

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JUNE 11, 2020**

**BUSINESS MEETING
6:00 PM**

The City Administrator has determined it is not practical or prudent to conduct an in-person City Council meeting due to the local state of emergency and social distancing guidelines. Accordingly, City Council will participate in this meeting via an electronic meeting and the City Council meeting will be conducted under Minnesota Statutes section 13D.021 at the date and time stated above. To the extent practical, members of the public may attend the meeting by utilizing this link:

<https://us02web.zoom.us/j/83835297679>

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

- a. Recognition of Eve Zahratka
- b. Proclamation 20-03 Declaring Community Connections Week

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 May 28, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Reject Bids and Authorize Assistant City Administrator to Re-advertise for bids for Asbestos Removal/Demolition of 448 Main Street
- d. Approve Encroachment Agreement for Property Located at 257 James Parkway

7. Public Hearings

8. General Business

- a. Consider Request for Vacation of Right of Way

9. Reports

- a. Administration
 - i. Council Meeting Format
- b. Public Works
 - i. Monthly Report - May 2020
- c. Police Department
 - i. Monthly Report – May 2020
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Draft Planning Commission Minutes of the May 26, 2020 Meeting
 - ii. Housing, Housing Market, and Housing Affordability
- g. Parks Department
 - i. Monthly Parks & Recreation Update – May 2020
 - ii. Parks Capital Outlay Plan
- h. Community & Civic Events Committee (CCEC)
- i. Other Committee and Board Reports
 - i. Scott County Association for Leadership and Efficiency (SCALE)
 - Executive Committee
 - Service Delivery Committee
 - Unified Transit Plan Steering Committee
 - ii. Minnesota Valley Transit Authority (MVTA)
 - iii. I35 Solutions Alliance
 - iv. Chamber of Commerce

10. Closed Meeting

- a. Closed meeting for the annual performance evaluation of City Administrator Tom Terry pursuant to Minn. Stat. 13D.05, subd. 3(a)

11. Discussion by Council

- a. League of Minnesota Cities/Metro Cities Policy Committee Representation

12. Adjournment

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

PROCLAMATION NO. 20-03

**DECLARING JUNE 15-21, 2020 AS COMMUNITY CONNECTIONS WEEK
IN ELKO NEW MARKET**

WHEREAS, recent weeks have been witness to social unrest within Minnesota and throughout the nation; and,

WHEREAS, many of the ills that do exist within society have some basis in underlying biases and prejudices, whether it be related to ethnicity, age, gender, sexual orientation or another characteristic of identity; and,

WHEREAS, the strength of a community, state or nation lie in the strength of the connections and common bonds of its citizens; and

WHEREAS, those biases and prejudices serve to undermine the sense of community, be it in a city, state or nation; and,

WHEREAS, those biases and prejudices whither in the face of knowledge of others, relationships and common bonds; and,

WHEREAS, the City of Elko New Market is one of the best small towns in the State of Minnesota and it is desired to make it an even better community, a model for the state and nation by strengthening the bonds within our community; and,

WHEREAS, during the week of June 15-21, 2020 residents of Elko New Market are encouraged to be the change for a better community, state and nation by making an extra effort to make a new connection with somebody in our community that is of a different ethnicity, age, gender, sexual orientation or outside your normal social group, volunteer or help a neighbor; and,

NOW, THEREFORE, I Mayor Joe Julius, on behalf of the City Council, hereby declare the week of June 15th though June 21st of 2020 as **COMMUNITY CONNECTIONS WEEK IN ELKO NEW MARKET**.

Joe Julius, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk

The City Council participated in this meeting via an electronic meeting and the City Council meeting was conducted under Minnesota Statutes section 13D.021.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 6:02 p.m.

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

Members Absent: Councilmember Berg

Also Present: City Administrator/Clerk Terry, Police Chief Juell, City Attorney Poehler, Community Development Specialist Christianson, Assistant City Administrator Nagel, Deputy Clerk Jirak and City Engineer Revering

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry advised the Council of a revised agenda moving Item E “Adopt Resolution 20-35 Appointing Ex-Officio Member of the City’s Economic Development Authority” to General Business.

MOTION by Councilmember Timmerman, second by Councilmember Seepersaud to approve agenda as amended.

APIF, MOTION CARRIED

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

Mayor Julius approved Proclamation 20-02 declaring June 1-7, 2020 as Class Of 2020 Graduate Week In Elko New Market. Nicole Adams representing New Prague Area Schools and Superintendent Michael Baumann representing Lakeville Area Schools thanked the Mayor for this Proclamation.

5) PUBLIC COMMENT

Scott County Commissioner Tom Wolf updated Council on Scott County items to include:

- Updated County Road projects are looking good and ahead of schedule due to the nice weather.
- Advised that Scott County is opening up in phases.

6) CONSENT AGENDA

MOTION by Councilmember Timmerman, second by Councilmember Novak to approve Consent Agenda as amended.

- a. Approve May 14, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds

- c. Adopt Ordinance No. 217 Amending Title 7, Chapter 3 Of The Elko New Market City Code Concerning Snowmobiles And Special Use Vehicles
- d. Rezoning And Preliminary Plat For Ridgeview Estates
 - i. Adopt Ordinance No. 218 Amending Title 11 Chapter 28 Of The City Code By Rezoning Certain Properties
 - ii. Adopt Resolution 20-34 Approving Preliminary Plat Of Ridgeview Estates
- e. Moved from Consent Agenda to General Business
- f. Approve Communication Site Lease Agreement By And Between City Of Elko New Market And JTN Communications, LLC
- g. Adopt Resolution 20-36 Authorizing the Granting of Regulatory Flexibility to Local Businesses

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

Bolton & Menk roundabout project contract amendment request

Bolton & Menk requested an amendment of \$51,500 to the engineering contracts for design services related to the CSAH 2 and 91 roundabout project. City staff and Bolton & Menk staff met to review and discuss the individual items. City staff does not support the request for all additional items being compensated however supports \$36,300. Jake Bongard, Project Manager, on behalf of Bolton & Menk, discussed the work completed and was present to discuss any questions the Council had regarding this project. After Council discussion, Council agreed with City staff's recommendation for payment.

MOTION by Councilmember Novak, second by Councilmember Seepersaud to approve an amendment to the Bolton & Menk Final Design Contract in the amount of \$36,300 for CSAH 2 & 91 Roundabout Design Services.

APIF, MOTION CARRIED

Adopt Resolution 20-35 appointing Ex Officio member of the City's Economic Development Authority

Mayor Julius asked to have this item to General Business since he works with Bob Vogel outside of City business and would like to abstain from this vote.

MOTION by Councilmember Timmerman, second by Councilmember Seepersaud to adopt Resolution 20-35 appointing Ex Officio member of the City's Economic Development Authority.

3 Ayes, Mayor Julius Abstained, MOTION CARRIED

9) REPORTS

- a) Administration
 - 1st Quarter Financial Report

1st Quarter Financial Reports included in the Council Packet.

City Administrator Performance Evaluation

City Administrator/Clerk Terry advised the Council that the review process for City Administrator is preferred to be face to face with all of Council members and will schedule the review for the June 11, 2020 City Council meeting.

b) Public Works
None.

c) Police Department

2020 Police Department Staffing Analysis

Police Chief Juell presented to Council the Department Staffing Analysis to include the following:

- Provide guidance for short and long term budgeting.
- Educate City Council on current demands of Police Department.
- Determine if there is adequate staff for desired community policing.

The Chief recommended that the City Council consider the addition of an officer in 2021 consistent with the Projected Budget reviewed by the Council last year. The Council directed staff to continue to use this assumption in developing the working draft of the budget. The Council will consider the recommendation as part of the 2021 budgeting process.

d) Fire Department
None.

e) Engineering

City Engineer Revering introduced Kellie Urman, an intern working at BMI this summer.

f) Community Development

Community Development Updates included in the Council Packet.

- Community Development Specialist Christianson informed Council that there will be a meeting with the Boulder Heights developer next week to address how to move forward with that project.

g) Parks Department

Draft Parks & Recreation Commission Minutes included in the Council Packet.

Assistant City Administrator Nagel updated Council on the following:

- Interviews for the new Recreation Specialist position will be taking place soon.
- Orientation has been started with new Commissioner Dawn Vernon.
- New equipment was installed at Historic Elko City Park.
- Assessment on equipment at Playgrounds for safety.
- Hand washing station will be installed at Wagner Park.
- Skate park is planned to reopen when gatherings of up to 20-25 people are allowed.

- The baseball season will be reevaluated the first week of June.
- Work progressing on Rowena Pond, Woodcrest and Windrose trails.

h) Community & Civic Events Committee (CCEC)

None.

i) Other Committee and Board Reports

Scott County Association for Leadership and Efficiency (SCALE)

Mayor Julius stated SCALE meeting will be held in two weeks.

Executive Committee

Mayor Julius stated next meeting will be held in 1st week of June.

Service Delivery Committee

None.

Unified Transit Plan Steering Committee

None.

Minnesota Valley Transit Authority (MVTA)

None.

I35 Solutions Alliance

None.

Chamber of Commerce

Mayor Julius talked with Chamber President Josh Malwitz regarding local businesses opening up.

j) DISCUSSION BY COUNCIL

Council discussed code enforcement letters that were mailed to residents out of compliance with City Ordinances.

Mayor Julius discussed signing off on a letter, along with all other Scott County Mayors, to the Minnesota Senate Majority Leader regarding street impact fees.

k) ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Seepersaud to adjourn the meeting at 8:11 p.m.

Respectfully submitted by

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	June 11, 2020
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

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

A detail listing of work performed is being provided below for invoices by Consultants of City of Elko New Market. The invoices below are included for payment on the attached Check Summary Register.

Bolton & Menk, Inc.	<u>Amount</u>
• Wastewater General	\$624.61
• Stormwater General	\$3,065.76
• Water General	\$446.15
• Streets General:	\$8,821.42
• Streets - 2020 Woodcrest Trail	\$1,676.62
• Streets - Rowena Park Improve	\$2,608.46
• Streets - Dakota Acres 1 st Addn	\$5,000.58
• Streets - Pete's Hill	\$682.50
• Boulder Heights	\$804.00
• Christmas Pines	\$1,152.00
• Pete's Hill	\$12,217.00
• Ridgeview Estates	\$1,501.00
• Webster Wetland Restore	\$85.50
Total	<u>\$38,685.60</u>

In addition, please find attached pay request #1 for Greystone Construction Company in the amount of \$239,708.75.

BUDGET IMPACT:

Budgeted

Attachments:

- Pay Request #1 – Greystone Construction Company
- Check Summary Register

LEO A DALY

June 4, 2020

Tom Terry, City Administrator
City of Elko New Market
601 Main Street, P.O. Box 99
Elko New Market, MN 55020
tterry@ci.enm.mn.us

PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS

Re: Elko New Market Police Department Addition
Greystone Construction Payment Application #1 - Work through 05-31-2020

Dear Mr. Terry,

Leo A Daly has reviewed the attached Greystone Construction payment application #1, dated 05/29/2020, for the Elko New Market Police Department Addition project and find that the values are in line with the construction progress to date, and suggest payment be authorized.

Thank you and please contact me with any questions.

Sincerely,



Matthew Keenan
Designer/Construction Administrator

ABU DHABI
ATLANTA
AUSTIN
BEIJING
CHICAGO
COLLEGE STATION
CORPUS CHRISTI
DALLAS
DAMMAM
DOHA
FORT WORTH
HONG KONG
HOUSTON
LANSING
LAS VEGAS
LOS ANGELES
MIAMI
MILPITAS
MINNEAPOLIS
OAKLAND
OMAHA
ORANGE
RIYADH
SAN ANTONIO
SAN MARCOS
TAMPA
WACO
WASHINGTON DC
WEST PALM BEACH

LEO A DALY
730 Second Avenue South
Suite 1300
Minneapolis, MN 55402-2455
612.338.8741

leoadaly.com

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER:

City of Elko New Market
601 Main Street
Elko New Market, MN 55020

PROJECT:

ENM Police & Fire
601 Main Street
Elko New Market

APPLICATION NO: 1

APP. DATE 05/29/20

PERIOD TO: 05/31/20

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:

Greystone Construction Company
500 S. Marschall Road, Suite#300
Shakopee, MN 55379

VIA ARCHITECT:

Architect Name
Architect Address
Architect Address

PROJECT NOS: BG20-9290

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,732,035.00</u>
2. Net change by Change Orders	\$	<u>23,923.00</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>1,755,958.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>252,325.00</u>
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$	<u>12,616.25</u>
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>12,616.25</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>239,708.75</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>0.00</u>
8. CURRENT PAYMENT DUE	\$	<u>239,708.75</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>1,516,249.25</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$23,923.00	
TOTALS	\$23,923.00	\$0.00
NET CHANGES by Change Order	\$23,923.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Greystone Construction Company

By: David Date: May 29, 2020

State of: MN County of: Scott
Subscribed and sworn to before me this 29 day of May, 2020
Notary Public:
My Commission expires: January 31, 2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 239,708.75

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: [Signature] .Designer Date: 06-02-2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 1
APPLICATION DATE: 05/29/20

In tabulations below, amounts are stated to the nearest dollar.

