

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JULY 12, 2018**

**BUSINESS MEETING
6:30 PM**

REVISED AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Bob Vogel - Legislative Updates

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 June 28, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-40 Appointing Election Judges for 2018 Primary and General Elections
- d. Approve Special Assessment Agreement
- e. Approve Amendment to Purchase Agreement Between City of Elko New Market and Global Properties, LLC
- f. Authorize Posting and Approve Hiring of Accountant Position

7. Public Hearings

8. General Business

9. Reports

- a. Administration
- b. Public Works
 - i. Public Works Superintendent Monthly Report
- c. Police Department
- d. Fire Department

- e. Engineering
- f. Community Development
- g. Parks Department
 - i. Parks Commission Update
 - ii. Special June 26, 2018 Parks 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
 - Steering Committee
 - Transportation Committee
 - Housing Committee
 - Workforce Committee

10. Discussion by Council

11. Adjournment



STAFF MEMORANDUM

SUBJECT:	Legislative Updates by Bob Vogel
MEETING DATE:	July 12, 2018
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
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- 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

Representative Bob Vogel was invited and accepted to provide legislative updates to the City Council.

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 6:33 p.m.

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

Members Absent: Councilmember Timmerman

Also Present: Assistant City Administrator Nagel, City Engineer Revering; Renee Christianson 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 Berg to approve the agenda as revised.

Revised Memorandum Adopting Priority Goals for the City of Elko New Market

APIF, MOTION CARRIED

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

Sara Mahoney, 405 Carter Street addressed the City Council regarding skate park comments on social media. Ms. Mahoney stated her son is at Wagner Park all the time and has not witnessed any inappropriate behavior. Ms. Mahoney told her son to notify her if he sees any inappropriate behavior at Wagner Park. Ms. Mahoney concluded her comments by saying that she did not want to see it close because of inappropriate behavior by a few kids.

6. CONSENT AGENDA

Councilmember Julius requested clarification on payments to League of MN Cities, Municipal Inspections and Northwest Associated Consultants listed on the Claims and Electronic Transfer of Funds. Staff provided clarification on what was included in the three payments.

MOTION by Councilmember Timmons, second Councilmember Julius to approve Consent Agenda as amended.

- a. Approve June 14, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-36 Adopting Priority Goals for the City of Elko New Market

- d. Adopt Resolution 18-37 Approving Outdoor Concerts and Events for Captain Blacks Bar & Grill
- e. Adopt Resolution 18-38 Transfer of Funds

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

CSAH2/91 Roundabout

Concept Design Report

MOTION by Councilmember Timmons, second by Councilmember Julius to accept and approve the Concept Design Report for the proposed roundabout to be constructed in 2020 at the intersection of CSAHs 2 and 91. **APIF, MOTION CARRIED**

CSAHs 2 and 91 Roundabout Preliminary Design Phase Proposal

City Engineer Revering and Aaron Warford, of Bolton & Menk, Inc. and the City Council discussed the Preliminary Design Phase proposal for the roundabout to be constructed in 2020 at the intersection of CSAHs 2 and 91 in Elko New Market. The proposal would include an approved geometric layout that would be reviewed by a peer engineering firm as a requirement of Scott County. After the preliminary design is completed, the City would proceed into the final design. The final design would include refinement relating to estimates for trails, lights, etc.

Mayor Crawford raised a concern that if items were added to the grant application the project could be rescored and the City possibly lose funding. Aaron Warford informed the Council that the basic roundabout project has not changed and the grant would not be impacted by adding additional features such as trails and lighting.

Councilmember Julius questioned the need for a peer review. City Engineer Revering explained that this is a requirement of Scott County.

MOTION by Councilmember Timmons, second by Councilmember Julius to approve CSAH 2/91 Roundabout Preliminary Design Phase Proposal. **APIF, MOTION CARRIED**

9. REPORTS

a) ADMINISTRATION

Assistant City Administrator Nagel informed the Council he would be removing a sign placed on County Road 2 and 91 that is not allowed.

b) PUBLIC WORKS

None

c) POLICE DEPARTMENT

None

d) FIRE DEPARTMENT

None

e) ENGINEERING

None

f) COMMUNITY DEVELOPMENT

Community Development Specialist Christianson gave the Council brief updates on the last Planning Commission Meeting, Christmas Pines Development and Boulder Heights Development, as well as responded to councilmember questions on other economic development projects in the City.

g) PARKS DEPARTMENT

Parks Commission June 12, 2018 Minutes included in Council Packet. Assistant City Administrator Nagel updated the Council on the new skatepark equipment at Wagner Park, as it related to the noise, and the Free Family Night event, with water slides, Police Department Safety Demonstration and movie being held at Wagner Park that evening.

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

Councilmember Timmons gave a brief update on the last MVTA Meeting which included discussions on Adopt a Shelter Sponsor Program and review of MVTA budget.

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

Councilmember Julius informed the Council that the Chamber of Commerce Golf Tournament held on Friday, June 22nd was a success with almost double the attendance from last year.

v. REGIONAL COUNCIL OF MAYORS

None

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

City Clerk Green gave the Council an update on the recently held Fire Rescue Days.

vii. DOWNTOWN IMPROVEMENT COMMITTEE

None

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

- Steering Committee – Mayor Crawford updated the Council on the last meeting which included discussions on the new project coordinator and the forming of a subcommittee to work on getting a complete census count.
- Transportation Committee – Mayor Crawford gave an update on the new auto repair project in the Elko New Market area for individuals with financial needs.
- Housing Committee – None
- Work Force Committee – None

10. DISCUSSION BY COUNCIL

Mayor Crawford and the Council discussed the possibility of speed limit control in the City by changing the speed limits on local residential streets to 25 miles per hour. This change can be done with Council approving a resolution changing current speed limit and posting new speed limit signs on local residential streets. City Engineer Revering informed the Council that Staff is working on a Traffic Control Policy which will be brought to Council at a future date.

11. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 7:41 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	July 12, 2018
PREPARED BY:	Lelia Leonhardt, Accountant
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

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

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

CITY OF ELKO/NEW MARKET

*Check Summary Register©

July 2018

Name	Check Date	Check Amt
<u>AUTO PAYS</u>		
Paid Chk# 005585E XCEL ENERGY	7/2/2018	\$4,680.45 601 Main Street
Paid Chk# 005586E PERA	6/27/2018	\$7,842.44 Vendor Liability
Paid Chk# 005587E MN DEPT OF REVENUE	6/27/2018	\$2,025.33 Vendor Liability
Paid Chk# 005588E INTERNAL REVENUE SERVICE	6/27/2018	\$9,544.53 Vendor Liability
Paid Chk# 005589E NEW MARKET STATE BANK	6/28/2018	\$15.00 JUNE PAYROLL ACH FEE
Paid Chk# 005590E HEALTH EQUITY, INC.	6/28/2018	\$591.53 H.S.A. Employee contribution
Paid Chk# 005591E SUN LIFE FINANCIAL	7/2/2018	\$1,095.98 LIFE INSURANCE - JULY 2018
Paid Chk# 005592E HEALTH PARTNERS	7/2/2018	\$12,706.91 MEDICAL INSURANCE - JULY 2018
Paid Chk# 005593E DELTA DENTAL OF MINNESOTA	7/2/2018	\$934.80 DENTAL INSURANCE - JULY 2018
Paid Chk# 005594E VOID	6/21/2018	\$0.00 VOID
Paid Chk# 005595E MN DEPT OF LABOR &	7/6/2018	\$1,882.01 QTR 1 STATE SURCHARGE 2018
Paid Chk# 005596E MN DEPT OF REVENUE	7/5/2018	\$656.00 2018 Q1 SALES TAX
Paid Chk# 005597E HEALTH EQUITY, INC.	7/6/2018	\$35.40 Monthly Health Equity Account
Paid Chk# 005598E MINNESOTA ENERGY	7/16/2018	\$51.55 26518 France Avenue
Paid Chk# 005599E MINNESOTA ENERGY	7/16/2018	\$20.62 26518 France Avenue
Paid Chk# 005600E XCEL ENERGY	7/23/2018	\$268.00 Storage
Paid Chk# 005601E XCEL ENERGY	7/23/2018	\$173.57 Lift Station / 10010 Ptarmigan
Paid Chk# 005602E XCEL ENERGY	7/23/2018	\$3,236.33 25499 Natchez Ave - Water Trea
Paid Chk# 005603E XCEL ENERGY	7/23/2018	\$1,423.86 Park Shelter - 26518 France Av
Paid Chk# 005604E XCEL ENERGY	7/23/2018	\$1,334.33 26536 France Ave
Paid Chk# 005605E MN VALLEY ELECTRIC	7/9/2018	\$10.74 City of Elko Park, Elko
Paid Chk# 005606E XCEL ENERGY	7/23/2018	\$613.49 Library - 100 J Roberts Way
Paid Chk# 005607E MN VALLEY ELECTRIC	7/22/2018	\$1,417.48 Streetlights, Elko/Whispering
Paid Chk# 005608E MN VALLEY ELECTRIC	7/9/2018	\$74.61 Glenborough Dr & Chowen
Paid Chk# 005609E MN VALLEY ELECTRIC	7/22/2018	\$35.28 27059 Beard Ave Lift Pump
Paid Chk# 005610E MINNESOTA ENERGY	7/18/2018	\$21.42 408 Carter Street
Paid Chk# 005611E MINNESOTA ENERGY	7/18/2018	\$25.40 359 James Parkway
Paid Chk# 005612E MINNESOTA ENERGY	7/18/2018	\$51.55 110 J Roberts Way - Library
Paid Chk# 005613E MINNESOTA ENERGY	7/16/2018	\$20.62 26518 France Avenue
Paid Chk# 005614E MINNESOTA ENERGY	7/16/2018	\$57.26 PW Facility - Gas Utilities
Paid Chk# 005615E MINNESOTA ENERGY	7/16/2018	\$84.99 25499 Natchez Ave - WTP
Paid Chk# 005616E MINNESOTA ENERGY	7/23/2018	\$45.43 50 Church Street
Paid Chk# 005617E MINNESOTA ENERGY	7/23/2018	\$77.24 601 Main Street
Paid Chk# 005618E MINNESOTA ENERGY	7/23/2018	\$23.03 151 Williams Street
Paid Chk# 005619E PSN	7/4/2018	\$1,067.74 Credit Card Processing Fees
Total Checks		\$52,144.92
 <u>PRE-PAID</u>		
Paid Chk# 038620 ASPEN MILLS	6/25/2018	\$582.00 REISSUE CHECK #38481
Paid Chk# 038621 PAYROLL	6/28/2018	\$69.26
Paid Chk# 038622 PAYROLL	6/28/2018	\$429.25
Paid Chk# 038623 PAYROLL	6/28/2018	\$69.26
Total Checks		\$1,149.77
 <u>CHECK REGISTER</u>		
Paid Chk# 038624 AEM FINANCIAL SOLUTIONS,	7/12/2018	\$6,250.00 FINANCIAL SERVICES - JUNE 2018
Paid Chk# 038625 AMERICAN FLAGPOLE & FLAG	7/12/2018	\$158.00 2 STATE FLAGS
Paid Chk# 038626 ANNA F ANNIS TRUST	7/12/2018	\$3,607.82 2013- 2017 CROP LOSS
Paid Chk# 038627 APPLE VALLEY MEDICAL CLINIC	7/12/2018	\$122.00 PRE EMPLOYMENT TESTING
Paid Chk# 038628 ASPEN MILLS	7/12/2018	\$1,850.65 FD - Uniforms
Paid Chk# 038629 BOLTON & MENK	7/12/2018	\$14,804.00 GENERAL STORM APR/MAY 2018 - T
Paid Chk# 038630 BUREAU OF CRIMINAL APPR	7/12/2018	\$180.00 2018 ANNUAL CJDN REMOTE
Paid Chk# 038631 CINTAS CORPORATION NO. 2	7/12/2018	\$6.95 UNIFORMS
Paid Chk# 038632 ECM PUBLISHERS INC.	7/12/2018	\$384.00 FIRE RESCUE DAYS ADS
Paid Chk# 038633 ECOLAB	7/12/2018	\$159.44 Pest Control
Paid Chk# 038634 DUSTIN EMMICK	7/12/2018	\$5,100.00 RETURN ESCROW FOR 3172 AARON D
Paid Chk# 038635 ENM FIRE RELIEF ASSN.	7/12/2018	\$300.00 2017 GASB - 1/2 AUDIT COST PER

