prominent maintenance activity in Elko New Market, but it will increase as the streets age. This practice is an art and science of its own. It can vary from throwing some cold mix in a hole and stomping it into place as a quick fix, to excavating, shaping and carefully rebuilding pavement layers in a discrete area, to using infrared equipment to heat asphalt and allow it to be re-spread and compacted over a pothole-prone spot. There are lots of novel approaches, and you can make a patch look very nice – for a little while. It is our opinion that the onset of potholes is an indication that a request from the public for rehabilitation or reconstruction is not far away.

Snow plowing, catch basin maintenance, load restrictions, and street sweeping are also maintenance practices that help delay deterioration of the pavement. The first two help remove water from the pavement. Load restrictions keep heavy loads off pavements in the spring when they are at their weakest due to frost melt and water intrusion. Street sweeping removes incompressible materials that

can keep cracks open and make them harder to seal. Loose sand and gravel on the surface also poses a hazard and/or nuisance for street users.

E. Pavement Rehabilitation Techniques

Rehabilitation techniques are those that extend the usefulness of a deteriorated pavement and delay further deterioration. Rehabilitation is typically a more capital-intensive approach. In Elko New Market, we anticipate the primary rehabilitation strategy will be thin overlays. This is where the pavement is cleaned, spots or potholes repaired as needed, pavements near curbs or structures are milled down to prevent undesirable grade differentials, a tack coat is sprayed on, and an inch or two of asphalt wearing course pavement is paved onto the road. The road looks new and will ride better for a time. Many of the smaller and newer cracks will be bridged. Shrinkage cracks or other active cracks will reflect through fairly soon; however, the onset of potholes will be significantly delayed. The cost of the overlay is typically justified by the delay in reconstruction expenditures.

In Elko New Market a rehabilitation is planned for each street segment based on a measured decline in condition. This point is expected between a pavement age of 15 to 25 years. The rehabilitation is for improving the ride and restoring some strength to prolong the pavement's usefulness. Thin overlays been found to extend pavement life at a relatively low cost compared to reconstructing the street. Most agencies hope for another 10 to 15 years of acceptable service when a thin overlay is applied at the proper time.

Another common approach, although usually considered maintenance rather than rehabilitation, is to periodically apply a "chip seal" to existing pavements. A chip seal involves spraying an asphalt emulsion on the surface and spreading fine, crushed rock over it. When the water evaporates from the emulsion, the rocks stick to the oil left behind creating a very thin new wearing surface. During a recent economic analysis to compare chip sealing streets every 5 years versus placing a thin overlay at year 20, it was found that while any individual chip seal application is less costly than the overlay, over the long term the overlay equivalent cost is over 30 percent less than the chip seal approach. While some chip sealing was done by the developer after pavements were initially constructed in the Windrose subdivision, the City has not continued the practice. Instead, the City chose the overlay approach shortly after the cities merged in 2007. Overlay remains the favored option.

F. Pavement Reconstruction Methods

Reconstruction is just what it sounds like – take apart the street and rebuild it. Historically, that meant going down to the subgrade by removing pavement layers and starting over. This has advantages, especially if there are utilities below the street that also require attention, or the alignment, grade, and/or cross section of the street will be changing. As you might imagine, switching out all these layers is expensive. So much so that it is often advised that cities live with troublesome utilities, if possible, until the street needs reconstruction. On a full utility and street reconstruction project, the street alone can reach or exceed half the total project cost.

These days, technologies have evolved that provide more options for utility improvements and street reconstruction. Utility improvements won't be discussed here. Again, ask the City Engineer if you're curious. The use of Cold In-Place Recycling of pavements has become more common. This technique involves grinding up and mixing together the existing deteriorated asphalt pavement and underlying

base with a large machine called a “reclaimer”. The new product is then shaped and compacted to form a thicker, rejuvenated base for new pavement layers. Variations on the theme might include salvaging and recycling some of the asphalt pavement or blading the ground-up material aside to allow utility work to be done before re-placing and compacting it. This technique avoids the cost of picking up the old material and trucking it out and new material in, plus saves the cost of the new base materials. It also saves time. We expect that recycling will be a commonly used technique in Elko New Market when rehabbed pavements finally need to be reconstructed.

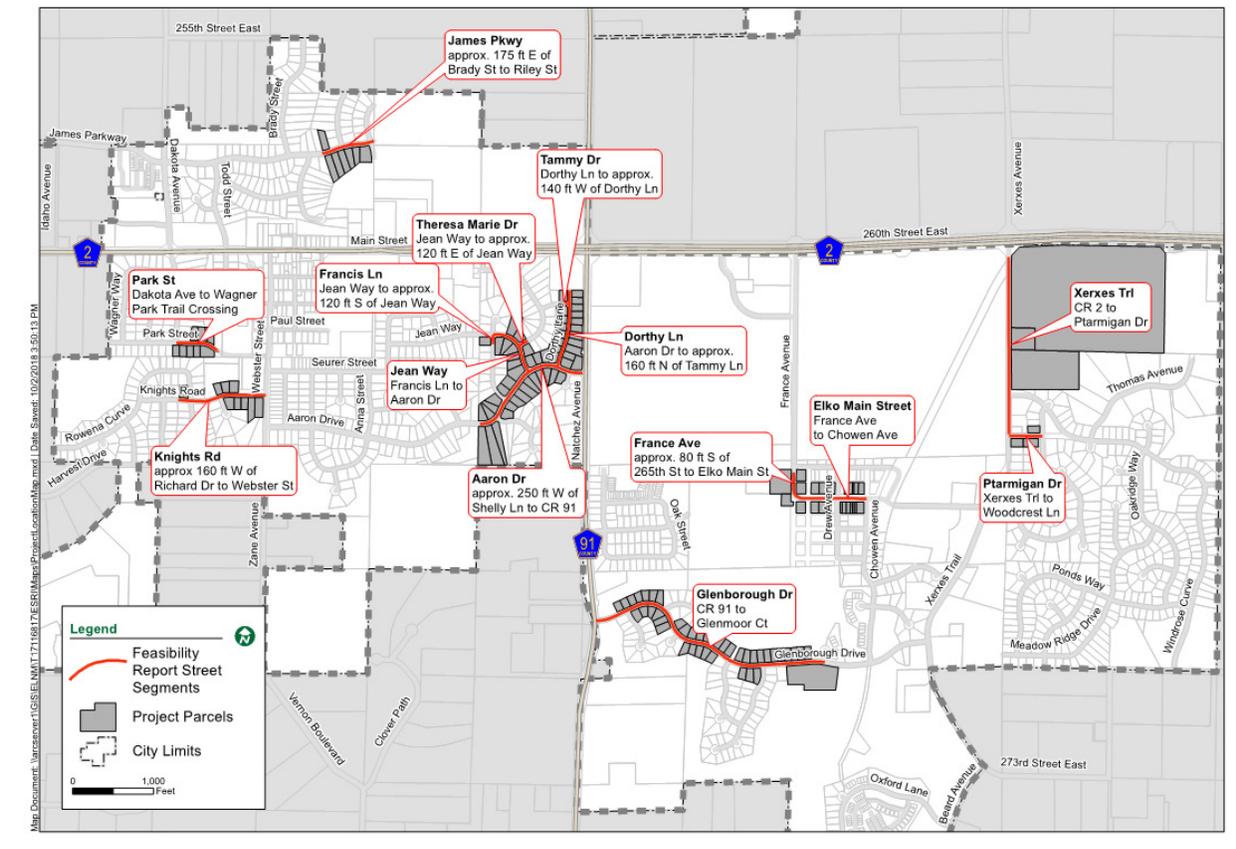
G. Pavement Management Systems

How do we keep track of where streets are at in their maintenance, rehab, and reconstruction cycle? By use of some sort of Pavement Management System. These can be as simple as a map that gets marked up every year to as elaborate as a customized software program that tracks every inspection, distress and dollar spent. They all share key features, or should, which are:

- Breaking the street system up into manageable segments of common location, age, section, etc.
- Some type of objective way of inventorying and tracking the existing pavement distresses
- Using the distresses to establish a pavement rating
- Matching maintenance, rehab, or recon strategies to the distresses
- Assigning costs to the various street segments based on the selected strategies
- Using pavement ratings and other criteria to prioritize and project a schedule for the work
- Updating the data in the system periodically so funding needs can be forecast

Elko New Market has been using a spreadsheet to track pavement rating data gathered by an engineer that examined each road segment. Automated systems that test road strength and measure other distresses are available but have not been deemed cost effective for Elko New Market roads at this point.

Most Elko New Market pavements were constructed in roughly the same nine-year period and only crack filling has been indicated thus far.



The streets in the 2019 project were selected based on functional class and condition. Local road segments selected all had a Pavement Condition Index (PCI) rating of 69 or worse. The PCI is a 0 to 100 scale, with 100 being perfect condition. Most local streets included will be 19 years or older in 2019, although one will be only 14 years. Its condition; however, warranted inclusion. Local roads are roads that have little or no “through” traffic – most traffic is from residents accessing their homes. The thin overlay approach to extending remaining service life seeks to improve the pavement when or before its condition deteriorates by about 40 percent. This is approximated by a PCI of 60.

There are some local roads of unknown age, but likely older than the selected roads, with better-than-expected conditions based on measured distresses. The streets look distressed; however, close examination reveals the distresses are largely surficial due to uneven surface and fine cracks in one or more seal coat layers applied in decades past. Traffic volumes on these streets are very low. The City will want to consider when the time comes to rehabilitate these streets whether additional investment – perhaps incurring additional assessments – should be made to upgrade old water pipes, improve drainage, and add curb and gutter to bring these neighborhoods to current standards.

The project also includes minor and major collector roads. All major and minor collectors chosen had a PCI of 76 or worse and will be 15 years old or older in 2019. A higher threshold was selected for these

roads because they typically experience higher traffic volumes and loadings. It is also anticipated user expectations for condition and free flow of traffic are higher on through roads.

The roads selected result in a ratio of benefitting parcels per mile that is like the overall ratio throughout the city for the mix of local, minor and major collector roads. What this means is that assessments based on an approach where the City pays for major collectors and assesses 40 percent of the cost of local and minor collector overlays would be uniform over all rehabilitation projects if a similar ratio is maintained. The 2019 assessments should be like assessments in later years if the mix of roads selected continues to reflect the overall mix.

Appendix C: Preliminary Assessment Roll

DRAFT Assessment Roll - 2019 Pavement Rehabilitation										
PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment	
230380330	9498 GLENBOROUGH DR	ANDERSON DAN T & LINDA J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190560	351 JAMES PKWY	ANDERSON JAY A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190170	336 JAMES PKWY	ANDERSON LARRY D & ANGELA S				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090050	2210 JEAN WAY	ARITA HAWA & KEFA ARITA				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200350	317 KNIGHTS RD	ARVAN DAVID				1	1 \$ 1,115.68	na	\$ 1,115.68	
230070130	120 PARK ST	BACON GERALD L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380210	9376 GLENBOROUGH DR	BEHNKEN STEVEN P				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090310	1018 TAMMY DR	BEREUTER ERIKA & JANNA E BEREU				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090300	1137 DORTHY LN	BERNARDY ADAM R				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200340	319 KNIGHTS RD	BESEKE STEVEN P & PATRICIA A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380200	9362 GLENBOROUGH DR	BOSCH GUY F & TRACEE M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090280	1141 DORTHY LN	BOWMAN JOHNNY D				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380010	9020 GLENBOROUGH DR	BRAUN ALLEN M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380070	9130 GLENBOROUGH DR	BRITTEN ANDREW L & SHEENA A BR				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380640	9421 GLENBOROUGH DR	BUNDE ALAN W				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290210	9500 MAIN ST	BUSKE BRUCE R & SUPAPORN PHUNG	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230380260	9428 GLENBOROUGH DR	BYERS RICHARD W & JENNIFER L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230130410	3309 AARON DR	BYRNE RICHARD				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290310	9645 MAIN ST	CHALMERS JERRY W & CHERYL D	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230290320	Main	CHALMERS JERRY W & CHERYL D	y			0	0 \$ -	na	\$ -	
230070180	119 PARK ST	COLLIGNON AMBER J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380600	9377 GLENBOROUGH DR	COLLINS CHRISTOPHER M				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380810	9575 GLENBOROUGH DR	COPPERHEAD DEVELOPMENT INC		Y		13.3	13.3 \$ 14,838.52	na	\$ 14,838.52	
230090340	3323 AARON DR	CRAWFORD ROBERT L & ELIZABETH				1	1 \$ 1,115.68	na	\$ 1,115.68	
230300010	10013 PTARMIGAN DR	CUTSFORTH DAVID A & MARLENE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380020	9046 GLENBOROUGH DR	DAILEY DANIEL E				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380060	9118 GLENBOROUGH DR	DAO KHANG V & CHRISTINE C				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090510	1030 THERESA MARIE DR	DEUTH CRAIG R & BRENDA K				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380270	9438 GLENBOROUGH DR	DOHERTY PATRICK W				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380300	9466 GLENBOROUGH DR	DONNELLY JEFFREY J & MELISSA A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230300060	10051 PTARMIGAN DR	DRAPER STANLEY J & DEBRA J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090060	2212 JEAN WAY	DRIESCH KIMBERLY A & RICHARD J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380040	9082 GLENBOROUGH DR	DYBSETTER KEITH D & LORI K ENG				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380280	9444 GLENBOROUGH DR	EASTMAN JANIS L & RONALD J				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380440	9359 GLENBOROUGH DR	ELANDER LEE RUSSELL III				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190610	359 JAMES PKWY	ELKO NEW MARKET CITY OF				1	1 \$ 1,115.68	na	\$ 1,115.68	
239270120	26518 FRANCE AVE	ELKO NEW MARKET CITY OF	y			0	0 \$ -	na	\$ -	
230380320	Glenborough	FAREL ROGER B				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090210	1155 DORTHY LN	FOLEY KATIE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230380290	9450 GLENBOROUGH DR	FORST DILLION T				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090370	1150 DORTHY LN	FOX LARRY				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090030	2206 JEAN WAY	FRAZIER ERIC T				1	1 \$ 1,115.68	na	\$ 1,115.68	
230290300	Main	FREDRICKSON TERRY L	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
239270070	26540 FRANCE AVE	FRENG LANNY A	y			0	1 \$ 1,115.68	na	\$ 1,115.68	
230090260	1145 DORTHY LN	FRIEDGES TYRONE & TROY FRIEDGE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190550	347 JAMES PKWY	GABRIEL BRAD P & BREA L				1	1 \$ 1,115.68	na	\$ 1,115.68	
230190540	345 JAMES PKWY	GARVIS SCOTT M & JAYNE				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090420	1140 DORTHY LN	GROSAM TROY				1	1 \$ 1,115.68	na	\$ 1,115.68	
230090090	3318 AARON DR	GRUNWALD GARY A				1	1 \$ 1,115.68	na	\$ 1,115.68	
230200370	305 KNIGHTS RD	HAGEN ROBERT R & PETRA J				1	1 \$ 1,115.68	na	\$ 1,115.68	

PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment
230290070	9630 MAIN ST	HAMANN JUSTIN	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230380430	9351 GLENBOROUGH DR	HANSON DAVID H & LORI M				1	1 \$ 1,115.68	na	\$ 1,115.68
230380230	9390 GLENBOROUGH DR	HARMER JAY W				1	1 \$ 1,115.68	na	\$ 1,115.68
230090290	1139 DORTHY LN	HERBECK JACOB D & CARRIE L STA				1	1 \$ 1,115.68	na	\$ 1,115.68
230070160	103 PARK ST	HERTAUS TODD M				1	1 \$ 1,115.68	na	\$ 1,115.68
230090410	1142 DORTHY LN	HESS JEFFREY				1	1 \$ 1,115.68	na	\$ 1,115.68
230290170	9596 MAIN ST	HOLLIDAY TIMOTHY D	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090220	1153 DORTHY LN	HOUSER COREY A & STEPHANIE A B				1	1 \$ 1,115.68	na	\$ 1,115.68
230090400	1144 DORTHY LN	IH3 PROPERTY MINNESOTA LP				1	1 \$ 1,115.68	na	\$ 1,115.68
230090230	1151 DORTHY LN	JENSEN CHARLES & VICKIE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380030	9060 GLENBOROUGH DR	KANFIELD WILLIAM J & DENISE L				1	1 \$ 1,115.68	na	\$ 1,115.68
230200410	320 KNIGHTS RD	KENNGOTT JAMES T				1	1 \$ 1,115.68	na	\$ 1,115.68
230130160	3306 AARON DR	KERVINA LEE M				1	1 \$ 1,115.68	na	\$ 1,115.68
230530010	BP Pool	KJ Wak, Inc		y		1.5	1.5 \$ 1,673.52	na	\$ 1,673.52
239260013	26253 XERXES AVE	KNIPP JOSEPH C & TRACY	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230070200	125 PARK ST	KNUTSEN RONALD & HEIDI				1	1 \$ 1,115.68	na	\$ 1,115.68
230380380	9568 GLENBOROUGH DR	KRASKA KYLE				1	1 \$ 1,115.68	na	\$ 1,115.68
230090350	3325 AARON DR	KROSKA DIANA M & JOHN A				1	1 \$ 1,115.68	na	\$ 1,115.68
230380250	9414 GLENBOROUGH DR	LAWSTUEN CARL J				1	1 \$ 1,115.68	na	\$ 1,115.68
230090100	3320 AARON DR	LEESON ANTHONY J				1	1 \$ 1,115.68	na	\$ 1,115.68
230090390	1146 DORTHY LN	LEMAY ROBERT G & JESSICA R				1	1 \$ 1,115.68	na	\$ 1,115.68
230130130	3312 AARON DR	LEWIS LACEY E				1	1 \$ 1,115.68	na	\$ 1,115.68
230130120	3314 AARON DR	LUEBBERT RICHARD K & SHARI A				1	1 \$ 1,115.68	na	\$ 1,115.68
230290100	9660 MAIN ST	MAHONEY MICHAEL P & SARA B	y	y		0	5 \$ 5,578.39	\$ 1,673.15	\$ 7,251.55
230290260	9575 MAIN ST	MARILYN K GREEN TRUST AGREEMEN	y			0	0 \$ -	na	\$ -
230290270	Main	MARILYN K GREEN TRUST AGREEMEN	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090500	2205 JEAN WAY	MATHEW BINOY				1	1 \$ 1,115.68	na	\$ 1,115.68
230090360	3327 AARON DR	MATTHIES DANIELLE NICOLE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380620	9395 GLENBOROUGH DR	MCBRIDE JEFFREY T & JANET L				1	1 \$ 1,115.68	na	\$ 1,115.68
230090270	1143 DORTHY LN	MERRIMAN CHRISTOPHER				1	1 \$ 1,115.68	na	\$ 1,115.68
230380340	Glenborough	METRO LAND LLC				1	1 \$ 1,115.68	na	\$ 1,115.68
230130080	3207 AARON DR	MIKUNDA TORY M & DANIELLE R				1	1 \$ 1,115.68	na	\$ 1,115.68
239260030	26315 XERXES AVE	MILLER JAMES P & CAROLYN A	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230090120	3324 AARON DR	MISCHKE SCOTT D & DEBRA S				1	1 \$ 1,115.68	na	\$ 1,115.68
230090010	3002 FRANCIS LN	MOHN BILLY				1	1 \$ 1,115.68	na	\$ 1,115.68
239260010	26071 XERXES AVE	MOOSBRUGGER SUSAN & JOSEPH J C	y			0	1 \$ 1,115.68	na	\$ 1,115.68
230130370	3300 AARON DR	NAATJES JONATHAN R & DEBRA L				1	1 \$ 1,115.68	na	\$ 1,115.68
230130360	3302 AARON DR	NELSON ROBB A & DEBRA R				1	1 \$ 1,115.68	na	\$ 1,115.68
230190530	337 JAMES PKWY	NEW MARKET PROPERTIES LLC				1	1 \$ 1,115.68	na	\$ 1,115.68
230090070	2214 JEAN WAY	NGUYEN HIEP T				1	1 \$ 1,115.68	na	\$ 1,115.68
230130350	3304 AARON DR	NORRIS CHRISTOPHER & CHRISTINE				1	1 \$ 1,115.68	na	\$ 1,115.68
230380610	9383 GLENBOROUGH DR	O'CONNELL GINA MARIE				1	1 \$ 1,115.68	na	\$ 1,115.68
230230210	440 KNIGHTS RD	O'NEILL RYAN				1	1 \$ 1,115.68	na	\$ 1,115.68
230090020	2204 JEAN WAY	ORTH SCOTT P & CHRISTINE M				1	1 \$ 1,115.68	na	\$ 1,115.68
230090080	3316 AARON DR	OSIECKI TYLER J & KRISTIN M				1	1 \$ 1,115.68	na	\$ 1,115.68
230200360	309 KNIGHTS RD	PARENT DAVID T & DARCI				1	1 \$ 1,115.68	na	\$ 1,115.68
230090240	1149 DORTHY LN	PATOCK MICHAEL T & MELODY M				1	1 \$ 1,115.68	na	\$ 1,115.68
230380400	9091 GLENBOROUGH DR	PETERSEN ROSS T & VUOKKO T				1	1 \$ 1,115.68	na	\$ 1,115.68
230290080	Main	PLATINUM PIONEERS LLC	y	y		0	0 \$ -	na	\$ -
230290090	9646 MAIN ST	PLATINUM PIONEERS LLC	y	y		0	6 \$ 6,694.07	\$ 7,648.70	\$ 14,342.78
230130090	3205 AARON DR	RASMUSSEN KEITH N				1	1 \$ 1,115.68	na	\$ 1,115.68

PID Number	Parcel Address	Owner	On major collector ?	Comm. Use?	Computation Units	Assessment Units	Estimated Overlay Assessment	Estimated Parking Assessment	Est. Total Assessment
230290280	9561 MAIN ST	REEVES MARK	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230090320	1031 THERESA MARIE DR	REICHMUTH CHRISTOPHER D & CATH			1	1	\$ 1,115.68	na	\$ 1,115.68
230380690	Glenborough	REMELY STEPHEN A			1	1	\$ 1,115.68	na	\$ 1,115.68
230070150	100 PARK ST	RHEIN ETAL SCOTT A			1	1	\$ 1,115.68	na	\$ 1,115.68
230070140	110 PARK ST	RHEIN SCOTT A & LISA M			1	1	\$ 1,115.68	na	\$ 1,115.68
230330130	26424 WOODCREST LN	ROEPKE JACOB T			1	1	\$ 1,115.68	na	\$ 1,115.68
230090130	3326 AARON DR	RUHLAND BRIAN J & AMBER L RUHL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380420	9300 GLENBOROUGH DR	SCEARCY CHAD T & AMY E			1	1	\$ 1,115.68	na	\$ 1,115.68
230200400	322 KNIGHTS RD	SCHALLEHN JOEL & MARY			1	1	\$ 1,115.68	na	\$ 1,115.68
230200380	303 KNIGHTS RD	SCHMITZ CHRISTINE M			1	1	\$ 1,115.68	na	\$ 1,115.68
230090200	1157 DORTHY LN	SCHULTZ CYNTHIA M			1	1	\$ 1,115.68	na	\$ 1,115.68
230090250	1147 DORTHY LN	SCHULTZ PAUL & ALICIA			1	1	\$ 1,115.68	na	\$ 1,115.68
230130150	3308 AARON DR	SCHWENK MICHAEL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380220	9382 GLENBOROUGH DR	SEEPERSAUD SHAHABUDEEN & BENI			1	1	\$ 1,115.68	na	\$ 1,115.68
230380700	9459 GLENBOROUGH DR	SHAWN JACK P & VICKI M MILLER			1	1	\$ 1,115.68	na	\$ 1,115.68
230090380	1148 DORTHY LN	SHENOUDA REDA A & MONA H			1	1	\$ 1,115.68	na	\$ 1,115.68
230380350	9528 GLENBOROUGH DR	SIGL BECKI J			1	1	\$ 1,115.68	na	\$ 1,115.68
230290150	9546 MAIN ST	SIMBA WILDER M & HESBON N & YA	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230090190	3335 AARON DR	SMITH JONATHAN & GLORIA			1	1	\$ 1,115.68	na	\$ 1,115.68
230070170	115 PARK ST	SPRIGGS SHAWNA			1	1	\$ 1,115.68	na	\$ 1,115.68
230200390	324 KNIGHTS RD	STEHR DENNIS A & SUSAN K			1	1	\$ 1,115.68	na	\$ 1,115.68
230380370	9556 GLENBOROUGH DR	STENZEL STEPHEN			1	1	\$ 1,115.68	na	\$ 1,115.68
230380050	9102 GLENBOROUGH DR	STINNETT ROBERT S & CAROL M			1	1	\$ 1,115.68	na	\$ 1,115.68
230380360	9540 GLENBOROUGH DR	STINNETT ROBERT S & CAROL M			1	1	\$ 1,115.68	na	\$ 1,115.68
230130420	3311 AARON DR	STRATTON CHAD M			1	1	\$ 1,115.68	na	\$ 1,115.68
230380410	9125 GLENBOROUGH DR	TELLEZ DANIEL			1	1	\$ 1,115.68	na	\$ 1,115.68
230380240	9400 GLENBOROUGH DR	THORESON GREGORY B			1	1	\$ 1,115.68	na	\$ 1,115.68
230380310	9478 GLENBOROUGH DR	TYMA PETER J			1	1	\$ 1,115.68	na	\$ 1,115.68
230380390	9055 GLENBOROUGH DR	ULMEN BARRY			1	1	\$ 1,115.68	na	\$ 1,115.68
230090040	2208 JEAN WAY	VANDERVEEN LISA R			1	1	\$ 1,115.68	na	\$ 1,115.68
230090330	3321 AARON DR	VELIN TREVOR A & TAMARA S			1	1	\$ 1,115.68	na	\$ 1,115.68
230380630	9409 GLENBOROUGH DR	WALTON JOSHUA			1	1	\$ 1,115.68	na	\$ 1,115.68
230130100	3203 AARON DR	WEAVER JENNIFER E			1	1	\$ 1,115.68	na	\$ 1,115.68
230090110	3322 AARON DR	WENZEL JEFFREY S & LINDA K			1	1	\$ 1,115.68	na	\$ 1,115.68
230290160	9566 MAIN ST	WESTLIE BERNARD S & KATHLEEN	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290060	9616 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290200	26511 FRANCE AVE	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290330	9631 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290340	Main	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290350	9615 MAIN ST	WIERSON PROPERTIES LLC	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230290360	Main	WIERSON PROPERTIES LLC	y		0	0	\$ -	na	\$ -
230070190	121 PARK ST	WIGHT ROBERT A			1	1	\$ 1,115.68	na	\$ 1,115.68
230130140	3310 AARON DR	WILKINS ANDREW L & JODY K			1	1	\$ 1,115.68	na	\$ 1,115.68
230190570	355 JAMES PKWY	WILLIAMS SCOTT W & CARIEANN L			1	1	\$ 1,115.68	na	\$ 1,115.68
230290230	9511 MAIN ST	WOLTER JOHN & MARILYN	y		0	1	\$ 1,115.68	na	\$ 1,115.68
230380710	9471 GLENBOROUGH DR	ZAK NICHULIS G & NICOLE L			1	1	\$ 1,115.68	na	\$ 1,115.68
230130110	3201 AARON DR	ZELLER JAMES A & DIXIE			1	1	\$ 1,115.68	na	\$ 1,115.68

Services Provided:

Civil & Municipal Engineering

Water & Wastewater Engineering

Transportation Planning & Engineering

Structural Engineering

Aviation Services

Water Resources Engineering

Landscape Architecture

Land Surveying

Geographic Information System

Project Funding & Financing

Bolton-Menk.com



RESOLUTION 18-78

RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted August 23, 2018, a report has been prepared by Bolton & Menk, Inc. (Consultant City Engineer) with reference to proposed improvement of selected streets by edge mill and overlay and associated work, and this report was received by the council on December 6, 2018, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$604,754.18.
2. A public hearing shall be held on such proposed improvement on the 24th day of January, 2019, in the council chambers of the city hall at 7:45 pm and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 20th day of December, 2018.

Mayor

City Clerk



STAFF MEMORANDUM

SUBJECT: Approve Annual Premises Gambling Permits
MEETING DATE: December 20, 2018
PREPARED BY: Thomas Terry, City Administrator
REQUESTED ACTION: Adopt Resolution 18-71 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.
Adopt Resolution 18-72 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell pull tabs at The End Zone and Bullseye Saloon.
Adopt Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell pull tabs at Boulder Pointe Golf Club.

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:

The City Council is being asked to approve the annual premises gambling permits for local non-profit organizations to sell pull tabs within the City.

The State of Minnesota Gambling Association currently approves non-profits to sell pull tabs on a continuous basis. The only time a non-profit organization must reapply to the State of Minnesota for approval to sell pull tabs is if a change in premise location is done.

Per City Code, non-profit organizations must apply annually for a Premises Gambling Permit to sell pull tabs within the City. If City Council approves the permits for non-profits to sell pull tabs within the City limits, the approved permits will be in effect from January 1, 2019 through December 31, 2019.

DISCUSSION:

Several local non-profit organizations have applied for Premise Permits to conduct charitable gambling at local establishments:

- The Elko New Market Fire Relief Association has submitted their applications for Annual Premises Gambling Permits to sell pull tabs at Captain Black's Bar & Grill, The Doublewide, Firehouse Grille and Leo's Bar.
- The Elko Baseball Club has submitted their applications for Annual Premises Gambling Permits to sell pull tabs at The End Zone and Bullseye Saloon.
- New Prague Hockey Association has submitted their application for Annual Premises Gambling to sell pull tabs at Boulder Pointe Golf Club.

Staff has received all required City application forms, and associated documentation for renewals from Elko New Market Fire Relief Association, Elko Baseball Club and New Prague Hockey Association to sell pull tabs within the City of Elko New Market.

After reviewing all City application materials, Staff is recommending the City Council approve the Premises Gambling Permits for the Elko New Market Fire Relief Association, Elko Baseball Club and New Prague Hockey Association to sell pull tabs within the City contingent on completion of the background checks on required individuals.

BUDGET IMPACT:

The City receives a minimal amount of \$300.00 per year, which is for the cost of background checks.

ACTION REQUESTED:

Council is being asked to make separate motions due to Councilmember Timmerman being owner of Firehouse Grille. Councilmember Timmerman will need to abstain from the vote on Resolution 18-71.

Motion to adopt Resolution 18-71 Approving Annual Premises Gambling Permit for the 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 to adopt Resolution 18-72 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell pull tabs at The End Zone and Bullseye Saloon and Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell pull tabs at Boulder Pointe Golf Club.

Motion to adopt Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell pull tabs at Boulder Pointe Golf Club.

Attachments:

- Resolution 18-71 Approving Annual Premises Gambling Permit for the Elko New Market Fire Relief Association to sell pull tabs at Captain Black's Bar & Grill, The Doublewide, Firehouse Grille and Leo's Bar.
- Resolution 18-72 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell pull tabs at The End Zone and Bullseye Saloon.
- Resolution 18-73 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell pull tabs at Boulder Pointe Golf Club.

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-71

WHEREAS; Pursuant to Elko New Market City Code Section 4 any organization seeking lawful gambling within the City is required to submit an application and be approved by the Elko New Market City Council;

WHEREAS; Elko New Market Fire Relief Association possesses a State of Minnesota Premises Gambling Permit to conduct legal gambling for pull-tabs, at Captain Black's Bar & Grill located at 9660 Main Street, The Doublewide located at 421 St. Joseph Street, Firehouse Grille located at 7578 Old Town Road and Leo's Bar located at 451 Main Street, Elko New Market, Minnesota 55054 (collectively "Premises");

WHEREAS, Elko New Market Fire Relief Association has submitted an application for issuance by the City of a lawful Gambling Premises Permit for the Premises noted above, said request being timely and proper, and,

WHEREAS, the City has found and received no reports of violations of relevant gambling laws or ordinances by Elko New Market Fire Relief Association,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to Elko New Market Fire Relief Association to conduct pull-tabs at Captain Black's Bar & Grill located at 9660 Main Street, The Doublewide located at 421 St. Joseph Street, Firehouse Grille located at 7578 Old Town Road and Leo's Bar located at 451 Main Street, Elko New Market, Minnesota 55054 for the period of January 1, 2019 to December 31, 2019.

APPROVED AND ADOPTED this 20th day of December, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-72

WHEREAS; Pursuant to Elko New Market City Code Section 4 any organization seeking lawful gambling within the City is required to submit an application and be approved by the Elko New Market City Council;

WHEREAS; Elko Baseball Club possesses a State of Minnesota Premises Gambling Permit to conduct legal gambling for pull-tabs, at The End Zone located at 10491 260th Street East and Bullseye Saloon located at 9646 Main Street, Elko New Market, Minnesota 55020 (collectively "Premises");

WHEREAS, Elko Baseball Club has submitted an application for issuance by the City of a lawful Gambling Premises Permit for the Premises noted above, said request being timely and proper, and,

WHEREAS, the City has found and received no reports of violations of relevant gambling laws or ordinances by Elko Baseball Club,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to Elko Baseball Club to conduct pull-tabs at The End Zone located at 10491 260th Street East and Bullseye Saloon located at 9646 Main Street, Elko New Market, Minnesota 55020 for the period of January 1, 2019 to December 31, 2019.

APPROVED AND ADOPTED this 20th day of December, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-73

WHEREAS; Pursuant to Elko New Market City Code Section 4 any organization seeking lawful gambling within the City is required to submit an application and be approved by the Elko New Market City Council;

WHEREAS; New Prague Hockey Association possesses a State of Minnesota Premises Gambling Permit to conduct legal gambling for pull-tabs at Boulder Pointe Golf Club, 9575 Glenborough Drive, Elko New Market, Minnesota 55020 (collectively “Premises”);

WHEREAS, New Prague Hockey Association has submitted an application for issuance by the City of a lawful Gambling Premises Permit for the Premises noted above, said request being timely and proper, and,

WHEREAS, the City has found and received no reports of violations of relevant gambling laws or ordinances by New Prague Hockey Association,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to New Prague Hockey Association to conduct pull-tabs at Boulder Pointe Golf Club, 9575 Glenborough Drive, Elko New Market, Minnesota 55020 for the period of January 1, 2019 to December 31, 2019.

APPROVED AND ADOPTED this 20th day of December, 2019.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Tom Terry, Acting City Clerk



STAFF MEMORANDUM

SUBJECT:	Commissioner Appointments
MEETING DATE:	December 20, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Discuss and Provide Direction

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

The Planning and Parks & Recreation Commissioners serve three year staggered terms which expire on March 31, 2019. In 2019, the terms will expire for Planning Commissioners Nicole Kruckman and Parks & Recreation Commissioners Dennis Melgaard and Sadie Miller. All of the Commissioners have indicated their desire to be reappointed.

DISCUSSION:

During the reappointment discussion earlier this year, the Council had given direction that all future appointments would be posted, even if incumbent commissioners sought reappointment. Given the recent postings for the POC to fill vacancies and the limited response to those postings, Staff is requesting that the City Council discuss and provide direction on the reappointment of the Commissioners – either confirming previous or providing other direction. Staff will prepare the appropriate action items for consideration at a future Council meeting based on the Council's direction to reappoint the current Commissioners or post the positions and take applications for the three year terms.



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

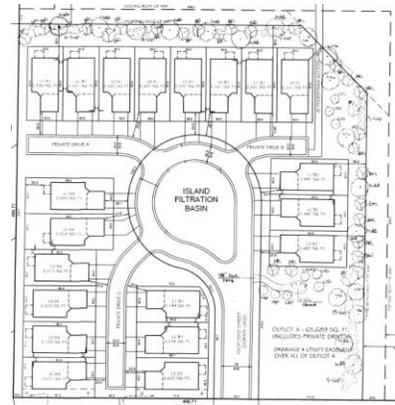
MEMORANDUM

TO: CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: COMMUNITY DEVELOPMENT UPDATES
DATE: DECEMBER 14, 2018

Background / History

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

Christmas Pines – This is a residential detached townhome subdivision containing 20 lots. The City issued an early grading permit to the developer in September and initial site grading is complete. The developer decided to withhold installation of utilities due to early winter weather. The plat and development contract need to be signed by the developer; the project has been fully approved by the City.



Oakland Property / The Preserve at Elko New Market – Staff had been working with a developer regarding the proposed residential development of ten acres on the west side of the City (diagram to left). The property owner and developer petitioned for annexation of the property which was completed in November. The City can now accept applications for zoning and plat approval.

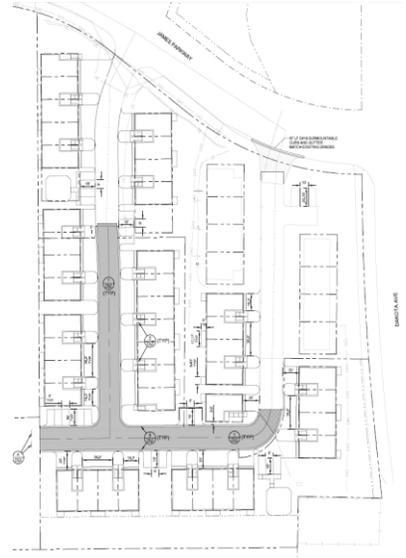
Dakota Acres / City Owned Property – On June 14th the City Council approved a purchase agreement for the sale of a 3.1 acre City-owned property in Dakota Acres. A closing on the property is scheduled for Tuesday, December 18, 2018. The property can reasonably be used for medium or high density residential development. The buyer’s intended use of the property is a 60-unit apartment development (two separate buildings). Below is a rendering of a proposed thirty-six unit building.



Dakota Acres / Syndicated Properties – On May 15, 2018 the City issued building permits to construct 13 townhome units in Dakota Acres (rendering below). The City has now issued Certificates of Occupancy on the first four units. All units contain three bedrooms and were originally expected to be all rental units. The developer has decided to sell some of the initial units to raise equity for the second phase of the project, which will contain an additional 28 units in Dakota Acres 1st Addition.



Dakota Acres 1st Addition – On September 27, 2018 the City Council approved the final plat of Dakota Acres 1st Addition, a townhome development containing 28 units. The plat has been finalized and fully approved by the City. The developer has decided to wait to record the plat with the County until early in 2019. This phase of the development will connect the two existing streets in the townhome development.



Adelmann Property – City staff recently completed working with the Adelmann family on concept development plans for their properties located adjacent to the I-35 / CR 2 interchange (approximately 243 acres). The project included coming to an agreement regarding future land uses for the property, and the creation of concept development plans. An impressive marketing package was created, including a flyover video /rendering of how the property could be developed.

<https://www.youtube.com/watch?v=uGubOWmGRi0&feature=youtu.be>

A second phase of the project was kicked off in November 2018 and will include preparation of an AUAR, a required environmental study, a wetland delineation and tree inventory. The AUAR project is expected to be completed late summer of 2019.



KL Group Property – City staff continues to communicate with KL Group, LLC regarding their commercially zoned property located at the southeast quadrant of Co Rd 2 & 91. A wetland application was recently approved by the city.

Aaron Le Property – City staff recently provided feedback on a concept development plan and possible annexation. The concept plan submitted depicts 81 single-family residential lots on approximately 33.5 acres. The property owner also met with the City’s Development Review Team to review the concept plan. (Concept plan to the right.)



Building Permits – The City issued permits for one single family home in November, 2018. The running total for the year is 29 housing unit permits, 13 of which are townhomes. (11 total units in 2017.)

Ordinance Updates – The Planning Commission recently recommended approval of updates to the City’s zoning code which would allow a smaller single family residential lot size than is currently permitted by the City’s code. The City Council will consider the ordinance amendment on December 20, 2018.

The City Council recently approved amendments to the City’s Zoning Ordinance regarding permitted and conditional uses in the B1 Neighborhood Business zoning district. The changes will make it easier for certain business to locate in the B1 zoning district without needing a conditional use permit and will also clean up some of the currently listed definitions.

Roundabout Project –The City’s engineering firm, Bolton & Menk, has been working on final engineering design for the proposed Co Rd 2 & 91 roundabout. Preliminary construction limits have been established. A meeting with adjacent property owners is scheduled for December 19, 2018. A public open house is planned for late January or early February. City staff updated the City’s website with the most recent information - <https://www.ci.enm.mn.us/roundabout>.



**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, DECEMBER 11, 2018
REGULAR MEETING MINUTES**

PRESENT:

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

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 was one revision to the December Parks Commission Meeting Agenda – Item 7. b. was revised to read Consider approval of Replacement of Archery Equipment, instead of Purchase of Hockey Goals. On motion by Chair Sutton, seconded by Commissioner Dornseif, the December Meeting Agenda was approved.

CITIZEN COMMENTS:

There were no citizens present at the December Parks Commission Meeting to make comments to the Parks Commission. City Administrator Terry and Mayor Crawford stopped by to offer Holiday greetings and thank Parks Commissioners for their work in 2018.

APPROVAL OF MINUTES OF NOVEMBER 13, 2018 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton; seconded Commissioner Miller, the Parks Commission Unanimously approved the November 13, 2018 Parks Commission Meeting Minutes as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel reviewed an article on Park Access from the National Recreation and Park Association noting that the preferred distance for a public park/open space is about ½ mile, which is a one of the goals in the new Comp Plan. He said that he provides articles, like this one, to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

UPDATES:

Mr. Nagel reviewed the November 30, 2018 ENM Parks Commission Update, which contained 14 items, with the Commissioners. Mr. Nagel said commented that the ice rink was being prepared now that the weather is cold enough.

Chair Sutton reported that the Halloween festivities on Saturday morning, October 27th were a success and that the CCEC would be talking about “what worked/what didn’t” for the event immediately after the Parks Commission Meeting.

Commissioner Zahratka was not in attendance at the meeting, so the report was tabled until the January meeting.

OLD/NEW BUSINESS:

Mr. Nagel provided a revised course layout for the proposed Disc Golf Course. He said that he had met with the vendor and he will come to the February Parks commission meeting to review the construction schedule, as well as answer any questions from the Parks Commissioners. There was no further action taken by the Parks Commission on this item.

Mr. Nagel said that there were funds remaining in the 2018 Budget to purchase the necessary equipment to replace the bows and arrows for next year’s program. He

said that he would be working with Three Rivers Park District and New Prague Community Ed on the needed equipment for this popular program, then buying it before the end of the year to take advantage of seasonal discount. On Motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the purchase of archery equipment for the 2019 program.

Mr. Nagel presented the survey from Bolton-Menk, Inc of the area for the relocation Rowena Pond Park T-Ball field. He said it was necessary to do the survey to insure the grading plan was correct and properly handled drainage from the surrounding properties. He reviewed the survey with Commissioners noting that several options were under consideration to improve the drainage, but the best one appeared to be to create a swale that would collect the excess stormwater and drain it into Rowena Pond. It also shows that work can begin on the improvement without preventing the 2018 T-Ball season from being conducted. The next step, he said, would be meet with the 3 neighbors that border the park and are affected by the changes prior to the December 20th city Council meeting. No further action was taken on this item by the Parks Commission.

Mr. Nagel said that Commissioner Dornseif had requested that consideration of additional pet waste stations at agreed upon locations be placed on the Agenda. Mr. Nagel said that there have been improvements to them since the first 3 were placed along paths about 3years ago and he passed out copies of examples for review by the Parks Commissioners. Possible new locations could include the trail connecting Seurer Street and the Downtown; Pete's Hill Wagner Park, and Windrose Park. After discussion consensus was table the item until January, so that Commissioners could review locations and design options in more detail. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Commission unanimously tabled this item until the January 8, 2019 Parks Commission Meeting.

Mr. Nagel said that at the City received a concept Plan for the Le Property located at the NW Quadrant of Dakota Avenue and James Parkway. The property, he said, is actually located in New Market Township, so would have to be annexed by the City. The tentative plan calls for about 70 SF lots. The Planning Commission is requesting the Parks Commission's recommendation on accepting the Park Dedication Fee in cash or in land. Consensus of the Parks Commissioners was that there were adequate parks within the ¾ mile radius, so preferred the cash payment. Upon motion by commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved a motion to recommend to the Planning Commission and

City Council that the Park Dedication Fee be accepted in cash, rather than in property.

Mr. Nagel reviewed the Annual Goals Process for 2018 with Commissioners. He said that a draft Memo of the 2017 Accomplishments would be presented to the Commission prior to the February, 2018 meeting to provide further background. More discussion would take place at the January Parks Commission Meeting and this year, he said, he asked City Council if they had specific goals and would be asking City Staff to do the same. The Parks Commission directed Mr. Nagel to put the 2018 Goals on the February Meeting Agenda for final action. No further action was taken on this Agenda Item.

Mr. Nagel presented the Bill List to the Commissioners – A bill from Schlomka’s Portable Restrooms for services for November for a total of \$420.00; MRPA 2019 Membership and Professional Dues for a total of \$579.00; Reptile and Amphibian Discovery Zoo for a Summer 2018 Event for a total of \$260.00; and New Prague Community Ed for Jessica Davidson for Summer Event coordination for a total of \$983.78. Upon Motion by Commissioner Melgaard; seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

OTHER BUSINESS:

There were no additional business items to come before the Parks Commission at the December 11, 2018 Parks Commission meeting.

NEXT MEETING:

On motion by Commissioner Miller; seconded by Commissioner Melgaard, the next meeting of the ENM Parks Commission was set for Tuesday, January 8, 2019 at 4 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments from Commissioners at the December 11, 2018 Parks Commission meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the meeting was adjourned by voice vote at 5:00 PM.

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

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
October 16, 2018 Minutes

Meeting was called to order at 5:37 p.m.

Attending: Chair Mike Sutton, Vice Chair Jodi Muelken, Janelle Kirsch, Terre Larsen, Lori Nelson, Toni Maat, Amanda Cambronne and Sandra Green

Absent: Leander Wagner and Kate Timmerman

MOTION by Terre Larsen, second by Lori Nelson to approve the October 16, 2018 agenda. **APIF, MOTION CARRIED**

MOTION by Jodi Muelken, second by Terre Larsen to approve the minutes from the September 18, 2018 Meeting. **APIF, MOTION CARRIED**

Sandra Green informed the group that she will be retiring on December 14, 2018 and that Mark Nagel will be temporarily taking over as City representative on the CCEC. The group discussed changing the monthly meeting date from the third Tuesday each month to the second Tuesday each month. The group unanimously agreed to change the regular meeting date to the second Tuesday at 5:30 p.m. of each month.

The group worked on games and signs for the Halloween Party.

MOTION by Jodi Muelken, second by Terre Larsen to adjourn the meeting at 6:42 p.m. **APIF, MOTION CARRIED**

The next meetings of the CCEC will be November 13, 2018 at 5:30 p.m. at City Hall.