

**CITY OF ELKO NEW MARKET
CITY COUNCIL WORK SESSION AGENDA
CITY OF ELKO NEW MARKET
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA
THURSDAY, JUNE 25, 2020**

5:30 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/83295567363>

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
 - a. Vision, Goals and Policy Priorities Discussion
- 5. Reports (Cont'd)**
 - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**



STAFF MEMORANDUM

SUBJECT:	Council Special Meeting – Vision, Goals, Policy Topics and Priorities
MEETING DATE:	June 25, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Discussion and Direction

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

Annually, the City Council reviews the City's Vision Statement, Priority Goals identifies the priorities for policy discussions in the upcoming year.

The meeting format itself is intended to be informal, a Work Session in which the Council is requested to actively engage and interact in the discussion. The City Administrator and other Staff will help organize and facilitate the discussion. However, the Council is expected to lead the discussion. In the Work Session, the Council will be asked to:

- Review Community Vision
- Discuss Issues Impacting Elko New Market, City Operations and Service Delivery
- Review Priority Goals
- Identify and Prioritize Policy Discussion Topics

VISION AND GOALS

The visioning and goal setting process is a precursor to the formal process for the 2020 Budget. The workshop uses a simple but successful process to assist the City Council in identifying and discussing issues that are facing the City of Elko New Market. The process is used as a tool to help the Council establish and maintain a common vision and goals that will be used to provide a framework for shaping policy, setting priorities and budgeting.

Municipal government provides several basic public services and is responsible for numerous regulatory and statutory activities. The scope of local government activities includes, but is not limited to public safety, streets and transportation, land use, utilities, parks & recreation, environmental protection, licensing & permitting, elections and maintenance of public records. Each community must make decisions regarding the administration of city activities and the provision of services. However, the City has a finite or limited amount of resources (funding, staff time, etc.). Inevitably, the "wants and needs" of the community are greater than the City's ability to meet them all. Ultimately, the Council must make decisions regarding the allocation of the City's limited resources. The process is designed to help the Council focus their decisions regarding resource allocation.

As in past years, the discussion will be facilitated by the City Administrator. The workshop provides an informal forum to discuss issues that are facing the community and its future. This is a "quick and dirty" process that is intended to help the Council develop some consensus regarding community vision, issues, goals and priorities. The process is based on the concept of starting with "the big picture" and then working towards greater levels of detail.

The overall process involves four steps: (1) develop a common vision for community, (2) identify community issues, (3) establish goals, and (4) implementation.



First, the Council will be asked to discuss its vision for the community. The vision is a mental image of the community 20-30 years in the future that is both desirable and feasible. The vision is not so much an end product, as a direction in which the community should be moving. The discussion will help the Council to develop a consensus on that vision, which will serve as the foundation for the rest of the process. The current Vision Statement that was adopted by the City Council in May of 2019 will serve as the basis for the discussion.

The Council will then be asked to identify the most important issues that are facing the community within the next 10 years. For purposes of this discussion, issues are defined as problems, pressures, needs and other factors that significantly impact the community. Examples of issues may include development trends (up or down), city finances, city staffing and personnel, demands for services, city facilities, infrastructure reconstruction aging population, mental health, changing demands and expectations in services, etc. The issues identified last year have been included for reference. The community vision and issues that are identified by the Council will serve as the context or backdrop as the Council develops goals and staff prepares action items for implementation.

The Community Oriented Local Government philosophy that was adopted in May of 2019 has also been provided for reference. Strengthening the relationship between the philosophy and the Vision/Goals has been discussed since the adoption of the Community Oriented Local Government philosophy.

The Council will then be asked to establish a number of priority goals, approximately 5-7 in total. For the purposes of this process, goals are defined as projects or activities that merit special attention and/or focused resources. Goals should be easily defined and measurable for progress and/or completion. In addition, the goals should be reasonably achievable within a 1-5 year time frame. The current goals adopted in May of 2019 have been provided for reference. An update on the progress of each of the goals over the last year will be presented at the work session.

The goals will be used to provide a framework for shaping policy, setting priorities and budgeting. Since action items necessary to achieve the identified goals may require funding, this exercise will serve as an excellent lead-in to the City’s annual budget process.

POLICY DISCUSSION TOPICS

The City Council is being asked to identify policy topics and their relative priority for policy discussions in the upcoming year. The intent is to develop a list of discussion items for the Council over the coming months for Council education, planning, and/or budgeting purposes. These discussions may simply be conveyance of information to provide Council with information and background in general or as a starting point for further Council discussion and possible action items. The intent is not to delve into the topics themselves, but rather identify policy topics for discussion at a future meeting.

As a starting point for the 2020 policy topics, Staff has compiled the list of policy topics identified in May of 2019. These topics were based on areas of common inquiry, past Council discussion or anticipated relevance by Staff. The following list includes the rank score of each topic, an update on whether or not the topics were discussed, and the status of the topic. The Council is may certainly add additional policy topics to the list at the meeting.

Policy Topics	Rank Score	Discussion Summary	Status
Funding Infrastructure to Support Development	33	Funding infrastructure to support development is an ongoing conversation that started in late 2019. The discussion primarily focused on the extension of water and sanitary sewer to the I-35 interchange. Discussion related to this topic also occurred with the discussion of development fees, factors related to development, and interchange development.	Completed.
Development Fees – Basis, Comparison, and Options for Change	29	Development fees were first discussed as part of the 2020 budget process in 2019. Fees were further discussed in February of 2020, when the Council approved a change in how water and sanitary sewer trunk fees are collected. Discussion related to this topic also occurred with the discussion of funding infrastructure to support development,	Completed.

		factors related to development, and interchange development.	
Factors Related to Development	27	Factors related to development have been discussed on numerous occasions over the past year. Often the discussion occurred in conjunction with other policy topics such as the funding of infrastructure, interchange development, development fees, etc.	Completed.
Staffing Needs	24	Near term staffing needs were discussed at the July 25, 2019 City Council meeting when the Council approved the job description for and authorized hire of a Planner I and at the February 27, 2020 City Council meeting when the Council approved job descriptions for and authorized hire of a Recreational Specialist and Assistant to the City Administrator.	Completed.
Interchange Development – Park I-35 and Adelman Property	21	Development at the I-35 interchange is dependent on the extension of utilities to the Park I-35 and Adelman properties. Discussion on this topic began with a joint City Council, Scott County Board, and CDA Board meeting. At subsequent City Council meetings the Council discussed options for financial participation in the extension of utilities to the interchange.	Completed.
Asset Management System	20	Not discussed.	Not Completed.
Affordable and Workforce Housing	17	Scheduled to be discussed at the June 25, 2020 City Council meeting.	Scheduled.
Funding Public Works Equipment	16	The immediate funding of Public Works equipment was discussed as part of the 2019-2023 Capital Improvement Plan. The Plan resulted in the acquisition of two new plow trucks in May of 2020.	Partially Completed.
Financing Fire Department Apparatus	12	The financing of Fire Department apparatus was discussed as part of the 2019-2023 Capital Improvement Plan. The Plan resulted in the acquisition of a new fire truck in May of 2020. Long-term financing of Fire Department apparatus was discussed in conjunction with Capital Improvement Plan.	Completed.

Public Communications	11	Not discussed.	Not Completed.
Public Facility Maintenance	10	Not discussed.	Not Completed.
Establish Metrics for Priority Goals	10	Not discussed.	Not Completed.
Police Department Staffing	9	Chief Juell presented a staffing needs study for the Police Department at the June 27, 2019 and May 28, 2020 City Council meetings. Based on the volume of calls and community oriented policing ideal, it was recommended by Staff that another officer be budgeted for 2021.	Completed Annually.
Farmers Market	7	Not discussed.	Not Completed.
Community Center	6	Not discussed.	Not Completed.
Fire Department Recruitment and Retention	6	Not discussed as an independent topic.	Not Completed.
Secondary Access to Woodcrest Neighborhood	4	Not discussed.	Not Completed.
Funding Park Infrastructure	3	The 2020-2025 Parks Department Capital Outlay Plan was presented at the June 11, 2020 City Council meeting. Long-term funding of park infrastructure such as a community park was not discussed and is included in this list as an independent topic.	Partially Completed.
Township Relations	3	Not discussed as an independent topic.	Not Completed.
Municipal Campus	2	The municipal campus has been discussed with the Council on numerous occasions in the past year. Two discussions were in association with land acquisitions and one was in association with the Police Department remodel.	Completed.
Code Enforcement	2	The topic of code enforcement was discussed at the April 23, 2020 meeting. At the meeting, the City Council provided support for a proactive, City wide code enforcement sweep.	Completed.
Regional Presence & Influence	2	Not discussed.	Not Completed.
Ordinances 101	1	Not discussed.	Not Completed.
EDA vs. EDC and Composition	0	Not discussed.	Not Completed.
Met Council SAC Surcharge	0	Not discussed.	Not Completed.

Transit	0	Not discussed.	Not Completed.
Community Park	0	Not discussed.	Not Completed.
Dog Park	0	Not discussed.	Not Completed.

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

Attachments:

Vision Statement, adopted May 22, 2019

Priority Goals, dated May 22, 2019

Community Oriented Local Government, adopted May 22, 2019

VISION STATEMENT

Elko New Market's vision statement inspires a clear direction for the community to move in. The City's official vision statement was discussed, developed, and agreed upon by the City Council, and it sets a mental image of the city's future that is both desirable and feasible. The vision statement is intended to serve as the foundation for decisions regarding goals, policies, and finances.

Elko New Market is envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area. The community will preserve its historic landmarks and small town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for the citizens and visitors.

Elko New Market will promote a diverse commercial and industrial base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.

Elko New Market will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.

Elko New Market will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.

Elko New Market will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. Elko New Market will provide a full range of high quality municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community. The City will be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the tax payers of the City.

PRIORITY GOALS

- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Advance the “shovel ready” status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- The acquisition of land for public purposes, including, but not limited to public utilities, library, parks and interchange rights-of-way. Position the City to take advantage of opportunities to acquire land for public purposes
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.
- Implement an asset management system for the long-term management, maintenance, and budgeting of municipal infrastructure.

COMMUNITY ORIENTED LOCAL GOVERNMENT

1. **Community Involvement** – The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by:
 - Providing more opportunities for the public to have input on decisions that affect them.
 - Engaging the public in strategic planning initiatives, both short and long term.
 - Enabling the public to provide input on the effectiveness of public services and policies.
 - Working to develop leadership within the community.
2. **Organizational Improvements** – The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by:
 - Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects.
 - Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
3. **Problem Solving** – The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by:
 - Using available technology to improve the quality and accuracy of data used in decisions.
 - Provide the resources to develop and implement the most cost effective solutions.
 - Considering the long term costs and benefits in policy decisions.
 - Engaging in long-term financial planning to provide public services without undue burden on the tax payers of the city.
4. **Performance Measurement** – The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
5. **Professionalism** – The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JUNE 25, 2020**

**BUSINESS MEETING
7:00 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:

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1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

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

5. Public Comment

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

6. Consent Agenda

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

- a. Approve June 11, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt COVID-19 Preparedness Plan
- d. Approve City Administrator Performance Evaluation Summary
- e. Adopt Resolution 20-37 Reporting the Results of the City's Performance Measurement Program to the Office of the State Auditor

7. Public Hearings

8. General Business

9. Reports

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Housing, Housing Market, and Housing Affordability
- g. Parks Department
 - i. Draft Parks & Recreation Commission Minutes of June 9, 2020 Meeting
- h. Community & Civic Events Committee (CCEC)
 - i. Draft Community & Civic Events Committee Minutes of the June 16, 2020 Meeting
- 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. Discussion by Council

11. Adjournment

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: Berg, Seepersaud and Novak

Members Absent: Councilmember Timmerman

Also Present: City Administrator/Clerk Terry, Police Chief Juell, City Attorney Poehler, Community Development Specialist Christianson, Assistant City Administrator Nagel, City Planner Sevensing, Public Work Superintendent Schweich 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 adding General Business Item 8b. "Consider Request for Waiver of Administrative Permit Fee", moving Discussion by Council ahead of the Closed Meeting and removing Report Item 9fii. "Housing, Housing Market and Housing Affordability."

MOTION by Councilmember Berg, second by Councilmember Novak to approve agenda as amended.

APIF, MOTION CARRIED

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

Recognition of Eve Zahratka

Mayor Julius, on behalf of the City Council, presented a Recognition of Appreciation certificate to Eve Zahratka for her years of service to the Parks Commission and the City of Elko New Market.

Proclamation 20-03 Declaring Community Connections Week

Mayor Julius approved Proclamation 20-03 declaring June 15–21, 2020 as Community Connections Week in Elko New Market. Councilmember Seepersaud asked Elko New Market residents to be a positive influence and encouraged all to make a new connection with somebody in the Elko New Market community.

5) PUBLIC COMMENT

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

- Updated County Road projects are ahead of schedule by two to three weeks.
- Advised that Scott County is opening up slowly.
- Attended the I-35 Solutions meeting in which Congresswoman Angie Craig was present. A third lane into Lakeville from the south was suggested.

- Updated that Commissioner Wolf will run for Commissioner again.

Gordon Deuel from Chamber of Commerce gave updates on the following:

- Advised that many activities and events have been cancelled however, the Golf tournament for the rescheduled Fire Rescue Days will be held.
- Noted fundraising is taking place for two scholarships for next year seniors with a program called Hats off to the Grad.

6) CONSENT AGENDA

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

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

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

Consider Request for Vacation of Right of Way

Community Development Specialist Christianson advised the Council that the City has received a written request from Mark and Lori Rogers who reside at 9711 265th Street East indicating that they would like the City to vacate land adjacent to their property which is platted City street right-of-way in the plat of Elko Townsite. After discussion by Council, the Council determined that the City is not at a point in time to vacate this property. Future transportation plans include this property for a possible road and trail corridor. A request may be revisited as the area develops further and right of way needs are better understood.

MOTION by Councilmember Seepersaud, second by Councilmember Berg to deny the request consistent with the recommendation of the Planning Commission for vacation of right of way adjacent to the property at 9711 265th Street East.

Ayes: Councilmembers Berg and Seepersaud and Mayor Julius,

Nays: Councilmember Novak, MOTION CARRIED

Consider Request for Waiver of Administrative Permit Fee

City Administrator/Clerk Terry advised the Council that Pastor Gordon Deuel has requested a waiver of administrative permit fee for worship services for Crossroads Church to take place at Fredrickson Field. Interior meeting space is very limited in Elko New Market and at this time Eagle View Elementary School and the library community room are unavailable due to COVID-19. Worship service provides an opportunity for community health and well-being during this time. Pastor Deuel informed the Council that Crossroads Church is a local

non-profit organization and recognizes this is an unprecedented time and appreciates the special consideration.

MOTION by Councilmember Seepersaud, second by Councilmember Novak to approve request for waiver of administrative permit fee for Crossroads Church.

APIF, MOTION CARRIED

9) REPORTS

a) Administration

Public Meeting Format

City Administrator/Clerk Terry sought feedback and direction from the Council regarding Public Meetings Format and how the City should handle Council, Commission and other public meetings. Under our local Emergency Declaration, City Council meetings are allowed to be held remotely. Meetings of local government are exempt from the Governor's Executive Orders limiting gatherings. Council, Commission and other public meetings have been held remotely in the interest of public safety. However, the Executive Order signed by Governor Walz, has now increased group gatherings prompting the discussion of whether or not the public meeting format should return to normal. Following discussion by Council it was determined that meetings would continue to be held remotely. However, the Council requested that this item be reevaluated at each meeting.

b) Public Works

Written monthly report included in the Council Packet.

Public Works Superintendent Schweich reported that the new plow truck chassis are here and are ready to be outfitted; the trucks should be ready for use before winter starts.

c) Police Department

Written monthly report included in the Council Packet.

Police Chief Juell addressed the Council regarding the tragedy that took place in Minnesota on May 30th. Police Chief Juell stated based on his years of experience as a use of force instructor the tactic is not taught as part of today's tactics. That particular tactic is not taught or used in this community. Police Chief Juell stressed this isn't a time to demonize law enforcement by the actions of one police officer.

d) Fire Department

None.

e) Engineering

None.

f) Community Development

Draft Planning Commission Minutes included in the Council Packet.

- g) Parks Department
Monthly Parks & Recreation Update included in packet

Assistant City Administrator Nagel informed Council that the local youth baseball/softball season has been cancelled for this year.

Parks Capital Outlay Plan

Assistant City Administrator Nagel presented the Parks Capital Outlay Plan. This presentation highlighted the current vision to upgrade and maximize the use of the City's existing parks and expand the City's paved trail system.

- h) Community & Civic Events Committee (CCEC)
None.

- i) Other Committee and Board Reports

Scott County Association for Leadership and Efficiency (SCALE)

Mayor Julius stated the next SCALE meeting will be held on Friday, June 12th.

Executive Committee

Mayor Julius stated this meeting was held last week.

Service Delivery Committee

City Administrator/Clerk Terry stated the next meeting will be on Monday, June 15th.

Unified Transit Plan Steering Committee

None.

Minnesota Valley Transit Authority (MVTA)

Councilmember Novak stated the next meeting will take place next week.

I-35 Solutions Alliance

Councilmember Berg provided an update to the Council on the I-35 Solutions Alliance meeting which included the presence of Congresswoman Angie Craig and that Councilmember Berg volunteered to be on the budget committee.

Chamber of Commerce

Pastor Gordon Deuel spoke under Public Comment.

10) DISCUSSION BY COUNCIL

League of Minnesota Cities/Metro Cities Policy Committee Representation

City Administrator/Clerk Terry spoke with the Council regarding representation on the for the League of Minnesota Cities and Metro Cities Policy Committees. Advantages for being on these committees are building relationships with other cities, connections with individuals in the League of Minnesota Cities and Metro Cities organizations and influencing issues that could affect Elko New Market.

11) CLOSED MEETING

Closed meeting pursuant to Minn. Stat. 13D.05, subd. 3(c)(3) to discuss annual performance evaluation of City Administrator Tom Terry.

Mayor Julius opened the closed meeting at 8:00 pm.

Mayor Julius closed the closed meeting at 8:19 pm.

12) ADJOURNMENT

MOTION by Mayor Julius, second by Councilmember Novak to adjourn the meeting at 8:21 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 25, 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
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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

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	\$82.00
• Stormwater General	\$1,058.07
• Streets General	\$11,004.99
• Woodcrest Sewer	\$659.00
• Boulder Heights	\$909.50
• Pete’s Hill	\$13,253.50
• Christmas Pines	\$362.00
• Ridgeview Estates	\$91.50
• 2019 Pavement Rehab	\$278.10
• Adelman AUAR	\$457.50
• Webster Wetland Restore	\$220.80
• Roundabout – Final Design	\$15,572.50
• <u>Lift Station Standby</u>	<u>\$777.15</u>
Total	\$44,726.61

Campbell Knutson	<u>Amount</u>
• Legal General:	\$5,240.30
• Legal Meetings	\$638.80
• Boulder Heights	\$120.00
• Elko 34/Pete’s Hill	\$60.00
• <u>Dakota Acres 2nd Addn</u>	<u>\$450.00</u>
Total	\$6,509.10

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

Check Summary Register©*June 25, 2020**

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006791EVANTAGEPOINT TRANSFER	6/15/2020	\$245.00	ICMA- Steve Hotaling
Paid Chk# 006792EVANTAGEPOINT TRANSFER	6/15/2020	\$565.00	ICMA- Kellie Stewart
Paid Chk# 006793EHEALTH EQUITY, INC.	6/15/2020	\$1,205.03	HSA Payroll Deduction
Paid Chk# 006794EHEALTH EQUITY, INC.	6/15/2020	\$44.25	HSA Monthly Fees
Paid Chk# 006795ENUVERA COMMUNICATIONS, INC.	6/20/2020	\$326.84	Police Dept Phone/Fax
Paid Chk# 006796ENUVERA COMMUNICATIONS, INC.	6/20/2020	\$124.81	Area Hall Phone
Paid Chk# 006797EXCEL ENERGY	6/30/2020	\$385.16	Streetlights
Paid Chk# 006798EPSN	6/5/2020	\$1,394.11	Webstore/Credit Card Processing
Paid Chk# 006799EMN VALLEY ELECTRIC COMPANY	6/22/2020	\$167.00	268X Xerxes Water Tower, Elko
Paid Chk# 006800ENUVERA COMMUNICATIONS, INC.	6/20/2020	\$56.94	139503 - 25499 Natchez Ave
Paid Chk# 006801ENUVERA COMMUNICATIONS, INC.	6/20/2020	\$177.58	937759 - 25499 Natchez Ave Bld
Paid Chk# 006802EPERA	6/22/2020	\$9,892.42	Payroll Liability
Paid Chk# 006803EMN DEPT OF REVENUE	6/22/2020	\$2,241.41	Payroll Liability
Paid Chk# 006804EINTERNAL REVENUE SERVICE	6/22/2020	\$10,642.10	Payroll Liability
TOTAL		\$27,467.65	

PRE-PAIDS

Paid Chk# 041085 UNITED STATES POSTAL SERVICE	6/5/2020	\$300.96	May 2020 Utility Bills
TOTAL		\$300.96	

CHECK REGISTER

Paid Chk# 041086 A-1 LANDSCAPES	6/25/2020	\$5,350.00	Rowena Park Improvements
Paid Chk# 041087 ADVANCED WALL STRUCTURES,	6/25/2020	\$1,388.44	Refund - Building Permit Fee
Paid Chk# 041088 ANCHOR SOLAR INVESTMENTS, LLC.	6/25/2020	\$586.60	Solar Panel Lease Pmt
Paid Chk# 041089 APPLE FORD LINCOLN	6/25/2020	\$178.22	PW - Fleet Maint & Equip
Paid Chk# 041090 BlueTarp Financial	6/25/2020	\$24.99	PW - Small Tools
Paid Chk# 041091 BOLTON & MENK	6/25/2020	\$44,726.61	T17.119273 - Petes Hill
Paid Chk# 041092 CAMPBELL KNUTSON	6/25/2020	\$6,509.10	General Matters
Paid Chk# 041093 CINTAS CORPORATION NO. 2	6/25/2020	\$58.84	PW - Uniforms
Paid Chk# 041094 COMMERCIAL ASPHALT COMPANY	6/25/2020	\$128.46	PW - Streets
Paid Chk# 041095 DIESEL COMPONENTS INC.	6/25/2020	\$60.00	PW - Fleet Maint & Equip
Paid Chk# 041096 DORSEY & WHITNEY LLP	6/25/2020	\$10,000.00	2020A Bond Legal Fees
Paid Chk# 041097 ENM FIRE RELIEF ASSN.	6/25/2020	\$65,128.65	1st Half 2020 Pension Pmt
Paid Chk# 041098 ENVIROTECH SERVICES INC.	6/25/2020	\$4,004.30	PW - Dust Control
Paid Chk# 041099 FASTENAL COMPANY	6/25/2020	\$40.90	PW - Operating Supplies Credit
Paid Chk# 041100 FISH ROCK COUNTRY MARKET	6/25/2020	\$80.49	FD - Water Softener Salt
Paid Chk# 041101 GOPHER STATE ONE CALL	6/25/2020	\$156.60	Locates
Paid Chk# 041102 GRAYBAR	6/25/2020	\$1,272.48	IT Equip - Capital Outlay
Paid Chk# 041103 HAWKINS, INC.	6/25/2020	\$2,163.49	PW - Water Chemicals
Paid Chk# 041104 INTERSTATE ALL BATTERY CENTER	6/25/2020	\$157.50	Battery Backups Replacement
Paid Chk# 041105 IUOE LOCAL #49	6/25/2020	\$175.00	Membership Dues - Derek Cavana
Paid Chk# 041106 JIRAK, LYNDA	6/25/2020	\$53.47	Face Shields
Paid Chk# 041107 KELLEY FUELS, INC.	6/25/2020	\$1,377.60	PW - Fuel
Paid Chk# 041108 LAKEVILLE SANITARY, INC.	6/25/2020	\$481.03	11756 - Wagner Park
Paid Chk# 041109 LEAGUE OF MN CITIES INS TRUST	6/25/2020	\$2,000.00	Claim #84044
Paid Chk# 041110 JOHN MACHABY	6/25/2020	\$120.00	Radio Mic BT - Reimbursement
Paid Chk# 041111 MAREKS TOWING & REPAIR INC.	6/25/2020	\$124.50	PD - Fleet Maint
Paid Chk# 041112 MARKET VILLAGE SR RESIDENCE	6/25/2020	\$654.34	Water/Sewer 5% & A1Landscaping
Paid Chk# 041113 MENARDS - DUNDAS	6/25/2020	\$474.02	PW - Storm Water Repairs
Paid Chk# 041114 METROPOLITAN COUNCIL	6/25/2020	\$42,601.95	WWS Charges - June 2020
Paid Chk# 041115 MHSRC/RANGE	6/25/2020	\$435.00	PD - EVOC Training
Paid Chk# 041116 MTI DISTRIBUTING INC.	6/25/2020	\$3,660.75	PW - Fleet Maint & Equip
Paid Chk# 041117 MUNICIPAL INSPECTIONS, INC.	6/25/2020	\$6,429.39	Building Inspections
Paid Chk# 041118 MVTL LABORATORIES	6/25/2020	\$95.00	PW - Water Testing
Paid Chk# 041119 NAPA AUTO PARTS	6/25/2020	\$291.53	PW - Fleet Maint & Equip
Paid Chk# 041120 NORTHLAND PEST CONTROL	6/25/2020	\$21.25	Pest Control - Library
Paid Chk# 041121 POMPS TIRE SERVICE, INC.	6/25/2020	\$592.28	PD - Fleet
Paid Chk# 041122 PREMIUM HEATING & COOLING, LLC	6/25/2020	\$5,987.00	Building Maintenance
Paid Chk# 041123 QUILL CORPORATION	6/25/2020	\$161.82	Operating Supplies
Paid Chk# 041124 RIGID HITCH INCORPORATED	6/25/2020	\$73.79	PW - Fleet Maint & Equip
Paid Chk# 041125 SCHLOMKAS PORTABLE	6/25/2020	\$710.00	Portable Restrooms
Paid Chk# 041126 SCOTT COUNTY RECORDER	6/25/2020	\$138.00	Agreements Recordings
Paid Chk# 041127 SHRED RIGHT	6/25/2020	\$15.00	Shredding
Paid Chk# 041128 SITEONE LANDSCAPE SUPPLY, LLC	6/25/2020	\$2,472.85	Rowena Park Improvements

CITY OF ELKO/NEW MARKET

*Check Summary Register©

June 25, 2020

	Name	Check Date	Check Amt	
Paid Chk#	041129 SOUTH METRO RENTAL	6/25/2020	\$180.00	PW - Storm Water Repairs
Paid Chk#	041130 STEWART, KELLIE	6/25/2020	\$79.41	Elections Supplies - Gloves
Paid Chk#	041131 STREICHER'S INC	6/25/2020	\$914.86	PD - Uniforms/Brentan Carkhuff
Paid Chk#	041132 SUEL PRINTING COMPANY	6/25/2020	\$276.00	Legal Ads - Ridgeview Estates
Paid Chk#	041133 TOTAL ENERGY SYSTEMS, LLC	6/25/2020	\$1,695.42	PW - Sewer Repairs
Paid Chk#	041134 WM. MUELLER & SON, INC.	6/25/2020	\$612.48	PW - Streets
	TOTAL		\$214,919.41	

DIRECT DEPOSIT

Paid Chk#	503331EBi-Weekly ACH	6/11/2020	\$35,821.04	
	TOTAL		\$35,821.04	



STAFF MEMORANDUM

SUBJECT:	COVID-19 Preparedness Plan
MEETING DATE:	June 25, 2020
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Adopt COVID-19 Preparedness Plan

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

INTRODUCTION

Under a recently released Executive Order by Governor Walz, critical sector businesses, including cities, will be required to adopt COVID-19 Preparedness Plan, by June 29th. Until this point, only industries that were required to close because of the pandemic were required to develop plans and doing so was a requirement for their reopening.

DISCUSSION

Executive Order 20-74 requires critical businesses in operation during the peacetime emergency to plan for the safety of staff and the individuals they serve. It has been determined that Cities are included in the Executive Order and are required to have an approved COVID-19 Preparedness Plan by June 29th, as they reopen. Cities, including Elko New Market, are using the Stay Safe Minnesota website as their primary source of information guidance. Using the recommended template on the site, City Staff has put together a COVID-19 Preparedness Plan that includes the following requirements:

1. Infection prevention measures
2. Prompt identification and isolation of sick persons
3. Engineering and administrative controls for social distancing
4. Cleaning, disinfecting, decontamination, and ventilation
5. Communications and training for managers and workers necessary to implement the plan
6. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan

BUDGET:

The cost of Staff time necessary to prepare this required document is included in the current 2020 Budget. Signage, PPE and other expenses required to implement that plan were not anticipated in the development of the 2020 Budget and may exceed budgeted line items. COVID related expenses will be tracked for possible reimbursement

ACTION REQUESTED

Motion to Approve the COVID-19 Preparedness Plan, as attached, and Direct the City Administrator to distribute and Post the Plan as required in the Governor's Executive Order 20-74.

Attachments

COVID-19 Preparedness Plan



COVID-19 Preparedness Plan for The City of Elko New Market

The City of Elko New Market is committed to providing a safe and healthy workplace for all our employees, customers, and vendors. To ensure we have a safe and healthy workplace, the City of Elko New Market has developed the following COVID-19 Preparedness Plan (Plan) in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this Plan correctly. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the City Administrator, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City of Elko New Market's Managers/Supervisors have the City Council's full support in enforcing the provisions of this plan. The City Administrator is authorized to modify the plan as necessary.

The City of Elko New Market's COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders, and addresses:

- Ensuring sick employees stay home and prompt identification and isolation of sick personnel;
- Social distancing;
- Employee hygiene and respiratory etiquette;
- Workplace cleaning, disinfection and ventilation;
- Communications, training and supervision necessary to ensure effective ongoing implementation of the plan.

The City of Elko New Market has reviewed and incorporated industry guidance applicable to our workplace provided by the State of Minnesota, as well as guidance provided by the CDC, MDH, and others listed in Appendix A for the development of this Plan.

Ensure Sick Employees Stay Home and Prompt Identification and Isolation of Sick Employees

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Procedures for each department have been implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees are told

to call their immediate supervisor with any flu like symptoms or a low- grade fever prior to reporting for work. The supervisor will make the determination whether the employee should report for work.

The City of Elko New Market has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The City's Flex Leave, the Family Medical Leave Act (FMLA) and other relevant policies are included in the Employee Handbook. The Paid Time Off Policy In Response To Covid-19 Pandemic is attached as Appendices B.

Social Distancing

Social distancing of at least six feet will be implemented and maintained when possible between employees, customers, and vendors in the workplace through engineering and administrative controls. Signs are posted advising customers and vendors of the need to comply with social distancing guidelines. City employees must wear a protective mask when it is necessary to assist customers and vendors within a distance of six feet.

The customer service area at City Hall has been modified for Social Distancing by using floor decals to insure the 6-foot distance requirement, placing a table in front of the service window to create a 6-foot space, and Plexiglas screening to insure safe service. Seating in meeting rooms have been altered to maintain a 6-foot difference between participants with tables being disinfected after each meeting. City workspaces provide for six feet spacing between employees.

The City has reduced the need for Social Distancing at work by utilizing telework options when appropriate and limiting the number of in person meetings with customers and vendors by using conference call and video meeting technology. For example, City Council and Commission Meetings can be accessed live online via video meeting technology.

Hygiene and Respiratory Etiquette

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All employees in the workplace are required to wash or sanitize their hands prior to or immediately upon entering a City-owned facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees, customers, and vendors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, wear a protective mask, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, customers, and vendors are expected to wash or sanitize their hands on a regular basis. Respiratory etiquette is demonstrated on posters and training provided by the City's Safety Consultant.

Workplace Cleaning, Disinfection, and Ventilation

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas of the work environment, including, but not limited to, restrooms, breakrooms, kitchens, meeting rooms and dropoff and

pickup areas. Frequent cleaning and disinfecting is being conducted on high touch areas, such as phones, keyboards, touch screens, controls, door handles railings, copy machines, et al.

Appropriate and effective cleaning disinfectant supplies have been purchased and are available for use in accordance with product labels, data safety sheets and manufacturers specifications and are being used with the required personal protective equipment for the product.

All City buildings with employees and/or access by customers and/or vendors have operating and properly maintained HVAC systems which provide for bringing fresh air into the workplace.

Communications and Training

This COVID-19 Preparedness Plan will be communicated by email to all workers. Additional communication and training will be ongoing by department heads with appropriate employees. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees on protections and protocols, including but not limited to: 1) Social distancing protocols and practices; 2) Practices for hygiene and respiratory etiquette; 3) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by employees. All workers customers and vendors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers/Supervisors are expected to monitor how effective the program has been implemented. All employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Elko New Market management, and the Plan was posted throughout the workplace and made readily available to employees on July 1, 2020. It will be updated as necessary by the City Administrator.

Certified by:

[Signature] [Date] [Title of senior executive or management official]

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/> Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html MDH: www.health.state.mn.us/diseases/coronavirus/basics.html MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

Appendix B – PAID TIME OFF POLICY IN RESPONSE TO COVID-19 PANDEMIC

Emergency Family and Medical Leave Available 3/23/20 thru 12/31/20

Under the *Emergency Family and Medical Leave Expansion Act* employees who have been employed with the City of Elko New Market at least 30 calendar days are eligible for up to 12 weeks of job-protected leave for Public Health Emergency Leave. A “public health emergency” is defined to mean “an emergency with respect to COVID-19 declared by a federal, state, or local authority.”

The act provides leave for employees who are unable to work (or telework) because they need to care for a son or daughter under 18 years of age whose:

- School or place of care has been closed, or
- Child care provider is unavailable due to a public health emergency.

The first 10 days of emergency FMLA leave may be unpaid, unless the employee chooses to use available accrued paid leave or supplement with Emergency Sick Leave.

After the first 10 days emergency FMLA leave will be paid at a rate of 2/3 the employee’s regular rate of pay for the remaining duration of the leave.

Emergency Sick Pay Leave- Available 3/23/20 thru 12/31/20

Under the *Emergency Sick Pay Leave Act* emergency sick leave is available to all City of Elko New Market part-time and full-time employees who are unable to work (or telecommute) due to a need for leave because:

1. The employee must self-isolate because the employee is diagnosed with coronavirus;
2. The employee is seeking a medical diagnosis or is experiencing the symptoms of coronavirus;
3. The employee is ordered by a public official, health care provider or their employer to quarantine;
4. Care for a family member who has been quarantined or advised by a health care provider to self-quarantine;
5. Care for a child whose school has closed or whose child care provider is unavailable due to the coronavirus.

Full-time employees who are unable to work because of reasons 1-3 listed above are entitled to two weeks (80 hours) and part-time employees are entitled to the typical number of hours that they work in a two-week period. The amount paid is capped at \$511 per day (\$5,110 in the aggregate) for personal sick leave.

Full-time employees who are unable to work because of reasons 4-5 listed above are entitled to two weeks of 2/3 their normal rate of pay and part-time employees are entitled to the typical number of hours that they work in a two-week period paid at 2/3 their normal rate of pay.

Employees may elect to substitute accrued paid time for any unpaid time during this period.

Any unused paid leave granted by the act does not carry over into 2021.

MEMORANDUM

TO: Mayor and City Councilmembers
cc: Tom Terry

FROM: Andrea McDowell Poehler

DATE: June 25, 2020

RE: City Administrator Evaluation Summary Report

Pursuant to the State's Open Meeting Law, Minn. Stat. Section 13D.05, subd. 3, the City Council conducted a closed meeting for approximately 20 minutes as part of its June 11, 2020 regular Council Meeting to evaluate the performance of City Administrator Tom Terry. The following City Councilmembers were in attendance: Mayor Julius, Councilmember Berg, and Councilmember Dawn Seepersaud and Councilmember Novak.

The law requires that, at its next open meeting, the public body shall summarize its conclusions regarding the evaluation. The following is submitted for council review and approval as a summary of the evaluation conducted on November 15, 2018.

Administrator Terry's review was conducted pursuant to the terms of his employment agreement with the City, which requires annual performance reviews. The City Council has chosen to conduct a 360 degree review of the City Administrator that includes evaluations by Council members, department heads and key consultants. The summary evaluation is compiled by the City Attorney and submitted to the City Council without identifying evaluators by their scores or comments. At the meeting, the Council reviewed the City Attorney's summary of the performance evaluation surveys.

The evaluation format included scores for each area of the City Administrator position indicating either: needs improvement, meets expectations or exceeds expectations. Each area of evaluation provided for specific examples or comments supporting to be provided for very low or very high evaluations. The Council evaluations indicated that Administrator Terry was meeting or exceeds expectations in all areas of employment.

The City Council indicated that they believed that City Administrator Terry was doing an acceptable job overall in his position as City Administrator and had no significant areas of concern. There were no areas of concern raised concerning City Administrator Terry's performance.

Department head and consultant reviews of Mr. Terry's performance were also very positive of Mr. Terry's performance overall.



STAFF MEMORANDUM

SUBJECT:	State Council on Local Results and Innovation's Performance Measurement Program
MEETING DATE:	June 25, 2020
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Adopt Resolution 20-37 Resolution Reporting the Results of the City's Performance Measurement Program to the Office of the State Auditor

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

During the 2010 legislative session, the Governor signed into law legislation that established a voluntary performance measurement reporting program for cities due July 1st each year. The purpose of the program is to provide cities incentives to develop, measure, track, and report performance data on their critical services. The City can elect to opt-out of the program each year, if the City Council chooses to do so, but has participated in this program each year since 2012. The performance measures adopted in 2012 included:

- Results of the Community Survey
- Percent change in the taxable property market value
- Part I and II crime rates
- Police response time
- Insurance industry rating of fire services
- Fire response time
- Average city street pavement condition rating
- Operating cost per 1,000,000 gallons of water pumped/produced
- Number of sanitary sewer back-ups for public sanitary sewer system

DISCUSSION

This year, the City will submit the 2018 Community Survey as evidence of its compliance with the Performance Measurement Program. If accepted by the State, then the benefit to the City will be receiving a reimbursement of \$0.14/capita, or for Elko New Market, a total of \$688.80 (4,920 – estimated population figure by Metro Council in April, 2019 X \$.14), and an exemption from levy limits, if such limits are in place, for as long as the City participates in the program.

Participation in the program reflects one of the key components of Elko New Market's Community-Oriented Local Government Philosophy:

Performance Measurement – The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.

Since the performance measures are likely to be comparable across Minnesota local governments, participation will assist the City in knowing where to improve services and at what levels once the State releases the results from other cities.

BUDGET:

The City will receive a payment of \$688.80 from the State of Minnesota as reimbursement for expenses related to the performance measurement program.

ACTION REQUESTED

Approve the attached Resolution Reporting the Results of the Performance Measurement Program of the City of Elko New Market to the Office of the State Auditor and reporting them in the City Newsletter, Facebook page, and on the City website.

Attachments
Resolution 20-37

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

RESOLUTION NO. 20-37

**RESOLUTION REPORTING THE RESULTS OF THE PERFORMANCE
MEASUREMENT PROGRAM TO THE OFFICE OF THE STATE AUDITOR**

WHEREAS, Benefits to the City of Elko New Market for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any Minnesota city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The City Council of Elko New Market has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, The City Council of Elko New Market will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city’s/county’s website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, The City Council of Elko New Market will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city/county.

ADOPTED, by the City Council of Elko New Market this 25th day of June 2020.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Tom Terry, City Clerk



STAFF MEMORANDUM

SUBJECT:	Housing, Housing Market, and Housing Affordability
MEETING DATE:	June 25, 2020
PREPARED BY:	Haley Sevening, Planner I
REQUESTED ACTION:	Discussion and Direction

COMMUNITY VISION:

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

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 implement 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.

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JUNE 9, 2020
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Chair Sutton, Commissioner Melgaard, Commissioner Vernon, and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel and Councilmember Amanda Novak.

CALL TO ORDER:

The meeting was called to order at 4:05 PM online via ZOOM by Chair Mike Sutton.

APPROVE AGENDA:

Mr. Nagel said that there were no additions to the June 2020 Meeting Agenda. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the June 2020 Meeting Agenda was unanimously approved, as printed.

CITIZEN COMMENTS:

There were no citizen comments presented at the June 2020 Parks Commission Meeting.

APPROVAL OF MINUTES OF MAY 12, 2020 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the May 12, 2020 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel called Commissioners' attention to a copy of a new study from the NRPA on the Economic Impact of Parks and Recreation in Minnesota. He said that the 2017 study showed the economic impact of parks and recreation in Minnesota

was over \$2.5 billion in Minnesota; the employment impact was 20,338 jobs associated with parks and recreation; and those jobs accounted for nearly \$964 million in labor income. The study concludes that “parks drive significant economic activity” in Minnesota and other states across the country.

UPDATES:

Mr. Nagel reviewed the May 31, 2020 ENM Parks Commission Update, which contained 18 items.

Mr. Nagel reported that he had been in touch with the New Market Baseball Association and that they had decided to cancel the entire baseball/softball season due to the COVID-19 Pandemic. He said that one or two instructional seminars might be held in early October for interested kids.

Mr. Nagel said that Ryan Huberty was set for his Eagle Scout project at Wagner Park over the 4th of July Holiday. The project will upgrade the present garden surrounding the American Flag and add a statue of an American Eagle to the garden.

Mr. Nagel called Commissioners’ attention to a recent Facebook post on the new playground equipment recently installed at Historic City Hall Park noting that it would be ready for use the week of June 15th.

Mr. Nagel provided an email from the New Prague Community Ed Director, Janelle Kirsch, on Summer programming to meet COVID-19 recommendations. He noted that most of the planned programming would take place, but with reduced numbers of participants.

Mr. Nagel said that he had included the May Community Development Update for the Board’s information.

OLD/NEW BUSINESS:

Mr. Nagel reported that the 2020 Budget for Parks was at 36% through May 31st, which is below the projected 41.67%. Much of the lower expenses for the year, he said, can be attributed to cancelling programs due to the COVID-19 virus.

Mr. Nagel said that he had contacted Schlomka's Portable Restrooms for a quote on a monthly cost to provide a mobile handwashing station for Wagner Park. The cost would be \$140/month and could be handled within the current 2020 Budget. The intent is to see if people would use handwash station after being on the playground equipment, SkatePark, and/or basketball half-court and if it would be vandalized. If successful, he said that he would be back at the July meeting for requesting one at Little Windrose Park as well. Upon motion by Commissioner Dornseif, seconded by Chair Sutton, the Parks Commission unanimously approved the rental of one mobile handwashing station for \$140/month for Wagner Park.

Mr. Nagel said that due to the COVID-19 virus, a number of revisions to the current Wagner Park Shelter needed to be made. In conjunction with the City Attorney, he was proposing that the age to rent the Shelter be raised to 21; minor revisions Section F, Facilities be made to clarify what is being rented; and changes in Section G, Section N, and the Acknowledgements to comply with the Governor's and CDC's recommendations on usage during COVID-19. Upon motion by Chair Sutton, seconded by Commissioner Vernon, the Parks Commission unanimously approved the revisions to the Wagner Park Shelter Rental Agreement and directed the Assistant City Administrator to implement the changes to current agreement.

Mr. Nagel reviewed the survey he had taken of Commissioners on changing the meeting day and time of the Parks Commission monthly meetings. He called Commissioners attention to a copy of his email outlining the reasons for considering the change. Most notably, a later time would enable more residents might be able to attend Parks Commission meetings. After discussion of the options, the Commissioners settled on the second Wednesday of the month at 6 PM. Mr. Nagel said that it would take some time to make the change and suggested that the new day and time start in August. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Parks Commission unanimously approved changing the day and time of Parks Commission meetings to the second Wednesday of the month at 6 PM and directed the Assistant City Administrator to implement the change by the August Parks Commission Meeting.

Mr. Nagel the Commissioners' attention to the Handout on effects of the COVID-19 virus on youth programming. He said that the intent of presenting the MN Department of Health's advice on youth programming, especially sports, was to better explain the decision not to hold the baseball/softball season this Summer. The major difficulties, he noted, were that waivers would be needed from each participant; obtaining insurance; and screening each participant. In addition, there

would be no games and the season would be only 4 to 6 weeks long. No further was taken by the Parks Commission on this item.

Mr. Nagel presented the Bill List to the Parks Commissioners – Safety First for Playground Assessments for \$1,500.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Vernon, the Parks Commission unanimously approved the Bill List for the June 2020 Meeting.

OTHER BUSINESS:

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8th Addition/Woodcrest Trail Segment project had been postponed until Spring 2020. As he noted at the December meeting, he contacted the SMSC to see if it would be possible to retain the \$18,224 grant for the project. In late February, he said that he had received word that the SMSC had agreed to extend the grant for 2020. The City informed affected residents in early March that the project would be proceeding, a wetland delineation was conducted, Public Works has now completed the prep work and is taking bids for paving the entire trail. No further action was taken by the Parks Commission on this item.

Mr. Nagel reported on the status of the newly created part-time position of Recreational Specialist. He said that the position had been advertised, but there only five (5) applicants for the position. He said that to increase the number of applications, the Minimum Requirements was revised to include more related fields. Another 4 applications were received by the Friday, May 8th deadline making a total of 9 applicants for the position. He said that the applications were reviewed and that interviews would be conducted with the top 6 candidates on Wednesday, June 10th. He said that final interviews with the top candidates would be done on Wednesday, June 24th. No further action was taken by the Parks Commission on this item

NEXT MEETING:

Mr. Nagel said that the July meeting would be held on Tuesday, July 14, 2020 at 4 PM. It would be in the Council Chambers at Elko New Market City Hall, but a ZOOM option would be set up for Commissioners to use. It is expected that the recommended revisions in the meeting date/time for the Parks Commission will be implemented at the August 2020 meeting.

Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, July 14, 2020 at 4:00 PM in the Council Chambers at Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments from Parks Commissioners at the June 2020 meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 5:25 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
June 16, 2020 Minutes

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

Meeting was called to order at 5:36 PM.

Members Attending: Chair Mike Sutton, Janelle Kirsch, Terre Larsen, Jodi Muelken, Toni Maat (Arrived at 5:43 PM) and Lori Nelson.

Others Attending: Lynda Jirak, Assistant City Administrator Mark Nagel and City Administrator/Clerk Tom Terry

Absent: Leander Wagner and Amy Halloran.

Mike Sutton requested the Halloween Party be added to the agenda under Committee Member Comments. **MOTION** by Mike Sutton, seconded by Janelle Kirsch, the June 16th Meeting Agenda was approved as amended. **APIF, MOTION CARRIED.**

MOTION by Jodi Muelken, seconded by Terre Larsen the January 21, 2020 Meeting Minutes and February 18, 2020 were unanimously approved by the Committee with no revisions. **APIF, MOTION CARRIED.**

The Committee discussed the Community Picnic. The two dates set aside for the Community Picnic are Saturday, August 15, 2020 and Saturday, August 22, 2020. Discussions regarding whether box lunches and games could be feasible during the COVID-19 pandemic. The Committee felt there were currently too many unknowns to make a decision. **MOTION** by Mike Sutton, seconded by Janelle Kirsch to table discussions on the whether to hold the Community Picnic until our next meeting, July 21, 2020. **APIF, MOTION CARRIED.**

The CCEC Committee discussed Fire Rescue Days. City Administrator/Clerk Terry explained The State of Emergency and why the date for Fire Rescue Days was changed, The new date for Fire Rescue Days is September 11 and 12, 2020. Jodi Muelken explained that due to COVID-19, the roundabout construction and the police building construction at City Hall, the annual Fire Rescue Days dance has been cancelled. The Fire Department will still hold its annual dinner on Friday, September 11 at Legends Golf Club. Terre Larsen stated the Lions Club would need an absolute drop dead date of July 15, 2020 as to whether they will be holding their event. There are tickets that would need to be printed in enough time to advertise for their annual Steak Fry Dinner. Lori Nelson brought up the idea of possibly changing up Fire Rescue Days and hold a Food Truck event at the park after the parade. Committee discussion felt that it would be difficult to hold the traditional parade this year along with hosting many of the activities that occur at Wagner Park. Mike Sutton suggested possibly extending the parade route to encourage social distancing. Assistant City Administrator Nagel mentioned that at this time due to COVID restrictions it would be difficult to hold Church Services, Eve of Destruction, Pro-Wrestling and the 5K events during this time given the recommendations from the Governor's Office. Jodi Muelken brought up the idea of having a Parade of Hope that would include the Fire Department vehicles and Police Department vehicles. City Administrator/Clerk Terry mentioned possibly eliminating the Community Picnic and use those funds to purchase candy that could be thrown out at this parade. Committee discussions mentioned other ideas but really felt that it was needed to have a modified Fire Rescue Days this year. Based on

consensus of the CCEC Committee, Fire Rescue Days will consist of an alternate set of events to include cancelling the Community Picnic and reallocating funds to purchase candy for the Public Safety Parade. To comply with COVID restrictions, a possible event to include activities that allow social distancing to take place at Wagner Park after the parade. City Staff will come up with a list of possible games to possibly add to agenda for the event. No further action was taken by the Committee at this meeting.

The next Meeting of the CCEC will be on Tuesday, July 21, 2020 at 5:30 pm.

Mike Sutton brought up discussion regarding the Halloween Party. The committee felt it was too early to predict where the dial will be at that time. Janelle Kirsch will reserve Eagle View Elementary for the party and will review the Halloween party at another meeting.

There were no additional comments from the Committee members offered at the June Meeting.

MOTION by Mike Sutton, seconded by Terre Larsen to adjourn the meeting at 6:51 pm. **APIF, MOTION CARRIED.**

Respectfully submitted,

Lynda Jirak, Deputy Clerk