CITY OF ELKO/NEW MARKET

*Check Summary Register©

Name	July 2018 Check Date	Check Amt	
<u>CHECK REGISTER CONTINUED</u>			
Paid Chk# 038636	ENVIROTECH SERVICES INC.	7/12/2018	\$4,206.30 DUST CONTROL
Paid Chk# 038637	FARMERS MILL & ELEVATOR,	7/12/2018	\$93.62 PARK CHEMICALS
Paid Chk# 038638	FASTENAL COMPANY	7/12/2018	\$204.47 OPERATING SUPPLIES
Paid Chk# 038639	FLEET SERVICES &	7/12/2018	\$143.98 TRUCK CLEANING SUPPLIES
Paid Chk# 038640	FRIEDGES DRYWALL	7/12/2018	\$33.38 SAMS CLUB AA BATTERIES
Paid Chk# 038641	FUZIONPRINT	7/12/2018	\$337.85 FIRE RESCUE DAYS NEWSLETTER
Paid Chk# 038642	GALLS, LLC	7/12/2018	\$2.36 CREDIT BALANCE ON ACCOUNT
Paid Chk# 038643	GOPHER STATE ONE CALL	7/12/2018	\$72.90 JUNE 2018 LOCATES
Paid Chk# 038644	HAWKINS, INC.	7/12/2018	\$254.28 PW - Water Chemicals
Paid Chk# 038645	HENNEPIN TECHNICAL COLLEGE	7/12/2018	\$1,200.00 FD - Ladder Training
Paid Chk# 038646	INNOVATIVE OFFICE	7/12/2018	\$233.85 Operating Supplies
Paid Chk# 038647	KELLEY FUELS, INC.	7/12/2018	\$2,170.70 PW - Fuel
Paid Chk# 038648	LANO EQUIPMENT, INC.	7/12/2018	\$251.65 PW - FLEET
Paid Chk# 038649	ROBERT LARSEN	7/12/2018	\$1,412.84 MATERIALS FOR NEW LIONS FLOWER
Paid Chk# 038650	LELIA LEONHARDT	7/12/2018	\$30.96 MILEAGE THRU 6/30/18
Paid Chk# 038651	LOFFLER COMPANIES	7/12/2018	\$67.56 PD Copier
Paid Chk# 038652	METROPOLITAN COUNCIL	7/12/2018	\$22,568.75 RES CAP LOAN - 2018 PMT 5 OF 1
Paid Chk# 038653	METROPOLITAN COUNCIL	7/12/2018	\$10,712.64 RES CAP LOAN - 2017 PMT 3 OR 2
Paid Chk# 038654	METROPOLITAN COUNCIL	7/12/2018	\$8,987.10 RES CAP LOAN 2016 PMT 16 OF 21
Paid Chk# 038655	METROPOLITAN COUNCIL	7/12/2018	\$79,922.70 QTR 2 - 2018 SAC
Paid Chk# 038656	MN CRITTER GETTERS, INC.	7/12/2018	\$1,174.00 Monthly Animal Control
Paid Chk# 038657	MN PUBLIC FACILITIES	7/12/2018	\$539,705.01 PFA LOAN INTEREST
Paid Chk# 038658	MOTOROLA	7/12/2018	\$4,371.00 RADIO FOR NEW OFFICER
Paid Chk# 038659	MVTL LABORATORIES	7/12/2018	\$95.00 PW - Water Testing
Paid Chk# 038660	NEW MARKET BANK	7/12/2018	\$85.00 2012A LOAN INTEREST PAYMENT
Paid Chk# 038661	NEW PRAGUE AREA SCHOOLS	7/12/2018	\$5.00 CLASSROOM RENTAL - ACTIVE SHOO
Paid Chk# 038662	NORTHLAND PEST CONTROL	7/12/2018	\$21.25 Pest Control - Library
Paid Chk# 038663	PPG ARCHITECTURAL	7/12/2018	\$61.49 RETURN 9 OF 10 STREET PAINT
Paid Chk# 038664	QUILL CORPORATION	7/12/2018	\$571.51 Operating Supplies
Paid Chk# 038665	STEPHANIE SCHULTZ	7/12/2018	\$243.02 MILEAGE 01/2018 - 06/2018
Paid Chk# 038666	C/O SHRED RIGHT	7/12/2018	\$54.00 Shredding
Paid Chk# 038667	SPRINGSTED, INC.	7/12/2018	\$4,600.23 2007A ARBITRAGE CALCULATION
Paid Chk# 038668	SUEL PRINTING COMPANY	7/12/2018	\$475.00 Legal Ads
Paid Chk# 038669	TEMP-ASSURE, INC.	7/12/2018	\$380.00 LIBRARY EXHAUST FAN
Paid Chk# 038670	PATRICIA TIMMONS	7/12/2018	\$69.76 MILEAGE 128 MILES @ .545
Paid Chk# 038671	US BANK - CM9705	7/12/2018	\$67,507.50 2013A BOND INTEREST
Paid Chk# 038672	SPLIT ROCK MANAGEMENT INC	7/12/2018	\$1,690.00 LIBRARY CLEANING
Paid Chk# 038673	APWA	7/12/2018	\$245.00 2018/2019 RENEWAL

Total Checks \$787,184.52

DIRECT DEPOSITS

Paid Chk# 501832E	Bi-Weekly ACH	06/28/2018	\$33,002.83
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STAFF MEMORANDUM

SUBJECT:	Election Judges for Primary and General Elections
MEETING DATE:	July 12, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-40 Appointing Election Judges for the 2018 Primary and General Elections

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City Council is being asked to approve election judges for the 2018 Primary and General Elections.

