

**CITY OF ELKO NEW MARKET  
CITY COUNCIL AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, JANUARY 25, 2018**

**BUSINESS MEETING  
7:30 PM**

**Invocation**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt/Approve Agenda**

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

**5. Public Comment**

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

**6. Consent Agenda**

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

- a. Approve January 11, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Contract Amendment for Property Management Services for Elko New Market Library
- d. Planning Commission Meeting Date Change
- e. Approve Fire Department Uniform Patch

**7. Public Hearings**

**8. General Business**

**9. Reports**

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
  - i. Parks Commission Minutes

- h. Other Committee and Board Reports
  - i. Scott County Association for Leadership and Efficiency (SCALE)
  - ii. Minnesota Valley Transit Authority (MVTA)
  - iii. I35 Solutions Alliance
  - iv. Chamber of Commerce
  - v. Regional Council of Mayors
  - vi. Civic & Community Events Committee (CCEC)
  - vii. Downtown Improvement Committee
  - viii. 50 By 30 Collective Impact Project
    - 1. Steering Committee
    - 2. Transportation Committee
    - 3. Housing Committee
    - 4. Workforce Committee

## **10. Discussion by Council**

## **11. Adjournment**

# CITY COUNCIL WORK SESSION

## January 11, 2018

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Minutes

### 1. CALL TO ORDER

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

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

Members Absent: None

Also Present: City Administrator Terry, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich and City Clerk Green

### 2. PRESENTATIONS

None

### 3. REPORTS

None

### 4. GENERAL DISCUSSION

#### Scale On Scale

Mike Franklin, City of Jordan Councilmember, along with Leslie Vermillion from Scott County, gave the Council a presentation on the Scott County Association for Leadership and Efficiency (SCALE) organization. The presentation provided background on the organization, its mission, core values, strategic priorities and outcomes. The presentation also provided information on benefits specific to the City of Elko New Market related to its participating in the organization.

### 5. REPORTS (Continued)

#### ADMINISTRATION

None

#### PUBLIC WORKS

Written Report included in Council Packet

#### POLICE DEPARTMENT

Written Report included in Council Packet

#### FIRE DEPARTMENT

None

#### ENGINEERING

None

#### COMMUNITY DEVELOPMENT

Community Development Updates included in Council Packet

### 6. ADJOURNMENT

The Work Session was adjourned at 7:29 p.m.

# CITY COUNCIL BUSINESS MEETING

## January 11, 2018

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Minutes

### 1) CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:33 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, City Attorney Poehler, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich and City Clerk Green

### 2) PLEDGE OF ALLEGIANCE

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

### 3) ADOPT/APPROVE AGENDA

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

Add 11a Veterans Memorial

### **APIF, MOTION CARRIED**

### 4) PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Mayor Crawford, on behalf of the City Council, presented Martin Deutsch with a plaque for thirty plus (30+) years of service to the City of Elko New Market and community.

Derek Johnson, Elko New Market Firefighter, was unable to attend the Council Meeting however; Mayor Crawford, on behalf of the City Council, recognized his ten (10) years of service to the City of Elko New Market and community.

### 5) ANNUAL ORGANIZATIONAL MATTERS

In order for the City to proceed into 2018, it is necessary for the City Council to approve some general organizational matters for the year. **MOTION** by Councilmember Timmons, second by Councilmember Timmerman to approve Resolution 18-01 Relating to the Organization of the City of Elko New Market. Ayes: Mayor Crawford, Councilmembers Berg, Timmons and Timmerman. Abstain: Councilmember Julius due to conflict of interest as employee of New Market Bank.

### **MOTION CARRIED**

In addition to approving 2018 organizational matters, the Council is required to appoint individuals to represent the City on various Boards and Committees. A summary of the individuals appointed to the Boards and Commissions follows:

a) Mayor Crawford (primary) and Councilmember Julius (alternate) and City Administrator (second alternate) as the representatives to SCALE (Scott County Association for Leadership and Efficiency)

b) City Administrator and Chief of Police as the alternate representative to SJPA (Scott Joint Prosecution Association)

- c) City Administrator and Police Chief as the alternate representative for JRTF (Joint Regional Training Facility) Board.
- d) Councilmember Timmons and City Administrator as the representatives to the I-35W Solutions Alliance.
- e) City Administrator and Councilmember Timmerman as representatives to the Fire Relief Board.
- f) Councilmember Timmerman as representative to the Community and Civic Events Committee.
- g) Councilmember Julius as representative to the Project Staff Meetings.
- h) Mayor Crawford (Primary) and Councilmember Timmons as the alternate representative to the MVTA (Minnesota Valley Transit Authority) Board.