ENM Police & Fire

PERIOD TO: 05/31/20

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: BG20-9290

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Lock Box	\$510.00						\$510.00	
2	Fire Dept Connect Signage	\$255.00						\$255.00	
3	Payment and Performance Bond	\$15,545.00		\$15,545.00		\$15,545.00	100.00%		\$777.25
4	Special Inspections	\$13,187.00						\$13,187.00	
5	General Conditions	\$76,772.00		\$13,200.00		\$13,200.00	17.19%	\$63,572.00	\$660.00
6	Final Cleaning	\$2,206.00						\$2,206.00	
7	Surveying/Staking	\$6,550.00		\$1,500.00		\$1,500.00	22.90%	\$5,050.00	\$75.00
8	Cast-in-Place Concrete	\$117,117.00						\$117,117.00	
9	Pre-Cast Concrete	\$132,245.00						\$132,245.00	
10	Masonry	\$63,852.00						\$63,852.00	
11	Structural/Misc. Steel Fab/Erection	\$84,680.00						\$84,680.00	
12	Carpentry	\$54,846.00						\$54,846.00	
13	Membrane Roofing	\$58,672.00						\$58,672.00	
14	Insulation	\$6,166.00						\$6,166.00	
15	Caulking	\$8,716.00						\$8,716.00	
16	Doors & Hardware	\$75,523.00						\$75,523.00	
17	Overhead Door	\$25,460.00						\$25,460.00	
18	Glass & Glazing	\$14,280.00						\$14,280.00	
19	Drywall	\$79,898.00						\$79,898.00	
20	Tiling	\$5,065.00						\$5,065.00	
21	Acoustical Ceilings	\$13,464.00						\$13,464.00	
22	Carpet/Resilient Flooring	\$16,014.00						\$16,014.00	
23	Painting/Wall Covering	\$12,424.00						\$12,424.00	
24	Signage	\$1,777.00						\$1,777.00	
25	Display Cases	\$9,465.00		\$9,465.00		\$9,465.00	100.00%		\$473.25
26	Specialties	\$7,119.00						\$7,119.00	
27	Lockers	\$37,715.00						\$37,715.00	
28	Custom Casework/Countertops	\$48,565.00						\$48,565.00	
29	Showers	\$4,423.00						\$4,423.00	
30	Fire Protection	\$12,610.00						\$12,610.00	
31	Plumbing	\$87,900.00		\$3,850.00		\$3,850.00	4.38%	\$84,050.00	\$192.50
32	HVAC	\$135,915.00		\$22,000.00		\$22,000.00	16.19%	\$113,915.00	\$1,100.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

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APPLICATION NO: 1
APPLICATION DATE: 05/29/20

In tabulations below, amounts are stated to the nearest dollar.

ENM Police & Fire

PERIOD TO: 05/31/20

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: BG20-9290

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
33	Electric	\$272,565.00		\$16,500.00		\$16,500.00	6.05%	\$256,065.00	\$825.00
34	Aggregate Piers	\$48,970.00		\$48,970.00		\$48,970.00	100.00%		\$2,448.50
35	Earthwork & Utilities	\$123,722.00		\$117,045.00		\$117,045.00	94.60%	\$6,677.00	\$5,852.25
36	Asphalt Parking Lot	\$34,645.00						\$34,645.00	
37	Curb, Gutter & Site Concrete	\$19,372.00						\$19,372.00	
38	Fencing	\$2,550.00						\$2,550.00	
39	Landscape Rock	\$1,275.00						\$1,275.00	
40									
41	Change Order #1	\$23,923.00		\$4,250.00		\$4,250.00	17.77%	\$19,673.00	\$212.50
42									
43									
44									
45									
GRAND TOTALS		\$1,755,958.00	\$0.00	\$252,325.00	\$0.00	\$252,325.00	14.37%	\$1,503,633.00	\$12,616.25

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

*Check Summary Register©

June 11, 2020

Name	Check Date	Check Amt	
<u>AUTOPAYS</u>			
Paid Chk# 006749E XCEL ENERGY	6/1/2020	\$384.53	Streetlights
Paid Chk# 006750E XCEL ENERGY	6/2/2020	\$4,594.43	601 Main Street
Paid Chk# 006751E NEW MARKET BANK	5/25/2020	\$30.00	Bank Fees Checking
Paid Chk# 006752E FRANCO TYP-POSTALIA, INC.	5/25/2020	\$120.00	Postage Machine Rental
Paid Chk# 006753E TRANSFER	5/25/2020	\$0.00	Transfer to checking from savi
Paid Chk# 006754E VISA	5/25/2020	\$150.69	Data Research Engine
Paid Chk# 006755E VISA	5/25/2020	\$582.49	Jason and Derek Sewer Training
Paid Chk# 006756E VISA	5/25/2020	\$0.00	Haley Headset
Paid Chk# 006757E VISA	5/25/2020	\$12.44	Background Inv Meeting
Paid Chk# 006758E VISA	5/25/2020	\$79.08	Background Folders x4
Paid Chk# 006759E VISA	5/25/2020	\$525.49	Fleet
Paid Chk# 006760E NEW MARKET BANK	5/25/2020	\$50.00	Monthly Bank Fees
Paid Chk# 006761E DAKOTA ELECTRIC ASSN	5/25/2020	\$0.47	Correct Payment Amount
Paid Chk# 006762E PERA	5/28/2020	\$9,590.57	Payroll Liability
Paid Chk# 006763E MN DEPT OF REVENUE	5/28/2020	\$2,120.42	Payroll Liability
Paid Chk# 006764E INTERNAL REVENUE SERVICE	5/28/2020	\$10,646.90	Payroll Liability
Paid Chk# 006765E HEALTH PARTNERS	5/28/2020	\$19,693.78	Payroll- Health
Paid Chk# 006766E DELTA DENTAL OF MINNESOTA	5/28/2020	\$1,215.30	Payroll Dental Ins
Paid Chk# 006767E SUN LIFE FINANCIAL	5/28/2020	\$1,457.61	Payroll- Sun Life Ins
Paid Chk# 006768E HEALTH EQUITY, INC.	5/28/2020	\$1,205.03	Payroll HSA
Paid Chk# 006769E VANTAGEPOINT TRANSFER	5/28/2020	\$565.00	ICMA- Kellie Stewart
Paid Chk# 006770E VANTAGEPOINT TRANSFER	5/28/2020	\$245.00	2020 PR 11 Roth
Paid Chk# 006771E MN DEPT OF LABOR & INDUSTRY	3/31/2020	\$602.32	Building Surcharge Report
Paid Chk# 006772E MINNESOTA ENERGY RESOURCES	6/17/2020	\$97.93	26518 France Avenue
Paid Chk# 006773E MINNESOTA ENERGY RESOURCES	6/17/2020	\$28.54	26518 France Avenue
Paid Chk# 006774E XCEL ENERGY	6/22/2020	\$239.07	Storage
Paid Chk# 006775E XCEL ENERGY	6/22/2020	\$178.59	Lift Station / 10010 Ptarmigan
Paid Chk# 006776E XCEL ENERGY	6/25/2020	\$2,985.51	25499 Natchez Ave - Water Trea
Paid Chk# 006777E XCEL ENERGY	6/22/2020	\$921.86	Wellhouse - 26460 France Ave
Paid Chk# 006778E XCEL ENERGY	6/22/2020	\$102.69	26536 France Ave
Paid Chk# 006779E MN VALLEY ELECTRIC COMPANY	6/9/2020	\$10.74	City of Elko Park, Elko
Paid Chk# 006780E XCEL ENERGY	6/22/2020	\$342.86	Library - 100 J Roberts Way
Paid Chk# 006781E MN VALLEY ELECTRIC COMPANY	6/22/2020	\$1,432.08	Streetlights, Elko
Paid Chk# 006782E MN VALLEY ELECTRIC COMPANY	6/9/2020	\$86.47	Glenborough Dr & Chowen
Paid Chk# 006783E MN VALLEY ELECTRIC COMPANY	6/22/2020	\$46.30	27059 Beard Ave Lift Pump
Paid Chk# 006784E MINNESOTA ENERGY RESOURCES	6/19/2020	\$19.33	408 Carter Street
Paid Chk# 006785E MINNESOTA ENERGY RESOURCES	6/19/2020	\$19.33	359 James Parkway
Paid Chk# 006786E MINNESOTA ENERGY RESOURCES	6/19/2020	\$88.21	110 J Roberts Way - Library
Paid Chk# 006787E MINNESOTA ENERGY RESOURCES	6/18/2020	\$15.09	26518 France Avenue
Paid Chk# 006788E MINNESOTA ENERGY RESOURCES	6/17/2020	\$159.44	PW Facility - Gas Utilities
Paid Chk# 006789E MINNESOTA ENERGY RESOURCES	6/16/2020	\$409.27	25499 Natchez Ave - WTP
Paid Chk# 006790E MINNESOTA ENERGY RESOURCES	6/18/2020	\$134.95	50 Church Street
TOTAL		\$61,189.81	
<u>PRE-PAIDS</u>			
Paid Chk# 041036 PAYROLL	5/28/2020	\$69.26	
Paid Chk# 041037 PAYROLL	5/28/2020	\$429.25	
Paid Chk# 041038 PAYROLL	5/28/2020	\$46.17	
Paid Chk# 041039 PAYROLL	5/28/2020	\$69.26	
Paid Chk# 041040 PAYROLL	5/28/2020	\$0.00	
Paid Chk# 041041 UNITED STATES POSTAL SERVICE	6/3/2020	\$348.40	Issue #3 Newsletter Postage
TOTAL		\$962.34	
<u>CHECK REGISTER</u>			
Paid Chk# 041042 AAA STRIPING SERVICE CO.	6/11/2020	\$1,220.00	PW - Streets/Aaron & Glenborou
Paid Chk# 041043 ACE HARDWARE & PAINT	6/11/2020	\$90.68	Building Maintenance
Paid Chk# 041044 BAKER TILLY MUNICIPAL	6/11/2020	\$44,759.00	GO Bonds 2020A - Fire Truck
Paid Chk# 041045 BlueTarp Financial	6/11/2020	\$16.99	PW - Small Tools
Paid Chk# 041046 BOLTON & MENK	6/11/2020	\$38,685.60	T15.100717 - Stormwater Genera
Paid Chk# 041047 BUSINESS ESSENTIALS	6/11/2020	\$76.51	Social Distancing Floor Discs
Paid Chk# 041048 CINTAS CORPORATION NO. 2	6/11/2020	\$34.30	PW - Uniforms
Paid Chk# 041049 COMMERCIAL ASPHALT COMPANY	6/11/2020	\$128.46	PW - Streets
Paid Chk# 041050 CULLIGAN BOTTLED WATER	6/11/2020	\$51.21	Bottled Water
Paid Chk# 041051 DAKOTA AGGREGATES, LLC	6/11/2020	\$655.25	Rowena Park Improvements
Paid Chk# 041052 DRURY, DAVID & LORI	6/11/2020	\$28.99	Utility Billing Credit Refund
Paid Chk# 041053 EDGEWATER TITLE GROUP, LLC	6/11/2020	\$7.05	Utility Billing Credit Refund
Paid Chk# 041054 EMERGENCY RESPONSE SOLUTIONS	6/11/2020	\$110,733.13	Gambling - Fire Relief

*Check Summary Register©

June 11, 2020

	Name	Check Date	Check Amt	
Paid Chk# 041055	FASTENAL COMPANY	6/11/2020	\$171.23	PW - Operating Supplies
Paid Chk# 041056	FLEET SERVICES &	6/11/2020	\$15.89	PW - Operating Supplies
Paid Chk# 041057	FORFEITURE ATTORNEY SCOTT CO.	6/11/2020	\$676.80	30% Proceeds Forfeiture - Yama
Paid Chk# 041058	FUZIONPRINT	6/11/2020	\$531.61	City Newsletter - Issue #3
Paid Chk# 041059	GREAT LAKES MANAGEMENT	6/11/2020	\$225.00	Library - Qtr-2 2020 Mgmt Fee
Paid Chk# 041060	GREYSTONE CONSTRUCTION	6/11/2020	\$270,958.75	Landscape Escrow Refund
Paid Chk# 041061	HOSE / CONVEYORS, INC.	6/11/2020	\$504.62	PW - Fleet Maint & Equip
Paid Chk# 041062	INNOVATIVE OFFICE SOLUTIONS LL	6/11/2020	\$202.09	Office Supplies
Paid Chk# 041063	NICHOLAS J. JULIUS	6/11/2020	\$306.48	Mileage Expenses 1/3/20-3/6/20
Paid Chk# 041064	KELLEY FUELS, INC.	6/11/2020	\$990.71	PW - Fuel
Paid Chk# 041065	KRAEMER MINING & MATERIALS INC	6/11/2020	\$833.96	PW - Streets
Paid Chk# 041066	LEAGUE OF MN CITIES	6/11/2020	\$61.20	2020 LMC Directory
Paid Chk# 041067	MCFOA	6/11/2020	\$90.00	2020 Lynda Jirak Membership Re
Paid Chk# 041068	MINNESOTA AG GROUP, INC.	6/11/2020	\$9.45	PW - Fleet Maint & Equip
Paid Chk# 041069	MN CRITTER GETTERS, INC.	6/11/2020	\$1,200.00	Monthly Animal Control
Paid Chk# 041070	MN DEPT OF HEALTH	6/11/2020	\$3,375.00	Comm Water Supply Svc Conn Fee
Paid Chk# 041071	MTI DISTRIBUTING INC.	6/11/2020	\$200.44	PW - Fleet Maint & Equip
Paid Chk# 041072	NAPA AUTO PARTS	6/11/2020	\$144.87	PW - Fleet Maint & Equip
Paid Chk# 041073	NORTHLAND PEST CONTROL	6/11/2020	\$21.25	Pest Control - Library
Paid Chk# 041074	QUILL CORPORATION	6/11/2020	\$208.35	Operating Supplies
Paid Chk# 041075	SCOTT COUNTY RECORDER	6/11/2020	\$92.00	F14-20 Fence Encroachment Agmt
Paid Chk# 041076	SHRED RIGHT	6/11/2020	\$16.80	Shredding
Paid Chk# 041077	SOUTH METRO RENTAL	6/11/2020	\$675.00	Rowena Park Improvements
Paid Chk# 041078	STREICHER'S INC	6/11/2020	\$649.85	PD - Uniforms/Chief Coat
Paid Chk# 041079	SUEL PRINTING COMPANY	6/11/2020	\$252.00	Legal Ads
Paid Chk# 041080	PUBLIC SAFETY EQUIP, LLC	6/11/2020	\$202.00	PD - Radars Calibrated
Paid Chk# 041081	TOTAL ENERGY SYSTEMS, LLC	6/11/2020	\$144.46	PW - Fleet Maint & Equip
Paid Chk# 041082	SPLIT ROCK MANAGEMENT INC	6/11/2020	\$845.00	LIBRARY CLEANING
Paid Chk# 041083	VERIZON WIRELESS	6/11/2020	\$745.42	Cell Phones
Paid Chk# 041084	XEROX CORPORATION	6/11/2020	\$416.86	Copier
TOTAL			\$481,254.26	
<u>DIRECT DEPOSIT</u>				
Paid Chk# 503308E	Bi-Weekly ACH	5/28/2020	\$36,815.93	
TOTAL			\$36,815.93	