DISCUSSION

In the last election held in 2016, the City used eleven (11) election judges for the Primary and twelve (12) judges for the General Election. Since this is a non-presidential election year, Staff is requesting authorization to hire eleven (11) election judges for the Primary Election and (12) judges for the General Election.

Staff is requesting that the Council approve those listed on Exhibit A attached, which lists the names of persons whose availability has been confirmed to serve as election judges. The resolution also provides for the City Clerk to make additional appointments, as necessary.

Staff is recommending City Council approve Resolution 18-40 Appointing Election Judges for the 2018 Primary and General Elections.

Attachments:

Resolution 18-40 Appointing Election Judges for the Primary and General Elections

Attachment A

ATTACHMENT A

The following are the names of persons who are willing and qualified to serve as Election Officials for both the 2018 Primary Election and 2018 General Election:

HEAD JUDGE

Tom Humphrey

ELECTION JUDGES

George Rhein

Rick Martin

Herman Halverson

Lori Clausen

Linda Borgen

Vernon Christensen

Jan Seykora

Aliza Ameen

Shirley Stevens

Mike Sutton

Leander Wagner

RESOLUTION 18-40

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

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE
AUGUST 14, 2018 PRIMARY AND NOVEMBER 6, 2018 GENERAL ELECTIONS**

WHEREAS, the City Council is required by law to provide election judges to conduct the Primary and General Elections; and

WHEREAS, Staff has provided the names of persons who are willing and qualified to serve in said capacity.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Elko New Market hereby appoint the following persons to serve as elections judges for the August 14, 2018 Primary and November 6, 2018 General Elections:

See Exhibit A attached; and

BE IT FURTHER RESOLVED that, based upon the inability of a judge(s) to serve on election day or upon need for additional assistance, the City Clerk shall be authorized to appoint/hire required number of persons. Only those persons duly qualified and duly trained to serve as an election judge may be selected to serve in this capacity.

Adopted by the Mayor and Council of the City of Elko New Market, Scott County, Minnesota this 12th day of July, 2018.

Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk

ATTACHMENT A

The following are the names of persons who are willing and qualified to serve as Election Officials for both the 2018 Primary Election and 2018 General Election:

HEAD JUDGE

Tom Humphrey

ELECTION JUDGES

George Rhein

Rick Martin

Herman Halverson

Lori Clausen

Linda Borgen

Vernon Christensen

Jan Seykora

Aliza Ameen

Shirley Stevens

Mike Sutton

Leander Wagner



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

12224 Nicollet Avenue · Burnsville, MN 55337-1649

Phone (952) 890-0509 · FAX (952) 890-8065

www.bolton-menk.com

MEMORANDUM

Date: July 12, 2018
To: Honorable Mayor and City Council
Thomas Terry, City Administrator
From: Rich Revering PE, City Engineer
Subject: Assessment Agreement Approval
Elko New Market, Minnesota
T15.102632

BACKGROUND

The City Council is being asked to approve an Assessment Agreement for improvements related to the Woodcrest Sewer Project.

DISCUSSION

Owners of parcels benefitting from the 2017 Woodcrest Sewer Extensions were offered agreements whereby they could choose to voluntarily pay the 2017 forcemain charge of \$3,900 in cash or by special assessment. In return, the parcel would be exempt from paying the City's Sewer Connection Fee at the time of hookup to City sewer at any point in the future. One party accepted this offer. They also paid the full amount in cash with the returned agreement. A copy of the signed agreement is attached, along with a resolution approving the agreement.

The Agreement was prepared by the City Attorney. All parties associated with the parcel have signed the attached agreement. The signatures were witnessed by a notary. We recommend the Council approve the agreement as well.

Staff will document the waiver eligibility as well as send a letter notifying the owners of the waiver and documenting it for future reference.

RECOMMENDATIONS

Adopt the attached resolution approving the also attached, signed, and notarized assessment agreement.

H:\ELNM\T15102632\1_Corres\B_To Others\Approve Assessment Agreement for Weseloh.doc

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

RESOLUTION NO. 18-39

**RESOLUTION APPROVING AND ADOPTING
SPECIAL ASSESSMENTS**

WHEREAS, Ryan D. Weseloh and Tia A. Weseloh fka Tia A. Kadelbach, husband and wife, (“Owners”) have requested that the Elko New Market City council specially assess certain public improvement costs that affect Owners’ property legally described in Exhibit A attached hereto (“Subject Property”);

WHEREAS, the City has received the following signed Public Improvement and Special Assessment Agreement (Exhibit B) waiving all applicable assessment procedural requirements and requesting to be assessed for the public improvement costs in the amount itemized therein for the Subject Property;

WHEREAS, Owners have paid the forcemain charge to the City at the time of forcemain installation and pursuant to the Woodcrest Sanitary Sewer Policy, the connection fee for sanitary sewer will be waived when the Subject Property is connected to City sewer.

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

1. The signed Public Improvement and Special Assessment Agreement is hereby accepted and approved.
2. The public improvement costs amounting to \$3,900.00 are hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable in 2019 and shall bear the interest rate of 2.3% per annum from the date of adoption of this assessment Resolution. To the first installment shall be added interest on the entire assessment from the date of this Resolution until December 31, 2018.
4. The Owners, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the

entire assessment is paid within 30 days from the adoption of this Resolution; and such owners may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The owners may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.

5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 12th day of July, 2018.

Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot 16, Block 2, Woodcrest, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)

EXHIBIT B
PUBLIC IMPROVEMENT
AND
SPECIAL ASSESSMENT AGREEMENT

AGREEMENT made this ___ day of _____, 2018, by and between the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (“City”) and **RYAN D. WESELOH AND TIA A. WESELOH FKA TIA A. KADELBACH**, husband and wife, (“Property Owners”).

RECITALS

A. Property Owners are the owners of property having a street address of 26071 Woodcrest Drive, Elko New Market, Scott County Minnesota, legally described on Exhibit A attached hereto and incorporated herein (the “Subject Property”).