All other committee and board representatives to be appointed as needed.

**MOTION** by Councilmember Timmons, second by Councilmember Julius to appoint individuals listed above to the representative boards and committees. **APIF, MOTION CARRIED**

## 6) PUBLIC COMMENT

Scott County Commissioner Tom Wolf congratulated Councilmember Timmons on being elected as Vice Chair of the I35 Alliance Solutions. Commissioner Wolf gave an update on projects and activities in Scott County including:

- Starting the process of hiring some architects to look at all spaces in the entire County (highway department, judicial spot, law enforcement, CAP Agency, Work Force Center). The County is considering at some point putting in a new building to house some Health and Human Services, Work Force Center people and expand the judges area.
- Some projects the County will be working on in 2018 are: roundabout at County Road 46 and 86; 169/41 towards Chaska project and County Road 42/13 area will be redone.

## 7) CONSENT AGENDA

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

- a) Approve December 21, 2017 Minutes of the City Council Meeting
- b) Approve Payment of Claims and Electronic Transfer of Funds
- c) Adopt Resolution 18-02 Approving One Day Temporary Liquor License for St. Nicholas Church
- d) Approve 2017 Pay Equity Report
- e) Accept Gift of a Dexter Industrial Washer from Lakeville Fire Department and Thank You Letter
- f) Adopt Ordinance No. 164 Amending Title 2-1-5(A) of the City Code Concerning Organization of Planning Commission
- g) Reappointment of Commissioners
  - Adopt Resolution 18-03 Reappointing Steve Thompson and Brad Smith to the Planning Commission and Reappointing Emily Dornseif to the Parks and Recreation Commission

- h) Approve Agreement for Legal Services Between the City of Elko New Market and Campbell Knutson
- i) Approve Cooperative Agreement Regarding Public Safety Related to 2018 Club Nomadic Event (Superbowl Event)
- j) Authorize Purchase of First Responder Vehicles in 2018
- k) Adopt Resolution 18-04 Approving the Submittal of Portions of the I-35W/I-494 Interchange Improvement Project for Consideration by the State of Minnesota 2017 Corridors of Commerce Program

**APIF, MOTION CARRIED**

**8) PUBLIC HEARINGS**

None

**9) GENERAL BUSINESS**

Ordinance No. 165 Adopting the Schedule of Fees for 2018

The City Council reviewed the proposed changes to the 2018 Schedule of Fees. The Council held a discussion on a request from a gambling manager to consider waiving the Gambling Investigative Fee for non-profit organizations.

**MOTION** by Councilmember Timmons, second by Councilmember Timmerman to adopt Ordinance No. 165 Adopting the Schedule of Fees for 2018 as revised to amend the Gambling Investigative Fee to \$0.00. **APIF, MOTION CARRIED**

**10) REPORTS**

- a) ADMINISTRATION  
Presented at Work Session
- b) PUBLIC WORKS  
Presented at Work Session
- c) POLICE DEPARTMENT  
Presented at Work Session
- d) FIRE DEPARTMENT  
Presented at Work Session
- e) ENGINEERING  
Presented at Work Session
- f) COMMUNITY DEVELOPMENT  
Presented at Work Session
- g) PARKS DEPARTMENT  
Parks Commission December Minutes and Update included in Council Packet.
- h) OTHER COMMITTEE AND BOARD REPORTS
  - i. SCALE  
None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave a brief update on the last I35 Solutions Alliance Meeting which included: MNPASS Study Presentation, 62/494 Study update and that Councilmember Timmons was asked to serve as Vice Chair for 2018.

iv. CHAMBER OF COMMERCE

Councilmember Timmerman updated the Council that the Chamber recently held their Annual Meeting and elected the following individuals to serve as Chamber Board officers for 2018.

President, Dawn Weitzel  
Vice President, Gordon Deuel  
Treasurer, Tim Sadusky

v. REGIONAL COUNCIL OF MAYORS

Mayor Crawford gave the Council an update on the January 2018 Regional Council of Mayors Meeting joint meeting which included presentations by Tom Fisher, Minnesota Design Center; Brian Isaacson, Minnesota Department of Transportation and Kelly Block, Xcel Energy.