STAFF MEMORANDUM

SUBJECT:	Reject Bids for 448 Main Street Asbestos Removal and Demolition
MEETING DATE:	June 11, 2020
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Reject Bids and Authorize Assistant City Administrator to Re-advertise for bids for Asbestos Removal/Demolition of 448 Main Street

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 single-family home has been vacant for over five (5) years with a number of Building and Fire Code violations. The City ordered the owner to abate the hazards in October, 2015, but they did not do so within 20 days of service of the order, so the City Attorney filed the appropriate documentation to begin the court process in December, 2015. In March 2016, Judge Fahey ruled that the City could begin cleanup of the property and secure the home. The final order was issued in early April 2016 allowing the City to complete the cleanup. The City then completed the cleanup of the vacant home in June 2016. The property went tax forfeit in 2019 and the City acquired the property at that time. After the City purchased it from the County for future development purposes, the next step was to remove the asbestos and demolish the home.

DISCUSSION:

In February, Council approved a Staff request to hire ProSource Technologies to assist in making sure that the process was done in accordance with State law. Bids were advertised for both the Asbestos Removal and the Demolition in early May with an opening for Thursday, May 28th at 4:30 PM at City Hall. After the bid opening, it was discovered that the Legal Ad published in the New Prague Times was correct, but the City website had incorrectly posted a Thursday, May 29th at 5:00 PM opening, which was both the wrong time and day. As a result, there was confusion among bidders as to the correct date and time. In reviewing the options with City Attorney and ProSource Technologies, it is being recommended that the City reject all bids for the asbestos removal and demolition and rebid the project.

ACTION:

Council is being asked to approve a motion to reject all bids and authorize Staff to rebid the project.



STAFF MEMORANDUM

SUBJECT:	Encroachment Agreement
MEETING DATE:	June 11, 2020
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Approve Encroachment Agreement for Property Located at 257 James Parkway

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
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5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City has received a request for approval of an encroachment agreement to allow a retaining wall to be placed along the side property line of 257 James Parkway. The proposed retaining wall would be located within the 5' drainage and utility easement.

There was previously a retaining wall in this location, but because the wall was leaning, the property owner is replacing the wall with a limestone type retaining wall. The wall is proposed to be located 2.5' from the property line and will be less than 4' in height. Because it will be located within the 5' drainage and utility easement, an encroachment agreement is required. The City Council approves all encroachment agreements with the exception of fence encroachments.

The City Attorney has drafted the attached encroachment agreement. The City Engineer has also reviewed the proposal and has no concerns.

REQUESTED ACTION:

Approve Encroachment Agreement for property located at 257 James Parkway.

Attachments:

- Encroachment Agreement



(reserved for recording information)

Easement Encroachment Agreement for
Retaining Wall
(Between Property Owner & City of Elko New Market)

1. **Agreement** made this ____ day of _____, 20____, by and between
the City of Elko New Market, a Minnesota municipal corporation (“City”),
and the following property owners, hereinafter referred to as “Owner(s)”:

Property Owner # 1 – Vito M. Rossini

Property Owner # 2 – Amy L. Rossini

2. **Background.** Owner is the fee owner of certain real property located in the City of Elko New Market, County of Scott, State of Minnesota, legally described as follows, hereinafter referred to “Subject Property”:

Legal Description Attached

LOT 12 BLOCK 3 WHISPERING CREEK NORTH SECOND ADDITION

Legal Description

230160250

Parcel Identification Number

257 JAMES PARKWAY, ELKO NEW MARKET, MN

Property Address

The City owns easements for drainage and utility purposes over portions of the subject property. Owner desires to construct a retaining wall on the subject property which will encroach into the City’s easement areas as depicted on the attached survey/site map attached hereto as **Exhibit A**.

3. **Encroachment Authorization.** The City hereby approves the encroachment in its easement areas on the subject property for the construction of a retaining wall contingent upon the following conditions:
 - A. The retaining wall shall not adversely affect drainage or create debris buildup.
 - B. Owner(s) are responsible for verifying that no conflict exists with utilities prior to installation of the retaining wall.
 - C. Owner(s) shall keep the retaining wall in good repair and shall comply with all City Ordinances related to retaining walls. The City shall have no responsibility to maintain the retaining wall.
 - D. The City or any utility company having authority to use the easement shall not be liable for repair or replacement of retaining wall in the event that it is moved, damaged, or destroyed by virtue of the lawful use of the easement. Owner(s) shall be responsible for any costs associated with the removal of retaining wall into the easement area.
4. **Hold Harmless and Indemnity.** In consideration of being allowed to encroach in the City's easement areas, Owners, their successors, heirs and assigns, hereby agree to indemnify and hold harmless the City from any damage caused to the subject property, including the retaining wall and any removal of retaining wall on the subject property, caused in whole or in part by the encroachment into the City's easement areas.
5. **Termination of Agreement.** The City may, at its sole discretion, terminate this Agreement at any time by giving the then owner of the subject property thirty (30) days advance written notice, except that no notice period will be required in the case of an emergency condition as determined solely by the City and the Agreement may then be terminated immediately. The property owner shall remove the retaining wall to the effective date of the termination of this Agreement. If the owner fails to do so the City may remove the retaining wall and charge the cost of removal back to the owner for reimbursement.
6. **Recording.** This Agreement shall run with the land and shall be recorded against the title to the subject property.

CITY OF ELKO NEW MARKET

(SEAL)

By: _____
Joe Julius, Mayor

And _____
Thomas Terry, City Administrator/City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Joe Julius and Thomas Terry, respectively the Mayor and City Administrator/City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Community Development Department
City of Elko New Market
601 Main Street - PO Box 99
Elko New Market, MN 55020-0099

EXHIBIT A
DEPICTION OF ENCROACHMENT



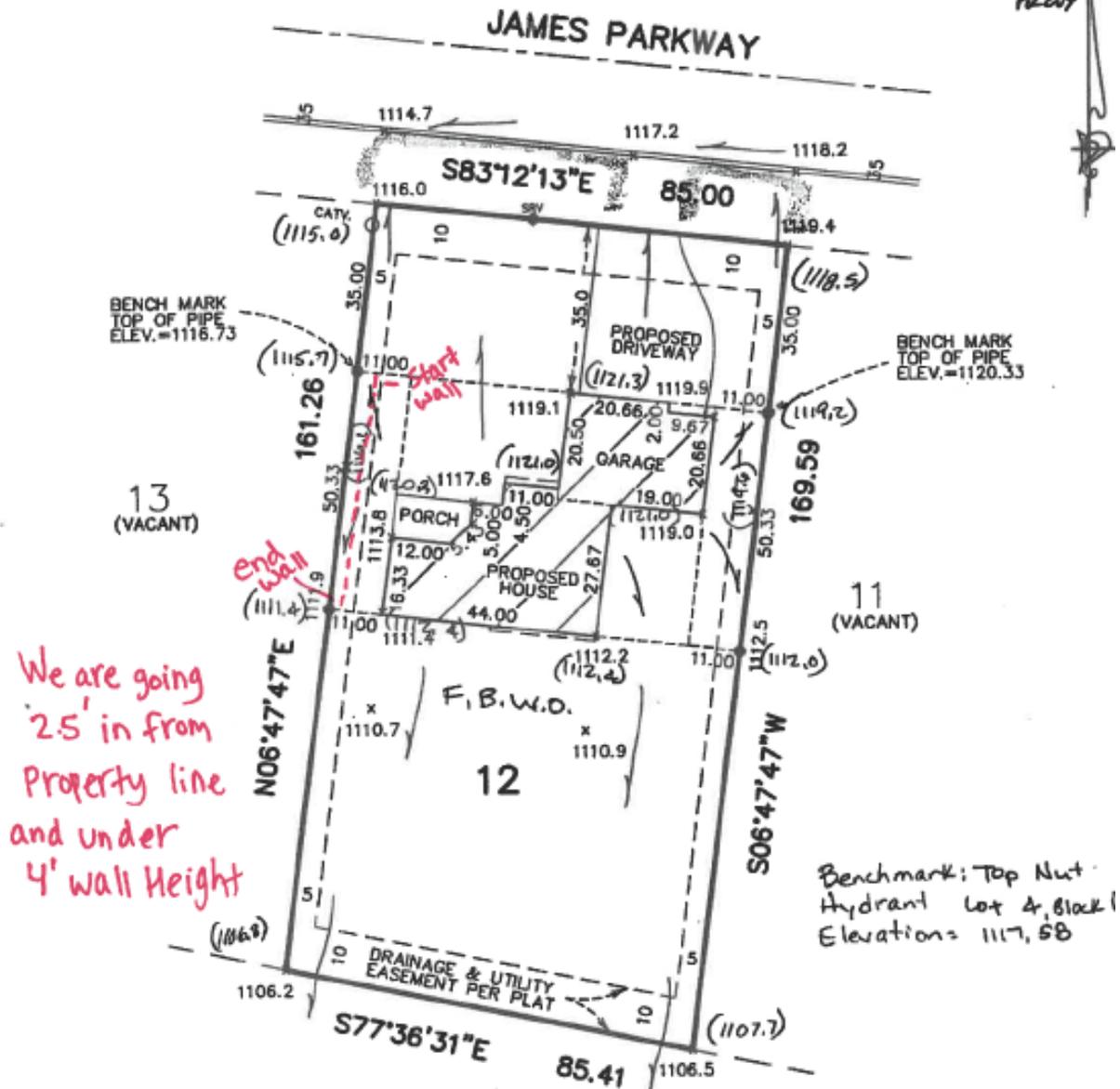
LAND SURVEYORS • CIVIL ENGINEERS
LAND PLANNERS • LANDSCAPE ARCHITECTS

2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914 FAX: 681-9488

625 Highway 10 N.E.
Blaine, MN 55434
(612) 783-1880 FAX: 783-1883

Certificate of Survey for: **JORDAN HOMES**
NEW MARKET, MN

*257 James
Plot*



*We are going
2.5' in from
Property line
and under
4' wall Height*

Benchmark: Top Nut
Hydrant Lot 4, Block 1
Elevations= 1117.58

- NOTE: PROPOSED GRADES SHOWN PER GRADING PLAN BY: JR HILL
- NOTE: BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL AND VERTICAL LOCATION OF STRUCTURES ONLY. SEE ARCHITECTURAL PLANS FOR BUILDING AND FOUNDATION DIMENSIONS.
- NOTE: NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY THE SURVEYOR. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC HOUSE PROPOSED IS NOT THE RESPONSIBILITY OF THE SURVEYOR.
- NOTE: THIS CERTIFICATE DOES NOT PURPORT TO SHOW EASEMENTS OTHER THAN

PROPOSED HOUSE ELEVATION	
LOWEST FLOOR ELEVATION:	112.9
TOP OF BLOCK ELEVATION:	112.7
GARAGE SLAB ELEVATION:	112.3
TOB @ LOOKOUT ELEVATION:	



LAND SURVEYORS • CIVIL ENGINEERS
LAND PLANNERS • LANDSCAPE ARCHITECTS

2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914 FAX: 681-9488

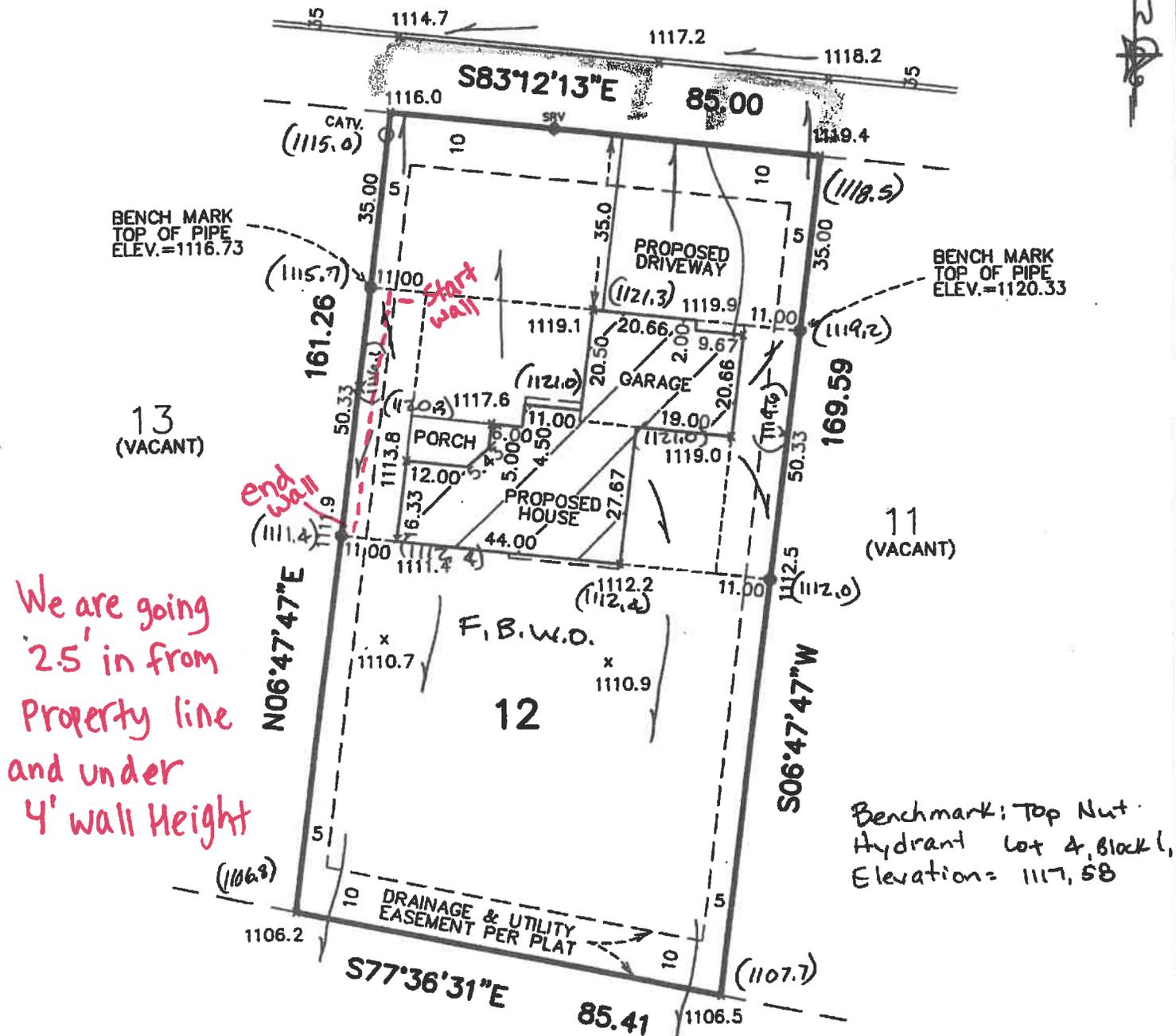
625 Highway 10 N.E.
Blaine, MN 55434
(612) 783-1880 FAX: 783-1883

Certificate of Survey for: **JORDAN HOMES**

NEW MARKET, MN

257 James
Pkwy

JAMES PARKWAY



NOTE: PROPOSED GRADES SHOWN PER GRADING PLAN BY: JR HILL
NOTE: BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL AND VERTICAL LOCATION OF STRUCTURES ONLY. SEE ARCHITECTURAL PLANS FOR BUILDING AND FOUNDATION DIMENSIONS.
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NOTE: THIS CERTIFICATE DOES NOT PURPORT TO SHOW EASEMENTS OTHER THAN

PROPOSED HOUSE ELEVATION
LOWEST FLOOR ELEVATION: 1112.9
TOP OF BLOCK ELEVATION: 1121.7
GARAGE SLAB ELEVATION: 1121.3
TOB @ LOOKOUT ELEVATION: _____



STAFF MEMORANDUM

SUBJECT:	Right-of-Way Vacation Request
MEETING DATE:	June 11, 2020
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Consider Right-of-Way Vacation Request, Mark & Lori Rogers

COMMUNITY VISION:

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5 YEAR GOALS:

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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

The City has received the a request from Mark and Lori Rogers, who reside at 9711 265th Street E, indicating that they would like to purchase additional land adjacent to their property which is platted City street right-of-way in the plat of Elko Townsite. The Rogers own Lots 1 and 2 Block 1, Townsite of Elko, as depicted on the below plat and survey drawings. Their current lot size is 15,330 square feet. They have indicated that they would like to purchase a triangular shaped portion of the existing Railway Street right-of-way which contains 4,270 square feet so that they can construct a detached accessory structure on their property.

Conveying the requested area to the Rogers would require that the right-of-way be officially vacated by resolution of the City Council. The City may vacate easements or right-of-way pursuant to Minnesota Statute 412.851 after conducting a public hearing preceded by two published and posted notices and mailed notice to abutting property owners.

The request was reviewed by the Planning Commission on May 26, 2020. The consensus of the Planning Commission was that the City not vacate the requested road right-of-way for the purposes of conveying property to the Rogers for construction of a detached accessory structure at this time, for the following reasons:

1. The City's adopted Transportation Plan shows a future road corridor within the Railway Street right-of-way, and therefore the area should be preserved for possible future roadway extensions.
2. There is a significant amount of undeveloped land located to the north and east of the subject property. Until the surrounding property develops into its highest and best use, the City should not consider vacating the right-of-way which may be determined necessary during development of the surrounding property.
3. The property owners have more than 25' located along the westerly side of their existing attached garage to create additional attached garage space.
4. The Rogers have sufficient room on the southerly side of their property to construct a detached accessory structure within setback requirements.

REQUESTED ACTION:

The City Council is being asked to consider the request for vacation of right-of-way. The Council is requested to either deny the request consistent with the recommendation of the Planning Commission, or direct staff to prepare an appropriate future action item to approve the vacation request.

Attachments:

- Letters from Mark & Lori Rogers
- Property Surveys
- Plat Drawings
- Aerial & Property Photos
- Comprehensive Plan Maps

Mark & Lori Rogers

9711 265th St E

Elko, MN 55020

May 12th, 2020

To: City of Elko New Market Council

We would like to buy the additional land on the East side of our house to square off the property. I have attached a copy of our property from when we built our house in Nov 1996. I have shaded in the additional land we would like to purchase to square off lot 1.

I would appreciate if someone would get back to us so we could move forward on this. You can reach us at 612-875-9191.

Thank you,

Mark and Lori Rogers

Mark & Lori Rogers

9711 265th St E

Elko, MN 55020

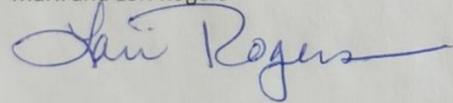
May 16th, 2020

Dear Haley:

We would like to purchase the additional land shaded on the East side of our lot to square this off so we can build an additional garage/shed. We run a small business and could use the extra garage/shed to put our equipment/material in there. I have attached a copy of the letter and plot map that I dropped off to Renee last week. Please let me know what our next step would be.

Thanks,

Mark and Lori Rogers

A handwritten signature in blue ink that reads "Mark Rogers". The signature is written in a cursive style with a long horizontal flourish extending to the right.



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LAND PLANNERS • LANDSCAPE ARCHITECTS

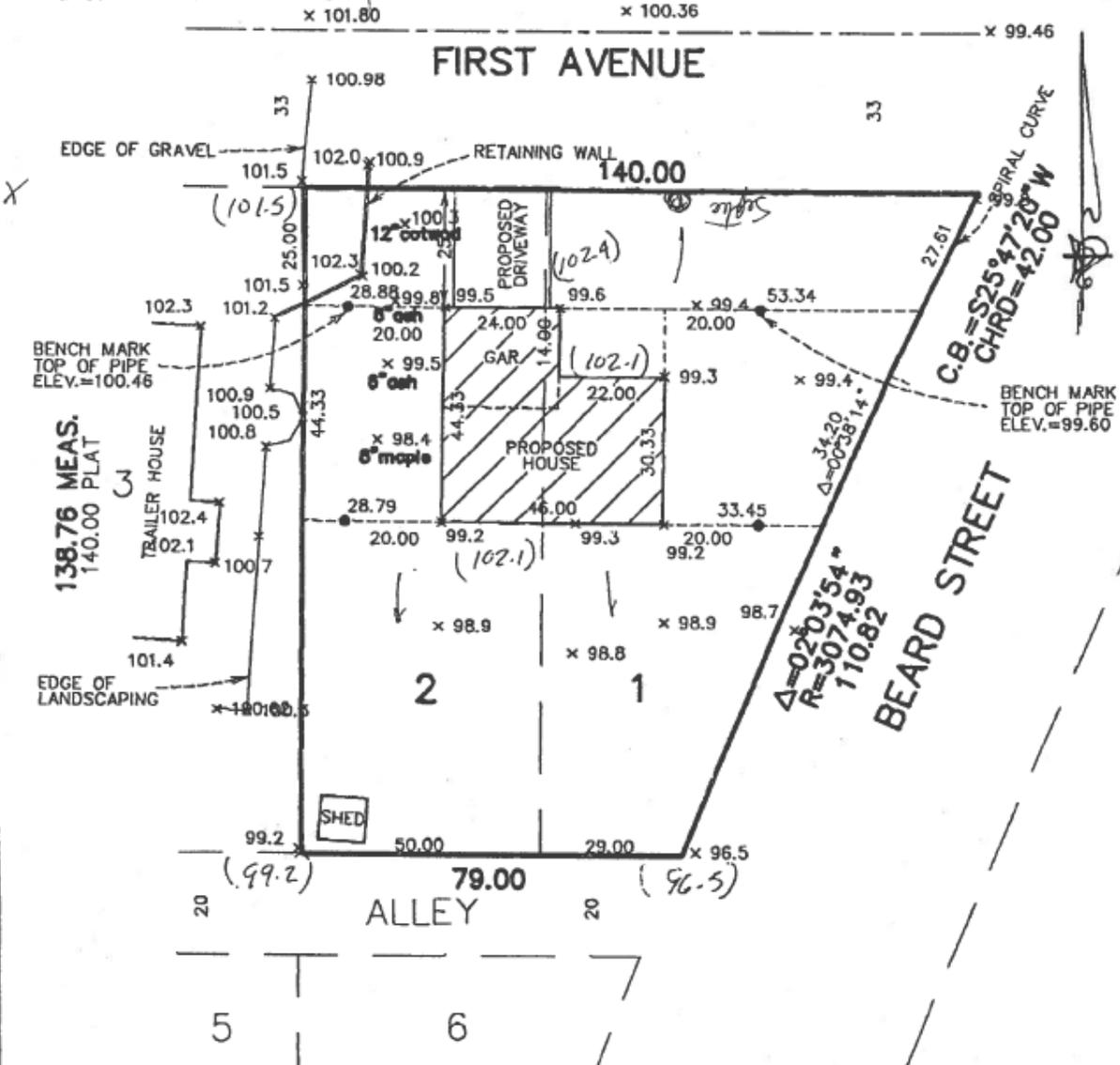
2422 Enterprise Drive
Mendota Heights, MN 55120
(612) 681-1914 FAX: 881-9488

625 Highway 10 N.E.
Blaine, MN 55434
(612) 783-1880 FAX: 783-1883

Certificate of Survey for: **KEYLAND HOMES**

3642 - II A

NOTE: CONTRACTOR TO VERIFY SEWER SERVICE ELEVATION PRIOR TO CONSTRUCTION.



NOTE: PROPOSED GRADES SHOWN PER GRADING PLAN BY:

NOTE: BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL AND VERTICAL LOCATION OF STRUCTURES ONLY. SEE ARCHITECTURAL PLANS FOR BUILDING AND FOUNDATION DIMENSIONS.

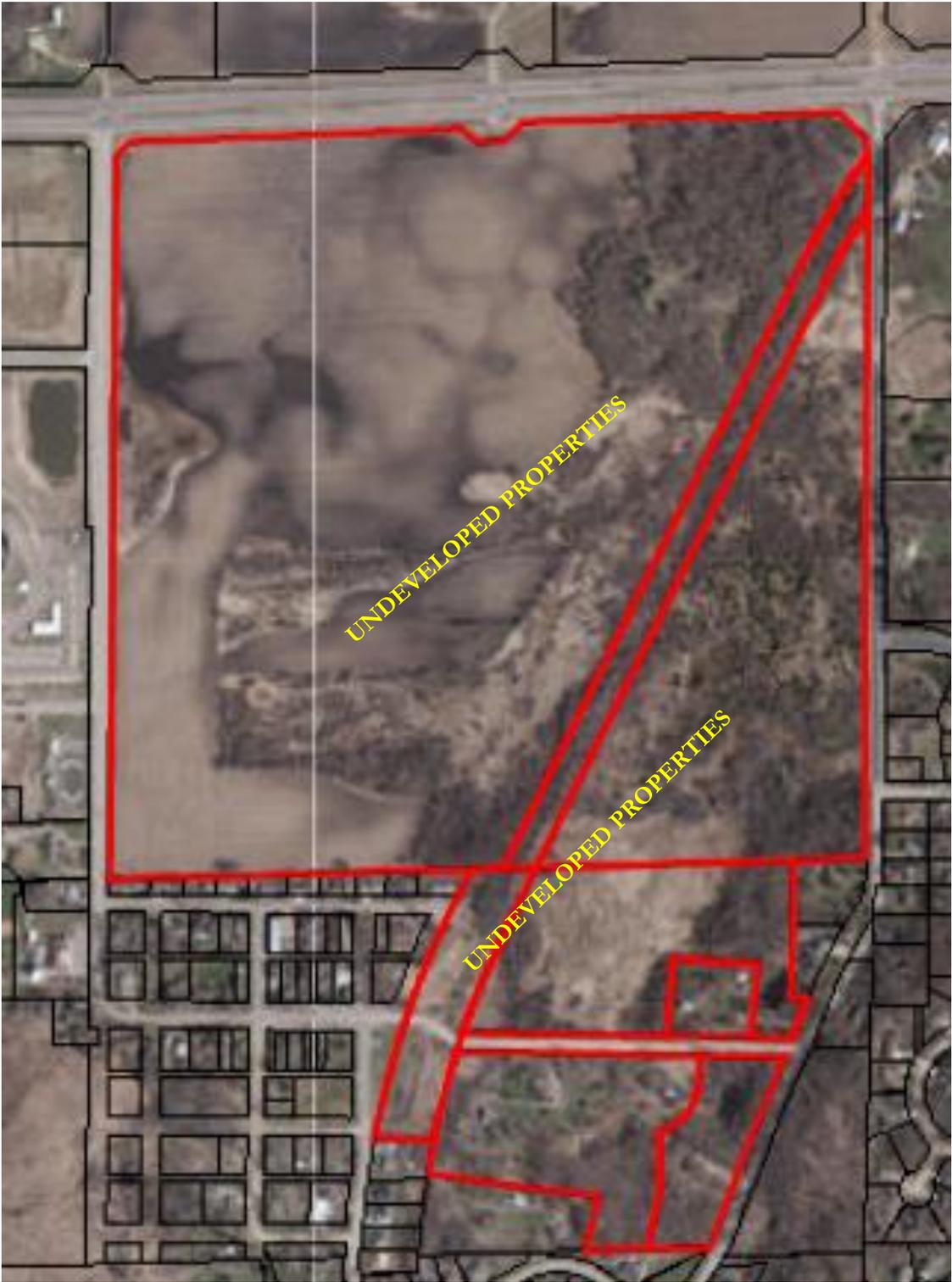
NOTE: NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY THE SURVEYOR. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC HOUSE PROPOSED IS NOT THE RESPONSIBILITY OF THE SURVEYOR.

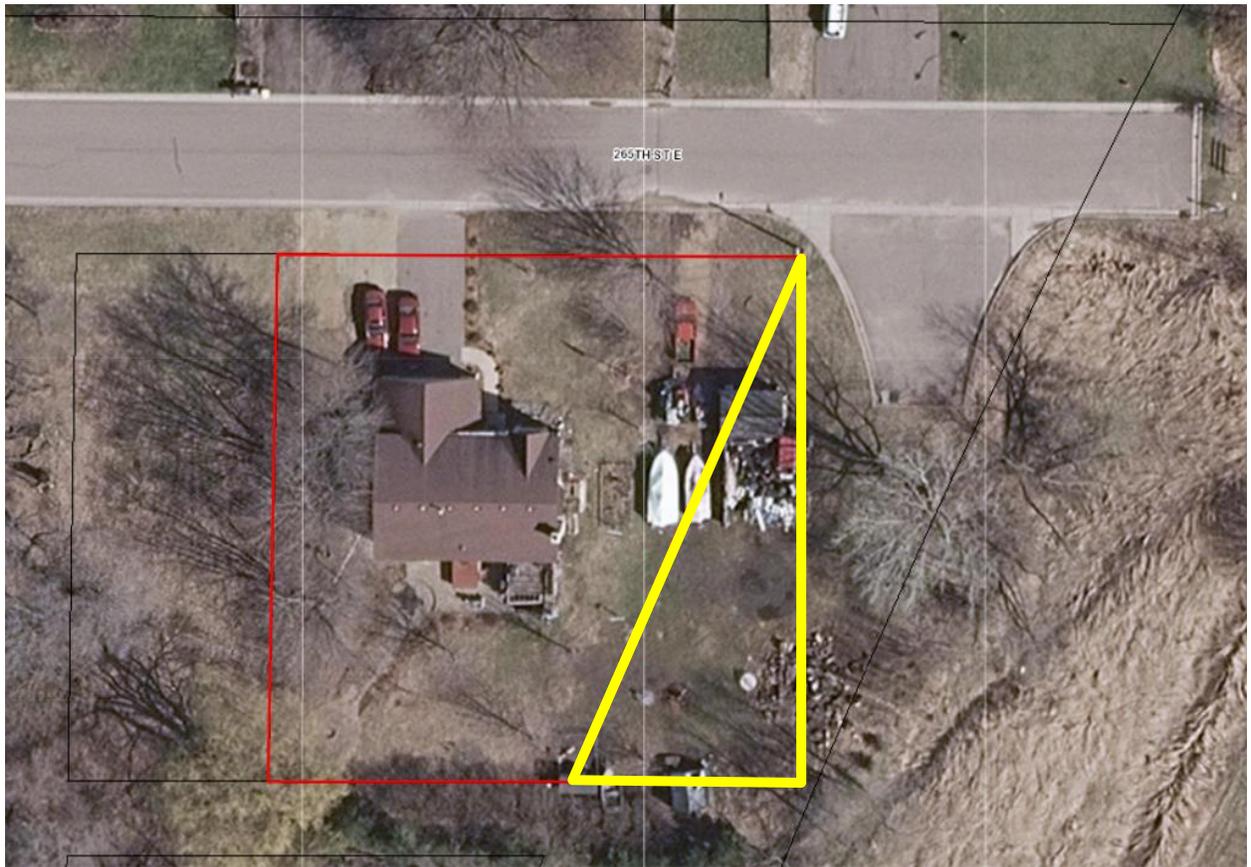
NOTE: THIS CERTIFICATE DOES NOT PURPORT TO SHOW EASEMENTS OTHER THAN THOSE SHOWN ON THE RECORDED PLAT.

PROPOSED HOUSE ELEVATION

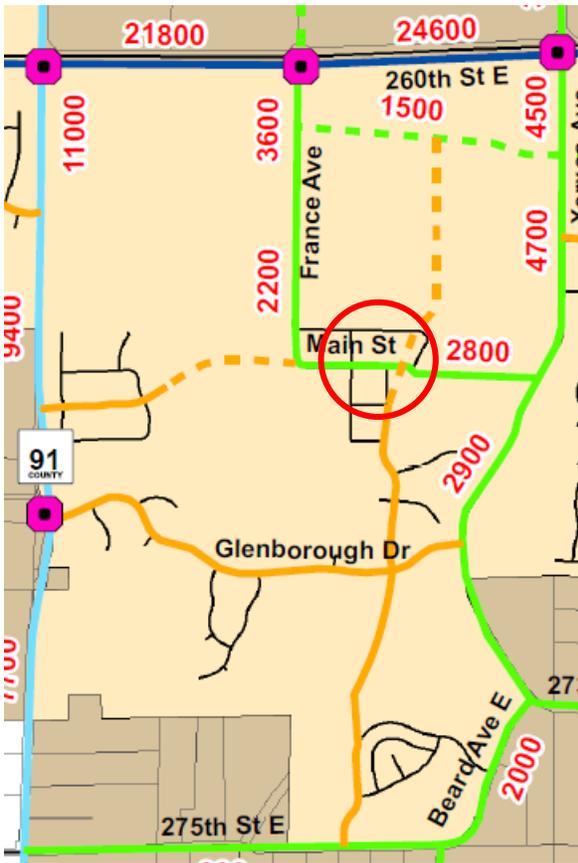
LOWEST FLOOR ELEVATION: 99.6
TOP OF BLOCK ELEVATION: 102.8
GARAGE SLAB ELEVATION: 102.9

x 000.00 DENOTES EXISTING ELEVATION
(000.00) DENOTES PROPOSED ELEVATION
--- DENOTES DRAINAGE AND UTILITY EASEMENT

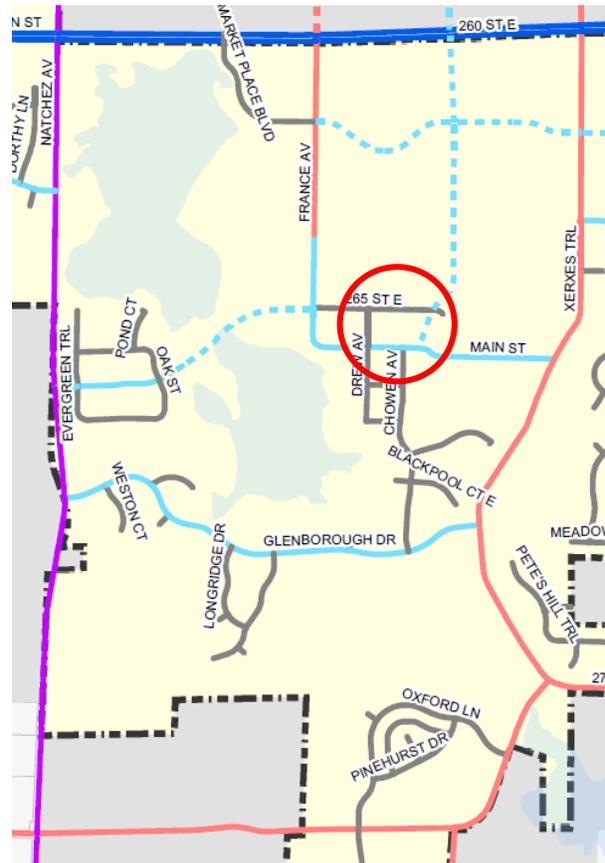




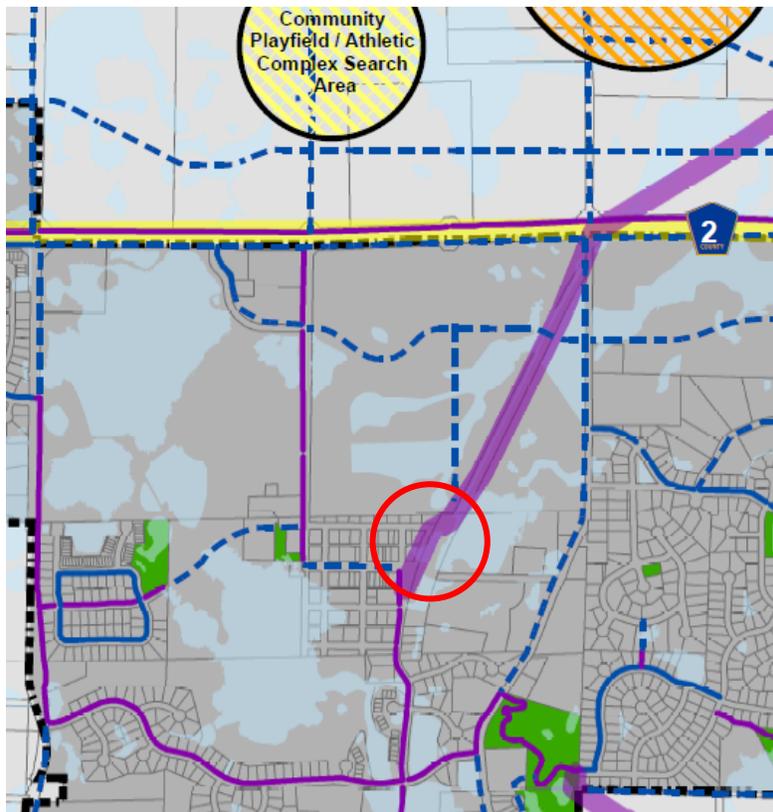




2030 Transportation Plan Map



Draft 2040 Transportation Plan Map



Draft 2040 Park & Trail Plan Map



STAFF MEMORANDUM

SUBJECT: Monthly Public Works Report – May 2020
MEETING DATE: June 11, 2020
PREPARED BY: Corey Schweich, Public Works Superintendent
REQUESTED ACTION: Information Only

COMMUNITY VISION:

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5 YEAR GOALS:

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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 May.

DISCUSSION:

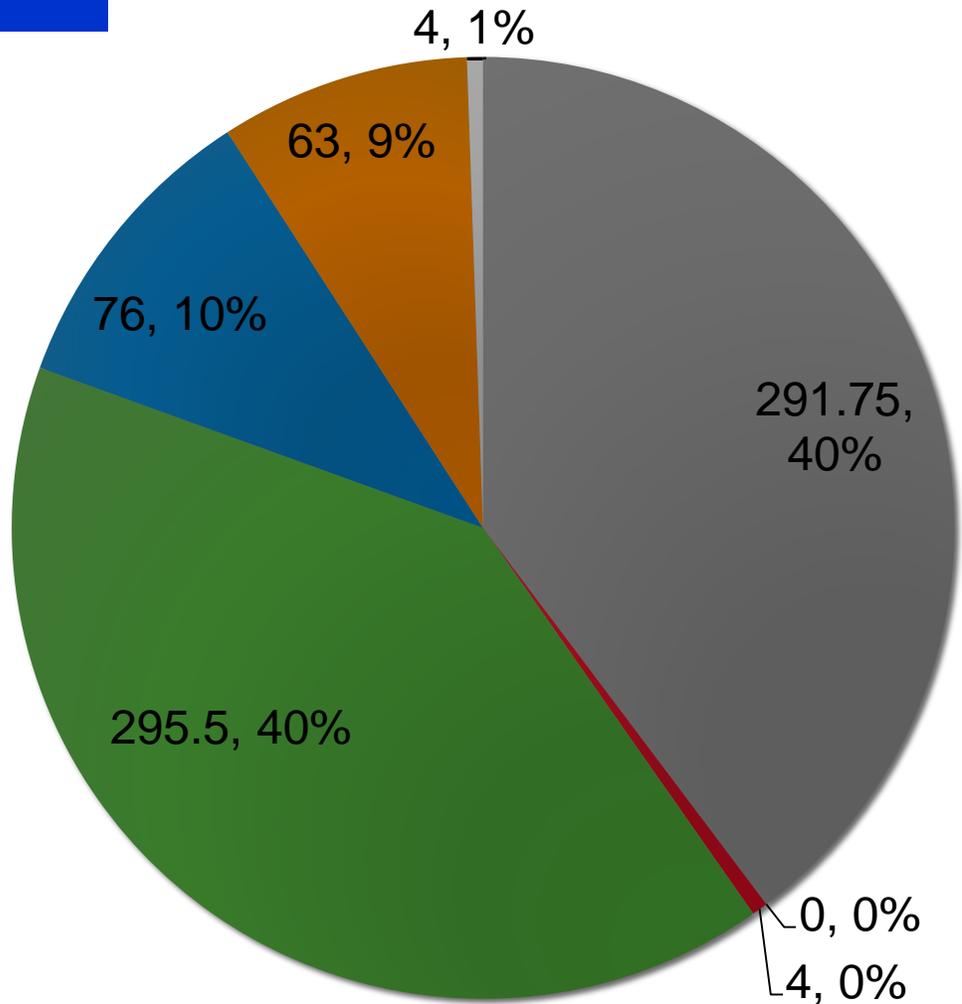
- As part of the Woodcrest sewer project from last fall, Staff graded and hydro-seeded three of the properties that had been disturbed. There is one more home that will need to be hydro-seeded after the homeowner completes some additional grading. Staff will continue to be responsible for turf restoration for future projects in Woodcrest as we are able to keep the project costs down by doing it in house.
- Staff assisted Scott County with cleaning multiple culverts on CSAH 8.
- The Department has started to jet and clean sanitary sewer mains throughout the community, this work will continue throughout the summer as time permits.
- Staff has repaired all sod damage caused by snowplowing activities this winter. As a result of the warmer temperatures and the ground not being frozen during the first few snowfalls there is more damage this year than previous years. Staff hydro seeded and mulched the damaged areas.
- The Department has started full on summer operations including mowing and trimming.
- Staff has continued to check and clean storm structures. Many times pond inlets and outlets can get plugged up with garbage, leaves, sticks, logs, plastic bags and other debris.
- On Tuesday May 26th at roughly 8pm we received an alarm for a high wet well at the Glenborough lift station. Marty was dispatched immediately to check on it. When he arrived there was a significant amount of dirty water in the station, he proceeded to check manholes to see where the water was coming from. It was found to be coming from the Pete's Hill development as rain water was free flowing into many of the sanitary sewer structures. There was no plug in the line so all of the rain and pooling water was flowing directly into the sewer connected to the Glenborough station. Corey, Tom, Joe, Marty and a superintendent from Pete's S&W were able to put a plug in and block off the other areas. During this time, the pumps ran for roughly three hours straight, they typically run for roughly two hours a day. After the plug was put in the line, the pumps were able to keep up and pump the station down to normal levels. The following day, Staff had to jet and clean all of the mains from the development to the station and clean out the station. It should be noted that there were no reports of any damage to any homes or basement due to the high volume of water. All of the Staff time has been tracked and the developer will be billed for the time.
- All City parks and property have been sprayed with herbicide.
- Staff has started to work on the Rowena Park ballfield relocation project. Staff installed over 600' of drain tile to help the drainage at the park. The ball field has been rough graded and the ag lime has been installed. There will be some more grading and hydro-seeding that will be completed sometime next month. The backstop will also be installed at a later date. It should be noted that this field will not be used until next season, so there will be plenty of time to get the turf established this summer. There will be a pile of dirt left on the site to be used when the ice rink/ basketball court is constructed later this summer. The trail leading to the park that runs from Park St to Knights Rd will also have to be replaced as it was significantly damaged from the truck traffic hauling in and out.
- The water has been turned on to the shelter at Wagner Park.
- Staff removed the spring road restriction signs on all of the city streets entering the community.

- The Public Works Department has graded the trail connection between Windrose and Woodcrest. At this point the trail is gravel and usable, and will be paved sometime next month.
- Staff placed warning signs to play at your own risk and follow social distancing guidelines at all of the parks and opened up all of the playground equipment. The skate park and basketball hoops at little Windrose are still closed, but expected to be opened up sometime next month.
- Dust control has been applied to all of the gravel roads in the city.
- Due to COVID-19 the Department has taken special precautions while working. Staff has been advised to follow all of the social distancing guidelines while working. All meter checks have been cancelled for the foreseeable future as we are able to read meters from a vehicle. Staff will have limited contact with residents unless it is an emergency.
- Superintendent Schweich will continue to train newer Staff how to run and operate the Water Treatment Facility.
- Staff used a sod cutter to remove the lip on the edge of the ball fields at Wagner Park.
- Due to COVID-19 there was no training with the regional safety group made up of Elko New Market, Lakeville, and Farmington. Staff will continue to attend monthly safety trainings through this group when restrictions are lifted.
- Superintendent Schweich attended project team meetings with the architects that have been contracted to perform the design work associated with the Police Department renovation. There will be more meetings to attend in the coming months.
- The Department has been extremely busy dealing with various minor breakdowns within the Department's fleet. Joe, the Mechanic, continues to do an excellent job juggling projects, depending on equipment needs.
- Over the years Staff has received many complaints and concerns from the Woodcrest neighborhood about drainage and road issues. Many times there is not a lot that Public Works can do to fix the issue correctly. There are several private culverts that are no longer there or not working correctly causing the water to run down the street and not in the ditches like it is supposed to. At some point in time, all of the ditches will need to be regraded and new culverts installed to make the drainage flow properly. No action will need to be taken at this time, but Council should be aware of the issues with that development.

PUBLIC WORKS Combined Time By Department

May 2020

Total Hours:
734.25



Public Works

Snow Plowing

Buildings

Parks & Grounds

Water

Sewer

Stormwater

PHOTO ALBUM

COREY SCHWEICH

PUBLIC WORKS SUPERINTENDENT













STAFF MEMORANDUM

SUBJECT: Monthly Police Activity- May, 2020
MEETING DATE: June 11, 2020
PREPARED BY: Brady Juell, Chief of Police
REQUESTED ACTION: Information Only

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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- Performance Measurement
- Professionalism

BACKGROUND:

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

DISCUSSION:

As of the writing of this memo, over **139** permits have been issued for ATV/Golf Carts/UTV. The Police Department either through proactive patrol or call in complaints has had **15** ATV/GC/UTV related incidents. One party was warned for Baby unrestrained on ATV, and one for toddler unrestrained on Golf Cart driver lap/dangerous conduct. Two complaints for ATV/Golf Carts in Parks.

Council will notice in the stats for this month that traffic stops are back into a more normal range. As the Covid-19 Pandemic fears and impacts subside, traffic is getting back to normal. As the Department observes more normal traffic patterns, we are affecting more traffic stops.

Officer Brentan Carkhuff has passed his first two of three phases of training. He is now on phase three back with Ofc Bell. Ofc Carkhuff continues to impress and is right on track with his training schedule, which may end in July. Ofc Carkhuff will assume the night shift slot of the patrol schedule once field training is complete.

The Police Department continues on its current Covid protocols for responding to medicals and calls. A decision will be made at a later and appropriate time to resume the "New Normal" operations and guidelines.

The Police Department has not taken any new calls from citizens with concerns since the opening up of the Public Play Grounds in the parks. General Covid related calls have gone almost completely away in the last two weeks.

This month the department has done **13** Community Engagement calls. **8** of those have been community parades for birthdays or other celebrations.

On May 28th, Chief Juell helped celebrate the end of the Eagle View School year by participating in the drive by parade. Chief Juell parked near the teachers and waved and gave well wishes to the parents and students as they drove by. It is estimated that over 300 cars drove by during the 1.5 hours that cars drove by. Cars were decorated and many had posters and balloons taped to them to show the students/families appreciation for the staff.

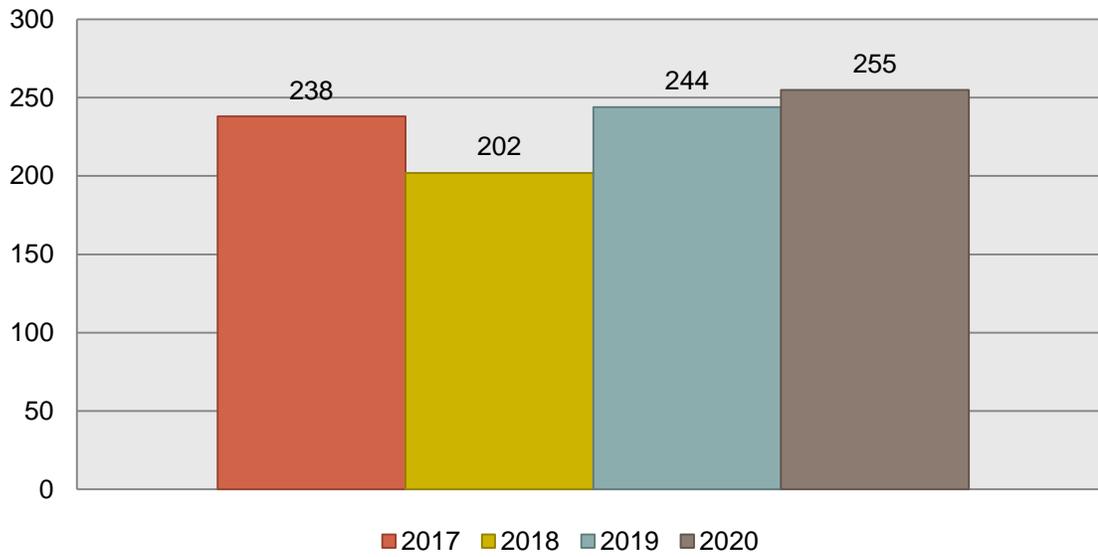
With the tremendous impact of the George Floyd incident in Minneapolis, many citizens have been driving by the Police Department to show their appreciation for law enforcement in general and their local Police Officers. We have gotten care packages filled with snacks and also treats dropped off on at least six occasions.



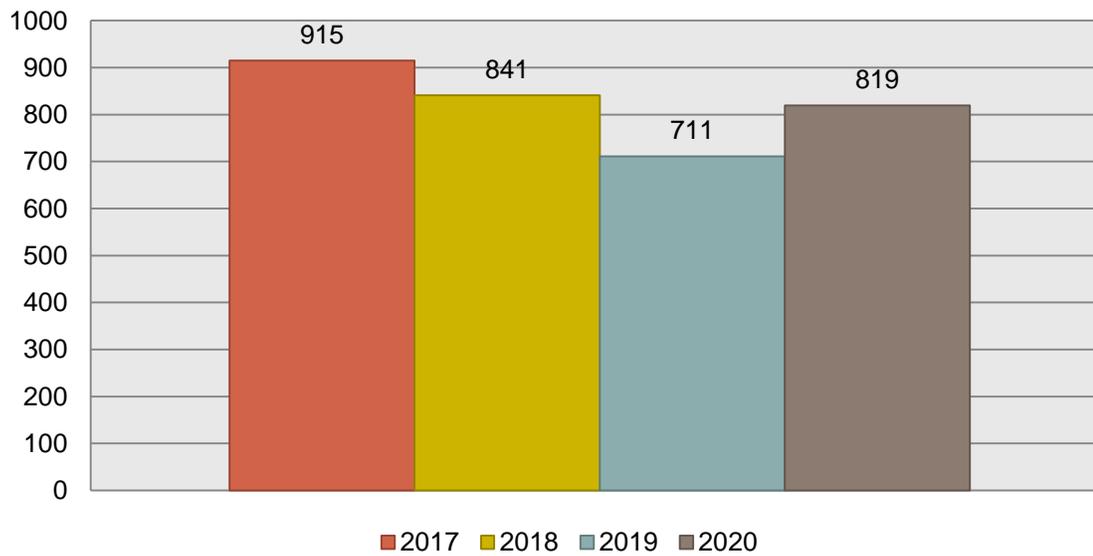
STATISTICAL INFORMATION –May, 2020

0	Burglary
0	Fire Calls
34	Ordinance reports
1	Property Damage
1	Motor vehicle crash/Accident
6	Noise/nuisance complaints
13	Public Assists
5	Motorist Assist
13	Community Engagement
4	Hazards
0	DWI
20	Administration (Rec. Fire Permits, Records checks, etc.)
17	Suspicious persons/vehicles/activities
2	Crimes against family
3	Juvenile Complaints
1	Theft
0	Threats
9	Medicals
3	Alarms
0	Lock outs
34	Assists to other agencies (Agency Assists)
271	Extra Patrols
4	Traffic complaints

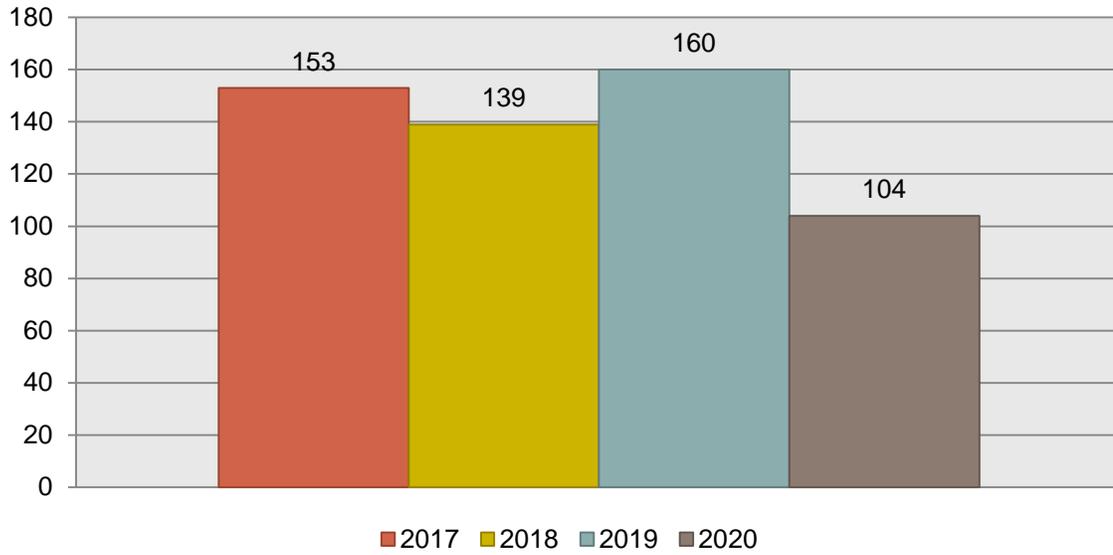
Calls for Service



Calls for Service YTD

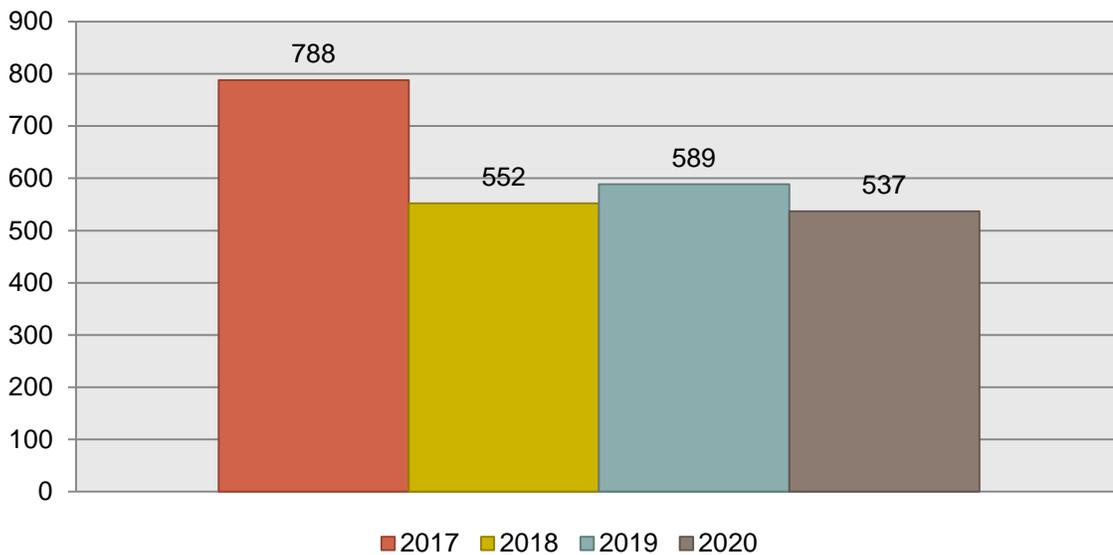


Traffic Stops

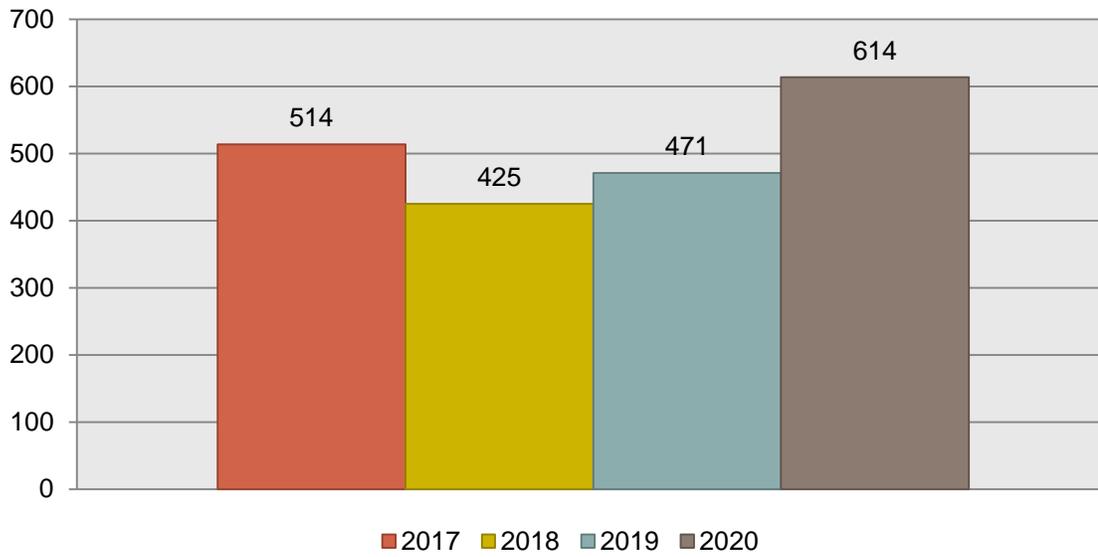


104 Traffic Stops were conducted in March, 2020. **78 verbal and written warnings** issued and **26 citations** issued for speed, expired registration, no proof of citations insurance/no insurance, careless driving, and driving after revocation. **0 Winter Parking Citations.0 DWI.** (Traffic stops, warnings and citations will not equal – for some violations a party is warned for one violation and cited for another.)

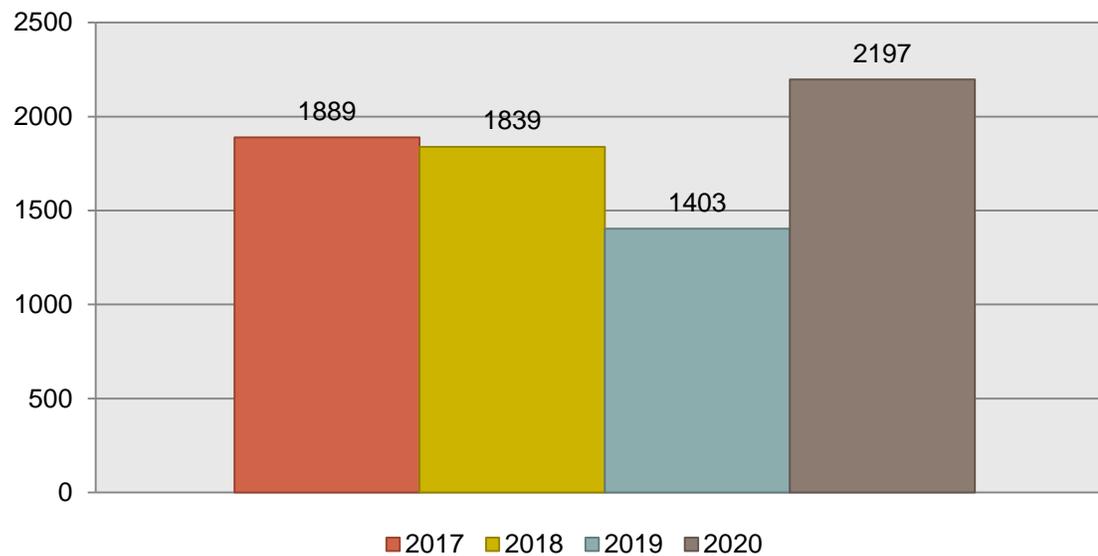
Traffic Stops YTD



Total Incidents Handled



Total Incidents Handled YTD



MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
May 26, 2020
7:00 PM

At the start of the meeting, Community Development Specialist Christianson read the following statement into the record: The City has determined it is not practical or prudent to conduct an in-person Planning Commission meeting due to the local state of emergency and social distancing guidelines implemented by Governor Walz. Accordingly, this meeting will be an electronic meeting and conducted under Minnesota Statutes section 13D.021. To the extent practical, members of the public may attend the meeting by utilizing the published link and call in information.

Christianson also stated that due to the electronic meeting format, the meeting would be largely led by City staff, as opposed to being led by the Chair, which is typical. She read allowed the meeting protocol as follows:

- The host will keep all participants muted until the public hearings are opened.
- The Planning Commission will not be muted.
- Staff will specifically solicit question or comments from the Commission and public at various points during each item. Please hold questions and comments until requested.
- If you wish to speak, please “Raise Your Hand” virtually.
- Staff will individually recognize those wishing to speak, and will invite you to speak and unmute your microphone. If you are not being recognized, provide an obvious visual indicator such as raising your hand or waving at the camera. Or, send an email to the Community Development Specialist at rchristianson@ci.enm.mn.us
- Your microphone will be re-muted after you have spoken.
- All votes will be by roll, called by Staff.

She explained for audience members how to “raise their hand” to participate in the meeting on a PC, on a phone or tablet, or if one dialed in by phone. Introductions of the City’s Planning Commission, and City staff were made.

1. CALL TO ORDER

Chairman Kruckman called the meeting of the Elko New Market Planning Commission to order at 7:04 p.m.

Commission members present: Smith, Humphrey, Kruckman, Hanson, Schuenke, and Ex-officio member Anderson

Members absent and excused: None

Staff Present: Community Development Specialist Renee Christianson, Planner Haley Sevensing, City Engineer Rich Revering

2. PLEDGE OF ALLEGIANCE

Chairman Kruckman led the Planning Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Hanson and seconded by Smith to approve the agenda as submitted.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Nay
Commissioner Kruckman – Aye
Commissioner Schuenke – Aye
Commissioner Smith - Nay

Motion carried: (5-0)

4. PUBLIC COMMENT

There was no public comment.

5. ANNOUNCEMENTS

A. None.

6. APPROVAL OF MINUTES

A. Chairman Kruckman noted a spelling correction on Page 6 of the draft meeting minutes. It was then moved by Smith and seconded by Schuenke to approve the minutes of the April 28, 2020 meeting with one correction.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye
Commissioner Schuenke – Aye
Commissioner Smith - Aye

Motion carried: (5-0)

7. PUBLIC HEARINGS

A. None

8. GENERAL BUSINESS

A. Consider Request for Vacation of Right-of-Way – Mark & Lori Rogers

Christianson presented the agenda item, which is a request by Mark and Lori Rogers to purchase a portion of City street right-of-way adjacent to their property located at 9711 265th Street East. A written request was received by the City which states the purpose of the

request is so the Rogers can build a detached garage on land that is currently platted as City street right-of-way. The Rogers would like to acquire 4,270 square feet adjacent to their property. Christianson explained to the Commission that the City can vacate right-of-way pursuant to Minnesota Statute 412.851, if the City determines that there is no public purpose for the underlying land. Upon vacation of right-of-way, the land automatically reverts to the adjacent property owners.

Christianson explained that staff was seeking preliminary feedback from the Planning Commission which will be forwarded to the City Council for consideration. She displayed a survey of the applicant's property showing the location of the home and property boundaries, noting that there is approximately 28' between the home and west property line.

Christianson explained that there are no existing utilities (sewer/water/stormsewer) within the subject right-of-way. She then explained that staff reviewed the City's Comprehensive Plan to determine if any of the City's adopted plans affect the property being requested for vacation. Both the adopted 2030 Transportation Plan and the Draft 2040 Transportation Plan do depict a future road corridor running north/south in proximity of the right-of-way being requested for vacation. A map showing the overall area was displayed and it was noted that there is a large amount of undeveloped property to the north and east of the subject property. For this reason, staff felt the request to vacate the right-of-way was premature and should not be approved at this time. The Commission provided comment as follows:

- Commissioner Humphrey stated that he was not supportive of approving the request at this time.
- Chairman Kruckman stated that because there is a lot of undeveloped land in the area and there is a potential for development, the right-of-way might be needed in the future.
- Commissioner Smith stated that he is not supportive of vacating the right-of-way at this time.
- Commissioner Hanson stated that she is not supportive of vacating the right-of-way at this time and noted that the property owner seems to be utilizing a portion of the City right-of-way and there needs to be some clean-up at the property.
- Chairman Kruckman stated that she believes it is best to wait, and not vacate the right-of-way.
- Scheunke stated that he is not supportive of vacating the right-of-way because the property owners have ability to construct a garage on their existing property while meeting setback requirements.

The consensus of the Commission was that the City not vacate the requested road right-of-way for the purposes of conveying property to the Rogers for construction of a detached accessory structure for the following reasons:

1. The City's adopted Transportation Plan shows a future road corridor within the Railway Street right-of-way, and therefore the area should be preserved for possible future roadway extensions.

2. There is a significant amount of undeveloped land located to the north and east of the subject property. Until the surrounding property develops into its highest and best use, the City should not consider vacating the right-of-way which may be determined necessary during development of the surrounding property.
3. The property owners have more than 25' located along the westerly side of their existing attached garage to create additional attached garage space.
4. The Rogers have sufficient room on the southerly side of their property to construct a detached accessory structure within setback requirements.

B. Housing Presentation

Sevening presented to the Commission information regarding housing. The presentation covered many key terms and definitions in the affordable housing industry, data regarding the current housing market in the Minneapolis-St. Paul metropolitan area, data regarding income, and an affordable housing “toolbox” with programs and/or policies that the City has implemented, or could be implemented to foster affordable housing. Reviewed in detail was the definition of Area Median Income, and how that definition applies to housing affordability. Sevening reviewed with the Commission the following tools that could be further explored by the City of Elko New Market, as follows:

- Filtering
- Deferment/Assessment of Fees
- Conduit Financing
- Tax Abatement/TIF
- Removal of Regulatory Barriers
- 4D Tax Program
- Water and Sewer Truck Fee Waiver Program
- Accessory Dwelling Units
- Inclusionary Housing
- Funding/Grants

Sevening noted that the City does already have some policies in place regarding deferment of city fees, conduit financing, tax abatement and TIF.

The Commission specifically asked about development and building fees, and how Elko New Market compared with other communities. Christianson reviewed the most recent development fee comparison from 2018 which showed that Elko New Market's fees are somewhat higher than other communities. Revering cautioned the Commission about comparing the City's fees with other communities because every community situation is different.

Smith commented that he is interested in further researching Accessory Dwelling Units and reviewing the Zoning Ordinance to see where changes could be made, and he noted that anything to do with city fees is under the purview of the City Council and not the Planning Commission.

Following significant discussion by the Planning Commission, the Commission recommended that City staff continue to further research all of the tools identified by staff for further review by the Planning Commission.

9. MISCELLANEOUS

A. Temporary Outdoor Customer Service Areas

Christianson advised the Commission that a resolution is being drafted for consideration by the City Council which will allow businesses to establish outdoor customer seating areas, areas for display of products for sale, or other flexibilities to City regulations as determined by the City Administrator, to maximize business operations while complying with the Governor's emergency orders regarding COVID-19. The resolution would temporarily waive most typical City Code requirements for outdoor areas.

B. Roundabout Cost Update

Christianson provided a detailed cost estimate for the CSAH 2 & 91 roundabout, including the City costs, which are estimated at \$1.048 million. She mentioned that the City Council elected to add trails to the project which added approximately \$300,000 to the project, and also decorative lighting which added approximately \$320,000. Both the trail and decorative lighting costs are included in the \$1.048 million City cost.

Kruckman asked what the plan is for the current police station facility. Christianson stated that there are no current plans for re-use of the building. There are minor improvements that will be made to the building as part of the contract to construct the new police station, but a re-use of the building has not been determined.

C. Community Development Updates & Reports

A memorandum containing community development updates was included in the Planning Commission packet. There were no further questions from the Commission about the report.

D. Planning Commission Questions and Comments

There were no further questions or comments from the Commission.

10. ADJOURNMENT

It was moved by Smith and seconded by Humphrey to adjourn the meeting at 8:50 p.m.

By Roll Call Vote:

Commissioner Hanson - Aye
Commissioner Humphrey – Aye
Commissioner Kruckman – Aye
Commissioner Schuenke – Aye

Commissioner Smith – Aye
Motion carried: (5-0)

Submitted by:



Renee Christianson
Community Development Specialist

DRAFT



STAFF MEMORANDUM

SUBJECT:	Housing, Housing Market, and Housing Affordability
MEETING DATE:	June 11, 2020
PREPARED BY:	Haley Sevening, Planner I
REQUESTED ACTION:	Provide Direction on Affordable Housing Tools the City Should Consider

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- Performance Measurement
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BACKGROUND

In February of 2019, Housing First Minnesota's Housing Affordability Institute released a report titled *Priced Out: The True Cost of Minnesota's Broken Housing Market*. The report argues that local, state, and federal rules and regulations in Minnesota are increasing the cost of housing and making it less affordable for many homebuyers. The report does not suggest that the rules and regulations are inappropriate, but rather highlights the impacts that they have on Minnesota's housing market. The report prompted discussion within the City about what steps could be taken to support more affordable housing.

At the meeting, Staff will be presenting general information about housing. The presentation will cover key terms and definitions in the affordable housing industry, the current market in the Minneapolis-St. Paul metropolitan area, and an affordable housing "toolbox" with programs and/or policies that the City has implemented or could be implemented to foster affordable housing.

DISCUSSION

Staff presented the housing information to the Planning Commission on May 26, 2020. The Commission has recommended that all tools in the affordable housing "toolbox," not yet implemented by the City, be research further for consideration by the City.

At this time, Staff are seeking direction from the City Council regarding what tools, if any, the Council would be interested in pursuing further.

ENM Parks Commission Update

May 31, 2020

1. As you know, the City received a \$10,000 grant from the Twins to assist in the relocation of Rowena Pond Park T-Ball Diamond. The City Council accepted the grant at their April 9th Meeting and I sent in the signed grant agreement the following day. As you know the City has received the Check from the Twins Foundation for the project. The relocation of the ballfield got underway the week of May 4th with grading and placement of drain tile. The recent rainy weather has slowed down progress, but the project remains “on track”.
2. Continuing with the baseball theme, the Registration Form for the 2020 Kids’ Baseball/Softball season was due on 4/1/20. At this time, the 2020 season is on “hold” right now, so routine maintenance to the fields is all that is needed. The NM Baseball Association is hopeful that some part of the season can be played this year. We are waiting for the Governor’s announcement in early June on specifics. Right now, it appears that the 10 or less non-related participants will be the guideline, which means that instructional baseball will be allowed, but not games, since there would be more than 10. I will be meeting with the NMBA to talk more about it the first or second week of June.
3. The City stopped accepting Wagner Park Shelter Rental Apps on Monday, March 23rd for 2020...Staff will be cancelling reserved dates with a month advance notice. Currently, all reservations have been cancelled thru June. The only use of the Wagner Parks Shelter is the Food Shelf Program, which has expanded to the 1st and 3rd Wednesdays of each month thru September due to increasing demand.
4. The Windrose 8th/Woodcrest Trail is back on track! I sent out letters to adjacent property owners notifying them that the work will get started on April 10th with brush clearance and leveling the trail for future paving. Public Works has completed this part of the project. We are waiting for bids from contractors to do the paving. If the bids are low enough, then the City will repave the entire trail.
5. I submitted an application for a free \$31,000 BCI Burke Playground Set in late February, as part of their “Great Playground Giveaway”, but, to date, they haven’t made an announcement of the winner.

6. Applications for the Recreational Specialist position closed on Friday, March 27th. There were 5 applications, so City Council was asked to revise the Minimum Requirements at their April 23rd Meeting in hopes of increasing the candidate “pool”. Extending the deadline to Friday, May 8th at 4:30 PM yielded 4 more applications. Staff reviewed them and 6 met the qualifications. We are in the process of setting up interviews for the 3rd week of June.
7. As you know, the Parks Commission made a final decision at the November 2019 Meeting to accept the proposal from Webber Recreational Design, which included an Accelerator Swing and Ten Spin to replace an old swing set and balance beam at Old City Hall Park. The final cost for the 2 pieces was \$8,452.48. The city purchased the equipment prior to the end of 2019 to take advantage of the almost 30% discount on the equipment. The PW Department removed the old equipment saving more dollars. The new playground equipment has been installed and will be open by the time you receive this Update...go take a look!
8. American Ramp Company, which built and installed the SkatePark equipment, and I had a Conference Call on Monday, April 13th to discuss options for additional pieces of equipment for the SkatePark. The noise issue has been satisfactorily resolved with new equipment, so plans to complete the upgrade can now be considered. Based on the discussion at the May Parks Commission Meeting, I have firmed up costs and updated Capital Outlay Plan for further discussion at the June 9th Meeting.
9. As you know, we work with area Boy Scouts and Girl Scouts on their projects. Right now, I am working with Ryan Huberty on his Eagle Scout project of upgrading the Wagner Park Flag Garden over the 4th of July Holiday; Sheridan Liggett on her Gold Award on building 3 “Little Libraries” in the City; and Addison Hermann and Amelia Death on their Silver Award on planting a Bee Garden this Summer. All 3 projects will add value to the City parks.
10. The parks, trails and playgrounds are open. Staff will be evaluating reopening SkatePark and Little Windrose basketball court on a regular basis, but it will depend on the Governor raising the number of unrelated people at facility being greater than 10.
11. The City Council extended the deadline for applying for the 2 vacant Parks Commission positions for a couple of more weeks in hopes of increasing the applicant “pool”. Interviews were held on Friday, April 24th and

recommendation and current Chair Mike Sutton was re-appointed to a 3-year term by City Council at the May 14th Meeting. Dawn Vernon was also appointed to a 3-year term – we will welcome Dawn at the June 9th Meeting! Again, our thanks to outgoing member Eve Zahratka for her years of service – Eve was one of the original members of the Elko New Market Parks Commission appointed in 2008.

12. At the May Parks Commission Meeting, Commissioners approved a proposal for doing playground assessments for 3 of our playgrounds – Woodcrest Park, Wagner Park, and Windrose Park – to make sure that they are in compliance with CPC and ASTM standards. These assessments will be done on Thursday, June 11th and be ready for review at the July Parks Commission Meeting.
13. More followup from the May Parks Commission Meeting...I have let Tree City USA know that ENM will not be joining the organization at this time, but that we'll continue to plant as many trees as possible in our parks.
14. Also from the May Meeting, I have sent an email about changing a day/time of the Parks Commission Meetings, so please respond, so that I can tabulate the results for discussion at the June 9th Meeting.
15. The Grand Opening of the Disc Golf Course originally scheduled for Thursday, May 28th was postponed to Thursday September 10th. More details to follow, but Cale Leiviska, the designer of the course and professional disc golfer, will be there to help us cut the ribbon!
16. I want to thank the Police Department for their help in patrolling Pete's Hill to ensure that the ATVs stay off the trails and out of the open space. We've received several calls from nearby residents that they are seeing more of them in the Open Space and they are doing damage to the woods and grass.
17. I am tentatively scheduled to present the 2020 - 2025 Parks CIP to the City Council at their Thursday, June 11th Meeting.
18. Then next Parks Commission Meeting will be on Tuesday, June 9th @ 4 PM. At this time, it is likely to be another Zoom Meeting, but I'll send an email when I know for sure.



STAFF MEMORANDUM

SUBJECT:	Parks Department Capital Outlay Plan 2020-25
MEETING DATE:	June 11, 2020
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Information and Discussion

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:

A copy of the Capital Outlay Plan thru to 2025 for the Parks Department has been provided for review and discussion by Council. The intent is to outline the capital project listed in the Plan for implementation over the next 6 years by the Parks & Recreation Commission. The Parks & Recreation Commission recognizes that a Capital Outlay Plan is a work-in-progress and can be changed in terms of funding sources, expenses, and timetable. The vision of the Parks & Recreation Commission is to upgrade and maximize the use of the existing parks system, while planning for future parks and trails.

The Parks Commission has spent the last decade implementing that vision by building an award-winning park shelter; doubling the City's paved trail system to its current 10+ miles; upgrading the SkatePark; building a new park – Whispering Hills, acquiring another from the Windrose HOA – Little Windrose Park; upgrading each of the City's 10 parks (one a year) with new playground equipment; improving ballfields with better drainage, new backstops, and benches; and adding an outdoor hockey rink/basketball court to name just a few of the projects. The Parks Commission is now back to the beginning – Woodcrest Park was the first park upgraded and next year will again be redone. Approximately \$1.1 million has been spent on the parks and trail system in the last 10 years, not including the estimated \$264,000.00 this year. And, based on the Community Survey, residents seem to be pleased with the results.

DISCUSSION:

The Parks Department Capital Outlay Plan shows annual projects that have been discussed and approved for placement in the Capital Outlay Plan by the Parks & Recreation Commission and can be accommodated within the Parks Capital Outlay budget. It should be noted that the Capital Outlay Plan assumes no additional revenues, such as Park Dedication Funds. Therefore, it should also be noted that the timing of the projects could change. For example, Woodcrest Park could be moved up, if more funds are available. Also, securing additional funding could allow projects such as the final two pieces for the SkatePark, the Xerxes Avenue trail connection, and a major upgrade of Wagner Park to be added to the list. The intent is to bring City Council up-to-date on the Park Department Capital Outlay Program content and discuss future revenue sources.

BUDGET IMPACT:

None

RECOMMENDATION:

Information and Discussion.

ATTACHMENT:

- 2020-25 Parks Department Capital Outlay Program

EXPENDITURES		2020	2021	2022	2023	2024	2025
SkatePark Equipment (Pending)			12,000	12,000	16,000	16,000	
Hockey Rink - Rowena Pond (Lighting, Pad)		156,450					
Rowena Basketball Full Court			12,000				
Relocation of T-Ball Baseball Field - Rowena Pond		43,000					
Windrose 8th/Woodcrest Trail Link Match		4,600					
Pete's Hill Trail Link		48,600					
Replace Swingsets - Old Elko City Hall Park		11,500					
Renovate Woodcrest Park				50,000			
Boulder Heights Park					80,000		
Wagner Park Half Court Repair						7,674	
Renovate Little Windorse Park							60,000
TOTAL		264,150	24,000	62,000	96,000	23,674	60,000
REVENUES							
Capital Outlay Annual		40,000	40,000	40,000	40,000	40,000	40,000
Charitable Gambling (Existing 5%)		45,000	5,000	5,000	5,000	5,000	5,000
Grant Revenue		28,224	-	-	-	-	-
TOTAL		113,224	45,000	45,000	45,000	45,000	45,000
Park Dedication Fund	109,114	-	-	-	-	-	-
Capital Outlay Reserves	92,347	50,535	71,535	54,535	3,535	24,861	9,861



STAFF MEMORANDUM

SUBJECT: Performance Evaluation - City Administrator
MEETING DATE: June 11, 2020
PREPARED BY: Thomas Terry, City Administrator
REQUESTED ACTION: Closed Meeting Discussion

COMMUNITY VISION:

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5 YEAR GOALS:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City Council is being asked to conduct the annual performance evaluation of the City Administrator. This performance evaluation will be held as a Closed Meeting following the Reports Section of the Business Agenda.

In accordance with the established procedure for the City Administrator's annual performance evaluation, the City Attorney has prepared an Appraisal Summary, incorporating feedback from the City Council and other participating individuals. The Appraisal Summary will be distributed at the meeting and used as the basis for the discussion during Administrator's performance evaluation. Upon completion of the annual performance evaluation, an Evaluation Summary will then presented to the City Council for approval at the following meeting of the City Council.