B. The Property Owners desire to connect the Subject Property to the City’s public sanitary sewer system which includes the construction of a grinder pump and forcemain system (“Public Improvement”);

C. In order to connect to City’s sanitary sewer system, Property Owners have requested that the City assess the cost of the Public Improvement and the MCES Sewer Availability Charge (collectively the "Fees") against the Subject Property.

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

1. PUBLIC IMPROVEMENTS. The City shall construct the Public Improvements.

2. SPECIAL ASSESSMENT. The City will assess the cost of the Public Improvement and the Fees in the amount of Three Thousand Nine Hundred 00/100ths Dollars (\$3,900.00) against the Subject Property. The special assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The assessment shall be spread without deferment over a five (5) year period in equal annual installments, together with interest of two and three tenths percent (2.3%) per year on the unpaid balance. The first installment shall be payable with taxes paid in 2019.

3. WAIVER. Property Owners, their successors and assigns, waive any and all procedural and substantive objections to the Public Improvements and special assessment, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owners waive any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.

4. RELEASE. Property Owners, their successors and assigns, hereby unconditionally release and forever discharge the City, its elected officials, employees, agents and insurers from any and all claims and causes of action of whatever kind or nature that is in any way connected with or related to the Public Improvements and the City's sewer systems, including mapping errors.

5. BINDING EFFECT; RECORDING. This Agreement shall be binding upon Property Owners and Property Owners' successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

CITY OF ELKO NEW MARKET

BY: _____
Bob Crawford, Mayor

AND: _____
Sandra Green, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by Bob Crawford and by Sandra Green, respectively the Mayor and City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation pursuant to the authority granted by its City Council.

Notary Public

OWNERS:

Ryan D. Weseloh ^{SD}

Tia A. Weseloh

Tia A. Weseloh fka Tia A. Kadelbach

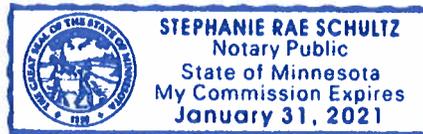
STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 21st day of June, 2018, by Ryan D. Weseloh and Tia A. Weseloh fka Tia A. Kadelbach, husband and wife. ^{SD}

Stephanie Schultz

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson, Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
AMP/smt



OWNERS:

Ryan D. Weseloh

Ryan D. Weseloh

Tia A. Weseloh fka Tia A. Kadelbach

SS

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this 22nd day of June, 2018, by Ryan D. Weseloh and Tia A. ~~Weseloh~~ fka Tia A. ~~Kadelbach~~, husband and wife. *SS*

Stephanie Schultz
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson, Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
AMP/smt

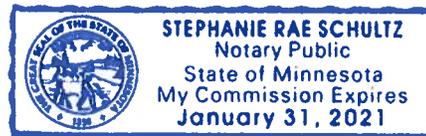


EXHIBIT A

Lot 16, Block 2, Woodcrest, Scott County, Minnesota, according to the recorded plat thereof.

(Abstract Property)



STAFF MEMORANDUM

SUBJECT:	Amendment to Purchase Agreement - Global Properties, LLC
MEETING DATE:	July 12, 2018
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Approve Amendment to Purchase Agreement Between City of Elko New Market and Global Properties, LLC

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

On June 14th, 2018 the City Council approved a purchase agreement between the City of Elko New Market and Global Properties, LLC to purchase the remaining City-owned property within the Dakota Acres plat.

As City staff and the buyer have continued to work on the purchase agreement, there has been a desire to change two terms of the purchase agreement, as follows:

- 1) Change where the earnest money gets deposited, changing from an escrow account held by a title company, to being held by the City of Elko New Market.
- 2) Change the company which the title commitment should be obtained from, changing from Eagle Creek Title Co. to Monahan Law Office.

DISCUSSION

The City Attorney has drafted the amendment to purchase agreement and recommended approval.

BUDGET IMPACT

There is no budget impact as a result of the proposed amendment.

ACTION REQUESTED

Approve the amendment to purchase agreement between the City of Elko New Market and Global Properties, LLC.

Attachments:

Amendment to Purchase Agreement (draft)

**FIRST AMENDMENT
TO
PURCHASE AGREEMENT**

THIS FIRST AMENDMENT ("Amendment") to the Purchase Agreement made effective this _____ day of _____, 2018 ("Effective Date") by and between **GLOBAL PROPERTIES, L.L.C.**, a Minnesota limited liability company, 3075 Sakpe Circle Shakopee MN. ("Purchaser"), and **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation, 601 Main Street, Elko New Market 55020 ("Seller").

RECITALS

WHEREAS, the City and Purchaser entered into a Purchase Agreement dated June 14, 2018 ("Purchase Agreement") for the purchase and sale of the Property legally described in Exhibit A attached hereto ("Property");

WHEREAS, the City and Seller desire to change the terms of the earnest money provided under the terms of the Purchase Agreement and the Title Company referenced in the Agreement;

NOW THEREFORE, for valuable consideration, including the promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, Purchaser and the City agree as follows:

1. Paragraph 2(A) of the Purchase Agreement is amended to read as follows:
 - A. Earnest money of \$10,000.00 to be deposited and held by the City in accordance with the terms of this Agreement in a non-interest bearing account ("Earnest Money"). Earnest money to be applied to the Purchase Price at closing or refunded to Purchaser as provided under this Agreement;
2. Paragraph 9 of the Purchase Agreement is amended to read as follows:

9. TITLE INSURANCE. To demonstrate that Seller's title is insurable for marketability, within a reasonable period following the date of this Agreement, Seller shall furnish Purchaser with a Commitment for Title Insurance in the full amount of the Purchase Price certified to date to include proper searches covering bankruptcies, state and federal judgments and liens, and levied and pending special assessments. The Title Commitment shall be obtained from the Monahan Law Office, 419 North Main Street, Le Sueur, MN 56058 ("Monahan Law Office"). Purchaser shall be allowed twenty (20) business days after receipt of the title commitment for examination of title and making any objections, which shall be made in writing or deemed waived.
3. All references to Title Company throughout the Purchase Agreement shall be amended to read "Monahan Law Office."
4. This Amendment shall be considered an integral part of the Purchase Agreement and

shall be binding upon the Purchaser and City from the date first above written. Subject only to the modification referred to in this Amendment, all other terms and conditions of the Purchase Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first written above, in multiple counterparts, each of which shall be deemed an original and all of which shall evidence but one agreement.