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

None

vii. DOWNTOWN IMPROVEMENT COMMITTEE

None

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

1. Steering Committee – None
2. Transportation Committee – None
3. Housing Committee – Councilmember Julius gave a brief update of last meeting.
4. Work Force Committee – None

## 11) DISCUSSION BY COUNCIL

### Veterans Memorial

Administrator Terry updated the Council that there has been some interest for a Veterans Memorial expressed by various individuals in the City and asked for Council direction on if the City should consider pursuing the project at this time. After discussing this item, the Council determined that it would not take the initiative on this project and wait for the initiative to be taken by a group in the community.

The Council held a discussion on the frequency of evaluating Council salaries. The council determined that it should be reviewed on a bi-annual basis.

Councilmember Timmons and Councilmember Berg will not be able to attend the February 22, 2018 Council Meeting. The Comprehensive Plan was scheduled to be on the February 22<sup>nd</sup> Council Meeting, but due to the absence of two councilmembers, Staff will move this item to the March 8, 2018 Council agenda.

**12) ADJOURNMENT**

**MOTION** by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 8:52 p.m. **APIF, MOTION CARRIED**

Respectfully submitted,

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Sandra Green, City Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Presentation of Elko New Market Claims and Electronic Transfer of Funds
<b>MEETING DATE:</b>	January 25, 2018
<b>PREPARED BY:</b>	Sandra Green, City Clerk
<b>REQUESTED ACTION:</b>	Approve Payment of Current Claims

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND:**

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

**BUDGET IMPACT:**

Budgeted

Attachments:

- Check Summary Register

**\*Check Summary Register©**

January 25, 2018

Name	Check Date	Check Amt
<b>AUTO PAYS</b>		
Paid Chk# 005300E NEW MARKET STATE BANK	12/14/2017	\$15.00 Nov Bank Fee
Paid Chk# 005301E INTEGRA TELECOM INC.	1/20/2018	\$244.69 Police Dept Phone/Fax
Paid Chk# 005302E INTEGRA TELECOM INC.	1/20/2018	\$531.04 Area Hall Phone/SCADA
Paid Chk# 005303E MN VALLEY ELECTRIC COMPANY	1/22/2018	\$146.00 268X Xerxes Water Tower, Elko
Paid Chk# 005304E INTEGRA TELECOM INC.	1/20/2018	\$49.99 139503 - 25499 Natchez Ave
Paid Chk# 005305E INTEGRA TELECOM INC.	1/20/2018	\$176.97 937759 - 25499 Natchez Ave Bld
Paid Chk# 005306E MINNESOTA ENERGY	1/22/2018	\$20.13 26518 France Avenue
Paid Chk# 005307E MINNESOTA ENERGY	1/23/2018	\$188.86 50 Church Street
Paid Chk# 005308E MINNESOTA ENERGY	1/23/2018	\$455.61 601 Main Street
Paid Chk# 005309E MINNESOTA ENERGY	1/23/2018	\$170.20 151 Williams Street
Paid Chk# 005310E XCEL ENERGY	1/31/2018	\$395.45 Streetlights
<b>Total Checks</b>		<b>\$2,393.94</b>

