

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JANUARY 24, 2019**

**BUSINESS MEETING
7:30 PM**

REVISED

1. Call to Order

2. Pledge of Allegiance

3. Oath of Office

- a. Oath of Office for Councilmember Schwichtenberg

4. Adopt/Approve Agenda

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

6. 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.

7. 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 Payment of Claims and Electronic Transfer of Funds
- b. Adopt Resolution 19-04 Accepting 2018 Donations
- c. Conduit Bonding Policy
 - a. Resolution 19-05 Adopting Private Activity / Conduit Revenue Debt Policy
 - b. Ordinance 184 Amending City of Elko New Market Fee Schedule, Ordinance No. 183, Concerning Conduit Financing
- d. Adopt Resolution 19-07 Approving One Day Gambling Permit for N.E.W. Lions on May 3, 2019
- e. Approve Employment Agreement Between the City of Elko New Market and Sandra Green

8. General Business

- a. Adopt Resolution 19-06 Appointing Planning Commissioner
- b. Appointment of Council Representative to Administrative Board of Appeals

9. Public Hearings

- a. 2019 Streets Rehabilitation Project

- i. Resolution 19-08 Ordering Improvement

10. Reports

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
 - i. Draft Parks & Recreation Commission Minutes of January 8, 2019 Meeting
- 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. Civic & Community Events Committee (CCEC)
 - Draft CCEC Minutes of January 8, 2019 Meeting
 - vi. Downtown Improvement Committee

11. Discussion by Council

12. Adjournment



STAFF MEMORANDUM

| | |
|--------------------------|---|
| SUBJECT: | Presentation of Elko New Market Claims and Electronic Transfer of Funds |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Stephanie Fredrickson, Administrative Assistant |
| REQUESTED ACTION: | Approve Payment of Current Claims |

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Each City Council meeting the Administrative Assistant presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

***Check Summary Register©**

January 24, 2019

| Name | Check Date | Check Amt | |
|--|------------|--------------------|--------------------------------|
| AUTOPAYS | | | |
| Paid Chk# 005895EMN DEPT OF REVENUE | 1/14/2019 | \$49.69 | Vendor Liability |
| Paid Chk# 005896EINTERNAL REVENUE SERVICE | 1/14/2019 | \$682.72 | Vendor Liability |
| Paid Chk# 005897EHEALTH EQUITY, INC. | 12/27/2018 | \$416.53 | H.S.A. Employee Contributions |
| Paid Chk# 005898ENEW MARKET BANK | 12/13/2018 | \$15.00 | DEC Payroll ACH Fee |
| Paid Chk# 005899ENEW MARKET BANK | 12/27/2018 | \$15.00 | DEC Payroll ACH Fee |
| Paid Chk# 005900ENORTHERN TOOL & EQUIPMENT | 12/31/2018 | \$168.89 | Water Repairs |
| Paid Chk# 005901EDELTA DENTAL OF MINNESOTA | 12/3/2018 | \$7.75 | Dental-outstanding premium bal |
| Paid Chk# 005902ENUVERA COMMUNICATIONS, INC | 1/20/2019 | \$323.01 | Police Dept Phone/Fax |
| Paid Chk# 005903ENUVERA COMMUNICATIONS, INC | 1/20/2019 | \$542.77 | Area Hall Phone/SCADA |
| Paid Chk# 005904EXGEL ENERGY | 1/31/2019 | \$397.49 | Streetlights |
| Paid Chk# 005905EPSN | 1/5/2019 | \$982.66 | Webstore/Credit Card Processin |
| Paid Chk# 005906ENUVERA COMMUNICATIONS, INC | 1/20/2019 | \$49.99 | 139503 - 25499 Natchez Ave |
| Paid Chk# 005907ENUVERA COMMUNICATIONS, INC | 1/20/2019 | \$169.11 | 937759 - 25499 Natchez Ave Bld |
| Paid Chk# 005908EHEALTH PARTNERS | 1/22/2019 | \$11,472.29 | Medical Insurance- January 201 |
| Paid Chk# 005909EHEALTH PARTNERS | 1/23/2019 | \$12,918.03 | Health Partners February 2019 |
| Paid Chk# 005910EMN DEPT OF LABOR & INDUSTRY | 1/9/2019 | \$461.17 | 2018 State Surcharge Report |
| TOTAL | | \$28,672.10 | |

PRE-PAIDS

| | | | |
|---|-----------|--------------------|-----------------------------|
| Paid Chk# 039333 UNITED STATES POSTAL SVC | 1/11/2019 | \$296.52 | Postage – Dec Utility Bills |
| Paid Chk# 039334 PAYROLL | 1/24/2019 | \$156.99 | |
| Paid Chk# 039335 PAYROLL | 1/24/2019 | \$2,414.40 | |
| Paid Chk# 039336 PAYROLL | 1/24/2019 | \$2,640.88 | |
| Paid Chk# 039337 PAYROLL | 1/24/2019 | \$2,560.39 | |
| Paid Chk# 039338 PAYROLL | 1/24/2019 | \$2,360.61 | |
| Paid Chk# 039339 PAYROLL | 1/24/2019 | \$3,007.77 | |
| Paid Chk# 039340 PAYROLL | 1/24/2019 | \$2,874.82 | |
| Paid Chk# 039341 PAYROLL | 1/24/2019 | \$2,268.41 | |
| Paid Chk# 039342 PAYROLL | 1/24/2019 | \$46.17 | |
| Paid Chk# 039343 PAYROLL | 1/24/2019 | \$2,470.55 | |
| Paid Chk# 039344 PAYROLL | 1/24/2019 | \$2,380.71 | |
| Paid Chk# 039345 PAYROLL | 1/24/2019 | \$1,965.20 | |
| Paid Chk# 039346 PAYROLL | 1/24/2019 | \$2,339.45 | |
| Paid Chk# 039347 PAYROLL | 1/24/2019 | \$1,931.52 | |
| Paid Chk# 039348 PAYROLL | 1/24/2019 | \$1,163.01 | |
| Paid Chk# 039349 PAYROLL | 1/24/2019 | \$46.17 | |
| Paid Chk# 039350 PAYROLL | 1/24/2019 | \$1,841.68 | |
| Paid Chk# 039351 PAYROLL | 1/24/2019 | \$2,268.41 | |
| Paid Chk# 039352 PAYROLL | 1/24/2019 | \$277.05 | |
| Paid Chk# 039353 PAYROLL | 1/24/2019 | \$2,124.31 | |
| Paid Chk# 039354 PAYROLL | 1/24/2019 | \$1,864.14 | |
| Paid Chk# 039355 PAYROLL | 1/24/2019 | \$976.99 | |
| Paid Chk# 039356 PAYROLL | 1/24/2019 | \$3,099.42 | |
| Paid Chk# 039357 PAYROLL | 1/24/2019 | \$2,290.87 | |
| TOTAL | | \$45,666.44 | |

CHECK REGISTER

| | | | |
|---|-----------|------------|-------------------------------|
| Paid Chk# 039358 A&B AUTO ELECTRIC INC | 1/24/2019 | \$50.00 | PW - Fleet Maint & Equip |
| Paid Chk# 039359 AIRGAS USA, LLC | 1/24/2019 | \$163.05 | FD - Oxygen |
| Paid Chk# 039360 ANCHOR SOLAR INVESTMENTS | 1/24/2019 | \$243.58 | Solar Panel Lease |
| Paid Chk# 039361 BANYON DATA SYSTEMS INC | 1/24/2019 | \$2,580.00 | Support |
| Paid Chk# 039362 BURNET TITLE | 1/24/2019 | \$56.82 | Utility Billing Credit Refund |
| Paid Chk# 039363 CAMPBELL KNOTSON | 1/24/2019 | \$4,580.09 | General Matters |
| Paid Chk# 039364 CDW GOVERNMENT | 1/24/2019 | \$211.76 | Computer Equipment |
| Paid Chk# 039365 RENEE CHRISTIANSON | 1/24/2019 | \$22.35 | SCALE Svc Delivery Mtg Food |
| Paid Chk# 039366 CINTAS CORPORATION NO. 2 | 1/24/2019 | \$6.40 | PW UNIFORMS |
| Paid Chk# 039367 CITY OF SAVAGE | 1/24/2019 | \$7,530.54 | IT Items/Support |
| Paid Chk# 039368 DEBRA BINION MILLER | 1/24/2019 | \$29.11 | Utility Billing Credit Refund |
| Paid Chk# 039369 EARL F. ANDERSON, INC. | 1/24/2019 | \$196.92 | PW - Signs |
| Paid Chk# 039370 FASTENAL COMPANY | 1/24/2019 | \$2,964.06 | PW - Large Tools |
| Paid Chk# 039371 FISH ROCK COUNTRY MARKET | 1/24/2019 | \$8.07 | Water Repairs |
| Paid Chk# 039372 GOPHER STATE ONE CALL | 1/24/2019 | \$62.15 | 2019 Facility Operator Fee |
| Paid Chk# 039373 HAWKINS, INC. | 1/24/2019 | \$10.00 | PW - Water Chemicals |
| Paid Chk# 039374 HENNEPIN TECHNICAL COLLEGE | 1/24/2019 | \$2,400.00 | FD - Training-Todd F. 2018 |

CITY OF ELKO/NEW MARKET

*Check Summary Register©

January 24, 2019

| | Name | Check Date | Check Amt | |
|--------------|---------------------------------------|------------|---------------------|--------------------------------|
| Paid Chk# | 039375 JOSHUA & DANIELLE HOISETH | 1/24/2019 | \$4.03 | Utility Billing Credit Refund |
| Paid Chk# | 039376 ZACHARY & GINA KANE | 1/24/2019 | \$24.05 | Utility Billing Credit Refund |
| Paid Chk# | 039377 KELLEY FUELS, INC. | 1/24/2019 | \$1,822.06 | PW - Fuel |
| Paid Chk# | 039378 KIRVIDA FIRE, INC. | 1/24/2019 | \$2,539.26 | FD Repairs - Engine 1 |
| Paid Chk# | 039379 LAKEVILLE SANITARY, INC. | 1/24/2019 | \$314.69 | 11038 - Police Station |
| Paid Chk# | 039380 LEAGUE OF MN CITIES | 1/24/2019 | \$450.00 | PATROL Subscription |
| Paid Chk# | 039381 MAHOWALD BUILDERS | 1/24/2019 | \$200.00 | Sylvester Meadows Wetland App |
| Paid Chk# | 039382 METROPOLITAN COUNCIL | 1/24/2019 | \$13,320.45 | SAC - 4th Qtr 2018 |
| Paid Chk# | 039383 METRO CITIES | 1/24/2019 | \$2,172.00 | 2019 Metro Cities News |
| Paid Chk# | 039384 MORTON BUILDINGS, INC. | 1/24/2019 | \$1,369.00 | Wagner Park Shelter Repair |
| Paid Chk# | 039385 MVTL LABORATORIES | 1/24/2019 | \$95.00 | PW - Water Testing |
| Paid Chk# | 039386 NORTHWEST ASSOCIATED | 1/24/2019 | \$24.80 | 2040 Comp Plan |
| Paid Chk# | 039387 NAPA AUTO PARTS | 1/24/2019 | \$19.98 | PW - Fleet Maint & Equip |
| Paid Chk# | 039388 NORTHLAND PEST CONTROL | 1/24/2019 | \$21.25 | Pest Control - Library |
| Paid Chk# | 039389 POMPS TIRE SERVICE, INC. | 1/24/2019 | \$584.28 | PD - Fleet |
| Paid Chk# | 039390 PREMIER TITLE INSURANCE AGE | 1/24/2019 | \$5,100.00 | Erosion Control Refund - 1441 |
| Paid Chk# | 039391 QUALITY FLOW SYSTEMS, INC. | 1/24/2019 | \$1,185.00 | PW - Sewer Repairs |
| Paid Chk# | 039392 QUILL CORPORATION | 1/24/2019 | \$297.99 | Office Supplies - Ink/Toner |
| Paid Chk# | 039393 R&R CLEANING CONTRACTORS, | 1/24/2019 | \$92.70 | Rugs - Dec 2018 Svc |
| Paid Chk# | 039394 RAV HOLDINGS LLC | 1/24/2019 | \$5,100.00 | Landscape Escrow |
| Paid Chk# | 039395 B. SCHAFFER | 1/24/2019 | \$26.93 | Utility Billing Credit Refund |
| Paid Chk# | 039396 SCHLOMKAS PORTABLE | 1/24/2019 | \$420.00 | Portable Restrooms - Dec 2018 |
| Paid Chk# | 039397 SCOTT COUNTY TREASURER | 1/24/2019 | \$38,560.05 | Library Loan Interest |
| Paid Chk# | 039398 HALEY SEVENING | 1/24/2019 | \$32.70 | Mileage 10/18-12/18 |
| Paid Chk# | 039399 SHERWIN-WILLIAMS | 1/24/2019 | \$390.66 | PW - Water Repairs |
| Paid Chk# | 039400 North American Banking Company | 1/24/2019 | \$15.00 | Shredding |
| Paid Chk# | 039401 SORENSON CONSULTING | 1/24/2019 | \$375.00 | Pre-employment Assessment - Ke |
| Paid Chk# | 039402 SOUTH METRO RENTAL | 1/24/2019 | \$982.50 | PW - Stormwater Repairs |
| Paid Chk# | 039403 STERLING CODIFIERS | 1/24/2019 | \$2,331.00 | Code Book Supplement |
| Paid Chk# | 039404 STREICHER'S INC | 1/24/2019 | \$715.10 | Ammo |
| Paid Chk# | 039405 BRENT & DEBBIE TAIT | 1/24/2019 | \$84.64 | Utility Billing Credit Refund |
| Paid Chk# | 039406 TIM'S SMALL ENGINE SERVICE | 1/24/2019 | \$286.39 | PW - Fleet Maint & Equip |
| Paid Chk# | 039407 TITLESMAART, INC. | 1/24/2019 | \$9.94 | Utility Billing Credit Refund |
| Paid Chk# | 039408 US BANK - CM9705 | 1/24/2019 | \$712,507.50 | 2013A Bond Interest |
| TOTAL | | | \$812,588.85 | |

DIRECT DEPOSIT

| | | | | |
|--------------|----------------------|-----------|--------------------|--|
| Paid Chk# | 502232EBi-Weekly ACH | 1/14/2019 | \$4,471.01 | |
| Paid Chk# | 502270EBi-Weekly ACH | 1/24/2019 | \$45,881.98 | |
| TOTAL | | | \$50,352.99 | |



STAFF MEMORANDUM

| | |
|--------------------------|---|
| SUBJECT: | 2018 Donations to the City of Elko New Market |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Mark Nagel, Assistant City Administrator |
| REQUESTED ACTION: | Adopt Resolution 19-04 Accepting 2018 Donations |

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 year the City Council is required to approve all donations received during that year.

DISCUSSION:

Minnesota Statutes Section 465.03 requires that donations of real or personal property be accepted by a resolution of the City Council adopted by a two-thirds majority of its members.

Donations in the amount of \$4,670 in contributions and donations were received by the City for use on public purposes by the CCEC, Parks Commission and Police Department. The list of donors, donations amount, and specific public purpose are attached to this Memorandum and the Resolution.

ACTION:

City Council is being asked to approve Resolution 19-04 accepting contributions and donations received in 2018 from the attached list of donors.

Attachments:

- Resolution 19-04 Accepting Donations
- Donations List

**CITY OF ELKO NEW MARKET
RESOLUTION NO. 19-04**

RESOLUTION ACCEPTING 2018 DONATIONS

WHEREAS, The City of Elko New Market is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the persons and entities have offered to contribute the real and personal property set forth in Attachment A to the city;

WHEREAS, All such donations have been contributed to be used by the city for purposes that are both authorized by statute and serve a public purpose; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and operate recreational facilities and programs either alone or in cooperation with others, as allowed by law.
2. The City Clerk is authorized to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the Elko New Market City Council on the 24th day of January, 2019.

Approved:

Joe Julius, Mayor

Attested:

Tom Terry, City Clerk

2018 DONATIONS

| Tran Name | Amount | Vendor/Customer | Comments |
|---------------|-----------------|-----------------|---|
| Cash Receipt | -700.00 | N.E.W. LIONS | Contributions and Donations N.E.W. LIONS |
| Cash Receipt | -309.40 | N.E.W. LIONS | Contributions and Donations |
| Cash Receipt | -501.95 | N.E.W. LIONS | Contributions and Donations |
| AR Receipt | -468.00 | N.E.W. LIONS | CONCRETE SLAB FOR GARDEN TO RECLASS N.E.W. LIONS DONATION FOR WEBSTER GARDEN PROJECTS |
| Journal Entry | -1412.84 | | |
| Cash Receipt | -316.00 | N.E.W. LIONS | Contributions and Donations N.E.W. LIONS |
| | -3708.19 | | |

| Tran Name | Amount | Vendor/Customer | Comments |
|--------------|----------------|-----------------|---------------------------|
| Cash Receipt | -360.00 | N.E.W. LIONS | DONATION TO PD FOR NARCAN |
| | -360.00 | | |

| Tran Name | Amount | Vendor/Customer | Comments |
|--------------|----------------|-------------------------|--|
| Cash Receipt | -200.00 | SHOP WITH A COP REVENUE | Contributions and Donations SHOP WITH A COP REVENUE |
| | -200.00 | | |

| Tran Name | Amount | Vendor/Customer | Comments |
|--------------|----------------|-----------------|--|
| Cash Receipt | -200.00 | ZHRATKA, EVE | Contributions and Donations ZHRATKA, EVE |
| | -200.00 | | |

| Tran Name | Amount | Vendor/Customer | Comments |
|--------------|-----------------|-----------------------------|--|
| Cash Receipt | -40.00 | COMMUNITY EVENTS REVENUE | Community Events Contributions & Donations COMMUNITY EVENTS REVENUE |
| AR Receipt | -40.00 | PARK NICOLLET CLINIC - LKVL | 2018 Halloween Game Sponsor Fee |
| Cash Receipt | -1000.00 | ELKO HOLDING CO INC | Community Events Contributions & Donations ELKO HOLDING CO INC |
| Cash Receipt | -250.00 | NUVERA COMMUNICATIONS, INC. | FIRE RESCUE DAYS DONATION |
| Cash Receipt | -300.00 | DAKOTA ELECTRIC ASSOCIATION | FIRE RESCUE DAYS DONATION |
| Cash Receipt | -500.00 | WIDE AWAKE ENTERPRISES LLC | FIRE RESCUE DAYS DONATION |
| Cash Receipt | -2000.00 | ELKO HOLDING CO INC | FIRE RESCUE DAYS - DONATION |
| Cash Receipt | -500.00 | ELKO HOLDING CO INC | Community Events Contributions & Donations Community Events Contributions & Donations |
| Cash Receipt | -40.00 | COMMUNITY EVENTS REVENUE | COMMUNITY EVENTS REVENUE |
| | -4670.00 | | |



STAFF MEMORANDUM

| | |
|--------------------------|--|
| SUBJECT: | Conduit Financing Policy |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Renee Christianson, Community Development Specialist |
| REQUESTED ACTION: | Adopt Resolution No. 19-05 Adopting Private Activity/Conduit Revenue Debt Policy, and adopt Ordinance No. 184 Amending the City's Fee Schedule Concerning Conduit Financing Applications |

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
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- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

At the December 20, 2018 meeting of the Economic Development Authority, Bruce Kimmel from Ehlers gave a presentation regarding conduit financing and a draft policy was presented to the Commission. Conduit financing, also referred to as conduit bonding, is a situation where tax-exempt bonds are issued by a government agency and the proceeds are used for a defined purpose by another entity, such as a private developer or non-profit agency. Local units of government commonly use conduit financing as an economic development tool. By issuing tax exempt bonds for a development project, the developer/recipient will benefit from a lower interest rate.

DISCUSSION

Following the presentation and discussion at the EDA meeting, the EDA voted unanimously to recommend the adoption of the draft Conduit Financing Policy to the City Council. Also included was a recommendation to establish an administrative fee of .5% of the principal amount of the bonds, and an escrow requirement of \$10,000.

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 draft policy and ordinance, and has recommended approval.

REQUESTED ACTION:

The City Council is being asked to adopt Resolution No. 19-05 Adopting Private Activity/Conduit Revenue Debt Policy, and adopt Ordinance No. 184 Amending the City's Fee Schedule Concerning Conduit Financing Applications.

Attachments:

(Draft) Private Activity / Conduit Revenue Debt Policy

(Draft) Resolution #19-05

(Draft) Ordinance #184

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

RESOLUTION NO. 19-05

**RESOLUTION ADOPTING PRIVATE ACTIVITY / CONDUIT REVENUE
DEBT POLICY**

WHEREAS, the City of Elko New Market is granted the power to issue private activity bonds under Minnesota Statutes, Section 469.152-469.165 and Minnesota Statutes Chapter 462C; and

WHEREAS, the City has determined it is appropriate to adopt a policy regarding the use of private activity bonds pursuant to the Statutes;

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Elko New Market, County of Scott, Minnesota, hereby adopts the Private Activity / Conduit Revenue Debt Policy.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET THIS
24th DAY OF JANUARY, 2019.**

SIGNED:

Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

City of Elko New Market, Minnesota

Private Activity / Conduit Revenue Debt Policy

Adopted by City Council

January 24, 2019 (Resolution #19-04)

The City of Elko New Market, Minnesota is granted the power to issue private activity bonds (referred to here as conduit revenue bonds) under Minnesota Statutes, Section 469.152-469.165, as amended, and Minnesota Statutes, Chapter 462C, as amended.

The Elko New Market City Council, being aware that such financing may help to introduce new health care service options and/or attainable senior and workforce housing options into the City, and/or prevent the emergence of blighted land, excessive unemployment and the need for redevelopment financing from the State and Federal governments, has expressed its support for the use of such financing but has reserved the right to approve or reject projects on a case-by-case basis. The following criteria have been developed as a guide for review of applications:

1. Criteria

- a. The project is to be compatible with the overall development plans and objectives of the City and neighborhood where the project is located.
- b. New businesses developing facilities in Elko New Market must show new tax base being generated by the project.
- c. Locating in areas of the City that the City wishes to develop, redevelop, or which in any way complements any development plans or policy of the City, will constitute a prime purpose under this policy.
- d. It is the City's intent to assist in business expansions or relocations within the City where it can be shown that such would have a substantial, favorable impact on employment, tax base, or both.
- e. It is the City's intent to assist new or existing businesses in the acquisition of existing facilities, where such acquisition will maintain the stability of the tax base, employment, or both.
- f. The project must not put a burden on existing City services or utilities beyond that which can be reasonably and economically accommodated.

- g. The applicant must show complete development budget and plan of finance. Applicant must provide copies of all financing agreements relating to the proposed conduit bond transaction for review by the City
- h. The credit rating and method of offering conduit bonds are important considerations. The City will not entertain applications for such financings unless:
 - (i) the debt is rated investment grade by a nationally recognized rating agency; or
 - (ii) the debt is sold in a private placement.

Debt will be considered sold in a private placement if:

- (i) no advertising or solicitation of the general public occurs, and
- (ii) the bonds are initially sold to not more than ten purchasers (not including any underwriter or placement agent as a purchaser), and
- (iii) the City receives written certification from each initial purchaser (or each underwriter or placement agent based on its reasonable belief) that:
 - (a) such purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and the risks of the debt, and
 - (b) such purchaser is not purchasing for more than one account or with a view to distributing the debt.

In addition, for a private placement either:

- (i) all bonds or notes (except for one bond or note) must remain in minimum denominations of not less than \$100,000, with the exception of charter schools which may have minimum denominations of \$25,000; or
 - (ii) investment letters from not only each initial purchaser, but from any subsequent purchaser must be obtained which contains the above described certifications from the purchasers.
- i. The term “conduit” refers to any type of City revenue obligation, the proceeds of which are loaned to a private party and for which the City has no financial obligation. Any offering material for a private placement must prominently state

in effect that: “THE CITY OF ELKO NEW MARKET HAS NOT ASSUMED ANY RESPONSIBILITY TO REVIEW THIS OFFERING MATERIAL AND HAS NO RESPONSIBILITY FOR ITS ACCURACY OR COMPLETENESS. THE CITY HAS NO FINANCIAL OBLIGATION OF ANY NATURE WITH RESPECT TO THE OFFERED BONDS.” Finally, to qualify as a private placement the financing documents must require annual financial statements from the benefited private party (or the ultimate provider of credit) to be delivered to each bond purchaser / investor (or a trustee).

- j. Applications for acquisition of or replacement of machinery and equipment will be discouraged unless in conjunction with a totally new business in Elko New Market, a physical plant expansion of an existing business, or where it is shown that the equipment acquisition is essential to the continued operation of the business in Elko New Market. It is the City’s intent to assist where possible in the acquisition of pollution control equipment for any new or existing business being required to meet mandated standards.

2. Procedures

- a. The applicant shall make an application for financing on forms available from the City of Elko New Market. The completed application is to be returned to the City Administrator and/or Community Development Specialist, accompanied by the processing fee, whereupon the application will be forwarded to the City Council with a staff recommendation. Findings shall be made and recited regarding the criteria as well as satisfaction of public purposes of the applicable statutes.
- b. The applicant shall furnish along with the application, a description of the project, plat plan, rendering of proposed building, etc., and a brief description of the applicant company, all in such form as shall be required at the time of application. This data, as necessary, may be furnished to members of the City Council for background information.
- c. The application cannot be considered by the City Council until tentative City Code findings and requirements have been made with respect to zoning, building plans, platting, streets and utility services.
- d. The applicant is to select qualified financial consultants and/or underwriters, as well as legal counsel, to prepare all necessary documents and materials. The City may rely on the opinion of such experts and the application shall be accompanied by a financial analysis (pro forma income statement, debt service coverage,

mortgage terms, etc.) as to the economic feasibility of the project and the financing provider's anticipated ability to market and/or purchase the Bonds. Financial material submitted must also include most recent fiscal year-end, audited, financial statements of the applicant and/or of any major lessee tenant, if readily available.

- e. Further, in the case of tax-exempt mortgage placements, the applicant will be required to furnish the City, before passage of the Final Resolution, a comfort letter (but not necessarily a letter of commitment) from the lending institution, to the effect that said lending institution has reviewed the economic feasibility of the project, including the financial responsibility of the guarantors and find that, in their professional judgment, it is an economically viable project.
- f. If an allocation of bonding authority is required under Minnesota Statutes, Chapter 474A, as amended, the applicant shall be required to pay any required application fee and provide any required application deposit as specified in Chapter 474A, without regard to whether the application fee or application deposit will be refunded.
- g. The applicant shall covenant in the applicable conduit bond documents to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the "Code"), and the applicable Treasury Regulations, including, but not limited to: (i) the arbitrage and rebate requirements of Section 148 of the Code; and (ii) the qualified bonds provisions of Sections 141(e), 142, 143, 144, and 145 of the Code. The applicant shall be the party responsible for monitoring the conduit bonds for compliance with such requirements and to remediate nonqualified bonds in accordance with the requirements of the Code and applicable Treasury Regulations. The applicant shall be the party responsible for monitoring compliance with the requirements of Section 148 of the Code.
- h. The applicant shall covenant in the applicable conduit bond documents to reimburse the City for all costs paid or incurred by the City (including the fees of attorneys, financial advisors, accountants, and other advisors) as a result of the City's response to or compliance with an audit, inspection, or compliance check (random or otherwise), by the Internal Revenue Service, the Minnesota Department of Revenue, the Minnesota Office of the State Auditor, or any other governmental agency with respect to the conduit bonds or the project financed with the proceeds of the conduit bonds.

3. Administrative Fees and Provisions

- a. The City Council reserves the right to deny any application for financing at any stage of the proceedings prior to adopting the final resolution authorizing issuance of the conduit financing. The City Council may waive any provision of this Conduit Bonds Policy if the City Council determines that such waiver is in the best interests of the City.
- b. The City is to be reimbursed, and held harmless, for and from any out-of-pocket costs related to the actual or proposed issuance of conduit revenue bonds. An escrow shall be placed with the City, as adopted on the City's annual fee schedule. Upon closing, an administrative fee equal to one-half percent (.5%) of the principal amount of the bonds is due and payable to the City.
- c. In the case of a refinancing, the fee shall be calculated at 50% of the above schedule. The City will be reimbursed for any technical changes to a bond issue previously issued at 25% of the above schedule.
- d. All applications and supporting materials and documents shall remain the property of the City. Note that all such materials may be subject to disclosure and/or public review under applicable provisions of State law.
- e. The City Finance Department shall, report all conduit debt issues in the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles and shall report any material events with regard to all conduit debt issued by the City, and still outstanding, to the City Council.
- f. The applicant will be responsible for providing the City any required arbitrage reports, continuing disclosure reports, and annual financial statements after the issuance of the debt.

[Conclusion of City Private Activity / Conduit Debt Policy]



STAFF MEMORANDUM

| | |
|--------------------------|---|
| SUBJECT: | One Day Gambling Permit for N.E.W. Lions |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Mark Nagel, Assistant City Administrator |
| REQUESTED ACTION: | Adopt Resolution 19-07 Approving One Day Gambling Permit on May 3, 2019 for N.E.W. Lions 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
- Performance Measurement
- Professionalism

BACKGROUND

N.E.W. Lions Club is applying for a one day gambling permit for an event to be held at Wagner Park Pavilion, 121 Todd Street, Elko New Market, Minnesota on May 3, 2019.

DISCUSSION

The N.E.W. Lions Club has been granted One Day Gambling Permits allowing N.E.W. Lions to conduct raffles for fund raising for their organization many times in accordance with State law. N.E.W. Lions Club is requesting City Council approval to hold a raffle at Wagner Park Pavilion on Friday, May 3, 2019. This is an annual fund raiser for the N.E.W. Lions organization for the services that they provide for the betterment of the community. The City has never received any complaints regarding the events conducting lawful gambling by the N.E.W. Lions Club.

N.E.W. Lions Club has submitted all required documentation required by State law and associated fees.

Staff recommends that City Council approves the One Day Gambling Permit for N.E.W. Lions Club for their annual fund raiser, so that they can continue their good work on behalf of area citizens, by passing the attached Resolution for submittal to the Minnesota Gambling Control Board.

Attachments:

Resolution 19-07 Approving a One Day Gambling Permit for N.E.W. Lions Club on Friday, May, 3, 2019

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO 19-07

ONE DAY GAMBLING PERMIT FOR N.E.W. LIONS

WHEREAS; N.E.W. Lions, Elko New Market has submitted an application for a gambling permit for Wagner Park Pavilion, located at 121 Todd Street, Elko New Market, Minnesota, 55054;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to N.E.W. Lions for the premises located at Wagner Park Pavilion, 121 Todd Street, Elko New Market, Minnesota 55054, for a One Day Gambling Permit for May 3, 2019. Types of gambling activity the organization will be conducting are Raffles. This is a non-profit organization and previous applications are on file with the Gambling Control Board.

APPROVED AND ADOPTED this 24th day of January, 2019.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Tom Terry, Acting City Clerk



STAFF MEMORANDUM

| | |
|--------------------------|---|
| SUBJECT: | Employment Agreement Between the City of Elko New Market and Sandra Green |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Thomas Terry, City Administrator |
| REQUESTED ACTION: | Approve Employment Agreement Between the City of Elko New Market and Sandra Green |

COMMUNITY VISION:

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5 YEAR GOALS:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Former City Clerk Sandra Green retired after 19 years, effective December 14, 2018. The duties of the position include traditional clerical duties as well as certain responsibilities related to accounting, human resources, as well as other areas. With Green's retirement, the City is in the process of hiring a Deputy City Clerk and has also recently hired an Accountant.

DISCUSSION:

The City Council is being asked to consider an Employment Agreement Between the City of Elko New Market and Sandra Green for employment on a part-time basis to assist in training and additional work related to city clerk and accounting duties. The ability to access Green's experience and technical expertise will assist in the training of the new employees, reduce their time to competency, errors and provide a valuable resource.

BUDGET IMPACT:

This position has not been budgeted. However, it will be offset by the Clerk vacancy.

Attachments:

- Employment Agreement Between the City of Elko New Market and Sandra Green

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF ELKO NEW MARKET
AND SANDRA GREEN**

THIS AGREEMENT is made as of the 24th day of January, 2019, by and between **SANDRA GREEN** (the “**Employee**”) and the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (the “**City**”).

WHEREAS, the City is in the business of providing municipal services and must maintain appropriate staffing levels in order to do so; and

WHEREAS, the City desires to retain the services of Employee on a part-time basis to assist in training and additional work related to city clerk and accounting duties, and the Employee desires to perform such work for the City; and

WHEREAS, the Employee and the City have negotiated certain terms and conditions regarding the Employee’s relationship with the City and desire to enter into this written agreement under the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein it is hereby agreed:

1. POSITION. The City agrees to employ Employee to assist in training and other work related to city clerk and accounting duties. At all times during the performance of this Agreement, Employee shall adhere to all rules and regulations established by the City for the conduct of its employees. Employee shall not work more than 30 hours per week and shall provide services only on an “as needed” basis and at the direction of the City Administrator.

2. TERM. The Employer hereby retains the Employee for a fixed term from January 1, 2019 through December 31, 2019. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with City, subject only to the provisions of this Agreement.

3. COMPENSATION. The City shall compensate the Employee at \$40 per hour.

4. BENEFITS/REQUIREMENTS. Employee shall be eligible for social security, workers compensation, and mileage reimbursement as provided through the City of Elko New Market personnel policies.

5. OTHER BENEFITS/REQUIREMENTS. The Employee shall be accorded other benefits, and subject to all terms and conditions of employment as provided through City of Elko New Market personnel policies except that no probationary period will apply.

6. INDEMNIFICATION. Employer shall defend and indemnify Employee pursuant to Minn. Stat. § 466.07 and § 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violation of statutes, laws, rules, and ordinances, provided the Employee was acting in the performance of the duties of the position.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

AND _____
Tom Terry, City Administrator

EMPLOYEE:

Sandra Green



STAFF MEMORANDUM

| | |
|--------------------------|---|
| SUBJECT: | Planning Commissioner Appointment |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Renee Christianson, Community Development Specialist |
| REQUESTED ACTION: | Adopt Resolution #19-06 Appointing Todd Priebe to Planning Commission |

COMMUNITY VISION:

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

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

BACKGROUND

Heather Vetter had been appointed to the City's Planning Commission with her term running through March 31, 2020. Unfortunately, Commissioner Vetter resigned from the Commission based on other time commitments, and her final meeting was on September 25, 2018. The City council declared a vacancy and established an Interview Committee to interview applicants and make a recommendation to the City Council. The interview Committee consisted of Councilmember Kate Timmerman, Planning Commission Chairman Brad Smith, and Community Development Specialist Renee Christianson.

The City received two applications for the Planning Commission vacancy, and interviews were conducted on Tuesday, January 15th. The Interview Committee is unanimously recommending appointment of Todd Priebe to the Planning Commission. The term would be effective January 24, 2019 through March 31, 2020.

Mr. Priebe is a Realtor with Re/Max Advantage Plus in Lakeville and has a background in property development. Mr. Priebe is planning to attend the January 24, 2019 City Council Meeting to receive the Oath of Office.

REQUESTED ACTION:

Adopt Resolution 19-06 appointing Todd Priebe to the Planning Commission.

Attachments:

Resolution #19-06 Appointing Planning Commissioner

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

RESOLUTION NO. 19-06

RESOLUTION APPOINTING MEMBER TO THE PLANNING COMMISSION

WHEREAS, Planning Commissioner Heather Vetter has resigned her position as Planning Commissioner effective October 24, 2018; and

WHEREAS, Planning Commissioner Heather Vetter's term will expire March 31, 2020; and

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

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

APPROVED AND ADOPTED this 24th day of January, 2019 by the City Council of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk



STAFF MEMORANDUM

| | |
|--------------------------|--|
| SUBJECT: | Council Representative to Serve on the Administrative Appeals Board |
| MEETING DATE: | January 24, 2019 |
| PREPARED BY: | Thomas Terry, City Administrator |
| REQUESTED ACTION: | Motion to appoint Councilmember to serve as Council representative on Administrative Appeals Board |

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City Council established an Administrative Appeals Board composed of the City Administrator or designee, City Clerk or designee and Council Member appointed by the Council. This board was authorized to make adjustments in charges relating to water usage where, in the Board's opinion, it has been determined that the amount billed is erroneous due to meter deficiency or other mistake.

DISCUSSION

With Former Mayor Crawford leaving the Council, it has created a vacancy on the Administrative Appeals Board. The Council is being asked to appoint a representative to serve on the Board.

ACTION REQUESTED

Motion to appoint Councilmember _____ to serve as the City Council representative on the Administrative Appeals Board.



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

MEMORANDUM

Date: January 24th, 2019
To: Mayor Julius and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Resolution Ordering Improvement
2019 Streets Rehabilitation
Elko New Market
Project No.: T17.116817

BACKGROUND

The City Council is being asked to the adopt the attached resolution Ordering Improvement for the above-referenced project and asking the City Engineer to prepare plans and bidding documents for 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 ordering the improvement. Because this was a city initiated project (as opposed to a petition-driven project), passage by a 4/5 majority is required. The super majority is also required because the resolution asserts the project has no relationship to the comprehensive plan. It is for maintenance and preservation rather than expanding the city.

Council is being asked to adopt this resolution following the public hearing. The council can act immediately or up to 6 months following closure of the hearing. The purpose of the improvement hearing is to provide information to affected property owners about the project and estimated impacts from assessments. The hearing is an opportunity for the residents to be heard if they wish to ask questions or comment on the work or the assessments. The Improvement Hearing; however, is not the Assessment Hearing. A second hearing, typically following completion of the work, must be held to allow property owners to be heard on the actual assessments based on costs for the completed work. Amounts presented at the Improvement Hearing are estimates, subject to change with bid pricing, final quantities of work, and other adjustments or corrections. The assessment roll attached to the Feasibility Report is a draft and is not necessarily the roll or amounts that will be adopted after the Assessment Hearing.

Unless requested otherwise, staff will present information about the project and field questions from council and attendees during the hearing. Council can act or continue the hearing or discussion on the resolution as it deems appropriate after the hearing is concluded.

A resolution ordering the improvement is attached.

Date: January 24, 2019

RECOMMENDATION

Adopt by 4/5 or greater vote of the council the attached resolution Ordering the Improvement and Preparation of Plans 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

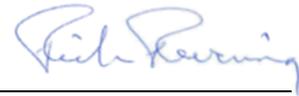
Elko New Market, MN

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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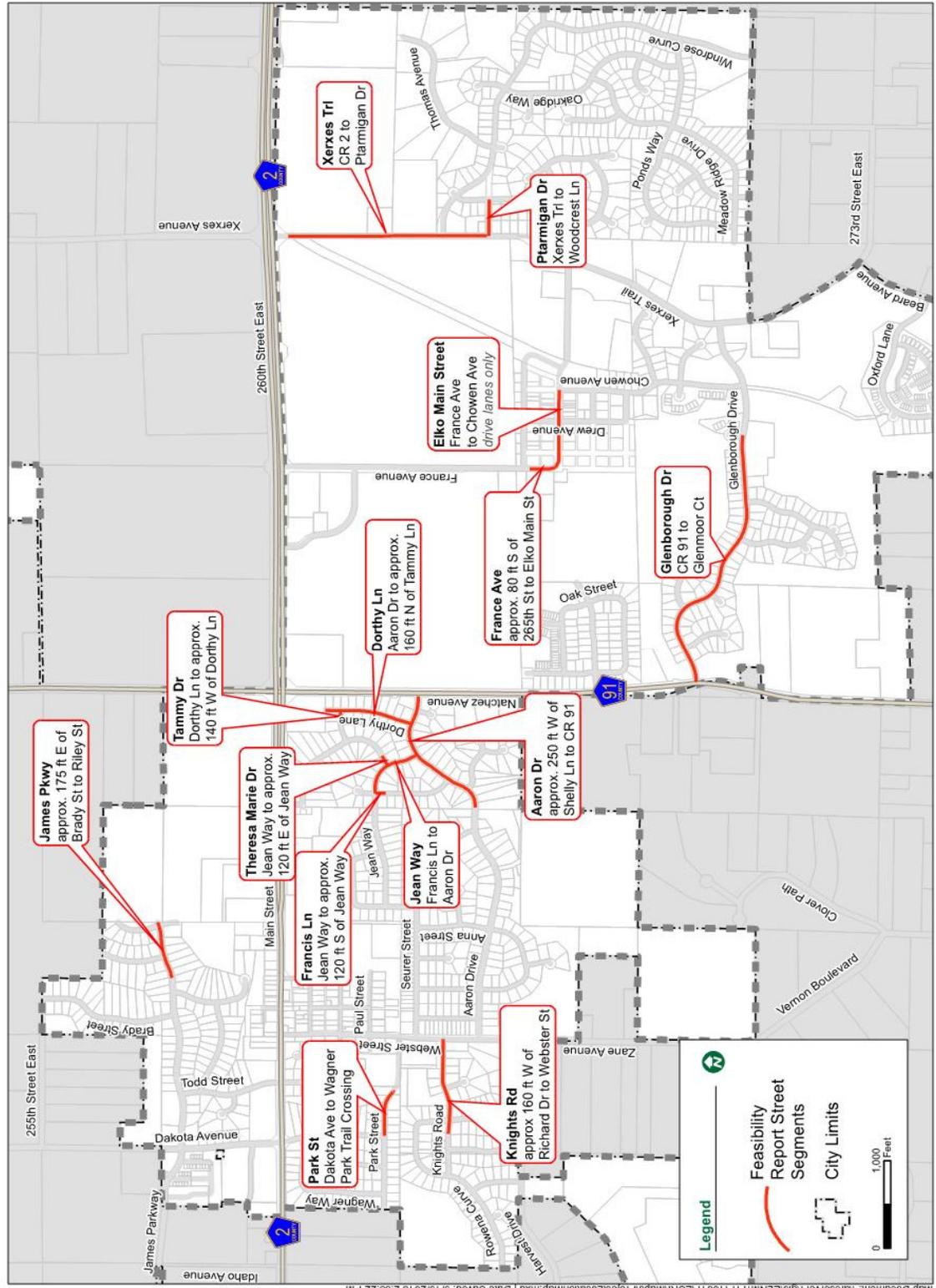
Appendix

- 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.

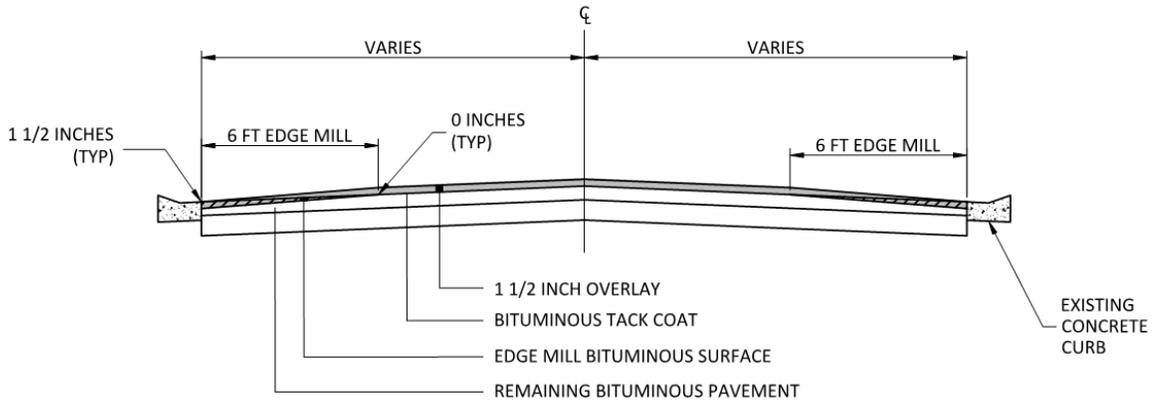
One street does show signs of a soft subgrade. Our experience on Jean Way and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

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.

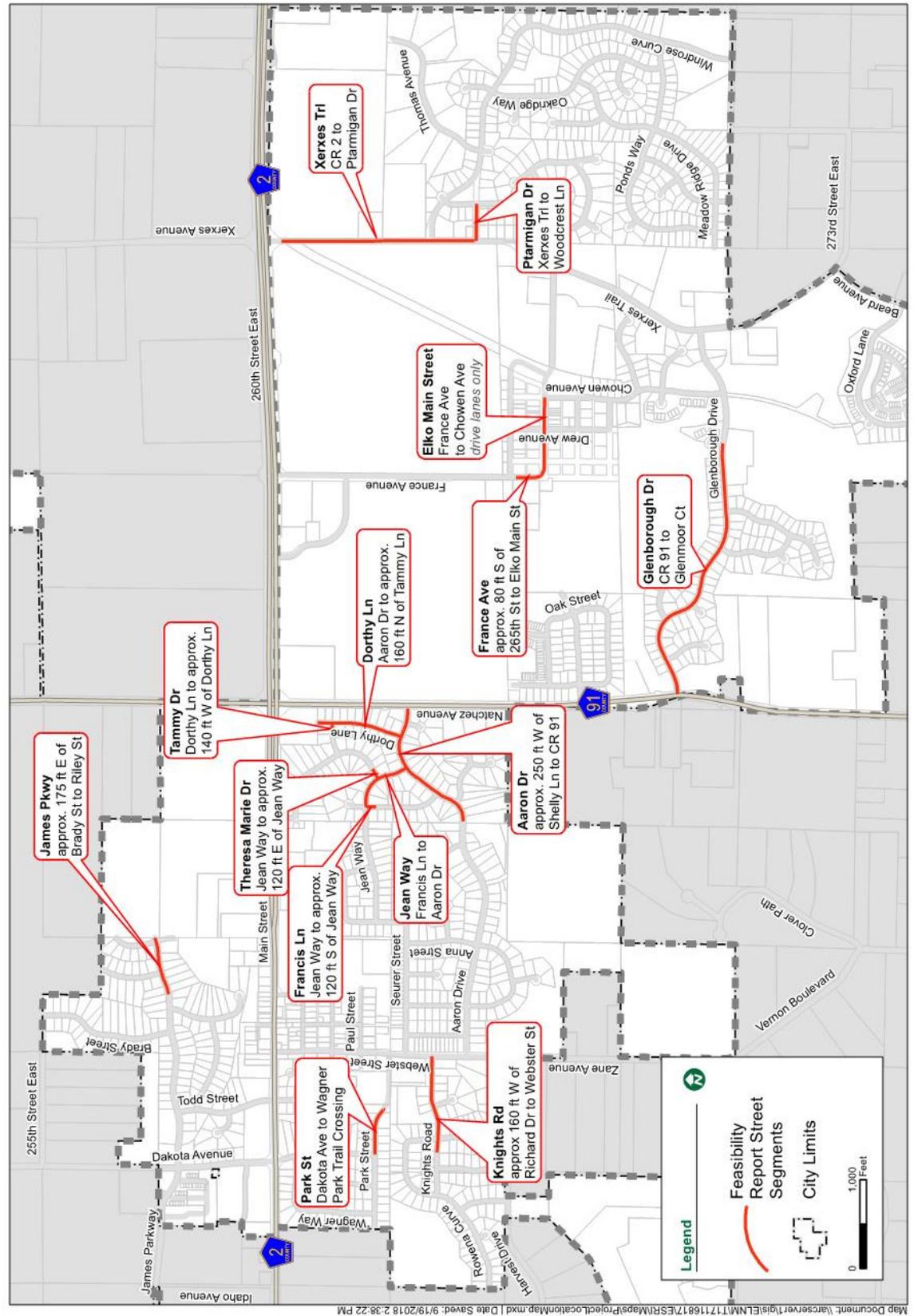
End of Executive Summary

PRELIMINARY ENGINEERING REPORT

INTRODUCTION

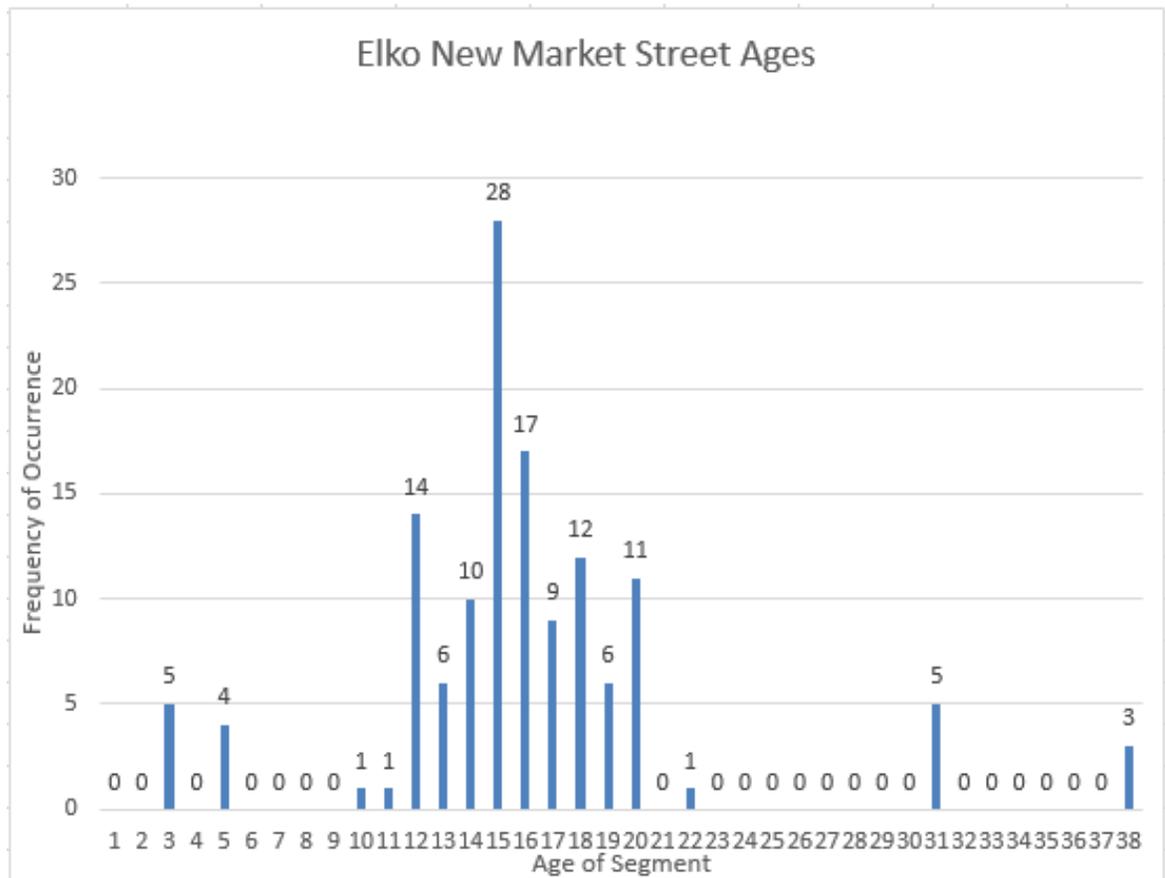
The Elko New Market City Council ordered preparation of this Feasibility Study at its August 23, 2018, regular meeting. The purpose of the project is pavement preservation (to extend the duration of acceptable pavement condition) of the City streets shown below in Figure 1.

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.

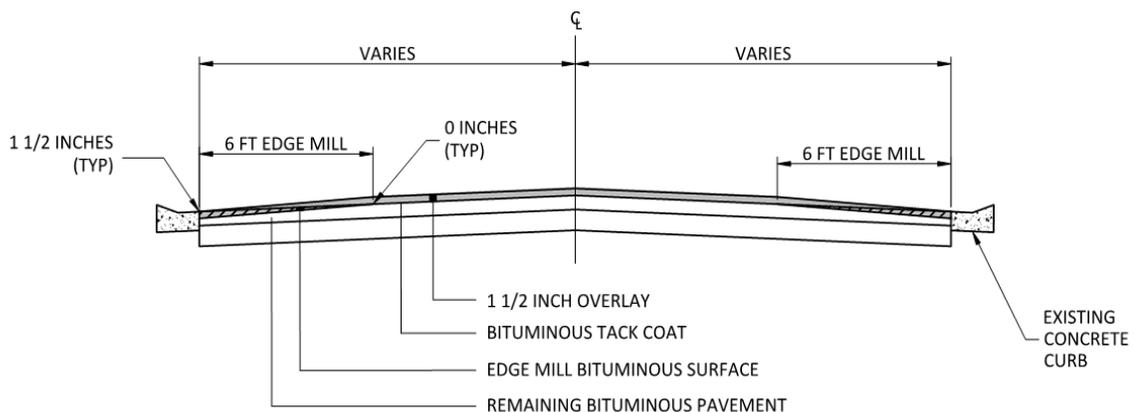
One street does show signs of a soft subgrade. Experience on Jean Way west of Francis Lane and the distresses observed lead staff to believe the sand subgrade is inadequately drained.

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

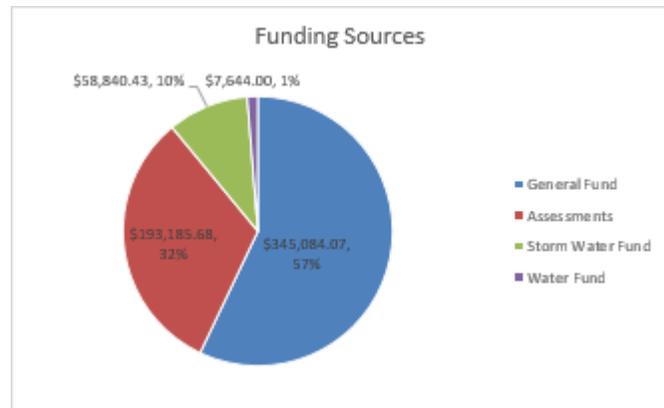


Date: 11/26/2018

| 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 Rating | 2018 | | | 2019 Mileage | | | |
|-----------------------|--------|--------|-------------|-------------|-------------|----------|----------|--------------|--------------|------------------|-------|-------|
| | | | | | | 2009 Age | 2016 Age | 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 | |

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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.

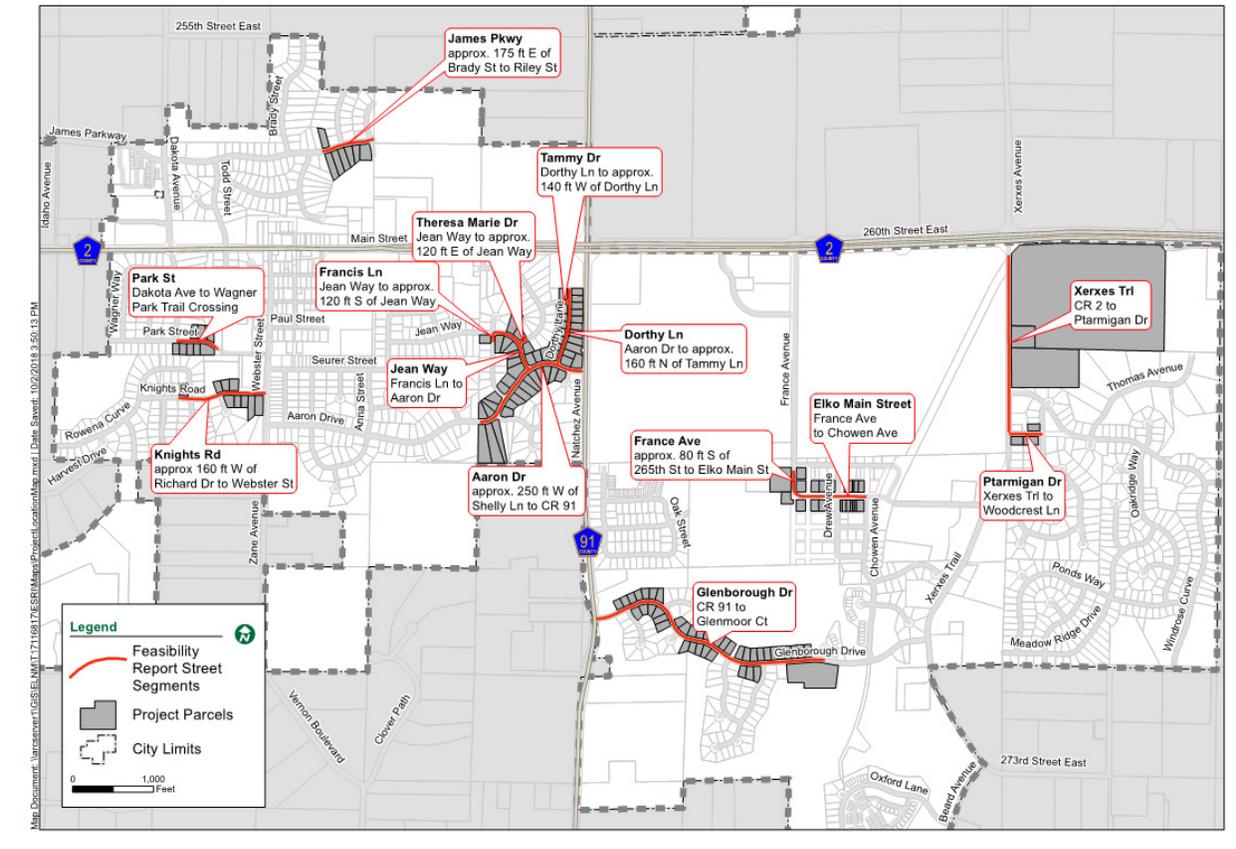
G. Pavement Management Systems

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 19-08

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 20th day of December, 2018, fixed a date for a council hearing on the proposed improvement the streets tabulated below by edge milling and thin overlay and associated work, and

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

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 24th day of January, 2019, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted on the

20th day of December, 2018.

3. Such improvement has no relationship to the comprehensive plan.
4. The City Engineer, Rich Revering, PE of Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the Elko New Market City Council this 24th day of January, 2019.

Mayor Joe Julius

City Administrator/Clerk Thomas Terry

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JANUARY 8, 2019
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

CALL TO ORDER:

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

APPROVE AGENDA:

Mr. Nagel said that there were no revisions to the January Parks Commission Meeting Agenda. On motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the January Meeting Agenda was unanimously approved by voice vote.

CITIZEN COMMENTS:

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

APPROVAL OF MINUTES OF DECEMBER 11, 2018 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton; seconded Commissioner Melgaard, the Parks Commission unanimously approved the December 11, 2018 Parks Commission Meeting Minutes as printed by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel reviewed articles from the Minnesota Recreation and Park Association Magazine's Fall, 2018 Issue noting that it may be time to consider doing a Park System Master Plan. He said that he provides information both nationwide and statewide to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

Mr. Nagel handed out copies of the Winter/Spring Community Ed Catalogues to the Commissioners for their review. He said that the focus was on adding senior programming, including a Movie Day at the senior building; Valentine's Day and Spring Fling parties; programs on Long Term Health Care, How to Pay for a Nursing Home, and Understanding Wills and Trusts; AARP Smart Driving classes; and computer/cell phone classes.

UPDATES:

Mr. Nagel reviewed the December 31, 2018 ENM Parks Commission Update, which contained 14 items, with the Commissioners. Mr. Nagel said commented that the ice rink was open now that the weather is cold enough and was seeing significant use.

Chair Sutton reported that the CCEC would be discussing the 2019 Egg Hunt at their January 15, 2019 meeting.

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

OLD/NEW BUSINESS:

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 3 years ago and directed Commissioners to copies of examples for review in the Agenda packet. After discussion, Commissioners agreed that new locations should include the trail entrance at Seurer Street connecting the neighborhood to Downtown; the Pete's Hill entrance; Wagner Park; along the CSAH 2 Bike/Hike trail; and Windrose Park. The criteria for selecting the additional pet waste stations include: green color; covered, closed chute bin; bag dispenser; a dog leash hook; bags that can be tied; durable, weather-resistant

materials; and a larger bin. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Commission unanimously approved the addition of 5 pet waste station, plus an additional one in case of damage to an existing one. Further, they directed Mr. Nagel to return at a future Parks Commission Meeting with a Pet Waste station option that met the criteria outlined by the Commission, along with final costs.

Mr. Nagel said that several residents had requested that the Parks Commission consider placing a new water fountain at Wagner Park. He reviewed his Memorandum on 4 options – the cost would vary by the type of fountain and installation costs from a wall-mounted type in the \$350 range to variations of a free-standing one was placed near the playground equipment that would cost between \$1,300 and \$4,100, including installation. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Parks Commission unanimously approved the purchase and installation of the low-cost water fountain for Wagner Park.

Mr. Nagel said that he was working with Jessica Davidson from New Prague Community Ed on the lineup for the “Fabulous February Fun Nights” at the Elko New Market Library. The Community Room has been reserved for Thursday evenings for the programs, but they were waiting to hear back for confirmation on one event. Consensus of the Parks Commissioners was to proceed with the programming for these events.

Mr. Nagel reviewed the Annual Goals Process for 2019 with Commissioners. He said that a draft Memo of the 2018 Accomplishments would be presented to the Commission at the February 2019 meeting. Discussion of each of the 16 draft goals took place at the January Parks Commission Meeting. In addition to minor wording changes, the Commissioners added a 17th goal – Establish a working Relationship with Boulder Pointe Golf Course for Use for Cross Country Skiing. Upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the 2019 Goals. Further, that they be conveyed to the City Council for their information by attaching them to these Minutes.

Mr. Nagel presented the Bill List to the Commissioners – a bill from Schlomka’s Portable Restrooms for services for December for a total of \$420.00. Upon Motion by Commissioner Miller; seconded by Commissioner Melgaard, the Parks Commission unanimously approved the Bill List as presented.

OTHER BUSINESS:

Mr. Nagel reported that he had forwarded the interest of Commissioners Melgaard and Miller to be reappointed to a 3-year term. He said that the Council accepted their interest in continuing to serve the community, but chose to consider other potential applicants, as well.

There were no additional business items to come before Commissioners at the January 8, 2019 Parks Commission meeting.

NEXT MEETING:

On motion by Commissioner Melgaard; seconded by Commissioner Miller, the next meeting of the ENM Parks Commission was set for Tuesday, February 12, 2019 at 4 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

Chair Sutton requested Mr. Nagel check on the timers for the Little Windrose Ice Rink lights, since they were not coming on until well after dark.

There were no additional comments from Commissioners at the January 8th, 2019 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 5:09 PM.

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

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
January 15, 2019 Minutes

Meeting was called to order at 5:37 PM by Chair Mike Sutton in the ENM City Hall Council Chambers.

Members Attending: Chair Mike Sutton, Terre Larsen, Toni Maat, Lori Nelson, and Janelle Kirsch

Others Attending: Mark Nagel

Absent: Jodi Muelken, Leander Wagner, Dawn Seepersaud, and Amanda Cambronne

Mark Nagel noted that at the Council Organization Meeting on January 10th, the Council noted Dawn Seepersaud would be replacing Kate Timmerman. Commissioners expressed thanks to Kate and welcomed Dawn to the Commission.

MOTION by Chair Mike Sutton, second by Lori Nelson, to approve the January 15, 2019 agenda. **APIF, MOTION CARRIED**

MOTION by Janelle Kirsch, second by Terre Larsen to approve the Minutes of the December 11, 2018 Meeting. **APIF, MOTION CARRIED**

The Commissioners concluded their “debriefing” of the Halloween party started last month. Consensus of the Commissioners was that the following changes should be made – shorten the form for those signing up at the event, so all they have to do is sign their name; more marketing so people that haven’t signed up have a check already made out or exact change; revamp/update some of the games; more popcorn, and more direction to the crafts area in the back of the school. Further discussion on implementation of these changes will be schedule for the August meeting.

The Commissioners continued their discussion of the Elko Speedway offer of sponsorship of all Civic Events. Mark Nagel handed out copies of Amanda Cambronne’s email on a tiered sponsorship version that the City of Lakeville uses. After much discussion, consensus of Commissioners was to go with a tiered sponsorship approach, rather than a single sponsor, but add a Diamond level of \$1,000+ to the draft provided by Amanda Cambronne and have Mark Nagel bring an updated version back to the February 19th meeting for consideration of final approval.

The upcoming Egg Hunt plans on Saturday, April 13th was discussed by the Commission, including reserving Eagle View for the event, the music license for the event, and a list of tasks/duties for the event. Janelle Kirsch will reserve Eagle View for the event, while Mark Nagel will bring back a list of tasks/duties to be assigned at the February meeting for consideration by the Commission. No further action was taken.

CCEC members requested Mark Nagel to bring back a detailed budget for 2019 for the Commission at the March meeting. There was no further business brought before the CCEC at the January Meeting.

The next meeting of the CCEC will be Tuesday, February 19, 2018 at 5:30 PM at ENM City Hall.

MOTION by Janelle Kirsch, second by Toni Maat to adjourn the meeting at 6:38 PM.
APIF, MOTION CARRIED

Respectfully submitted,

Mark Nagel, Assistant City Administrator.

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