SELLER:

CITY OF ELKO NEW MARKET

By: _____
Bob Crawford, Mayor

And: _____
Sandra Green, City Clerk

PURCHASER:

GLOBAL PROPERTIES, L.L.C.

By: _____
Nicholas Campbell

Its: _____

Outlot D, Dakota Acres, Scott County, Minnesota, according to the recorded plat thereof,

AND

That part of Outlot C, Dakota Acres, Scott County, Minnesota according to the recorded plat thereof, except that part lying easterly of the east line of Outlot D, Dakota Acres and its southerly extension.



STAFF MEMORANDUM

SUBJECT:	Authorize Hire of Accountant
MEETING DATE:	July 12, 2018
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Direct staff to post the Accountant position and authorize the City Administrator to hire the position.

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:

With the former Deputy Clerk-Finance separation from the City in 2015, the City Council approved a new job description and pay grade for a City Accountant position to replace the vacant Deputy Clerk-Finance position.

DISCUSSION:

After posting, interviewing and background check, the City offered Lelia Leonhardt the Accountant position which she accepted effective February 12, 2018.

Lelia Leonhardt has submitted her resignation from the City of Elko New Market Accountant position effective July 24, 2018. Staff is requesting the City Council approve posting the now vacant Accountant position and authorize the City Administrator to hire the position at the approved 2018 Salary Schedule Grade 8, Step 1 to Step 3 Range of \$56,909.70 to \$60,375.51. This is the same salary range Lelia Leonhardt was hired at.

Staff anticipates the following timelines for the hiring process:

- Post the Position - through mid-August
- Evaluate Application – end of August
- First Interviews – early September
- Second Interviews – mid September
- Background Checks, etc. – mid September
- Start Work – October

BUDGET IMPACT:

The expense for the full-time Accountant position would be allocated among the major funds.

General Fund	40%
Fire Dept. Fund	5%
Water Fund	25%
Sewer Fund	25%
Storm Water Fund	5%



STAFF MEMORANDUM

SUBJECT:	Monthly Public Works Report – June 2018
MEETING DATE:	July 12, 2018
PREPARED BY:	Corey Schweich, Public Works Superintendent
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

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- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND:

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

DISCUSSION:

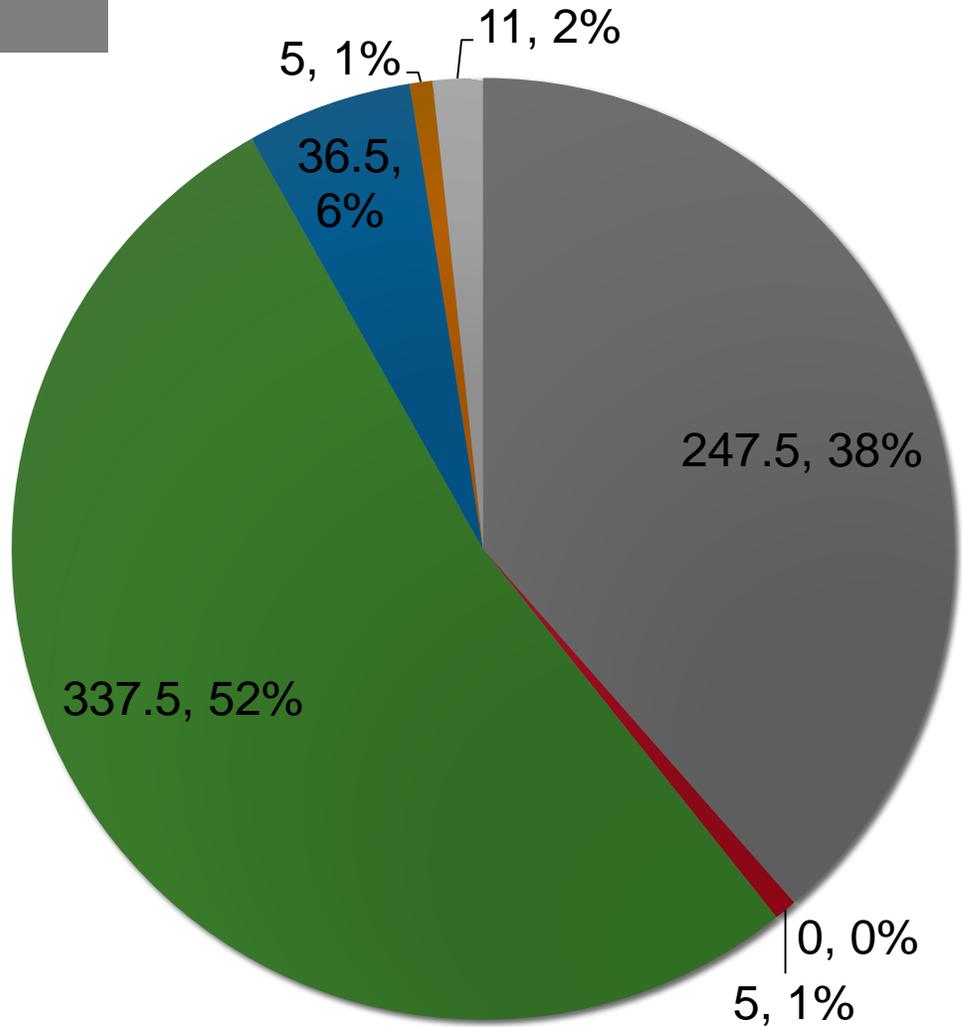
- Staff removed all of the old skate park equipment to make room for the new equipment. The old equipment was sold for \$900 to the highest bidder on govdeals.com. Staff assisted the buyer with loading the equipment.
- As previously reported, Staff has been working on getting the fueling station set up so Police and Fire would be able to fuel vehicles at the Public Works Campus. The system is up and running and all departments are able to fuel vehicles 24 hours a day. The City may see a decrease in fuel costs as a result of buying in bulk and the use of off-road diesel (tax free) in the fire trucks.
- Staff placed woodchips around trees in the parks.
- The Department completed 20 lead and copper samples throughout the water system. As a result of the chemistry of the water changing during the treatment process, the City had to monitor the lead and copper levels. There have been no changes to the levels of lead and copper and the City's water system is fully compliant, and was never out of compliance with lead and copper. It is common practice for the MDH to monitor lead and copper after a treatment plant has been put into service.
- Staff has started to feed a polyphosphate to the water during the treatment process. As many of you know the City's water is very hard, and the plant was not designed to soften the water. As a result of the hard water, users may have noticed some scaling on plumbing fixtures and appliances. The polyphosphate is intended to help with that by keeping the hardness in solution longer. Staff is still in the initial setup and testing process, and will make adjustments to dosages as needed.
- The Department has filled the seasonal position. David Tupy has been working 2-3 days a week mowing and is still learning where everything is located. This allows full time Staff to be freed up from mowing. It should be noted that full time Staff still has to assist with mowing and trimming.
- As previously reported, Staff spends a significant amount of time getting the City ready for Fire Rescue Days. Staff washed the sidewalks in the downtown area, swept the streets, painted the City cross walks, installed all of the no parking signs throughout the parade route, placed the detour signs in the ditches, placed barricades and all the street crossings, installed and removed the parade signs throughout the county. These are just a few things that Public Works does to prepare for the festivities; there are many other tasks that are completed also.
- Public Works constructed a wood enclosure around the dumpster and the portable restrooms at Wagner Park. The City has had issues with the portable restrooms being tipped over from time to time. The restrooms are now secured to the concrete and should not be able to be tipped over. Staff will build enclosures around portable restrooms at the other parks as time permits.
- Staff assisted with cleanup day.
- The old 938 Cat wheel loader sold on govdeals.com for \$30k. The proceeds from the sale will be put back into the capital outlay budget.
- Staff continued to spray weeds throughout the community.
- As part of the regional safety group made up of Elko New Market, Lakeville, and Farmington, Staff attended confined space entry training in Farmington. Staff will attend monthly safety trainings through this group.