**PRE-PAID**

Paid Chk# 038010 METROPOLITAN COUNCIL	1/9/2018	\$21,705.75 PW - Monthly Sewer
Paid Chk# 038010E NEW MARKET STATE BANK	12/28/2017	\$15.00 Nov Bank Fee
Paid Chk# 038011 ANDERSON, CRAIG A	1/11/2018	\$110.82
Paid Chk# 038011E NEW MARKET STATE BANK	12/18/2017	\$37.53 Check Order Bank Fee
Paid Chk# 038012 KORBEL, STEVEN J.	1/11/2018	\$999.78
Paid Chk# 038012E HEALTH EQUITY, INC.	12/28/2017	\$416.10 Bell Craig A. \$100, Fitterer J
Paid Chk# 038013 NAGEL, MARK	1/11/2018	\$1,185.22
Paid Chk# 038013E MN DEPT OF REVENUE	1/9/2018	\$148.00 Q4 2017 Sales/Use Tax
Paid Chk# 038014 DEUTSCH, MARTIN M	1/11/2018	\$1,581.40
Paid Chk# 038014E PERA	1/11/2018	\$7,224.19 Vendor Liability
Paid Chk# 038015 GREEN, SANDRA M.	1/11/2018	\$1,008.43
Paid Chk# 038015E MN DEPT OF REVENUE	1/11/2018	\$2,020.52 Vendor Liability
Paid Chk# 038016 MORTENSON, STEVEN J	1/11/2018	\$1,483.80
Paid Chk# 038016E INTERNAL REVENUE SERVICE	1/11/2018	\$9,883.38 Vendor Liability
Paid Chk# 038017 SCHULTZ, STEPHANIE R.	1/11/2018	\$920.55
Paid Chk# 038017E MN DEPT OF REVENUE	1/12/2018	\$364.56 Vendor Liability
Paid Chk# 038018 SCHWEICH, COREY	1/11/2018	\$2,155.27
Paid Chk# 038018E INTERNAL REVENUE SERVICE	1/12/2018	\$1,583.78 Vendor Liability
Paid Chk# 038019 SHELL, CHAD J	1/11/2018	\$927.41
Paid Chk# 038020 TERRY, THOMAS M	1/11/2018	\$1,746.20
Paid Chk# 038022 IUOE LOCAL #49	1/11/2018	\$138.00 Deutsch Dues
Paid Chk# 038021 VOIDED CHECK		
Paid Chk# 038023 UNITED STATES POSTAL SERV	1/12/2018	\$323.76 Postage
<b>Total Checks</b>		<b>\$55,979.45</b>

**CHECK REGISTER**

Paid Chk# 038024 ACE HARDWARE & PAINT	1/25/2018	\$193.50 PW - Small Tools
Paid Chk# 038025 ACE HARDWARE & PAINT2	1/25/2018	\$151.91 PW - Small Tools
Paid Chk# 038026 ACE HARDWARE & PAINT4	1/25/2018	\$46.69 PW - Operating Supplies
Paid Chk# 038027 AEM FINANCIAL SOLUTIONS, LLC	1/25/2018	\$7,675.00 Financial Services
Paid Chk# 038028 AIRGAS USA, LLC	1/25/2018	\$132.65 FD - Oxygen
Paid Chk# 038029 ANCOM COMMUNICATIONS, INC.	1/25/2018	\$202.50 FD - Pagers
Paid Chk# 038030 APPLE FORD LINCOLN	1/25/2018	\$52.01 PW - Fleet Maint & Equip
Paid Chk# 038031 BANYON DATA SYSTEMS INC	1/25/2018	\$2,385.00 Fund, Payroll, UB Support Fee
Paid Chk# 038032 CAMPBELL KNUTSON	1/25/2018	\$588.00 Chowen (Hazard Bldg)
Paid Chk# 038033 CDW GOVERNMENT	1/25/2018	\$656.73 Computer Equipment
Paid Chk# 038034 CEMSTONE PRODUCTS	1/25/2018	\$520.00 PW - Large Tools
Paid Chk# 038035 CITY OF SAVAGE	1/25/2018	\$3,472.87 IT Items/Support
Paid Chk# 038036 DERSON MANUFACTURING, INC.	1/25/2018	\$2,100.00 PW - Large Tools
Paid Chk# 038037 ECOLAB	1/25/2018	\$160.51 Pest Control - 50 Church
Paid Chk# 038038 FBINAA - MEMBER SERVICES	1/25/2018	\$105.00 Annual Membership Dues - Steve
Paid Chk# 038039 FISH ROCK COUNTRY MARKET	1/25/2018	\$1,705.18 FD Fuel
Paid Chk# 038040 FORCE AMERICA DISTRIBUTING	1/25/2018	\$47.47 PW - Fleet Maint & Equip
Paid Chk# 038041 FRIEDGES DRYWALL	1/25/2018	\$87.57 UPS Charges - Return Strainers
Paid Chk# 038042 G&K SERVICES	1/25/2018	\$51.24 PW - Uniforms
Paid Chk# 038043 GOPHER STATE ONE CALL	1/25/2018	\$50.00 2018 Annual Facility Operator
Paid Chk# 038044 HAWKINS, INC.	1/25/2018	\$15.00 PW - Water Chemicals
Paid Chk# 038045 HOSE / CONVEYORS, INC.	1/25/2018	\$124.96 PW - Fleet Maint & Equip
Paid Chk# 038046 I-35W SOLUTIONS ALLIANCE	1/25/2018	\$2,000.00 Membership Dues - 2018
Paid Chk# 038047 INNOVATIVE OFFICE SOLUTION	1/25/2018	\$421.21 Operating Supplies
Paid Chk# 038048 JEFFERSON FIRE & SAFETY, INC.	1/25/2018	\$249.80 FD - Chin Straps/Shields
Paid Chk# 038049 KELLEY FUELS, INC.	1/25/2018	\$1,059.02 PW - Fuel
Paid Chk# 038050 LAKEVILLE SANITARY, INC.	1/25/2018	\$304.35 11038 - Police Station

Paid Chk#	038051	LAKEVILLE TROPHY CO.	1/25/2018	\$83.96	Employee Recognition Plaques
Paid Chk#	038052	LEAGUE OF MN CITIES	1/25/2018	\$324.00	2018 Legislative Conf - Josh B
Paid Chk#	038053	LOFFLER COMPANIES	1/25/2018	\$68.06	PD Copier
Paid Chk#	038054	MACQUEEN EQUIPMENT	1/25/2018	\$472.70	PW - Fleet Maint & Equip
Paid Chk#	038055	MAMA-METRO AREA MGMT	1/25/2018	\$45.00	2018 Membership Dues
Paid Chk#	038056	MENARDS - DUNDAS	1/25/2018	\$467.37	PW - Building Maint
Paid Chk#	038057	METROPOLITAN COUNCIL	1/25/2018	\$18,807.29	PW - Monthly Sewer - Feb 2018
Paid Chk#	038058	METRO CITIES	1/25/2018	\$2,113.00	2018 Annual Dues
Paid Chk#	038059	NAPA AUTO PARTS	1/25/2018	\$11.82	PW - Fleet Maint & Equip
Paid Chk#	038060	NEW MARKET BANK	1/25/2018	\$17,969.99	Loan Interest
Paid Chk#	038061	NORTHLAND PEST CONTROL	1/25/2018	\$21.25	Pest Control - Library
Paid Chk#	038062	POMPS TIRE SERVICE, INC.	1/25/2018	\$551.20	PD - Fleet
Paid Chk#	038063	QUILL CORPORATION	1/25/2018	\$62.04	Office Supplies
Paid Chk#	038064	R&R CLEANING CONTRACTORS,	1/25/2018	\$96.51	Rugs
Paid Chk#	038065	RIGID HITCH INCORPORATED	1/25/2018	\$31.97	PW - Fleet Maint & Equip
Paid Chk#	038066	SCHLOMKAS PORTABLE	1/25/2018	\$520.00	Portable Restrooms- 11/2017 &
Paid Chk#	038067	SCOTT COUNTY TREASURER	1/25/2018	\$3,526.00	Treated Salt - 2nd Half 2017 -
Paid Chk#	038068	SHRED RIGHT	1/25/2018	\$100.80	Shredding
Paid Chk#	038069	WATER CONSERVATION SVC,	1/25/2018	\$385.65	PW - Water Repairs 12/4/17
Paid Chk#	038070	XEROX CORPORATION	1/25/2018	\$619.21	Copier - December 2017
Paid Chk#	038071	ZAHL-PETROLEUM	1/25/2018	\$8,829.00	PW - Large Tools/Fuel Reading
Paid Chk#	038072	ZIEGLER INC.	1/25/2018	\$9.60	PW - Fleet Maint & Equip
Paid Chk#	038073	CITY OF SAVAGE	1/25/2018	\$7,328.41	Nov/Dec MIS Outlays
Paid Chk#	038074	US BANK	1/25/2018	\$944,525.00	Bond Payments
Paid Chk#	038075	SCOTT COUNTY TREASURER	1/25/2018	\$34,249.30	Library Loan Payment
<b>Total Checks</b>				<b>\$1,115,777.30</b>	

## MONEY MARKET

No Activity

## DIRECT DEPOSIT

501476	BELL, CRAIG ALAN	01/11/18	\$2,044.69
501477	CHIHOS, CHARLIE	01/11/18	\$201.79
501478	CHRISTIANSON, RENEE L	01/11/18	\$1,843.51
501479	DEUTSCH, MARTIN M	01/11/18	\$1,613.07
501480	FITTERER, T, JOSEPH	01/11/18	\$1,473.28
501481	GAREIS, JOSHUA JOHN	01/11/18	\$2,058.37
501482	GREEN, SANDRA M.	01/11/18	\$1,760.38
501483	HILL, PAYTON DANIEL	01/11/18	\$1,404.71
501484	MACHABY, JOHN E	01/11/18	\$386.06
501485	MORTENSON, STEVEN J	01/11/18	\$2,850.38
501486	RUDOLPH, EVA	01/11/18	\$1,453.14
501487	SCHULTZ, STEPHANIE R.	01/11/18	\$1,284.67
501488	SCHWEICH, COREY	01/11/18	\$2,185.90
501489	SHELL, CHAD J	01/11/18	\$1,566.30
501490	STONE, JANE C	01/11/18	\$168.27
501491	TERRY, THOMAS M	01/11/18	\$3,323.48
501492	WIRTZ, MELISSA M.	01/11/18	\$1,682.68
			\$27,300.68



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Property Management Services for the Elko New Market Library
<b>MEETING DATE:</b>	January 25, 2018
<b>PREPARED BY:</b>	Mark Nagel, Assistant City Administrator
<b>REQUESTED ACTION:</b>	Approve Contract Amendment for Property Management Services with the Scott County CDA and Great Lakes Management Company

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

## **BACKGROUND**

The Market Village/Library project was completed by the Scott County CDA, Scott County and the City in 2012. Due to the mixed use nature of the project, the City Council approved a three year Agreement in 2012 with the Scott County CDA's property manager, Great Lakes Management, for their management of extermination and landscaping services for the library, since they would need the same services for Market Village. The Agreement was renewed for another three years and will expire on December 31, 2018.

## **DISCUSSION**

The City Council is being asked to approve an Amendment to the Agreement for Property Management Services with the Scott County CDA and Great Lakes Management Company for the remainder of the current contract. The Amendment to the Agreement specifies more clearly the City's obligations for the cost of water for the Irrigation system shared by the parties for the lawn and landscaping. Great Lakes Management had been charging the City 5% of the Water AND Sewer bill for all 12 months, instead of just 5% of the Water bill for April through October. The City has been reimbursed by Great Lakes Management for the overpayment in the amount of \$1,183.57. Staff has confirmed this as the correct amount, but requested a new subsection be added to memorialize the method of reimbursing Great Lakes Management for the City's portion of the Irrigation water bill. The Agreement was reviewed as to form by the City Attorney and Great Lakes Management has consented to the Amendment, as well.

Recommend that the City Council approve the attached Amendment to the Agreement for Property Management Services with the Scott County CDA and Great Lakes Management Company.

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

Attachments:

Amendment to Agreement for Property Management Services

## **FIRST AMENDMENT TO AGREEMENT**

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between **the CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation ("City") and **SCOTT COUNTY COMMUNITY DEVELOPMENT AGENCY**, a public body corporate and politic ("CDA"), and **GREAT LAKES MANAGEMENT CO.**, a Minnesota corporation ("Contractor") (collectively referred to herein as "the Parties").

**WHEREAS**, the parties entered into an Agreement concerning property management services for Market Village Apartments and the City library, dated October 13, 2016 ("Agreement");

**WHEREAS**, the parties did not address payments related to irrigation and the Parties desire to correct the oversight and an error in the term;

**WHEREAS**, all payments for management have been corrected and paid for 2016 and 2017;

**WHEREAS**, the Parties agree the Contract should be amended as provided herein.

**NOW, THEREFORE**, the Parties agree as follows:

1. The Agreement shall remain in full force and effect except and amended by this First Amendment.
2. Paragraph 1 of the Agreement is amended to add a new subsection C to read as follows:
  - C. Irrigation. The City will reimburse Market Village for the cost of the water for irrigation. The County will bill the City 5% of the water bill for each month between April 1<sup>st</sup> and October 30<sup>th</sup> of each year.
3. Paragraph 2 of the Agreement is amended to read as follows:

This contract shall be in effect on January 1, 2016 and will terminate on December 31, 2018.

**IN WITNESS WHEREOF**, the parties hereto have entered into this Amendment as of the day and year first above written.

**CITY OF ELKO NEW MARKET**

BY: \_\_\_\_\_  
Bob Crawford, Mayor

AND: \_\_\_\_\_  
Sandra Green, City Clerk

**SCOTT COUNTY COMMUNITY  
DEVELOPMENT AGENCY**

BY: \_\_\_\_\_

AND: \_\_\_\_\_

**GREAT LAKES MANAGEMENT CO.**

By: \_\_\_\_\_



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Establish New Regular Meeting Time for Planning Commission
<b>MEETING DATE:</b>	January 25, 2018
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Adopt Resolution 18-05 Establishing The Regular Meeting Date Of The 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
- 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:**

In November of 2015, the City Council discussed an ex-officio position on the Planning Commission reserved for a New Market Township Board representative. The discussion followed previous informal discussion on the topic by the Council and staff. The intent was to foster better communication and increased collaboration with New Market Township. The intended indirect benefit is that the increased contact will serve to foster understanding of mutual issues, as well as even greater trust and collaborative relationship with New Market Township. The representative would attend Planning Commission meetings when relevant items are on the agenda and would be able to provide insight and feedback on items which may impact Township residents, property and infrastructure.

In May of 2016, the City Council adopted Ordinance No. 135 Amending Title 2 Of The Elko New Market City Code Concerning The Composition Of The Planning Commission to provide for the ex-officio Township Board member position on the Planning Commission and changed the regular meeting date of the Planning Commission to the first Thursday of the month to avoid conflict the with Township Board meetings.

**DISCUSSION:**

The Planning Commission is recommending a change in the regular meeting date of their meetings to the last Tuesday of the month. Over the last year and half, the Planning Commission has found that the first Thursday of the month has resulted in greater conflicts than the former Tuesday meetings. The Commission has reviewed the change with Staff and evaluated it against process timelines.

The City Council is being asked to adopted Resolution 18-05 Establishing the Regular Meeting Date of The Planning Commission as the last Tuesday of the month, effective February 27, 2018.

**Attachments:**

- Resolution 18-05 Establishing The Regular Meeting Date Of The Planning Commission

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

**RESOLUTION NO. 18-05**

**A RESOLUTION  
ESTABLISHING THE REGULAR MEETING DATE OF THE PLANNING COMMISSION**

**WHEREAS**, the City of Elko New Market has established a Planning Commission pursuant to Minnesota statutes section 462.354; and

**WHEREAS**, the regular meeting date of the Planning Commission shall be established by resolution of the City Council from time to time; and

**WHEREAS**, the Planning Commission currently holds regular meetings the first Thursday of each month; and

**WHEREAS**, the City Council desires to establish a new regular meeting date of the Planning Commission;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Elko New Market, Minnesota that the regular meetings of Planning Commission shall be held the last Tuesday of each month, effective February 27, 2018.

**PASSED, ADOPTED AND APPROVED** this 25<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
Robert Crawford, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Green, City Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Fire Department Patch Design
<b>MEETING DATE:</b>	January 25, 2018
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Approve Fire Department patch design.

## COMMUNITY VISION:

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## 5 YEAR GOALS:

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- Performance Measurement
- Professionalism

## **BACKGROUND**

The Fire Department is seeking to adopt a patch/logo design for use on uniforms, equipment, documentation, etc. In the past, the Department has used generic Fire Department logos for those applications and does not have a patch/logo that reflects the merged City. .

## **DISCUSSION:**

The Fire Department has developed a design for use as a patch on Department uniforms, equipment and other relevant applications. The City Council is being asked to approve the patch design.

## **BUDGET IMPACT:**

Initially, patches using the design would be ordered for the Class A uniforms. The expense would be accommodated within the budget. Additional application of the design would occur over time and would have little or no impact outside of the normal budget.

## **Attachments:**

- Patch Design





**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, JANUARY 9, 2018  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Commissioner Emily Dornseif; Commissioner Dennis Melgaard; Commissioner Miller; 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 A at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said there was one addition to the January meeting – a bill for portable restrooms rental from Schlomkas, which will be added under 7.f. – Consider Approval of Bills. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the January Meeting Agenda was unanimously approved by the Parks Commission.

**CITIZEN COMMENTS:**

There were no citizen comments made at the January, 2018 Parks Commission Meeting.

**APPROVAL OF MINUTES OF NOVEMBER 28, 2017 AND  
DECEMBER 12, 2017 PARKS COMMISSION MEETINGS:**

Mr. Nagel said that due to the short turnaround time, the November Parks Commission Meeting Minutes weren't complete in time for December Parks Commission Meeting, so the item had been tabled until the January meeting. Upon

motion by Chair Sutton, seconded by Commissioner Dornseif, the Commission unanimously approved the Parks Commission Minutes for the November 28, 2017 meeting and for December 12, 2017 meeting by voice vote.

## **PETITIONS, REQUESTS, AND COMMUNICATION:**

Mr. Nagel shared a PowerPoint Presentation from Three Rivers Parks on Outdoor Recreational Programming offered in conjunction with New Prague Community Ed and the Parks Commission for informational purposes.

## **UPDATES:**

Mr. Nagel reviewed the December 31, 2017 ENM Parks Commission Update, which contained 17 items, with the Commissioners. He noted that the ice rinks were now open and shared an email from SCHS Director that the 10<sup>th</sup> Anniversary Exhibit was now ready to be displayed at the library once the plexiglass case was installed. He also updated Commissioners on further discussions with the Elko Express on a proposed fence surrounding Old Elko City Hall Park.

Chair Sutton reported that the next event for the CCEC would be the Egg Hunt and that the next meeting of the CCEC was on January 15, 2018.

Mr. Nagel reported the January 11<sup>th</sup> meeting of the New Prague Community Ed Advisory Board had been cancelled and he would send an email to Commissioners to see if any of them could make it for the March 8<sup>th</sup> meeting since Commissioner Zahratka would be out of town,

## **OLD/NEW BUSINESS:**

Mr. Nagel presented an update on the Final Draft of the Rowena Pond Park RePurposing Plan, including the phasing and costs. He said that the preliminary estimate for the project was around \$225,000, not including contingency, and would be done in 3 phases beginning this year. He said that it appears that the presentation to City Council will take place on Thursday, February 9<sup>th</sup> at 6:30 PM, but that is not firm yet. If it does take place that evening, then the February Parks Commission Meeting will precede that meeting at 5:30 PM. Since the Parks commission had previously approved the proposed plan, no further action was taken on this Agenda Item.

Mr. Nagel said that the recent Emerald Ash Borer Report by S & S Tree Service contained good news – NO signs of the Emerald Ash Borer were present in any ash trees on public property in the City. The report also identified ash trees that should be saved and those that could be taken down. He said that the company noted that saving the 17 ash trees that they recommended be saved would cost around \$3,000. He said it included 2 years of application of treatment, plus a guarantee of suitable replacement trees should the treatment not work. He said that the Parks Commission would need to go the City Council for funding should the decision be made to move forward. After much discussion, the Parks Commission directed Mr. Nagel to ask the vendor to provide more information on the guarantee, the cost, and the type, size of replacement trees for the February Meeting. No further action was taken by the Parks Commission on this Agenda Item.

Mr. Nagel presented an email outlining the proposed Winter programming for the 4 Thursdays at 6:30 PM in February, 2018 at the ENM Library Branch. He said that the programming was designed to focus on audience interaction and participation this Winter. The lineup includes Dazzling Dave, the Yo-Yo Master; Mad Science; The Big Fun Show; and the Rad Zoo. Upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Winter programming as presented.

Mr. Nagel handed out draft copies of the Park Element for the 2040 Comp Plan. He walked the Commissioners through each section detailing the proposed updates from the 2030 Comp Plan. Commissioners reviewed and discussed the revisions noting that the key to successful implementation of it will be finding a designated funding source(s) other than the Park Dedication Fee. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks commission unanimously approved the draft of the Park Element for 2040 Comp Plan and authorized Mr. Nagel to make minor revisions if necessary in the final Draft.

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

Mr. Nagel presented the Bill List to the Commissioners – MRPA 2018 Membership Dues for \$450; Schlomka’s Portable restrooms for \$520; and Just Encase Products for the 10<sup>th</sup> Anniversary Exhibit Plexiglass Case for \$241.31. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

### **OTHER BUSINESS:**

Mr. Nagel said that there was interest in reviving the Vet’s Memorial Park proposal from 2014. He reviewed the details of the proposal for Commissioners. He said that the original proposal never gained in traction for financing the Memorial, so did not move forward. He noted that further review of the proposal may be assigned to the Parks Commission.

### **NEXT MEETING:**

The next meeting of the ENM Parks Commission was set for Tuesday, February 13, 2018 at 4:00 PM in Conference Room A of Elko New Market City Hall. If there is a City Council Workshop scheduled for Thursday, February 8<sup>th</sup> at 6:30 PM for presentation of the Rowena Pond Park RePurposing Plan, then the meeting will move to 5:30 PM that evening.

### **PARK COMMISSIONER COMMENTS:**

There were no comments provided at the December Parks Commission Meeting by Parks Commissioners.

### **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the meeting was adjourned by voice vote at 5:11 PM.

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