

**CITY OF ELKO NEW MARKET  
CITY COUNCIL AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, MARCH 14, 2019**

**BUSINESS MEETING  
6:30 PM**

**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 February 28, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 19-12 Supporting Legislation Authorizing Infrastructure Development Fees

**7. Public Hearings**

**8. General Business**

**9. Reports**

- a. Administration
  - i. Establish Interview Panels for Commissions
  - ii. Appoint Fire Department Workgroup Representative
- b. Public Works
  - i. Monthly Report - February 2019
- c. Police Department
  - i. Monthly Report – February 2019
- d. Fire Department
- e. Engineering

- f. Community Development
  - i. Draft Planning Commission Minutes for February 26, 2019
- g. Parks Department
  - i. Monthly Parks & Recreation Update
- h. Community & Civic Events Committee (CCEC)
- i. Other Committee and Board Reports
  - i. Scott County Association for Leadership and Efficiency (SCALE)
  - ii. Minnesota Valley Transit Authority (MVTA)
  - iii. I35 Solutions Alliance
  - iv. Chamber of Commerce
  - v. Downtown Improvement Committee

## **10. Discussion by Council**

## **11. Adjournment**

**1. CALL TO ORDER**

The meeting was called to order by Mayor Julius at 7:30 p.m.

Members Present: Mayor Julius, Councilmembers: Berg, Schwichtenberg, Seepersaud and Timmerman

Members Absent: None

Also Present: City Administrator Terry, Interim Police Chief Bell, City Attorney Poehler, 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 Terry requested the City Council add Item d (Authorize to Hiring Elko New Market Police Chief) to the General Business section of the meeting. **MOTION** by Councilmember Berg, second by Councilmember Timmerman to approve the agenda. **APIF, MOTION CARRIED**

**4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS**

None.

**5. PUBLIC COMMENT**

Commissioner Wolf updated the City Council on Scott County YMCA proposal and Board meeting. The item was discussed.

Tim Sadusky, of the Elko New Market Chamber of Commerce, updated the City Council on activities occurring on the Chamber of Commerce.

**6. CONSENT AGENDA**

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

- a. Approve February 14, 2019 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 19-10 Supporting The Repeal Of Dan Patch Commuter Rail Line; Prohibitions, 2002 Minnesota Session Law Chapter 393 (House File 3618, Sec. 85) Enabling The State of Minnesota, The Metropolitan Council, And Regional Trail Authorities To Study The Dan Patch Commuter Rail Line.
- d. Adopt Resolution 19-11 Adopting Amendments to the Elko New Market Police Department Policy and Procedure Manual

**APIF, MOTION CARRIED**

## 7. PUBLIC HEARINGS

None

## 8. GENERAL BUSINESS

- a) Acceptance of Donation from Fire Relief
  - a. Resolution 19-09 Accepting Cash Donation From The Elko New Market Fire Relief Association

City Administrator Terry requested the City Council consider adopting Resolution 19-09, accepting the donation from the Elko New Market Fire Relief Association. **MOTION** by Councilmember Berg, second Councilmember Timmerman, to Adopt Resolution 19-09 Accepting the Donation from the Elko New Market Fire Relief Association. **APIF, MOTION CARRIED**

- b) Request for Waiver of Fees – Lucast

City Administrator Terry requested the City Council discuss and direct staff on the request for Waiver of Fees for Lucast. The City Council discussed and thought the policy needed to be changed. Council directed staff to prepare a policy that would provide for a discount of the trunk fee for the homes discussed that would meet the criteria in the previous policy. The Council would hold further discussion on the amount of the discount. Mayor Julius noted the requested waiver has not been approved.

- c) Authorize Architectural Services for Police Department Remodel

City Administrator Terry requested the City Council to approve the Professional Service Agreement with Leo A Daly Company to Provide Architectural Services for the Police Department Remodel. **MOTION** by Councilmember Timmerman, second Councilmember Schwichtenberg, to approve Professional Service Agreement with Leo A Daly Company to Provide Architectural Services for the Police Department Remodel. **APIF, MOTION CARRIED**

- d) Authorize Hiring of Elko New Market Police Chief

City Administrator Terry requested the City Council authorize him to make an offer as previously discussed during the Work Session. **MOTION** by Councilmember Timmerman, second Councilmember Schwichtenberg, to direct the City Administrator to make a conditional offer of employment to Brady Juell for the Chief of Police/Emergency Management Director position at Step 4 at the grade for the position in the 2019 Salary Schedule. **APIF, MOTION CARRIED**

## 9. REPORTS

- a) ADMINISTRATION  
House Tax Committee Hearing

City Administrator Terry updated the City Council on the House Tax Committee Hearing related to the Sales Tax Reimbursement Legislation.

- b) PUBLIC WORKS  
Written report included in Council Packet.
- c) POLICE DEPARTMENT  
Written report included in Council Packet.
- d) FIRE DEPARTMENT  
None
- e) ENGINEERING  
None
- f) COMMUNITY DEVELOPMENT  
Written draft February 12, 2019 Planning Commission Minutes included in Council Packet.
- g) PARKS DEPARTMENT  
Written Parks Commission Update and Minutes included in Council Packet.
- h) OTHER COMMITTEE AND BOARD REPORTS
  - i. SCALE  
None
  - ii. MVTA  
None
  - iii. I35 SOLUTIONS ALLIANCE  
None
  - iv. CHAMBER OF COMMERCE  
None
  - v. COMMUNITY AND CIVIC EVENTS COMMITTEE  
Written Community and Civic Events Committee (CCEC) update and Minutes included in Council Packet.
  - vi. DOWNTOWN IMPROVEMENT COMMITTEE  
None

#### 10. DISCUSSION BY COUNCIL

Councilmember Berg updated the Council on the Scott County Human Services Resource Council activities regarding the Intensive Treatment Center.

Mayor Julius updated the Council on the upcoming Council retreat.

11. ADJOURNMENT

**MOTION** by Councilmember Timmerman, second by Councilmember Seepersaud, to adjourn the meeting at 9:15 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

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Thomas Terry, City Administrator



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Presentation of Elko New Market Claims and Electronic Transfer of Funds
<b>MEETING DATE:</b>	March 14, 2019
<b>PREPARED BY:</b>	Stephanie Fredrickson, Administrative Assistant
<b>REQUESTED ACTION:</b>	Approve Payment of Current Claims

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND**

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

**BUDGET IMPACT:**

Budgeted

Attachments:

- Check Summary Register

**\*Check Summary Register©****March 14, 2019**

Name	Check Date	Check Amt	
<b>AUTOPAYS</b>			
Paid Chk# 005968E	TRANSFER	1/31/2019	\$0.00 Bank Transfer on 1/31/2019
Paid Chk# 005970E	NEW MARKET BANK	1/31/2019	\$60.00 JAN Bankl ACH Fee
Paid Chk# 005971E	HEALTH EQUITY, INC.	1/10/2019	\$488.84 HSA
Paid Chk# 005972E	DELTA DENTAL OF MINNESOTA	1/2/2018	\$772.70 Delta Dental January
Paid Chk# 005973E	DELTA DENTAL OF MINNESOTA	3/1/2019	\$903.50 Dental
Paid Chk# 005974E	SUN LIFE FINANCIAL	3/4/2019	\$608.01 Life Insurance
Paid Chk# 005975E	PERA	3/5/2019	\$6,711.99 Vendor Liability
Paid Chk# 005976E	MN DEPT OF REVENUE	3/5/2019	\$2,036.10 Vendor Liability
Paid Chk# 005977E	INTERNAL REVENUE SERVICE	3/5/2019	\$9,648.48 Vendor Liability
Paid Chk# 005978E	HEALTH EQUITY, INC.	3/7/2019	\$538.84 HSA EE Contribution- Payton H
Paid Chk# 005979E	MINNESOTA ENERGY RESOURCES	3/21/2019	\$437.36 26518 France Avenue
Paid Chk# 005980E	MINNESOTA ENERGY RESOURCES	3/21/2019	\$88.30 26518 France Avenue
Paid Chk# 005981E	XCEL ENERGY	3/22/2019	\$224.11 Storage
Paid Chk# 005982E	XCEL ENERGY	3/22/2019	\$168.28 Lift Station / 10010 Ptarmigan
Paid Chk# 005983E	XCEL ENERGY	3/25/2019	\$2,952.76 25499 Natchez Ave - Water Trea
Paid Chk# 005984E	XCEL ENERGY	3/22/2019	\$879.14 Wellhouse - 26460 France Ave
Paid Chk# 005985E	XCEL ENERGY	3/22/2019	\$1,024.27 26536 France Ave
Paid Chk# 005986E	MN VALLEY ELECTRIC COMPANY	3/9/2019	\$26.10 City of Elko Park, Elko
Paid Chk# 005987E	XCEL ENERGY	3/22/2019	\$549.92 Library - 100 J Roberts Way
Paid Chk# 005988E	MN VALLEY ELECTRIC COMPANY	3/22/2019	\$1,392.26 Streetlights, Elko
Paid Chk# 005989E	MN VALLEY ELECTRIC COMPANY	3/9/2019	\$72.30 Glenborough Dr & Chowen
Paid Chk# 005990E	MN VALLEY ELECTRIC COMPANY	3/22/2019	\$33.97 27059 Beard Ave Lift Pump
Paid Chk# 005991E	MINNESOTA ENERGY RESOURCES	3/22/2019	\$24.19 408 Carter Street
Paid Chk# 005992E	MINNESOTA ENERGY RESOURCES	3/26/2019	\$20.62 359 James Parkway
Paid Chk# 005993E	MINNESOTA ENERGY RESOURCES	3/22/2019	\$424.60 110 J Roberts Way - Library
Paid Chk# 005994E	MINNESOTA ENERGY RESOURCES	3/21/2019	\$52.16 26518 France Avenue
Paid Chk# 005995E	MINNESOTA ENERGY RESOURCES	3/21/2019	\$1,041.43 PW Facility - Gas Utilities
Paid Chk# 005996E	MINNESOTA ENERGY RESOURCES	3/20/2019	\$1,171.64 25499 Natchez Ave - WTP
Paid Chk# 005997E	MINNESOTA ENERGY RESOURCES	3/25/2019	\$1,676.55 50 Church Street
Paid Chk# 005998E	XCEL ENERGY	3/29/2019	\$400.03 Streetlights
Paid Chk# 005999E	PSN	3/5/2019	\$1,039.60 Credit Card Processing Fees
<b>TOTAL</b>			<b>\$35,468.05</b>

**PRE-PAIDS**

Paid Chk# 039491	IUOE LOCAL #49	2/21/2019	\$140.00 Feb 2019 Dues
Paid Chk# 039492	VISA	3/1/2019	\$2,326.84 CC Charges
Paid Chk# 039493	PAYROLL	3/7/2019	\$1,731.87
Paid Chk# 039494	UNITED STATES POSTAL SERVICE	3/8/2019	\$294.84 Postage
Paid Chk# 039495	VERIZON WIRELESS	3/11/2019	\$844.46 Verizon- Cell Phone Bill
Paid Chk# 039496	IUOE LOCAL #49	3/11/2019	\$140.00 Union Dues
<b>TOTAL</b>			<b>\$5,478.01</b>

**CHECK REGISTER**

Paid Chk# 039497	ACE HARDWARE & PAINT	3/14/2019	\$179.95 PW - Small Tools
Paid Chk# 039498	AEM FINANCIAL SOLUTIONS, LLC	3/14/2019	\$386.25 Financial Services - Amend W2'
Paid Chk# 039499	AIRGAS USA, LLC	3/14/2019	\$27.03 FD - Oxygen
Paid Chk# 039500	CRAIG ANDERSON	3/14/2019	\$178.64 Mileage for Background Check
Paid Chk# 039501	APPLE FORD LINCOLN	3/14/2019	\$443.99 PW - Fleet Maint & Equip
Paid Chk# 039502	APPLE VALLEY GRAPHIX	3/14/2019	\$380.00 FD - Winter Hats
Paid Chk# 039503	APPLE VALLEY MEDICAL CLINIC	3/14/2019	\$122.00 Pre-Employ Testing - Lynda Jir
Paid Chk# 039504	AUTHORITY TITLE, INC.	3/14/2019	\$248.43 Utility Billing Credit Refund
Paid Chk# 039505	BOLTON & MENK	3/14/2019	\$17,768.00 T15.100717 - Stormwater Genera
Paid Chk# 039506	BOYER TRUCKS	3/14/2019	\$281.91 PW - Fleet Maint & Equip
Paid Chk# 039507	CAMPBELL KNUTSON	3/14/2019	\$6,526.60 General Matters
Paid Chk# 039508	RENEE CHRISTIANSON	3/14/2019	\$75.00 SLUC Membership Dues - Reimbur
Paid Chk# 039509	CINTAS CORPORATION NO. 2	3/14/2019	\$43.74 PW UNIFORMS
Paid Chk# 039510	CRYSTEEL TRUCK EQUIPMENT	3/14/2019	\$475.56 PW - Fleet Maint & Equip
Paid Chk# 039511	EMERGENCY AUTO TECH INC	3/14/2019	\$242.47 Computer Charger - Chief 2
Paid Chk# 039512	FASTENAL COMPANY	3/14/2019	\$77.08 PW - Small Tools
Paid Chk# 039513	FISH ROCK COUNTRY MARKET	3/14/2019	\$48.35 PD Fuel
Paid Chk# 039514	JOSEPH FITTERER	3/14/2019	\$355.95 PW - Fleet - Reimbursement
Paid Chk# 039515	FLEET SERVICES &	3/14/2019	\$104.88 PW - Fleet Maint & Equip
Paid Chk# 039516	CHRISTOPHER FLEGEL	3/14/2019	\$119.11 FD - Calibration Gas - Reimbur
Paid Chk# 039517	FRONTLINE PLUS FIRE & RESCUE	3/14/2019	\$1,310.00 2019 Annual Svc Contract
Paid Chk# 039518	GOPHER STATE ONE CALL	3/14/2019	\$16.20 Locates
Paid Chk# 039519	SANDRA GREEN	3/14/2019	\$29.00 Mileage - 2020 Election
Paid Chk# 039520	HAWKINS, INC.	3/14/2019	\$10.00 PW - Water Chemicals
Paid Chk# 039521	HIRERIGHT, INC.	3/14/2019	\$328.54 Background Checks
Paid Chk# 039522	INNOVATIVE OFFICE SOLUTIONS LL	3/14/2019	\$981.60 Office Supplies
Paid Chk# 039523	JEFFERSON FIRE & SAFETY, INC.	3/14/2019	\$8,490.00 FD - Water Rescue Device

## \*Check Summary Register©

March 14, 2019

	Name	Check Date	Check Amt	
Paid Chk# 039524	KELLEY FUELS, INC.	3/14/2019	\$2,844.72	PW - Fuel
Paid Chk# 039525	KRAEMER MINING & MATERIALS INC	3/14/2019	\$754.25	PW - Streets
Paid Chk# 039526	LEAGUE OF MN CITIES INS TRUST	3/14/2019	\$10,000.00	Claim 46235 - Deductible Pmt
Paid Chk# 039527	MANSFIELD OIL COMPANY	3/14/2019	\$298.97	PW - Motor Fuels
Paid Chk# 039528	METROPOLITAN COUNCIL	3/14/2019	\$19,776.67	Waste Water Svcs - April 2019
Paid Chk# 039529	MN CRITTER GETTERS, INC.	3/14/2019	\$1,174.00	Monthly Animal Control - Feb 2
Paid Chk# 039530	MN DEPT OF HEALTH	3/14/2019	\$2,208.00	Comm Water Supply Svc Conn - 1
Paid Chk# 039531	MUNICIPAL INSPECTIONS, INC.	3/14/2019	\$604.50	Building Inspections - Feb 201
Paid Chk# 039532	MVTL LABORATORIES	3/14/2019	\$95.00	PW - Water Testing
Paid Chk# 039533	NAPA AUTO PARTS	3/14/2019	\$100.50	PW - Fleet Maint & Equip
Paid Chk# 039534	NOVACARE REHABILITATION	3/14/2019	\$120.00	Pre-employ Testing - Kellie St
Paid Chk# 039535	POMPS TIRE SERVICE, INC.	3/14/2019	\$764.88	PW - Fleet Maint & Repairs
Paid Chk# 039536	R&R CLEANING CONTRACTORS, INC.	3/14/2019	\$92.70	Rugs- Feb 2019
Paid Chk# 039537	RESULTS TITLE	3/14/2019	\$55.45	Utility Billing Credit Refund
Paid Chk# 039538	RESULTS TITLE	3/14/2019	\$140.73	Utility Billing Credit Refund
Paid Chk# 039539	KEITH RICHARDS	3/14/2019	\$40.56	Utility Billing Credit Refund
Paid Chk# 039540	SCHLOMKAS PORTABLE	3/14/2019	\$420.00	Portable Restrooms
Paid Chk# 039541	North American Banking Company	3/14/2019	\$15.00	Shredding
Paid Chk# 039542	DAVID SWANSON	3/14/2019	\$24.64	Utility Billing Credit Refund
Paid Chk# 039543	TIMESAVER OFF SITE SECRETARIAL	3/14/2019	\$145.00	City Council Minutes
Paid Chk# 039544	TOLL GAS & WELDING SUPPLY	3/14/2019	\$120.16	PW - Operating Supplies
Paid Chk# 039545	SPLIT ROCK MANAGEMENT INC	3/14/2019	\$845.00	POLICE STATION
Paid Chk# 039546	WERNER IMPLEMENT CO., INC.	3/14/2019	\$15,831.60	PW - Fleet Main & Equip
Paid Chk# 039547	XEROX CORPORATION	3/14/2019	\$485.76	Copier
Paid Chk# 039548	ZIEGLER INC.	3/14/2019	\$2,409.77	PW - Fleet Maint & Equip
<b>TOTAL</b>			<b>\$98,618.14</b>	
<b><u>DIRECT DEPOSIT</u></b>				
Paid Chk# 502348E	Bi-Weekly ACH	3/7/2019	\$29,594.47	
<b>TOTAL</b>			<b>\$29,594.47</b>	

FILTER: None



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Resolution Supporting Legislation Authorizing Infrastructure Development Fees
<b>MEETING DATE:</b>	March 14, 2019
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Adopt Resolution 19-12 Supporting Legislation Authorizing Infrastructure Development Fees

## 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**

One of the greatest challenges related to development is the funding of infrastructure – streets, water, sewer, storm sewer, as well as parks and trails. Part of this challenge is the burden of funding system infrastructure. Generally speaking, this is infrastructure not internal to and/or serving more than a specific development, such as water towers, treatment facilities, wells, lift stations, oversizing of water/sewer mains or collector streets. Current statute provides for the collection of certain development fees (water and sewer trunk fees, storm water area charges and park dedication fees) that allow the City to equitably distribute the cost of system infrastructure to the development that is driving or helping drive the need for the infrastructure. However, similar authority does not exist for funding street infrastructure.

Collector roadways have the primary purpose of moving traffic efficiently within the community and to and from local roads to arterial roadways. Mobility remains favored, but more local street access is permitted. Speeds are lower, but conflict points are ideally minimized in order to maintain capacity for traffic. Collector roads typically bound developments and neighborhoods. Collector road examples in Elko New Market include Xerxes Avenue, Webster Street, James Parkway, and 255th Street, among others. The Collector road network in Elko New Market is not fully developed and will need to be extended or constructed as the City grows. In a report provided to the City Council in 2016 discussing the funding of collector roads, it was estimated that based on the 2008 Comp Plan supporting documents, collector road costs inside the 2030 MUSA required because of new development would cost approximately \$35,000,000 to fully construct.

Within current statutory authority, the primary methods available to fund collector road infrastructure is levy through general property taxes or improvements by individual developers on a development by development basis. Both of these approaches place an undue burden on either the general taxpayer or “first in” developers and does not allow the City to equitably distribute the cost of system infrastructure to the development that is driving or helping drive the need for the infrastructure. As a result, collector road construction can be an obstacle to development. Other property owners may benefit from the improvements made by the “first in” developer but see no justification for contributing to upgrades or sharing in the initial cost. This makes collector road improvement a challenge because “first in” developers incur a cost disadvantage over subsequent development. Parcels that do not connect directly or abut a collector road also contribute no funding towards the construction or upgrade unless the City intervenes, further dis-incenting development. Smaller projects or projects distant from an arterial would likely be unable to make needed collector road improvements to serve their project.

## **DISCUSSION:**

The City Council is being asked to adopt a Resolution Supporting Legislation Authorizing Infrastructure Development Fees. SCALE is currently working on the sponsorship and/or support of such legislation. As a SCALE member City, Elko New Market has been contacted to consider a resolution of support on this issue. The SCALE Legislative Platform has identified the support of street infrastructure fees as a priority.

**Support street infrastructure fees:** In growing areas, it is critical that new development pays for itself. Documented fees for new street infrastructure should be allowed to ensure that development is planned, connected, and pays for itself without distributing these costs to current residents. Additionally, it is important that park dedication, building inspection, and storm sewer fees remain in place.

SCALE 2019 Legislative Platform

In addition, the adopted Vision Statement for the City states that “The community will have an effective and efficient transportation system...” and that “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.” Legislation authorizing infrastructure development fees will provide the City with greater ability to achieve those aspects of the Vision Statement.

Attachments:

- Resolution 19-12 Supporting Legislation Authorizing Infrastructure Development Fees

## **RESOLUTION 19-12**

### **RESOLUTION SUPPORTING LEGISLATION AUTHORIZING INFRASTRUCTURE DEVELOPMENT FEES**

**WHEREAS**, the City of Elko New Market is growing and is projected to be the fourth fastest growing community in the region through 2040; and,

**WHEREAS**, developers, builders and new homeowners are driving the need for road improvements, street oversizing, street redesign, and street reconstruction; and

**WHEREAS**, municipal statutory authority appropriately exists for the City to collect fees for City public infrastructure systems, including parks, sewer, water and storm water; and

**WHEREAS**, this municipal statutory authority does not exist for development fees related to street infrastructure; and

**WHEREAS**, city streets are one of the major types of infrastructure for which local government is responsible; and

**WHEREAS**, city streets represent a separate but integral piece of the network of roads supporting movement of people and goods; and

**WHEREAS**, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

**WHEREAS**, the burden of funding street system infrastructure should be equitably supported by those driving the need for the infrastructure; and

**WHEREAS**, costs of growth should not be supported by current residents through community tax and/or utility fee increases but rather by those that represent the growth; and

**WHEREAS**, the Council of the City of Elko New Market finds it is difficult to develop adequate funding systems to support the City's needed street improvements related to growth while complying with existing State statutes; and

**WHEREAS**, cities needs greater resources in order to meet growing demands for street improvements.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA** that this Council supports legislation that would authorize cities to levy infrastructure development fees to fund municipal street improvements as a necessary component of growth.

**PASSED AND DULY ADOPTED** by the Elko New Market City Council this 14<sup>th</sup> day of March, 2019.

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Joe Julius, Mayor

ATTEST:

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Thomas Terry, Acting City Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Planning & Parks Commission Vacancies
<b>MEETING DATE:</b>	March 14, 2019
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Appoint an Interview/Selection Committee for Commission Vacancies

## COMMUNITY VISION:

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

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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:**

City Commission member's terms run from April 1<sup>st</sup> to March 31<sup>st</sup> and appointments are three years in length. On March 31, 2019 the following Commission member's terms will expire:

- Planning Commissioner Nicole Kruckman
- Parks Commissioner Dennis Melgaard
- Parks Commissioner Sadie Miller

As discussed by the City Council on two separate occasions during the past year, the City Council directed staff to advertise for vacant positions upon the expiration of a Commissioner's term. If the current Commissioner is interested in continuing their service, they must reapply for the positions. Based on this direction, the positions that will be vacant effective March 31<sup>st</sup> have been posted on the City's website and social media. Applications are being received through March 28<sup>th</sup> at 4:30 p.m. Interviews will be conducted shortly thereafter, with anticipated appointment on April 25<sup>th</sup>.

At this time the Council is being asked to appoint an Interview/Selection Committee for each of the Commissions. The Committee would review the applications, interview candidates and make recommendations to the City Council regarding appointment. The suggested composition of the Committee is the current Commission Chair, staff liaison for each Commission and a Councilmember.



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Appoint Council Representative to Fire District Workgroup
<b>MEETING DATE:</b>	March 14, 2019
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Appoint Council Representative to Fire District Workgroup

## 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 Elko New Market Fire Department (“Department”) is a municipal fire department established in 1980. The Department serves a fire service area (“Fire District”) consisting of the City of Elko New Market, New Market Township and the eastern third of Cedar Lake Township. The Department is currently authorized for up to 30 firefighters and has historically maintained a staff of 25-27 firefighters. The Fire Department is managed by a Fire Chief and other Officers (Captains and Lieutenants) under the oversight of the City Administrator.

The Fire District Workgroup was established in 2007 as an advisory body to the Elko New Market City Council to provide recommendations on policy items related to the Elko New Market Fire Department, including budget, level of service and service contracts. Likewise, the Workgroup serves the townships in a similar capacity, providing recommendations and acting as the primary communication channel on Fire District and services related topics. The Workgroup is comprised of the Elko New Market Fire Chief, the Elko New Market City Administrator and an appointed representative from the City Council and each of the Townships served by the Elko New Market Fire Department.

## **DISCUSSION:**

Previously, former Mayor Crawford has been designated as the City Council representative to the Fire District Workgroup. However, since former Mayor Crawford has left the Council, the Council will need to appoint a new representative.



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Monthly Public Works Report – February 2019
<b>MEETING DATE:</b>	March 14, 2019
<b>PREPARED BY:</b>	Corey Schweich, Public Works Superintendent
<b>REQUESTED ACTION:</b>	Information Only

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## 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 February.

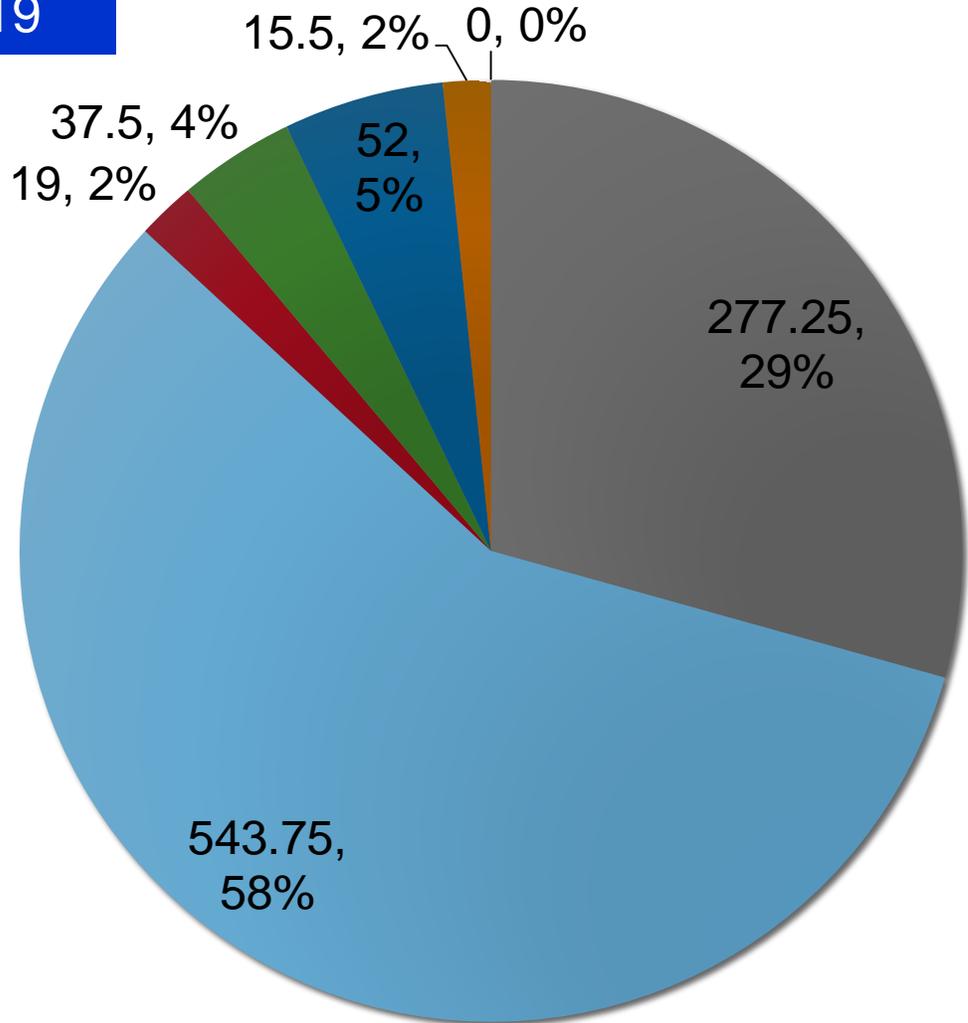
## **DISCUSSION:**

- Public Works Staff performed snow & ice control operations on nine events in February. On the days that it was not snowing, Staff spent their time moving piles, pushing back piles, cleaning cul-de-sacs, widening streets, widening sidewalks and bike path, blowing rinks and other associated tasks. Of the 28 days in February, 24 of them were spent performing snow & ice control operations. Staff has done an excellent job with all of the snow working many overtime hours, including nights and weekends.
- Staff was unable to pretreat the roads in February due to the extreme temperatures. Staff has continued to add "Beet Heat" to the salt brine used to pre-wet the salt; it has worked really well. It should be noted that at extreme temperatures, it does not matter how much salt or chemicals are applied, it is too cold for them to melt the snow and ice.
- As a result of the cold temperatures and the significant amount of snow in February, Staff has had applied 140 tons of salt to the streets. At this point we are still under budget for the year, but may be over by the end of the year if we continue to see cold temps and snow later this season and first half of next season. It should be noted that we reduced our deicing materials budget for 2019 by \$5000 because we had not experienced this much snow since 2010-2011, and were coming in well under budget for the last few years. Staff will recommend adjustments, as appropriate for 2020 Budget.
- Seasonal Employee Justin Weigel passed his class "B" driver's license test, he is now able to operate and drive our dump trucks.
- As part of the regional safety group made up of Elko New Market, Lakeville, and Farmington, training was cancelled this month due to the weather. Staff will continue to attend monthly safety trainings through this group.
- Both ice rinks are still good shape. Rinks have been open this season longer than they have been any other year. Staff will continue to sweep, shovel and flood on a daily basis as the weather and time permits, but would predict that rinks would close sometime in early to mid-March.
- Staff has picked up the utility tractor that was budgeted in Capital Outlay for 2018 and purchased in 2019. The tractor will be used primarily to pull the 16' batwing mower in the summer. The tractor will also be used during snow and ice control operation, dragging ball fields, applying fertilizer and herbicide to City property. Staff will pick up the mower sometime before spring.
- 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.

# PUBLIC WORKS Combined Time By Department

February 2019

Total Hours:  
945.0



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



# STAFF MEMORANDUM

**SUBJECT:** Monthly Police Activity – February 2019  
**MEETING DATE:** March 14, 2019  
**PREPARED BY:** Craig Bell, CLEO  
**REQUESTED ACTION:** Information only

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## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

## **BACKGROUND:**

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

## **DISCUSSION:**

Police squad was damaged (repaired and back in service) in an intentional ramming incident involving a domestic assault suspect and pursuit. Officer Machaby was not injured and suspect was arrested at the conclusion of the pursuit.

Suicidal person discharged firearm in residence while family was present. Nobody injured and suspect taken into custody and placed on mental health hold. Incident handled by the Scott County Sheriff's Office since an ENM PD officer was not on duty.

Police Department staff hosted Public Works staff for an appreciation lunch at the PD for all their hard work plowing snow in February.

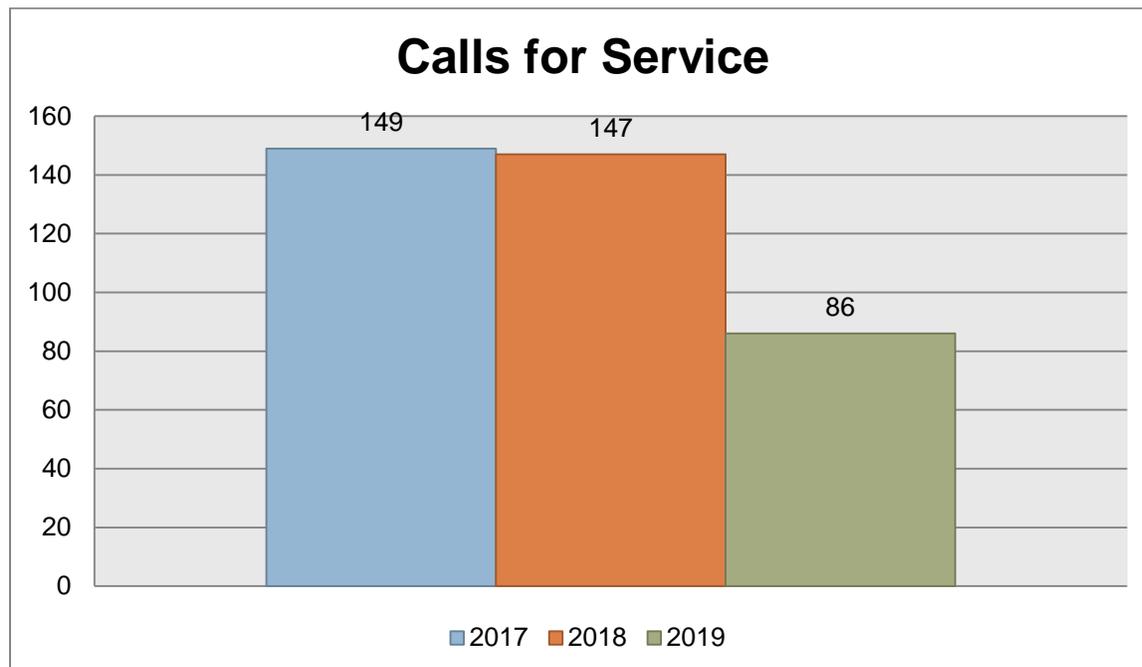
Backgrounds were completed on officer candidates and final candidate selected to advance to the next step in the process.

Department policy updates involving domestic abuse and squad cameras and a new policy on sexual assault investigation were completed and implemented.

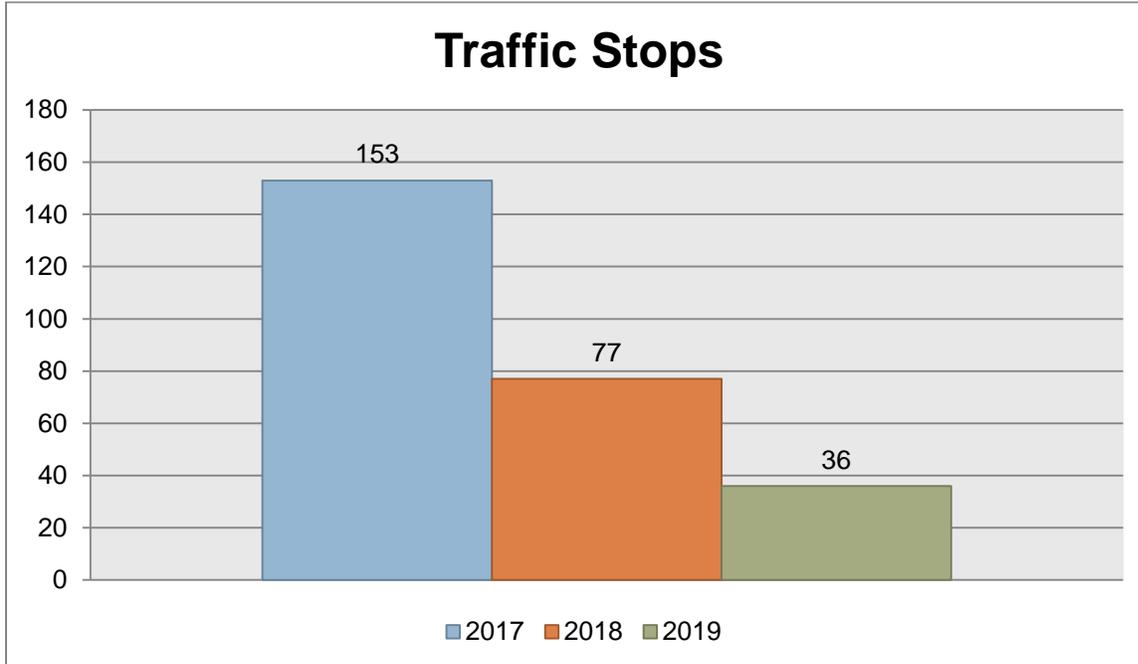
## STATISTICAL INFORMATION – February 2019

- 1 Suicidal person with weapon (firearm discharged in residence)
- 1 Burglary with assault (suspect arrested)
- 1 Motor vehicle crash
- 2 Noise/nuisance complaints
- 1 Pursuit
- 1 Missing person
- 3 Hazards
- 3 Disputes
- 7 Suspicious persons/vehicles/activities
- 1 Theft
- 2 Threats
- 4 Medicals
- 1 Disturbances
- 27 Assists to other agencies
- 4 Mental Health (Officers referred parties to Canvas Health)

Calls for Service:

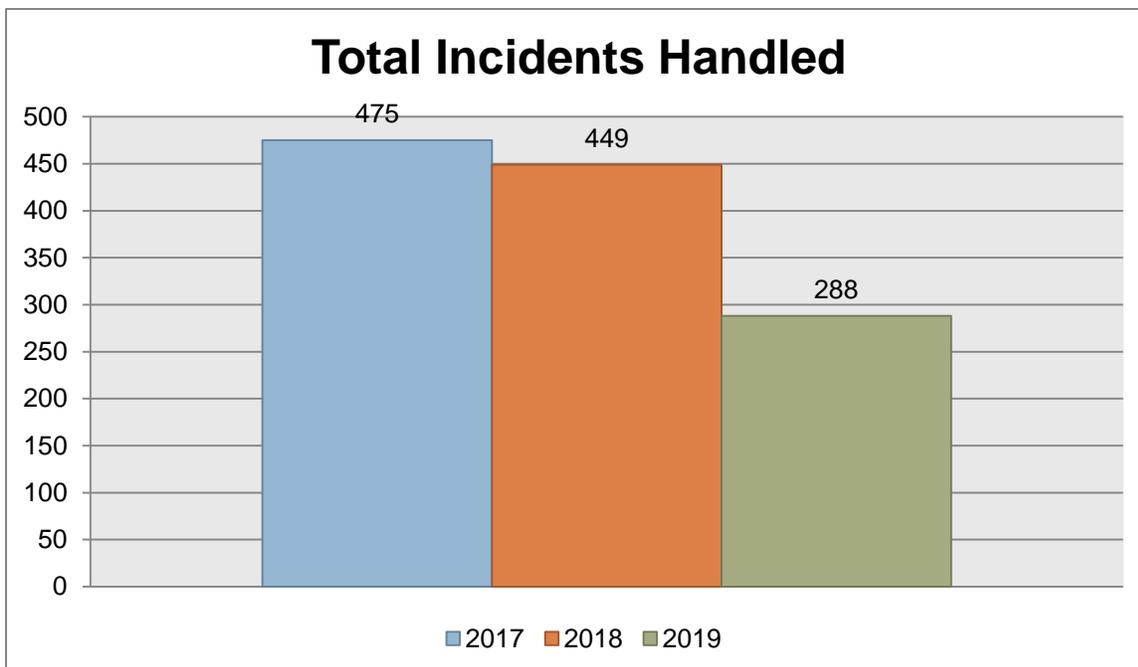


Total Traffic Stops:



**36** traffic stops were conducted in February 2019. **27** warnings issued and **9** citations issued for speed, expired registration, no proof of insurance/no insurance, careless driving, and driving after revocation. **10** citations issued for violation of winter parking ordinances on plowing days.

Total Incidents Handled:



# PHOTO ALBUM

BY CRAIG BELL, CLEO



**MINUTES**  
**CITY OF ELKO NEW MARKET**  
**PLANNING COMMISSION MEETING**  
**February 27, 2019**  
**7:00 PM**

**1. CALL TO ORDER**

Chairman Smith called the meeting of the Elko New Market Planning Commission to order at 7:01 p.m.

Commission members present: Smith, Kruckman, Humphrey, Hanson and Priebe

Members absent and excused: Ex-officio member Anderson

Staff Present: Community Development Specialist Christianson and  
Community Development Intern Haley Sevensing

**2. PLEDGE OF ALLEGIANCE**

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

**3. APPROVAL OF AGENDA**

A motion was made by Kruckman and seconded by Hansen to approve the agenda as submitted. Motion carried: (5-0).

**4. PUBLIC COMMENT**

**A. None**

**5. ANNOUNCEMENTS**

**A. None**

**6. APPROVAL OF MINUTES**

A motion was made by Smith and seconded by Kruckman to approve the minutes of the January 29, 2019 Planning Commission meeting as submitted. Motion carried: (5-0).

**7. PUBLIC HEARINGS**

**A. None**

**8. GENERAL BUSINESS**

**A. Draft Amendment to Zoning Ordinance – Sexually Oriented Uses**

Christianson presented her staff report containing information regarding sexually oriented businesses. She noted that the Planning Commission had requested the City review current

ordinances pertaining to sexually oriented businesses to ensure that the City is in compliance with state and federal regulation. Christianson explained that a government can impose controls on where sexually oriented businesses can locate but cannot prevent them from locating altogether because they are protected by the First Amendment. Case law has determined that having approximately 5% of the City's land area available for such uses is a reasonable benchmark.

Christianson explained that the last time the City's regulations pertaining to sexually oriented businesses were reviewed was in 2004, after the City of Elko was faced with a strip club that had illegally opened. When the City closed the establishment, the owner of the strip club sued the City alleging that the City's ordinance was unconstitutional. The district court ultimately concluded that the City's ordinance was constitutional.

The current ordinance was reviewed with the Planning Commission. Maps were displayed depicting where such uses are not permitted to locate, including buffer areas around residential zoning districts, schools, churches, daycare facilities, parks, and certain zoning districts. The results of the analysis were that 2.05% of the City's land area, or 40.89 acres, is currently available for sexually oriented uses to locate and a map was displayed showing those areas. It was explained that the City Attorney believes that the 2.05% is an adequate and defensible amount of land available based on the fact that Elko New Market is primarily a residentially zoned community at this time. As the City annexes more commercially and industrially zoned land, additional land will become available for such uses.

Christianson noted that staff and the City Attorney are recommending one minor change to the ordinance, and that is to remove the requirement that sexually oriented uses be setback at least 200' from trails. The reason for the recommendation is that this would potentially preclude such uses from locating anywhere in the City which would be unconstitutional.

Following discussion by the Planning Commission, it was moved by Humphrey, seconded by Hanson to direct staff to prepare for a public hearing on an amendment to Section 11-5-16 (C) of the zoning ordinance to remove the requirement that sexually oriented businesses be setback 200' from trails. Motion carried: (5-0).

## **B. Information regarding Medical Cannabis / Marijuana**

Christianson presented her staff report containing information regarding cannabis / medical marijuana. She explained that in 2014 the Minnesota State legislature adopted the Medical Cannabis Therapeutic Research Act of 2014 ("the Act") which legalized the use of marijuana derived compounds for medical purposes.

She explained that the Act allows for two in-state manufacturers to produce medical cannabis, and also allows each of the two permitted manufacturers to operate four distribution facilities (total of eight). The two manufacturers who have been permitted by the State are Leafline Labs who operates in Cottage Grove, and Minnesota Medical Solutions who operates in Otsego. The distribution facilities/dispensaries are required to operate throughout the state based on geographical need. Distribution facilities are currently located in Bloomington, Eagan, Hibbing, Minneapolis, Moorhead, Rochester, St. Cloud, and St. Paul.

Christianson explained that a patient with a qualifying medical condition, as determined by a qualifying medical professional, then makes them eligible for the State's registry program. Once a patient is on the state's registry, they are allowed to possess and use cannabis for medical use. Christianson reviewed the qualifying medical conditions, noting that the Commissioner of Health is authorized to add qualifying medical conditions without the need for legislative approval.

Christianson stated that the City currently does not have any regulations specific to the manufacturing, testing, distribution or sale of cannabis based products. In absence of specific regulations, one could argue that such facilities fall under existing land use categories which allow similar uses, and would therefore qualify as permitted or conditional uses under the existing City Code. Christianson stated that she was seeking feedback from the Planning Commission as to whether they felt such uses should be specifically regulated within the City. She also noted that under the under current law it is unlikely the City would receive such a request. However, the statutes could change to become less restrictive or to allow the recreational use of marijuana, which could trigger a request for cannabis related facilities in the City.

Christianson specifically outlined some options available to the City, and requested feedback. Options outlined with the Planning Commission were as follows:

Do Nothing - The City could take no action. If such uses do not create a concern from an appointed and elected official's perspective, the City may choose to do nothing, with the presumption that medical cannabis facilities could locate in areas where other manufacturing, laboratories, distribution or sales facilities could be located.

Expressly Authorize Medical Cannabis Related Uses - The City could expressly authorize medical cannabis related uses in some or all of its zoning districts. Specific language recognizing that these types of uses as permitted or conditional uses removes any doubt in the City's zoning regulations.

Impose Zoning Restrictions - The City could adopt restrictions on the location of medical cannabis related facilities. Nothing prohibits cities from adopting more restrictive ordinance regarding the locations of manufacturing, laboratory, distribution or sales facilities. The City could consider limitations such as the following:

- Restricting the uses to specific zoning districts, such as certain commercial or industrial zones only
- Requiring that facilities not produce noxious odors through an odor mitigation plan
- Require minimum distances from other land uses such as child care facilities, churches, treatment facilities, adult uses, etc.
- Requiring minimum distances between other cannabis related uses
- Limiting the square footage of facilities
- Imposing signage restrictions
- Adding more stringent security measures

Adopt Local Licensing Regulations - The City could adopt local licensing requirements. An argument could be made that local licensing is necessary to protect the public health, safety and welfare.

It was noted that staff researched the regulations of cities where medical cannabis distribution facilities/dispensaries are currently located and only one of the cities regulates medical cannabis and that being the City of Bloomington.

Kruckman stated that she had recently visited Colorado and did not notice the dispensaries that were operating in a retail setting; they seemed to blend in with the other businesses. Humphrey stated that he thought the Commission should continue to monitor the situation but take no action at this time. He also stated that he would be interested in hearing how the constituents feel about the topic before making any recommendations. There was consensus among the Commission to take no action at this time but continue to monitor the actions of the State Legislature regarding the topic.

After discussion, the Planning Commission recommended that the City continue to monitor the legislation pertaining to medical or recreational cannabis. The also recommended that the City Council be made aware of the discussion by the Planning Commission.

## **9. MISCELLANEOUS**

### **A. Community Development Updates**

Community Development Specialist Christianson stated that a report containing updates on various projects was contained in the Planning Commission packet. There were no further questions from the Commission regarding the report.

### **B. Roundabout Update**

Christianson and Sevensing provided updates regarding the roundabout project, including funding, potential lighting, potential trails, and easement acquisition. Hanson thanked City staff and the consultant for the open house that was held on February 11, 2019 and materials that have been prepared.

### **C. 2018 Building Permit Summary**

Community Development Specialist Christianson stated that 2018 building permit information, which showed an increase in new housing units, was contained in the Planning Commission packet.

### **D. Vacant Lot Inventory 2.1.19**

Community Development Specialist Christianson reviewed a vacant lot inventory, noting that the number of lots available for single-family development was very low. There are multiple lots available for smaller commercial development that have utilities readily available.

### **E. Planning Commission Questions & Comments**

There were no questions or comments from the Commission.

## **10. ADJOURNMENT**

A motion was made by Humphrey and seconded by Smith to adjourn the meeting at 8:09 p.m. Motion carried: (5-0).

Submitted by:



Renee Christianson  
Community Development Specialist

DRAFT

## ENM Parks Commission Update

### February 28, 2019

1. We should be getting the final numbers for 2018 by our March 26th from our new Accountant, Kellie Stewart, who started on January 15<sup>th</sup> ...say “hi” next time that you’re in City Hall!
2. Good news! The City and Elko Express have once again been chosen to host a Twins Baseball Clinic! This year, it will be on Saturday, June 15<sup>th</sup> from 10 AM to 1 PM @ Fredrickson Field. More details to follow at the March Parks Commission Meeting!
3. As you know from our February meeting, I applied for SMSC Trail Grant funds with the assistance from Bolton-Menk, Inc for a segment to connect Windrose 8<sup>th</sup> Addition to Woodcrest Addition, so that Woodcrest residents could have better access to the Pete’s Hill “Lookout” and trail and the Windrose 8<sup>th</sup> residents could have access to Woodcrest Park. This segment cost of about \$23,000 fit into the parameters for the remaining funds – the 2-trail links in our 2019 Goals would’ve have been too expensive to qualify for funding. That application was filed on January 29<sup>th</sup> to make the January 31<sup>st</sup> deadline. To date, I have not heard from the SMSC on the status of the grant proposal other than it was received.
4. The Rowena Pond Park RePurposing Master Plan is now underway! The Public Works Department has completed the first phase by relocating the playground equipment. Now that the playground equipment has been moved, the next step will be to move the baseball field. I will meeting with the neighbors adjacent to the park in early April before that part of the project is started to go over resolution of their current drainage issues now that the City Engineer has determined options. Assuming assent from the neighbors, we can start grading as soon as next Spring for the new T-Ball field, while the current one is in use over the Summer. I will be looking at a Twins Community Fund grant to see if the upgrade T-Ball Field qualifies for funding.
5. The Skating Rink at Little Windrose Park opened on Wednesday, December 19<sup>th</sup> for the Holidays and has seen a lot of use this Winter. Thanks to the PW Department for keeping them in good shape and for their efforts in keeping the trails open during all the snowstorms, too!
6. The Parks Commission approved the purchase of archery equipment at the December meeting. I contacted, Terri Murtagh of the Three Rivers Parks

staff, to outline a list of needed equipment to purchase through New Prague Community Ed via the National Archery in Schools Program, which has a 10% discount for purchasing through the organization. The archery equipment was ordered in February and it is beginning to arrive for use this Summer! I will have approval of the Invoice on the March 27<sup>th</sup> parks Commission Meeting.

7. Jessica Davidson and I firmed up the “lineup” for the Winter programming at the library on Thursday evenings at 6:30 PM. The 4 events will be called March “Calmness” and will focus on Family Wellness and Health activities that emphasize movement, relaxation, and fitness challenges! Again, our thanks to Jessica Davidson and New Prague Community Ed for their support in managing these events!
8. Speaking of programming, the Winter/Spring Community Ed catalogues are out for both New Prague and Lakeville. This Winter, we’ve focused on more senior programming, so a sampling of those in Elko New Market include AARP Smart Driver Courses at the ENM Library; Hearts and Flowers for Valentine’s Day; a Movie Day each month; and a Spring Fling. Other programming for both seniors and adults includes: How to Pay for a Nursing Home; Understanding Long Term Care Insurance; and Understanding Trusts and Wills. In addition, the popular Adult Open Basketball is back at Eagle View every Tuesday evening from 8 PM to 10 PM and Zumba; Dance Fitness; Pilates; and Hall Walking return to Eagle View for the Winter. Finally, online learning on 52 different subjects is available on ed2go/ce721 to all ENM residents! Of course, there are many programs for young adults and kids, too!
9. As you recall from the November Parks Commission Meeting, the Open House on the Disc Golf Course was held. I did 2 Facebook postings on it and a Website invitation to talk about it with interested residents at the meeting, but none showed, nor did I receive any other email or phone feedback. I’ve firmed up the course design with the assistance of the City Engineer’s Office and showed you a better graphic at the December Parks Commission Meeting. I met with the vendor on December 10<sup>th</sup> and reviewed/confirmed the design layout and he will begin construction in early May. I will do a couple of more Facebook postings when I have an official start date, so the neighborhood is aware of the project.
10. As we discussed at the December Parks Commission meeting, another residential development starting to take shape is the Le Property on the

NW Quadrant of Dakota Avenue and James Parkway, which would be annexed to the City for about 70 single family homes. I conveyed the Parks Commission recommendation that should the development move forward, cash, rather than land, should be paid by the developer. There has been no further progress to date on the development.

11. Since Commissioner Zahratka will be out of town for the next New Prague Community Ed Advisory Council Meeting on Thursday, March 11<sup>th</sup> @ 6 PM, please check your calendars and let me know if you can attend on behalf of the Parks Commission.
12. Based on the criteria established by the Parks Commission at the January meeting, I reviewed 3 options, along with costs, for the 5 additional pet waste stations at the February Parks Commission meeting. Consensus was to go with Dog Waste Depot's "Dog Waste Station with a patented One Pull Bag System for \$219.99 each. I will have the invoice from the company ready for consideration of final approval at the March 26<sup>th</sup> Parks Commission meeting.
13. On January 14<sup>th</sup>, I met with Morton Building Systems on repairing the damage to the Wagner Park Shelter. The City Council approved the down payment of \$1,369 for the repairs at their January 24<sup>th</sup> meeting. The materials to make the repairs were received on February 21<sup>st</sup>. I will be working with them to get a firm date for the repairs.
14. I am working with St Nicholas Church on a 5K race/walk for this Fall as fundraiser for church activities...more at the March Parks Commission meeting.
15. The terms of Commissioner Miller and Commissioner Melgaard are up on March 31, 2019. I passed along their interest in being reappointed for a 3-year term to the City Council. They did decide to open the process to see if anyone else was interested at their January 10, 2019 City Council meeting. I'll have a status report at the March Parks Commission meeting.
16. Since I will be on vacation for the Tuesday, March 12<sup>th</sup> Parks Commission meeting, as noted at the February Parks Commission meeting, the next Parks Commission Meeting has been moved to Tuesday, March 26<sup>th</sup>, 2018 at 4:00 PM at ENM City Hall.
17. See you March 26<sup>th</sup> @ 4 PM @ ENM City Hall for our March Parks Commission meeting!