- Staff performed ditch mowing and brush removal around pond inlets and outlets. Staff also removed many small trees that were hanging over the road going up to the Woodcrest development.

PUBLIC WORKS Combined Time By Department

June 2018

Total Hours:
642.5



- Public Works
- Buildings
- Water
- Stormwater
- Snow Plowing
- Parks & Grounds
- Sewer

PHOTO ALBUM

Corey Schweich
Public Works Superintendent









ENM Parks Commission Update

June 27, 2018

1. The City Council approved a budget of \$171,234.00 for the Parks Department for 2018. Through May 31, 2018, expenditures total \$54,818.28, or about 32%, of the total budgeted. We are well under the 41.7% guideline for the first 5 months of 2018. The Capital Outlay Fund stands at \$215,918.53 at the end of May.
2. Thanks again for your willingness to attend the Special Meeting on June 26th...the 4 recommendations that you made on the Planning Commission on The Reserve project: (1) Cash in lieu of land; (2) Support of a trail around the DNR protected wetland with the trail on the southside of Park Street; (3) Recommend that the developer contribute to the construction of a future trail along CSAH 2; and (4) Recommend that space between Lots 1 and 13 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2. Later that evening the Planning Commission concurred with all 4 recommendations and passed the feedback to the developer. The next step for the developer is to petition for annexation.
3. The Rowena Pond Park RePurposing Master Plan is now underway! With the approval of relocating the playground equipment by the Commission on March 20th, Midwest Playscapes is looking to do the work in July, but no set date is currently scheduled. Once scheduled, it'll take 2 days to complete the work.
4. It's time to refresh the engineered wood fiber for all the City playgrounds! I have notified the low bidder, Flagship Recreation, that their bid for 100 CY was the lowest at \$2,107.43. The wood fiber was delivered on Friday, May 4th to the Public Works Building. Most of it will be used in conjunction with the relocation of the Rowena Pond playground equipment when it is scheduled, but the Public Works crew has already completed work on the other neighborhood parks.
5. The new Skatepark equipment has been installed by the American Ramp Company! The SkatePark reopened on Monday, June 18th and will be open during regular park hours. It does seem quieter...I also need to get the Rules posted now that everything is complete, so the Police Department can better monitor behavior, since there have been some concerns expressed on one of the neighborhood Facebook pages.

6. The second and final installment for the SkatePark equipment will be on the Agenda for the July Parks Commission Meeting - \$22,181.33, now that the final inspection is complete. The warranty period begins following the completion of the final inspection.
7. I have purchased the posts for the 2 Little Free Libraries to be installed in City parks – one near the digital sign board in front of City Hall and one in Wagner Park. I will now purchase a third Little Free Library for Little Windrose Park to go along with the installation of the one near the digital sign and the one at Wagner Park this Spring. The Eagle Scout that I thought would take on this project has decided not to, so the Little Free Libraries will be put as the Public Works Department gets time to do it.
8. Hand dryers were purchased for the Wagner Park Shelter to replace the towels. Not only is it a cheaper solution, but it will be “greener”, too. Public Works has installed the hand dryers and has now removed the towel holders and soap dispensers, along with putting up the backsplashes under the hand dryers. Again, thanks to Public Works for getting this project completed!
9. Public Works also completed an enclosure around the porta potties due to a recent problem with kids tipping them over. This should make it harder to tip them over.
10. Speaking of Summer, all the programs offered in Elko New Market by Lakeville Community Ed and New Prague Community Ed are on the City’s website under the Events Tab...there are a total of 54 and there’s something to do for any age! Thanks to Stephanie for getting them online!
11. The first Family Archery program of the Summer was held Saturday, May 19th at Windrose Park with a full class of 12 participants. On Wednesday, June 6th, 3 Rivers Archery Instructor, Heidi Hansen and I did maintenance on the equipment, plus marked the bows for left and right-handed users. It’s clear that we’ll need to purchase more left-handed bows, but, otherwise, we’re ready to go for the rest of the season!
12. The Babysitting class presented by Lakeville Community Ed on Thursday, June 28th at the Library had 16 teens, plus parents – maximum enrollment for this popular program!
13. Once again, it’s “Budget season”. I met with the City Administrator and Accountant on Friday, June 1st on the Preliminary Budget for the Parks Department and updated Commissioners at the June 12th Parks

Commission Meeting...it will likely be just about the same as the 2018 Budget for 2019 Budget given budgetary constraints.

14. The Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Council approved the concept of movable gates that will only be closed during ballgames and approved an Encroachment Agreement, which legally addresses the design, installation and maintenance of the fence, at the April 12th City Council Meeting. The Team has now provided the City Attorney with the proper deed indicating their ownership, so now the Agreement can be signed by both parties and the project can move forward once the reimbursement for the City Attorney's expenses is received. I now have the final design of the materials that will be used for the fencing, so that I can approve them.
15. The streetlight request for Pete's Hill was approved on the December 7th City Council Meeting. As recommended by the Parks Commission, the light will be paid for out the City's Contingency line-item and the monthly utility cost would be taken from the Park's Budget. I met with MVEC on Tuesday June 26th on scheduling the installation of the light...it should take about 3 weeks for them to finish the engineering for the project.
16. I also purchased an additional 4 tables for the Park Shelter making a total of 21 tables and 126 chairs. Eventually, I'd like to get to 25 tables and 150 chairs, which is the maximum occupancy for the shelter, and "retire" the old metal chairs and heavy tables.
17. I met with Soccer Coordinator, Melissa Sulich, on the upcoming Fall program at Eagle View Elementary School. As in the past, the Public Works Department will be mowing and lining the 10 soccer fields. The season will get underway on July 31st and will run on Tuesday and Thursday nights from 6:15 to 8:15 through September 6th with Annual Soccer Jamboree on Saturday, August 18th. Our new Soccer Coordinator for the Summer will be Aga Franek, who will be the City's contact for the program.
18. I met with Michelle Moschkau after the April meeting to discuss her request for a bench along the CSAH 91 bike/hike trail for resting and watching the annual migration of trumpeter swans, and other birds, that stop on the pond. The best viewing is not on city-owned property, so I contacted the property owner, who is still considering it.
19. Also from the May meeting, I am following up on a request from resident Robert Satrom about the potential for a water fountain at Wagner Park. There was one there before, but it was vandalized several times, so was not

replaced when the new Park Shelter went in. I am checking to see if one could be attached to the Shelter and on possible “stand alone” sites. I hope to have a further update at the July Meeting.

20. Summer Family Fun Nights at the Wagner Park Shelter have started! There were a 114 people at the Mad Science Show on Thursday, June 21st...next up are the inflatables, the Police Safety Demo, and a movie: “Boss Baby”, along with popcorn! We’ll have help from the Eagle View PTO for this always popular event!
21. Also on the July Meeting Agenda will be the design for a Disc Golf Course at Windrose Park. As you recall from the June Meeting, the cost would be about \$8,100, plus some Staff time for clearing brush in a couple of places.
22. Another reminder that the next Parks Commission Meeting will be on Tuesday, July 10, 2018 at 4:00 PM at ENM City Hall. Once again, it looks like a busy one!

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JUNE 26, 2018
SPECIAL MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioner Melgaard; Commissioner Dornseif; and Chair Mike Sutton. Also present were Assistant City Administrator Mark Nagel; Community Development Specialist Renee Christianson; and Mayor Bob Crawford.

CALL TO ORDER:

The meeting was called to order at 4:05 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said that there were no changes to the June 26 Special Meeting Agenda. On motion by Chair Sutton, seconded by Commissioner Melgaard, the June Special Meeting Agenda was approved, as printed, by voice vote.

CITIZEN COMMENTS:

There were no citizens present at the June 26 Special Parks Commission Meeting to make comments to the Parks Commission.

OLD/NEW BUSINESS:

Mr. Nagel introduced Renee Christianson, who led the Parks Commissioners through a short presentation of the Concept Plan for The Preserve at Elko New Market, which would be considered by the Planning Commission later the same evening at their Regular Meeting. After much discussion of the Concept Plan as it relates to the City's Park and Trail Plan, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the

following recommendations to the Planning commission on The Preserve at Elko New Market Concept Plan:

1. The Parks Commission will accept cash in lieu of land.
2. The Parks Commission supports a trail around the DNR protected wetland, and that the trail be allowed on the south side of Park Street within this development.
3. The Parks Commission recommends that the developer be required to contribute to the construction of a future trail along CSAH 2.
4. The Parks Commission recommends that space between Lots 1 and 13 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2.

Ms. Christianson then discussed the status of the Christmas Pines Park Dedication Fee with the Parks Commission. She said that she had relayed the comments from the Parks Commission regarding the acceptance of a piece of property of about 7.5 acres off of Dakota Avenue at the City's northern boundary instead of the approximately \$40,000 in Park Dedication fees for the Christmas Pines subdivision to the developer, but did not have response at the time of the meeting. Parks Commissioners discussed the proposal at length again with the consensus being that they would consider such a proposal, if made and subject to acceptable terms and conditions. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously tabled this item until the July 10th Regular Meeting.

OTHER BUSINESS:

Ms. Christianson updated the Parks Commission on development projects around town, including south of Pete's Hill Park; Dakota Acres – City Owned Property; Dakota Acres – Syndicated Properties; and the Dakota Acres, 1st Addition Townhome Project.

There were no additional business items to come before the Parks Commission at the June 26th Special Parks Commission meeting.

NEXT MEETING:

The next Regular Meeting for the Parks Commission was set for Tuesday, July 10, 2018 at 4:00 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no comments provided at the June 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 Melgaard, the June 26 Special Parks Commission meeting was adjourned by voice vote at 5:18- PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator