

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, MARCH 22, 2018**

**BUSINESS MEETING
7:30 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 March 8, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-11 Approving an Outdoor Concerts & Events Permit for Boy Scouts Troop 325
- d. Adopt Resolution 18-12 Approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church

7. Public Hearings

8. General Business

- a. Concept Approval and Preparation of Encroachment Agreement For Elko Express Fence
- b. CSAHs 2 and 91 Roundabout Concept Design Decisions Discussion
- c. Request for Interpretation on Application of Fees to Parcels with SSTS and Wells

9. Reports

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department

- e. Engineering
- f. Community Development
 - i. Draft March 6, 2018 Planning Commission Meeting Minutes
- g. Parks Department
- h. Other Committee and Board Reports
 - i. Scott County Association for Leadership and Efficiency (SCALE)
 - ii. Minnesota Valley Transit Authority (MVTA)
 - iii. I35 Solutions Alliance
 - iv. Chamber of Commerce
 - v. Regional Council of Mayors
 - vi. Civic & Community Events Committee (CCEC)
 - vii. Downtown Improvement Committee
 - viii. 50 By 30 Collective Impact Project
 - Steering Committee
 - Transportation Committee
 - Housing Committee
 - Workforce Committee

10. Discussion by Council

11. Adjournment

CITY COUNCIL WORK SESSION

March 8, 2018

Minutes

1. CALL TO ORDER

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

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

Members Absent: None

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

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Sketch Plan Review of Proposed PUD Zoning & Preliminary Plat, Barness 1st Addition

Community Development Specialist Christianson provided the Council with the following update from the March 6, 2018 Planning Commission Meeting regarding the Sketch Plan Review for Proposed PUD Zoning & Preliminary Plat, Barness 1st Addition.

Mayor Crawford asked Community Development Specialist Christianson to present her memorandum dated March 6, 2018 related to the Barsness PUD (Planned Unit Development) sketch plan review application and a summary of the Planning Commission feedback.

Christianson stated that the City has been working with Warren Barsness regarding a possible commercial development located at the southeast quadrant of County Road 2 and County Road 91 for several years. She stated that City staff had received concept plan drawings in the summer of 2016 and provided staff level comments to Mr. Barsness and his development team at that time. Christianson stated that Mr. Barsness had formally submitted an application for Sketch Plan review of a proposed Planned Unit Development and Plat, and was seeking Planning Commission and City Council input on the project. The Planning Commission reviewed the application at their March 8, 2018 meeting and Planning Commissioner Chairman Thompson was present at the City Council workshop.

Christianson then described the following components of the commercial project:

- A combination gas station and grocery/convenience store containing approximately 7,956 square feet
- A 1,920 square foot car-wash containing two drive-through bays

- An attached 2-story speculative office, retail and storage building containing approximately 19,248 square feet
- Two speculative buildings to be included in future phases

Christianson provided an overview of the purpose PUD, planned unit development and stressed that requested ordinance deviations associated with PUD's are intended to be allowed only when a "trade-off" of sorts takes place which results in a higher quality development product than would otherwise be achieved through standard zoning.

Community Development Specialist Christianson summarized her planning report and provided a PowerPoint review of the following issues:

- Consistency with the City's Comprehensive Plan
- Rezoning issues and evaluation criteria
- Summary of requested PUD flexibilities (from B-1, Neighborhood Business District standards)
- Lot size and setback criteria
- Building design requirements
- Pump island, fuel island canopy and commercial car wash design requirements
- Site circulation near the gas station
- Off-street parking and loading requirements
- Trash handling
- Landscaping, lighting and signage requirements
- Easement requirements under City Subdivision Ordinance
- Wetland, floodplain, DNR Protected Water issues
- Utility issues including stormsewer, water and sanitary sewer
- Park and trail requirements
- Access, road and transportation issues
- Future roundabout design, and options for site access

At the conclusion of her presentation, Christianson stated that Staff and the Planning Commission are supportive of the proposed uses upon the property and suggested that restaurants be included in the allowable uses. Christianson specifically reviewed several Ordinance deviations (PUD flexibilities) that are supported by the Planning Commission, and reviewed the design-related issues that the Planning Commission recommended be addressed as the project moves forward. Areas of concern included the following:

- Concerns with proposed building design and materials
- Concern with proposed landscaping around motor fuel station
- Potential concern with width of proposed drainage and utility easements, depending on ultimate site design
- Concern with trails (proposed to be "by others")

- Concern with lack of vehicle stacking spaces for vehicles entering car wash and car wash location / design
- Concern with lack of off-street loading area and area for garbage dumpster
- Concern regarding proposed access and lack of turn lanes into the property

Following Community Development Specialist Christianson's presentation, City Engineer Rich Revering described the conceptual roundabout design and outlined options for access to the site. He noted that if a southbound access from Co Rd 91 is desired now or in the future, that should be incorporated into the roundabout design at this time.

The property owner (Warren Barsness) and the property owner's development representative (Dale Runkle) were present at the meeting. The following comments were offered by the developer:

- County Road access-related concerns can be addressed.
- He somewhat questioned the need for the site access off of Co Rd 91
- Ample area exists upon the site for the maneuvering of fuel trucks, and the proposed fuel supplier has verified this.
- The layout of the proposed gas pump islands was prepared by motor fuel station professionals.
- A garbage dumpster will be incorporated into future plans
- The building can be designed with many optional finishes, and can be designed to incorporate a brick or stone look.
- The PUD has been requested as a means to accommodate development upon a parcel which has very limited buildable area. It was contended that development of the parcel likely would not be possible without flexibilities afforded by the PUD, due to wetland and access issues.

Following Community Development Specialist Christianson's presentation and applicant comments, the City Council offered comments/questions related to the following:

- The City Council is generally supportive of the various uses that are proposed on the site.
- The applicant/developer needs to address numerous design-related issues on the site as outlined in the staff report.
- Additional detail related to building finishes is needed.
- Concern exists related to vehicle stacking space provided for the proposed carwash and related impacts on site circulation.
- Additional landscaping needs to be provided.
- Access and trail locations on the site should be coordinated with the design of the County Road 2/County Road 91 roundabout.

Following receiving the recommendations of the Planning Commission on the Sketch Plan Review of Proposed PUD Zoning & Preliminary Plat, Barsness 1st Addition.

After Council discussion on this item, receiving recommendations of the Planning Commission, receiving input from Warren Barsness, Dale Runkle, Planning Commission Chair Thompson, the City Council agreed with the recommendations set forth by the Planning Commission, as follows:

The following City Code deviations are supported:

- Building setback deviation for building on Lot 1 – 12’ from side
- Wetland setback deviation for buildings on Lot 2 – 10’ from wetland
- Side setback deviation for building on Lot 2
- Building setback deviation for building on Lot 3 – 53’ from front row
- Stormwater pond setback for building on Lot 3 – 10’
- Wetland setback for building on Lot 3 – 30’
- Wetland buffer setback to 0’, as depicted on site plan
- Requirement that 25% of lot be landscaped

The following City Code deviations are not supported:

- Deviation for building materials on motor fuel station (gateway to City)
- Deviation for car wash stacking spaces (negatively affects internal site circulation at gas station)
- No off-street loading area (high likelihood that loading space will be needed for convenience store and other deliveries)
- No garbage dumpster area

The following items should be considered as part of the forthcoming Development Stage PUD and preliminary plat applications:

1. The developer must enter into a Planned Unit Development Developer’s Contract with the City of Elko New Market, and the Agreement must be approved by the City Council prior to final plat approval of the site.
2. Subject to the City Engineer’s memo dated March 6, 2018.
3. Final development, grading and construction plans must be approved by the City Engineer, Public Works Director and Community Development Specialist prior to final plat approval.
4. Additional descriptive information should be provided regarding the meaning of the requested “storage” use.
5. The B1 Neighborhood Business District standards apply to the development, except as specifically noted in the table describing allowable variations.

6. All approvals should be subject to the approval of all wetland applications, including wetland boundary concurrence and approval of the wetland replacement plan.
7. The developer shall submit a letter explaining how the project, as proposed, meets the intended goals of a PUD and how the development will exceed City design requirements to offset the effect of (PUD) variations to required design standards.
8. Cross access easements will be needed to ensure perpetual access to Lot 1.
9. The proposed motor fuel station canopy must be setback 30' from the right-of-way lines and shall meet the design requirements of Section 11-26A-4 of the City Code. Additional details regarding the proposed fuel station canopy should be provided with the PUD application.
10. Brick and/or stone features shall be integrated into the front building façade of the motor fuel station building to meet the requirements of Title 11-26A-4 of the City Code.
11. Buildings will be required to have increased design standards as a “trade-off” for the PUD variations. The building facades visible from public rights-of-way shall incorporate detail using colors, textures, and varying material treatments to break up the facades and provide a high degree of aesthetic treatments. The predominant exterior building material for the buildings on proposed Lots 2 & 3 shall consist of brick or stone. At least 40% of the front facing façade shall consist of windows.
12. The site plan shall be revised to show 24' between the pump islands, as required by Title 11-26A-4 of the City Code.
13. The building renderings shown on the “Concept Elevation” drawing dated 11/29/17 should be revised to clearly reflect single fueling stations, or the rendering should be removed from the plans.
14. The plans shall be revised so that the required car wash stacking spaces are provided and clearly identified, and do not create any conflicts with the traffic circulation on the site.
15. The plans shall be revised to depict the required off-street loading space as required by Title 11-9-11 of the City Code.
16. The developer shall submit WB-62 and other truck turning movement templates / diagrams to ensure that there is adequate space within the site for large trucks and fuel suppliers to maneuver.
17. Future submittals should incorporate the location for a garbage dumpster which meets the requirements of Section 11-4-3 of the City Code.

18. The developer must provide calculations for the amount of proposed green space located outside of the wetland area to determine the percentage of proposed green space / landscaped area within the site.
19. The landscape plan shall be amended to remove the proposed willow trees located near the stormwater ponds, add trees in possible parking lot bump-out areas, and add flowering perennials throughout the site.
20. The lighting plan shall be amended to meet the requirements of Title 11-4-7 of the City Code; the plan submitted exceeds the allowable 1 foot-candle reading at the property line.
21. The Planning Commission is open to a reduced drainage and utility easement along the perimeter of the site if the site can be significantly enhanced in terms of design and landscaping, and it is demonstrated that the site and surrounding area can function with the reduced easement area.
22. The proposed public street access into the property shall be redesigned to address the comments of the City Engineer and Public Works Director.
23. The Planning Commission is open to considering a reduced setback for the perimeter parking lot curbing (15' standard requirement) if the site can be significantly enhanced in terms of design and landscaping.
24. The developer will be required to provide for turn-lanes into the site. Turn lanes include an east-bound right turn lane on Co Rd 2, and both a north-bound right turn lane and a south-bound left turn lane from Co Rd 91. Two possible options for design and construction of the turn lanes into the site include:
 - a. The developer may design and construct the turn lanes into the site, as required by Scott County.
 - b. The east-bound right turn lane, a north-bound right turn lane, and a south-bound left turn lane into the site could be designed and constructed in conjunction with the proposed roundabout project, with all costs associated with the turn lanes being placed in escrow with the City by the developer. The turn lane will benefit the subject property and therefore the developer/property owner should bear costs associated with the proposed turn lane. (This method would need to be approved by Scott County and would require timing coordination.)
25. The plans shall be amended to depict a 10' trail along the north and west sides of the property. The Planning Commission recommends that, if the City Council is proposing a larger trail project as part of the future roundabout project construction, the trails adjacent to the subject property be incorporated into the roundabout project, with the cost being borne by the developer. If the City Council elects not to construct

- a larger trail project with the roundabout project, the trails should be constructed by the developer at the time of development of the site.
26. The plans shall be amended to clearly depict a pedestrian route from the perimeter trail/sidewalk system into the proposed motor fuel station building.
 27. Stormwater calculations must be approved by the City Engineer and Scott County.
 28. The plans shall be amended to show the existing wetland areas and proposed stormwater ponds in outlots, to be dedicated to the City, rather than in easements as currently depicted.
 29. The developer shall contribute cash in-lieu-of park land dedication, as recommended by the Parks Commission.
 30. An emergency /rapid access system will be required on the proposed commercial buildings at the time of construction.

5. **REPORTS (Continued)**

None

6. **ADJOURNMENT**

The Work Session was adjourned at 7:39 p.m.

City Council Business Meeting

MARCH 8, 2018

MINUTES

1) CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:46 p.m.

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

Members Absent: None

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

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

MOTION by Councilmember Timmons, second by Councilmember Julius to approve the revised agenda.

Add 9a - Department Heads Attendance at Council Meetings

Add 9d – Fire Department Updates

APIF, MOTION CARRIED

4) PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5) PUBLIC COMMENT

None

6) CONSENT AGENDA

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

- a. Approve February 22, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-09 Approving Temporary Liquor License for St. Nicholas Church
- d. Adopt Resolution 18-10 Approving One Day Gambling Permit for St. Nicholas Church
- e. Approve Adelman Sub Grant Agreement
- f. Approve Lakeville awarding a contract to Midwest Safety Counselors, Inc (MSC) to provide service to the Regional Safety Group.

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None

8) GENERAL BUSINESS

City Engineering Services

The City's Fiscal Policy regarding consultants requires that at least every three years, the City will evaluate the performance and cost of professional services received and determine if the City will renew a service agreement with the consultant or seek written proposals from service providers.

The Council has periodically reviewed its municipal engineering consultant pursuant to policy and found the services provided by the current City Engineer to be satisfactory or better with regards to performance and cost. The City Council did not feel that it was necessary to seek written proposals from other service providers at those times. However, it has been ten years since the last time the City sought proposals for engineering services; therefore, the City Council determined it is reasonable, appropriate and in the public's best interest to seek written proposals for engineering services at least every nine years, regardless of performance or cost.

In 2017, the City Council directed Staff to initiate a Request for Proposals (RFP) process for City Engineering services. The Council established a Selection Committee to review the proposal and make a recommendation to the City Council for City municipal engineering services.

The City received proposals from six firms, including the current engineering consultant. The Selection Committee completed evaluations on all six proposals, interviewed the top two firms and recommended Bolton-Menk Inc. (BMI) as the City Engineering service.

MOTION by Councilmember Julius, second by Councilmember Timmerman to authorize the City Administrator to negotiate a Services Agreement with Bolton-Menk Inc. for municipal engineering services. **APIF, MOTION CARRIED**

9) REPORTS

a) ADMINISTRATION

Department Heads Attending Council Meetings

Administrator Terry asked for Council direction regarding Department Heads attending Council Meetings. After discussing this item, Council determined it is not necessary for Department Heads to attend a meeting if he/she does not have an item on the agenda other than monthly report, unless they feel it is necessary. If the Council has any questions they would like a Department Head to respond to at a Council Meeting, the Department Head will be requested to attend a Council Meeting. Councilmember Timmons stated she would like to have the Police Chief attend Council Meetings, if he was alright with that, for security purposes. Chief Mortenson informed the Council that upcoming agenda items are discussed at Project Staff Meetings, allowing Department Heads to determine if they should attend the meeting or not.

b) PUBLIC WORKS

Report included in Council Packet. Superintendent Schweich gave the Council an update on the hiring status for the seasonal maintenance worker position in Public Works.

c) POLICE DEPARTMENT

Report included in Council Packet. Police Chief Mortenson gave the Council an update on the hiring status for the full-time police officer position.

d) FIRE DEPARTMENT

Administrator Terry updated the City Council that New Market Township had approved the 2017 and 2018 through 2020 Fire Contracts.

In April the Fire Relief Association will be coming to Council with a benefits change request. The change will be fairly substantial due in part to the performance of their investments last year, but the biggest change is actually the funding level being reduced from a minimum of 110% to 107%. This will allow the Fire Relief a year where they can take that reduction amount and put into the increased benefit level which will result in a one year big increase. The amount they are asking for is in excess of \$7000 per year of service and puts them very highly ranked within the State with regards to level of benefits.

e) ENGINEERING

Engineer Revering updated the City Council that the public outreach portion of the 2/91 Roundabout Concept Design Project has been completed per Scope of project. The public outreach portion included a business advisory meeting where downtown businesses were contacted by email and telephone of the date, time and location of the meeting. There was also a Public Open House held which was advertising mostly by Social Media on the City's Facebook Page and Next Door. The majority of individuals attending were from the township.

The purpose of both meetings was to find out what additional features beyond the roundabout the community was interested in. There was a tremendous amount of interest, especially in the business advisory meeting, in the roundabout design itself.

Engineer Revering inquired if the Council was satisfied with the level of public outreach done or if the Council felt the need for further community outreach or interaction in some type of manner. Council felt there was no need for further community outreach on this project at this time.

f) COMMUNITY DEVELOPMENT

Community Development Update included in Council Packet. Community Development Specialist Christianson informed the Council that an interior finish permit had been issued to the new coffee shop located in the strip mall owned by Joe Friedges. Council held a discussion on possible ways to attract developers at the I35 Industrial Park.

g) PARKS DEPARTMENT

Parks and Recreation Update included in Packet.

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

Mayor Crawford updated the Council that MVTA had their Drivers of the Year Awards Presentation.

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave a brief update of the last I35 Solutions Alliance Meeting which included discussions on I35 schedule of shutdowns, links to MNDOT regarding shutdown dates and 511 App that provides real time updates. Staff will put both links on the City's Facebook Page.

iv. CHAMBER OF COMMERCE

Council discussed attendance scheduling of City Staff and Councilmembers at Chamber Board Meetings. Rick Luebbert gave an update on Chamber of Commerce upcoming activities, including the April 5th Point of Impact Event and State of the City.

v. REGIONAL COUNCIL OF MAYORS

None.

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

City Clerk Green updated the City Council of the upcoming Annual Egg Hunt to be held on March 24th at Eagle View Elementary School.

vii. DOWNTOWN IMPROVEMENT COMMITTEE

Councilmember Julius updated the Council that only one other committee member attended the last meeting. Due to lack of attendance at the meeting, the committee was unable to go into detail on items on the agenda. Councilmember Julius stated that when it gets closer to spring, the committee will be discussing in more detail plans for implementation of current and future projects.

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

1. Steering Committee – Mayor Crawford stated there was a round table held last Saturday but he had not heard how the event went.
2. Transportation Committee – None
3. Housing Committee – None
4. Work Force Committee – None

10) DISCUSSION BY COUNCIL

Councilmember Julius and the Council discussed creating some standards/criteria to allow Council to set expectations for Parks and Planning Commissioners. Council directed Staff to place this item on an upcoming Work Session Agenda.

Mayor Crawford suggested that the Council attend at least one of the Parks and Planning Commission Meetings.

11) ADJOURNMENT

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adjourn the meeting at 9:10 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk





STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	March 22, 2018
PREPARED BY:	Lelia Leonhardt, Accountant
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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

5 YEAR GOALS:

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

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

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

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

CITY OF ELKO/NEW MARKET

*Check Summary Register©

March 2018

Name	Check Date	Check Amt	
AUTO PAYS			
Paid Chk# 005396E	REVTRAK, INC.	4/7/2011	(\$1,591.03) CC CHARGE ENTERED TWICE, CLEAR
Paid Chk# 005397E	PSN	7/3/2017	(\$93.66) REVERSE PAYMENT - ENTERED TWICE
Paid Chk# 005398E	HEALTH EQUITY, INC.	3/7/2018	\$38.35 Monthly Health Equity Account
Paid Chk# 005399E	INTERNAL REVENUE SERVICE	3/8/2018	\$9,508.89 Vendor Liability
Paid Chk# 005400E	MN DEPT OF REVENUE	3/8/2018	\$2,059.81 Vendor Liability
Paid Chk# 005401E	PERA	3/8/2018	\$7,965.88 Vendor Liability
Paid Chk# 005402E	HEALTH EQUITY, INC.	3/8/2018	\$591.53 H.S.A. Employee contribution
Paid Chk# 005403E	INTEGRA TELECOM INC.	3/20/2018	\$242.68 Police Dept Phone/Fax
Paid Chk# 005404E	INTEGRA TELECOM INC.	3/20/2018	\$537.05 Area Hall Phone/SCADA
Paid Chk# 005405E	XCEL ENERGY	3/30/2018	\$392.82 Streetlights
Paid Chk# 005406E	PSN	3/5/2018	\$953.64 Webstore/Credit Card Processin
Paid Chk# 005407E	INTEGRA TELECOM INC.	3/20/2018	(\$44.99) 900800 - 50 Church St DSL
Paid Chk# 005408E	INTEGRA TELECOM INC.	3/20/2018	\$49.99 139503 - 25499 Natchez Ave
Paid Chk# 005409E	INTEGRA TELECOM INC.	3/20/2018	\$176.97 937759 - 25499 Natchez Ave Bld
Paid Chk# 005410E	DAKOTA ELECTRIC	3/31/2018	\$127.67 Ptarmigan Drive Streetlights
Paid Chk# 005411E	XCEL ENERGY	3/23/2018	\$234.96 Storage
Paid Chk# 005412E	XCEL ENERGY	3/23/2018	\$67.61 Lift Station / 10010 Ptarmigan
Paid Chk# 005413E	XCEL ENERGY	3/26/2018	\$2,768.77 25499 Natchez Ave - Water Trea
Paid Chk# 005414E	XCEL ENERGY	3/23/2018	\$966.36 Park Shelter - 26518 France Av
Paid Chk# 005415E	XCEL ENERGY	3/23/2018	\$929.00 26536 France Ave
Paid Chk# 005416E	XCEL ENERGY	3/23/2018	\$630.39 Library - 100 J Roberts Way
Paid Chk# 005417E	MN VALLEY ELECTRIC	3/22/2018	\$1,396.97 Streetlights, Elko
Paid Chk# 005418E	MN VALLEY ELECTRIC	3/9/2018	\$77.71 Glenborough Dr & Chowen
Paid Chk# 005419E	MN VALLEY ELECTRIC	3/22/2018	\$35.20 Whispering Creek Lights
Paid Chk# 005420E	MN VALLEY ELECTRIC	3/22/2018	\$46.48 27059 Beard Ave Lift Pump
Paid Chk# 005421E	MINNESOTA ENERGY	3/20/2018	\$22.83 26518 France Avenue
Paid Chk# 005422E	MINNESOTA ENERGY	3/21/2018	\$268.85 50 Church Street
Paid Chk# 005423E	MINNESOTA ENERGY	3/21/2018	\$725.13 601 Main Street
Paid Chk# 005424E	MINNESOTA ENERGY	3/21/2018	\$287.93 151 Williams Street
Total Checks			\$29,373.79

PRE-PAID			
Paid Chk# 038241	WALBRIDGE, DAVID	3/8/2018	\$350.00 WINTER PROGRAM @ LIBRARY
Paid Chk# 038242	UNITED STATES POSTAL	3/2/2018	\$319.16 Postage
Paid Chk# 038243	PAYROLL	3/8/2018	\$923.91
Paid Chk# 038244	LINK CABINETS, INC.	3/7/2018	\$300.00 WOOD FRAME - SCHS
Paid Chk# 038245	VERIZON WIRELESS	3/7/2018	\$808.62 Cell Phones
Paid Chk# 038246	WORTHAM, DOUGLAS J	3/7/2018	\$382.90 REISSUE CK #33763
Paid Chk# 038247	LAWRENCE, ANTHONY	3/7/2018	\$400.00 REISSUE CK #33866
Paid Chk# 038248	SHARBONO, JACLYN	3/7/2018	\$400.00 REISSUE CK #33908
Paid Chk# 038249	LECLAIR, MICHAEL	3/7/2018	\$400.00 REISSUE CK #33929
Paid Chk# 038250	TIMMONS, PATRICIA	3/7/2018	\$48.28 REISSUE CK #35573
Paid Chk# 038251	IUOE LOCAL #49	3/8/2018	\$138.00 UNION DUES
Paid Chk# 038252	NICHOLS, SCOTT	3/9/2018	\$150.00 Balloon Artist Fire Rescue Days
Paid Chk# 038253	UNITED STATES POSTAL	3/8/2018	\$313.32 FEB 2018 UB POSTAGE
Paid Chk# 038254	APPLE FORD LINCOLN	3/13/2018	\$46,793.31 2018 F350 PICKUP
Paid Chk# 038255	APPLE FORD LINCOLN	3/14/2018	\$19,452.00 CHIEF 1 VEHICILE - 2018 FORD EX
Total Checks			\$71,179.50

CHECK REGISTER			
Paid Chk# 038256	ACE HARDWARE & PAINT4	3/22/2018	\$10.36 OPERATING SUPPLIES
Paid Chk# 038257	AIRGAS USA, LLC	3/22/2018	\$212.21 FD - Oxygen
Paid Chk# 038258	BOYER TRUCKS	3/22/2018	\$1,174.35 PW - Fleet Maint & Equip
Paid Chk# 038259	CAMPBELL KNOTSON	3/22/2018	\$3,163.50 LEGAL - MEETINGS
Paid Chk# 038260	CDW GOVERNMENT	3/22/2018	\$3,012.78 INFORMATION TECHNOLOGY
Paid Chk# 038261	CINTAS CORPORATION NO. 2	3/22/2018	\$51.24 UNIFORMS
Paid Chk# 038262	CULLIGAN BOTTLED WATER	3/22/2018	\$42.00 Bottled Water
Paid Chk# 038263	DELTA DENTAL OF MINNESOTA	3/22/2018	\$1,156.10 Dental APRIL 2018
Paid Chk# 038264	ECM PUBLISHERS INC.	3/22/2018	\$55.58

CITY OF ELKO/NEW MARKET

*Check Summary Register©

March 2018

Paid Chk# 038265	FASTENAL COMPANY	3/22/2018	\$368.29	OPERATING SUPPLIES
Paid Chk# 038266	FISH ROCK COUNTRY MARKET	3/22/2018	\$497.47	PD FUEL
Paid Chk# 038267	FLEET SERVICES &	3/22/2018	\$77.09	PW - FLEET
Paid Chk# 038268	FUZIONPRINT	3/22/2018	\$651.66	City Newsletter
Paid Chk# 038269	HACH COMPANY	3/22/2018	\$293.98	CHEMICALS
Paid Chk# 038270	HAWKINS, INC.	3/22/2018	\$10.00	PW - Water Chemicals
Paid Chk# 038271	INNOVATIVE OFFICE	3/22/2018	\$294.01	OPERATING SUPPLIES
Paid Chk# 038272	KELLEY FUELS, INC.	3/22/2018	\$2,406.84	PW - Fuel
Paid Chk# 038273	LAKEVILLE SANITARY, INC.	3/22/2018	\$205.62	WATER TREATMENT
Paid Chk# 038274	LARKSTUR ENGINEERING	3/22/2018	\$48.82	PW - FLEET
Paid Chk# 038275	LEAGUE OF MN CITIES	3/22/2018	\$160.20	2018 LEGISLATIVE CONF 3/22
Paid Chk# 038276	MACQUEEN EQUIPMENT	3/22/2018	\$2,003.05	PW - Fleet Maint & Equip
Paid Chk# 038277	MANDERS DIESEL	3/22/2018	\$15.22	PW - FLEET
Paid Chk# 038278	METROPOLITAN COUNCIL	3/22/2018	\$18,807.29	PW - Monthly Sewer APRIL 2018
Paid Chk# 038279	METROPOLITAN COUNCIL	3/22/2018	\$22,568.75	PW - Monthly Sewer
Paid Chk# 038280	MN STATE FIRE DEPT ASSN.	3/22/2018	\$148.00	Membership Dues 2018
Paid Chk# 038281	MUNICIPAL INSPECTIONS, INC.	3/22/2018	\$2,730.29	Building Inspections
Paid Chk# 038282	MVTL LABORATORIES	3/22/2018	\$95.00	PW - Water Testing
Paid Chk# 038283	NORTHWEST ASSOCIATED	3/22/2018	\$3,721.00	PLANNING - MEETINGS
Paid Chk# 038284	NAPA AUTO PARTS	3/22/2018	\$531.83	PW - Fleet Maint & Equip
Paid Chk# 038285	NEW MARKET TOWNSHIP	3/22/2018	\$1,400.00	BOULDER HEIGHTS ANNEXATON - 20
Paid Chk# 038286	NOVACARE REHABILITATION	3/22/2018	\$120.00	PRE EMPLOYMENT TESTING - LEONH
Paid Chk# 038287	POSITIVE ID INC	3/22/2018	\$36.75	ID CARD - LEONHARDT
Paid Chk# 038288	QUILL CORPORATION	3/22/2018	\$282.97	Operating Supplies
Paid Chk# 038289	R&R CLEANING CONTRACTORS,	3/22/2018	\$94.66	CLEANING/JANITORIAL - FEB 2018
Paid Chk# 038290	RDO EQUIPMENT CO.	3/22/2018	\$32.99	PW - FLEET
Paid Chk# 038291	SCHLOMKAS PORTABLE	3/22/2018	\$260.00	Portable Restrooms
Paid Chk# 038292	SCOTT COUNTY TREASURER	3/22/2018	\$190.00	TAX - AUDIT FEE
Paid Chk# 038293	SHRED RIGHT	3/22/2018	\$54.00	Shredding
Paid Chk# 038294	SUEL PRINTING COMPANY	3/22/2018	\$637.50	Legal Ads
Paid Chk# 038295	TITAN MACHINERY - SHAKOPEE	3/22/2018	\$395.58	PW - FLEET
Paid Chk# 038296	VISA	3/22/2018	\$1,173.83	PW - FLEET
Paid Chk# 038297	WATCHGUARD VIDEO	3/22/2018	\$102.00	CLIPS TO HOLD BODY CAMERAS
Paid Chk# 038298	WERNER IMPLEMENT CO., INC.	3/22/2018	\$349.97	PW - Fleet Main & Equip
Paid Chk# 038299	XEROX CORPORATION	3/22/2018	\$643.75	Copier
Paid Chk# 038300	ZIEGLER INC.	3/22/2018	\$45,220.00	2018 SKIDLOADER - CAT242DW
Total Checks			\$115,506.53	

DIRECT DEPOSITS

Paid Chk# 501605E	Bi-Weekly ACH	3/8/2018	\$32,538.96
-------------------	---------------	----------	-------------



STAFF MEMORANDUM

SUBJECT:	Outdoor Concerts and Events for Boy Scouts Troop 325
MEETING DATE:	March 22, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-11 Approving an Outdoor Concerts and Events Permit for Boy Scouts of America Troop 325

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 Boy Scout Troop 325 has submitted an application to host a Pancake Breakfast at Wagner Park on May 6, 2018 from 7:00 a.m. to 12:00 p.m. This will be a fund raising event for the Boy Scouts Troop 325 and all proceeds will go to Troop 325. The Boy Scouts of America is a not for profit organization.

DISCUSSION:

This is the fifth Outdoor Concerts and Events Pancake Breakfast the Boy Scouts Troop 325 have hosted at Wagner Park. There were no issues with this event previously. Staff recommends approval of the event.

BUDGET IMPACT:

None

Attachments:

- Resolution 18-11 Approving Outdoor Concerts and Events Permit

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

RESOLUTION NO. 18-11

WHEREAS; Boy Scouts of America Troop 325 has submitted an application for an Outdoor Concerts and Events permit for a pancake breakfast event to be held at Wagner Park, 121 Todd Street, Elko New Market on May 6, 2018 between the hours of 7:00 a.m. and 12:00 noon;

WHEREAS, the City Clerk reviewed the application and determined that it meets the requirements of the City's Outdoor Concerts and Events Ordinance and recommends approval of the permit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that an Outdoor Concerts and Events permit be issued to Boy Scouts of America Troop 325 for the premises located at 121 Todd Street, Elko New Market, Minnesota, for an Outdoor Concerts and Events Permit for May 6, 2018 between the hours of 7:00 a.m. to 12:00 noon. This permit is issued contingent upon Applicant's compliance with the above-approved time frames and the City's ordinances, including the outdoor concert and event ordinance and noise ordinance and the following conditions:

1. Provide a Certificate of Insurance.

APPROVED AND ADOPTED this 22nd day of March, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	One Day Temporary Liquor License
MEETING DATE:	March 22, 2018
PREPARED BY:	Sandra Green, City Clerk
REQUESTED ACTION:	Adopt Resolution 18-12 Approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church

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 City Council is being asked to adopt Resolution 18-12 approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church for an event to be held on April 20, 2018 at 51 Church Street, Elko New Market, Minnesota.

DISCUSSION:

Previously, St. Nicholas Church has been granted One Day Temporary Liquor Licenses allowing St. Nicholas Church to serve intoxicating liquor at church related events. There have been no violations and the City has received no complaints regarding the events serving intoxicating liquor at St. Nicholas Church.

St. Nicholas Church as submitted an application for a One Day Temporary On-Sale Liquor License to serve intoxicating liquor at their annual Christ and Canvas Event, along with associated fee.

BUDGET IMPACT:

Minimal

Attachments:

- Resolution 18-12 Approving a One Day Temporary On-Sale Liquor License

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 18-12

WHEREAS; St. Nicholas Church, Elko New Market has submitted an application for a One Day Temporary On-Sale liquor license to serve intoxicating liquor at St. Nicholas Church, located at 51 Church St., Elko New Market, Minnesota, 55054;

WHEREAS; St. Nicholas Church meets the requirements for issuance of the On-Sale Liquor License to serve intoxicating liquor under Minnesota Statute Chapter 340A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a One Day Temporary On-Sale liquor license to serve intoxicating liquor be issued to St. Nicholas Church for the premises located at 51 Church St., Elko New Market, Minnesota 55054, for an event to be held on April 20, 2018 contingent upon the following:

1. Compliance with the provisions of Minnesota Statutes Chapter 340A in the sale of liquor; and
2. Providing proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.

APPROVED AND ADOPTED this 22nd day of March, 2018.

CITY OF ELKO NEW MARKET

By: _____
Robert Crawford, Mayor

ATTEST:

Sandra Green, City Clerk



STAFF MEMORANDUM

SUBJECT:	Request for Encroachment Agreement for Fence by Elko Express Baseball Team
MEETING DATE:	March 22, 2018
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Concept Approval and Preparation of Final Encroachment Agreement by Staff

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 City has been approached the Elko Express Baseball Club to construct gates and a fence around their field, as shown Appendix A. The intent is to enable the Club to better control spectators entering the ballpark for a ball game, plus insure that all admission fees are collected. The team depends on those revenues for their operation of the Club, but has had continued problems with people entering the ballpark without paying. In addition, in order to host playoff games for more revenue, there needs be secure gates and fees to make sure that all admissions are collected.

DISCUSSION: With the assistance of the Parks Commission and City Attorney, Staff has met with a representative of the Club to develop a concept that would meet the needs of the Club while preserving the legal requirement of Old Elko City Hall Park remaining open to the public at all times. After reviewing many concepts, Appendix A is the best solution to meet the needs of the Club and the City should the Council determine that it wishes to proceed with allowing the fence to be constructed on City property.

The City Attorney has determined that the best legal approach to granting their request is to have an Encroachment Agreement that would detail the terms of the constructing the fence on City property. An Encroachment Agreement is typically used by the City for fence encroachments onto City easements and property. It provides the City approval for the encroachment without providing any legal interest by the Club to the property itself.

Such terms include: (1) the fence would be constructed such that it would be moved into place for ball games, but moved back to allow public access to the Park at all other times; (2) the City would approve the fence design and materials; (3) the City retains the right to have the fence removed with a 30-day notification; (4) the Club would be responsible for all costs related to the construction and maintenance of the fence; (5) identification of the approved area of encroachment on City property; (6) indemnification of the City by the Club for any claims related to the fence and (7) the Club would reimburse the City for City Attorney expenses in drafting the Encroachment Agreement, including any costs to record the document. Additional conditions could be included should Council have any suggestions.

This arrangement would be memorialized in an encroachment agreement prepared by the City Attorney, which would be ready for approval by the City Council at the April 12th meeting, should the Council decide to move forward.

BUDGET IMPACT: Other than Staff time, there is no cost, so there is no impact on the 2018 Budget.

REQUESTED ACTION: City Council is being asked for concept approval and to authorize preparation of an Encroachment Agreement for final approval at the April 12th City Council Meeting.

ATTACHMENTS:

1. Appendix A – Fence Location

Maintenance Gate
Open (Except for
Events)



Maintenance Gate

Ticket Gate





**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: March 22, 2018
To: Mayor Crawford and the Elko New Market City Council
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: CSAHs 2 and 91 Roundabout Concept Design Decisions Discussion
Elko New Market
Project No.: T43.115114

BACKGROUND

The City Council is being asked to endorse the recommended concept design for the proposed roundabout to be constructed in 2020 at the intersection of CSAHs 2 and 91 in Elko New Market, and to decide which, if any, add-on features are to be included in the project as it moves next into the preliminary design phase.

DISCUSSION

Guided Council Discussion

Bolton & Menk, Inc. staff will guide a discussion by providing a presentation on the concept work completed and feedback obtained from the community. A copy of the presentation is included in the council packet, along with supplemental information that provides supporting detail.

The intent of the presentation is to provide detail and guide discussion during the meeting. The following sections provide an overview of the presentation and a description of the endorsement and decisions being requested:

Roundabout Concept Design

The background for the project will be briefly reviewed, along with the Intersection Control Evaluation (ICE) process used during the study. This process resulted in the roundabout configuration being recommended. It is the option that best responds to existing and forecast traffic volumes and movements, conducting traffic through the intersection as safely and conveniently as possible.

The layout can be expanded, as may be necessary in the future, if actual traffic increases exceed projections or some other disruption to predicted traffic occurs.

Staff is seeking, at a minimum, the Council's endorsement of the recommended roundabout configuration.

Date: March 22nd, 2018

Roadway Add-Ons

The city may wish to add one or more of the following roadway add-ons to the base roundabout design. Costs will be included in the presentation and supplementary information. The roundabout will function adequately with all or no roadway add-ons. No add-ons or omissions are listed that would be expected to decrease the safety or efficiency of the roundabout or jeopardize approval by County or State officials.

- Left Turn Lane for South-Bound CR 91 Traffic to Barsness/Ryan Access – one or the other or neither sub-option could be selected to provide additional access flexibility at this location. If selected, the chosen option would need to be built WITH the roundabout since it would be integral to other street construction elements.
 - Full left turn lane
 - Left turn lane widening only (would allow a future left turn to be added at future cost but less disruption and expense than if omitted during initial roundabout construction)
- Extend CR 91 Median South to Aaron Drive – this option was identified as a way to improve pedestrian crossing safety at Aaron Drive. The median and curbing would create a traffic calming effect, passively reducing speeds at the intersection. Reduced speeds make it easier for pedestrians to judge and increase available gaps in traffic and allow motorists to more easily respond appropriately when pedestrians are present. These elements would also create definition, reduce crossing distances, and provide a place for pedestrians to pause during crossing. This option would need to be built WITH the roundabout.

Council may notice that the layouts show right-turn lanes on CR 91 and CSAH 2 at proposed development entrances. There are also cost figures for these turn lanes in the materials. This is for information purposes. These turn lanes would need to be coordinated with the roundabout construction but would be a developer responsibility. The construction of the turn lanes relative to roundabout construction would depend on development timing. They could be included with the roundabout by agreement with the developer, with the developer reimbursing the city. They could also be constructed by a developer after the roundabout is complete. We would recommend the CR91 turn lane NOT be installed prior to the roundabout; however, the CSAH 2 right turn lane could be constructed in advance with coordination.

Streetscape Add-Ons

The city may wish to add one or more of the following streetscape add-ons to the selected roadway add-ons, if any. Estimated costs for the add-ons will be included in the presentation. The roundabout will function adequately with all or no streetscape add-ons. Refinements and preliminary layouts would be included for selected streetscape add-ons in the preliminary design phase (not yet scoped or begun). Even if the add-on can be done separately from the roadway improvements, a decision is requested to facilitate financial planning:

- Trail Connections – could be done separately from the roundabout other than connection points to avoid closures. May be economy of scale and logistic reasons to include, may be administrative reasons to separate. Can be bonded for with, but built separately from the roadway. The desire to include will affect financial planning, but the best procurement method can be determined during preliminary design.
- Continuous Lighting – staff would direct your attention to the various types of lighting shown in the supplementary information, from mostly functional to highly decorative/branding oriented lighting. An option to include downtown lighting as discussed in the past is also provided.

Date: March 22nd, 2018

Lighting can be done separately from the roundabout; however, coordination and perhaps inclusion of buried elements would be required.

- Roundabout Enhancements – can be done separately from roadway improvements provided any special soil requirements are coordinated. It would be best to avoid grading and moving soil in and out of the roundabout after it's constructed.
- Landscaping – can be done separately. Scott County is currently working on a landscaping policy to avoid safety and maintenance issues with landscaping. That may become a factor during the design phase.
- Monuments – can be done separately, depending upon location.
- Pavement Treatments – best done with roadway improvements
- Site Furnishings/Amenities – can be done separately, depending upon location. Amenities to be included in the median (example: banner poles) are best installed with the project as foundations will be necessary.

RECOMMENDATION

Bolton & Menk, Inc. recommends the roundabout configuration presented be endorsed for further development and review in the preliminary design phase. Roadway and streetscape add-ons are elective at the discretion of the council. It is recommended the council choose which add-ons it wishes to include in the project. Doing so will allow for city financial planning to be completed and for the add-ons to be included for refinement and review in the preliminary design phase. It will also avoid spending resources evaluating features not to be included and allow appropriate expectations for the project to be communicated.

End of Memo

CSAH 2 & 91 Roundabout



City Council Meeting

Thursday, March 22, 2018



Today's Discussion



- Project need
- Project scope & funding
- Action items
- Project overview
- Additional improvements
- Next steps & schedule



Project Need



- High speed intersection
- Six recorded crashes for last 3 year period
 - Four injury crashes
- Traffic levels increasing

Project Scope

What do we need to accomplish?



Develop conceptual designs for the CSAH 2/CSAH 91 roundabout to assist the City of Elko New Market in making final decisions related to project scope, schedule, and budget.

2018: Conceptual and preliminary design



2019: Final design



2020: Construction

Project Funding

How will this be paid for?



HSIP funding – roundabout construction costs

- \$1,992,000 funded (\$1,792,800 federal/\$199,200 city)
- + Estimated overhead costs: \$408,000

= **\$2.4 M** total project cost for intersection project

= **\$607,200** total cost to City for intersection project

City Costs

How will this be paid for?



Funding gap for all other improvements

- Access to future development sites
- Aesthetic improvements

Paid for by property tax increase unless other funding source used

\$100k of city costs



property tax increase of
~\$6.50-\$7.00 annually

(15 year term on debt levy service)

Action Items

What do we need the Council to weigh in on today?



1. Support for proposed roadway layout
2. Identify additional improvements for further development
 - Roadway
 - Aesthetic

Intersection Control Evaluation

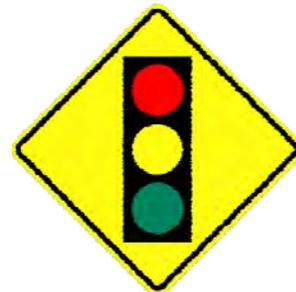
Other traffic control measures explored



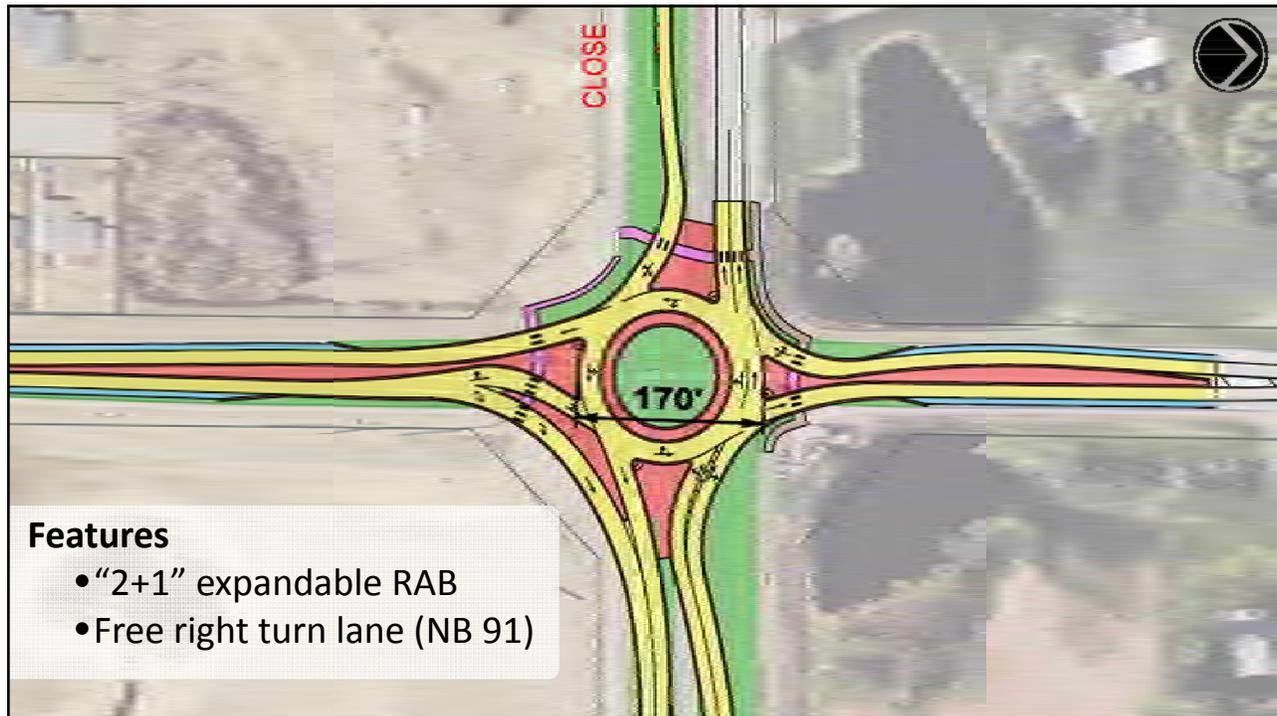
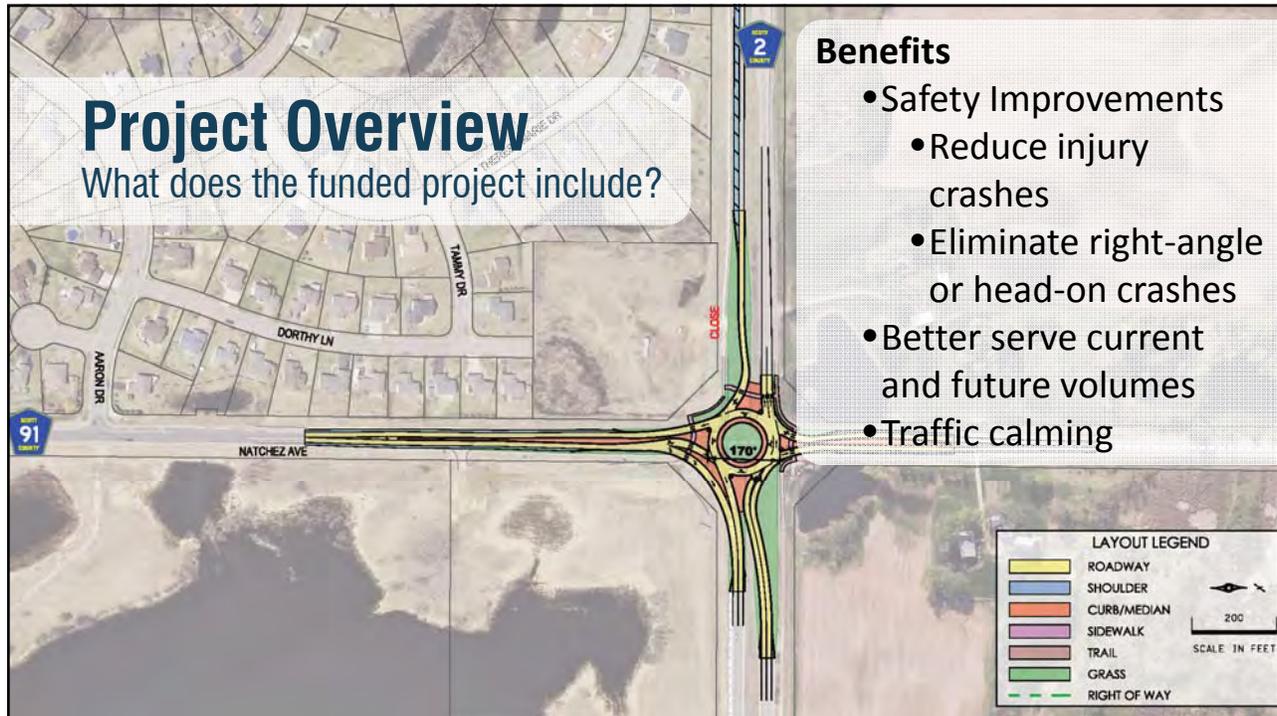
NO BUILD
Two-way stop



All-way stop



Signal



Where have we been?



- Property Owner Meetings
Feb. 12, 2018
- Downtown Business Advisory Group
Feb. 28, 2018
- Public Open House
March 22, 2018

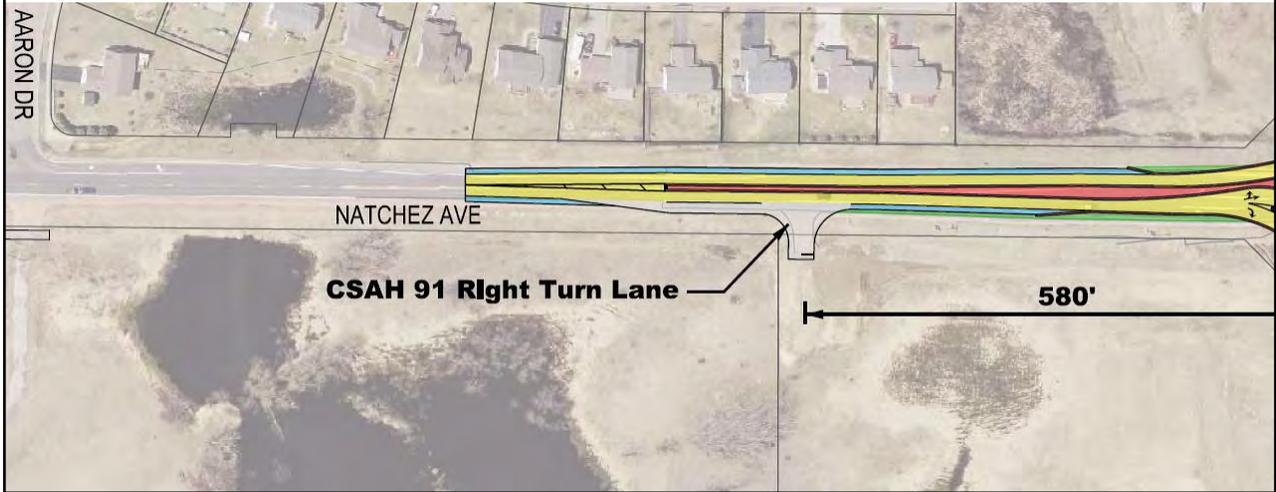
CSAH 91 Left Turn Lane

What else could the project include?



CSAH 91 Right-Turn Lane

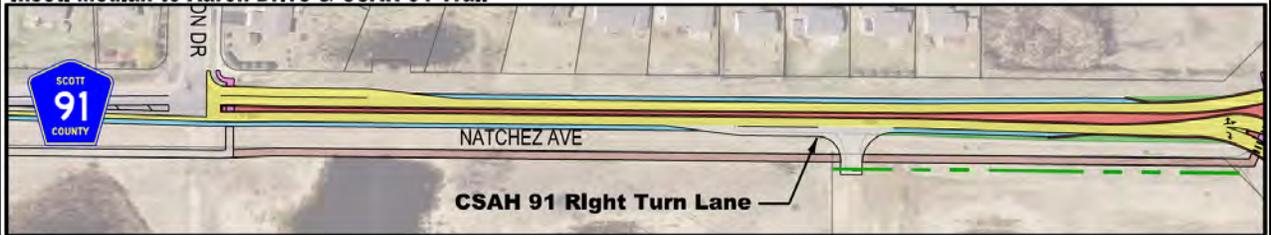
What else could the project include?



Median to Aaron Drive

What else could the project include?

Inset: Median to Aaron Drive & CSAH 91 Trail



Additional Improvements

What else could the project include?

Item	Cost Estimate
Grading for Left Turn Lane	\$40,000 (\$30k const. + 10k overhead)
Construction of Left Turn Lane	\$115,000 (\$95k const. + 20k overhead)
CSAH 91 Right Turn Lane	\$55,000 (\$45k const. + 10k overhead)
Median to Aaron Drive	\$260,000 (\$220k const. + 40k overhead)

Additional Improvements

What else could the project include?

- Trail Connections
- Continuous Lighting
- Roundabout Enhancements
- Landscaping
- Monuments
- Pavement Treatments
- Site Furnishings/Amenities



Input Received



- Downtown Business Advisory Meeting
 - Trail connections & continuous lighting (highest priority)
 - Pavement treatments & monuments (lowest priority)
- Public Open House
 - Landscaping, trail connections, continuous lighting, & roundabout enhancements (most votes)
 - Pavement treatments & monuments (no votes)

Item	Cost Range	Feedback
Trail Connections	\$175k-\$410k	Most supported improvement
Continuous Lighting	\$150k-\$800k+	Generally supported
Roundabout Enhancements	\$45k-\$105k	Generally supported
Landscaping <i>*not including roundabout</i>	\$75k-\$150k+	Generally supported

Item	Cost Range	Feedback
Monuments	\$20k-\$60k	Little support
Pavement Treatments	\$120k-\$380k+	Little support
Site Furnishings/ Amenities	\$55k-\$145k ~\$800 each (bench)	Little support
<i>Downtown Lighting</i>	<i>\$190k</i>	<i>n/a</i>

Action Items

What do we need the Council to weigh in on today?



1. Support for proposed roadway layout
2. Identify additional improvements for further development
 - Roadway
 - Aesthetic

Next Steps and Schedule



2018 – Concept and Preliminary Design

2019 – Final Design

2020 – Construction



Thank you!

Project Contacts:

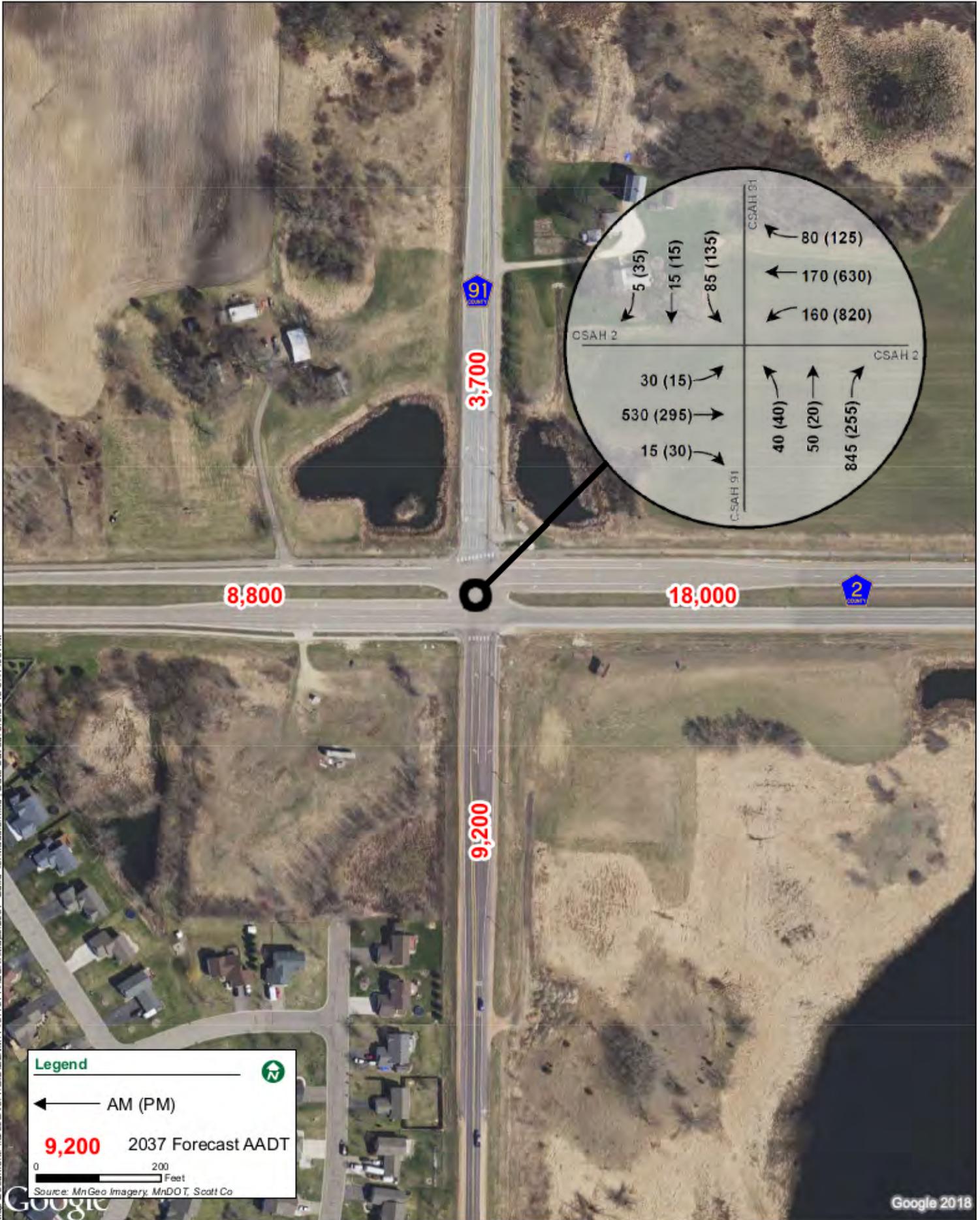
Thomas Terry
City Administrator
ttery@ci.enm.mn.us
(952) 461-2777

Aaron Warford
Bolton & Menk, Inc.
aaronwa@bolton-menk.com
(952) 890-0509 x2858





Map Document: \\arcserver1\GIS\ELNMM\T43115114\ESRI\Map\Existing_forMaddie.mxd | Date Saved: 3/8/2018 8:49:51 AM



Preliminary Roundabout Design
DRAFT - January 2018

H:\ELNM\143115114\CAD\MS\figures\Prelim\115114_Prelim_Design_Base_Level.dgn
 11:50:26 AM
 1/31/2018
 bmi,tbl
 pdf-color-plt.ctb
 michaelna



LAYOUT LEGEND

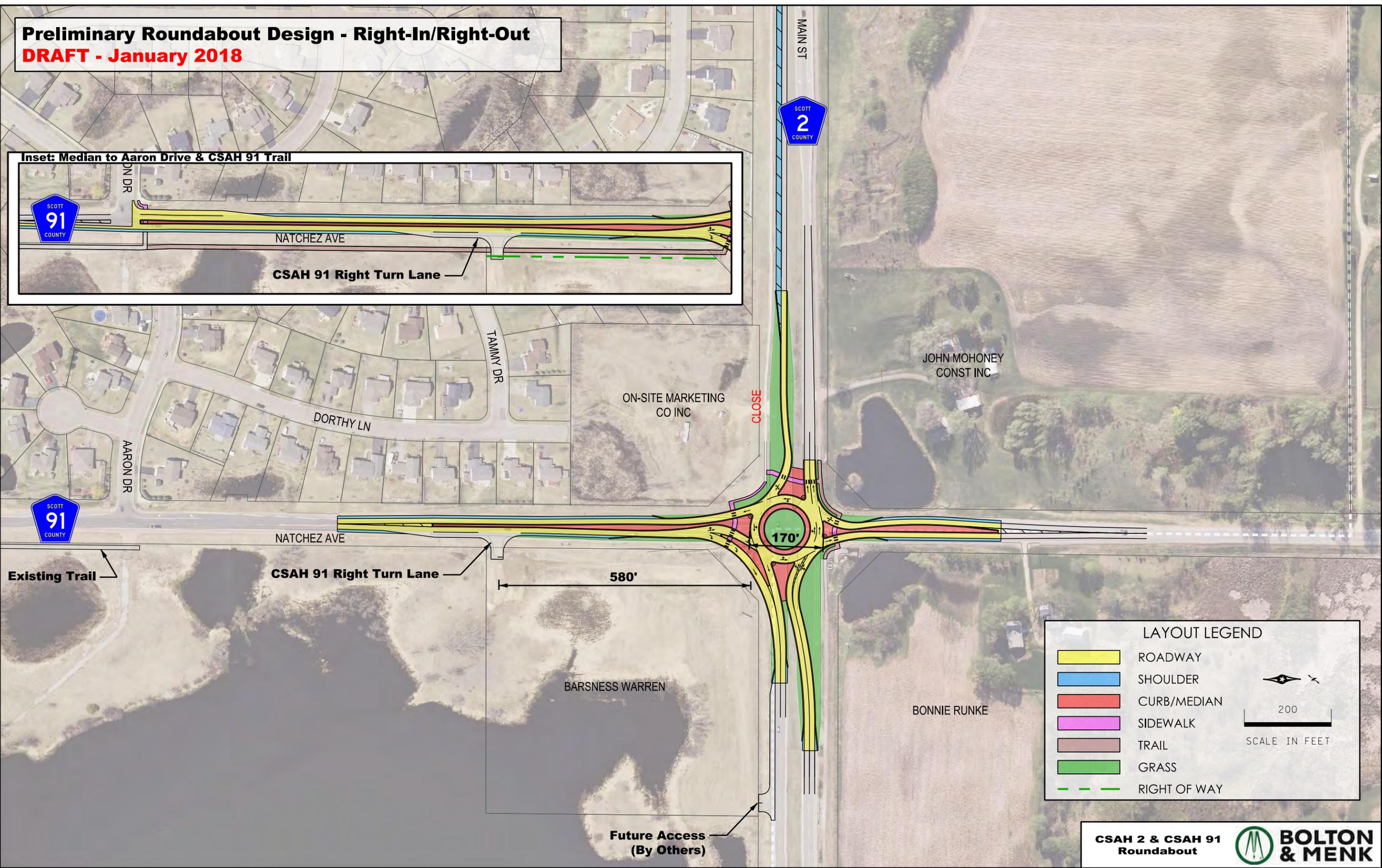
	ROADWAY
	SHOULDER
	CURB/MEDIAN
	SIDEWALK
	TRAIL
	GRASS
	RIGHT OF WAY

200
 SCALE IN FEET

Preliminary Roundabout Design - Right-In/Right-Out
DRAFT - January 2018



H:\ELNM\T431114\CAD\MS\figures\Prelim\115114_Prelim_Design_Right-InRight-Out.dgn
 8:46:08 AM
 1/30/2018
 bmi,tbl
 pdf-color-plot.ctb
 michaelna

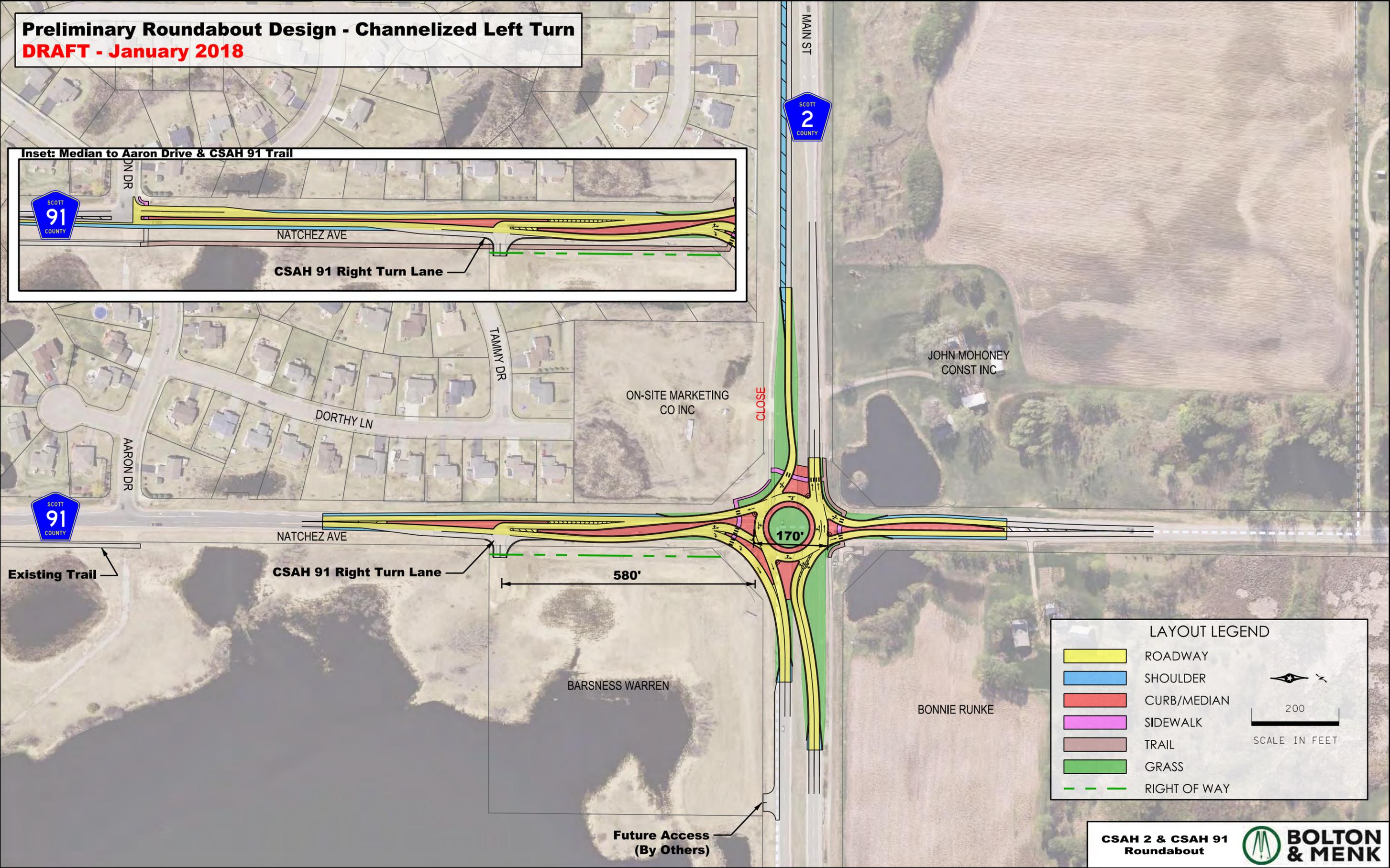
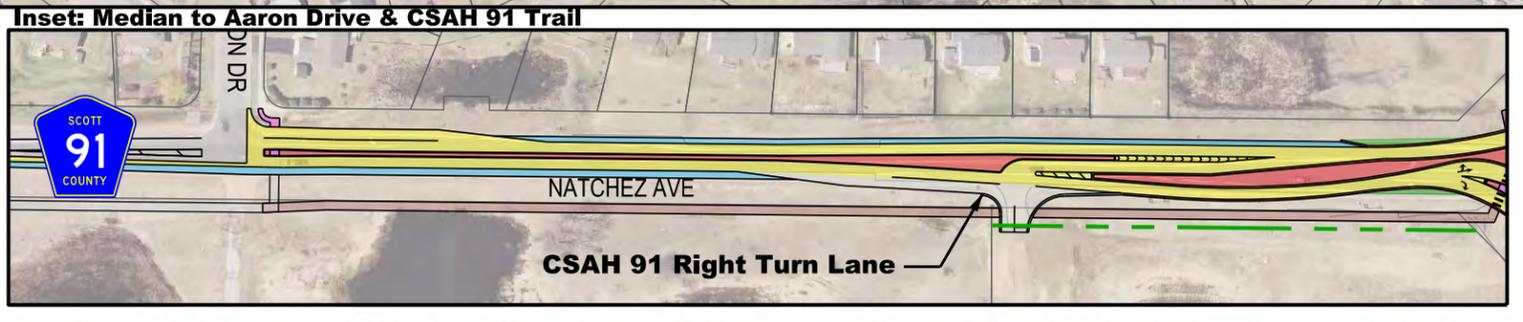


LAYOUT LEGEND

	ROADWAY
	SHOULDER
	CURB/MEDIAN
	SIDEWALK
	TRAIL
	GRASS
	RIGHT OF WAY

SCALE IN FEET
 200

Preliminary Roundabout Design - Channelized Left Turn
DRAFT - January 2018



LAYOUT LEGEND

	ROADWAY
	SHOULDER
	CURB/MEDIAN
	SIDEWALK
	TRAIL
	GRASS
	RIGHT OF WAY

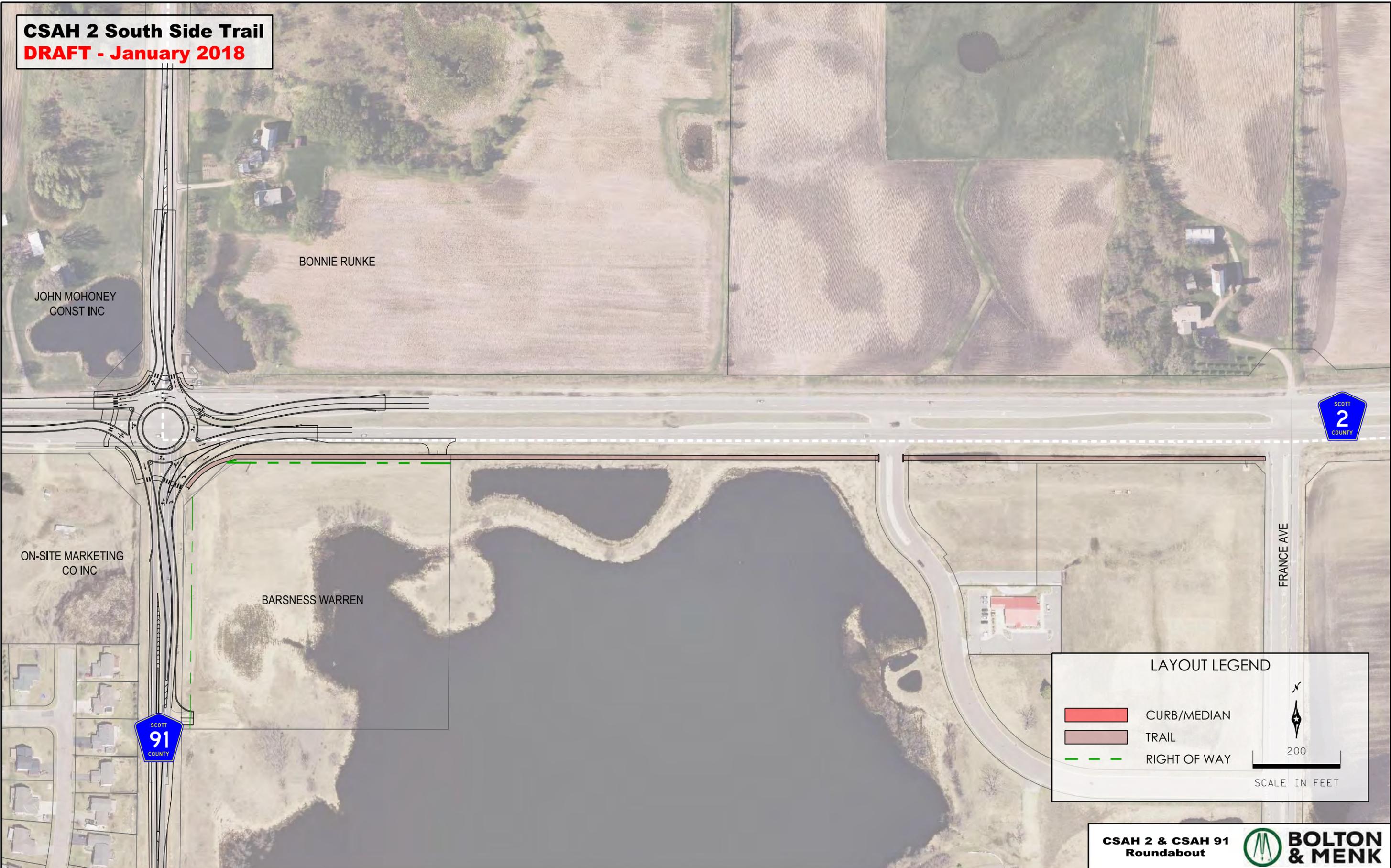
SCALE IN FEET

200

H:\ELNM\T43115114\CAD\MS\figures\Prelim\115114_Prelim_Design_Channelized Left Turn.dgn
 9:03:03 AM
 1/30/2018
 bmi,tbl
 pdf-color-plt.ctb
 michaela

CSAH 2 South Side Trail
DRAFT - January 2018

H:\ELNM\T43115114\CAD\MS\figures\Prelim\115114_Prelim_Design_CSAH 2 Trail.dgn
1/31/2018 11:41:49 AM bmi,tbi pdf-color-plt.ctg michaela



LAYOUT LEGEND

	CURB/MEDIAN
	TRAIL
	RIGHT OF WAY

200
SCALE IN FEET



CSAH 2 & 91 Roundabout BUSINESS ADVISORY MEETING

February 27, 2018 – 3:30-5:00 p.m. at
Elko New Market City Hall

OVERVIEW

This meeting provided a project overview of the intersection improvement project including roadway geometry and funding implications. Opportunities for additional improvements outside of the federally funded project were also presented with associated estimated costs to the City and average homeowner. Input was solicited on which additional improvements attendees would like to prioritize with the understanding that additional costs will be borne by the City.

ATTENDANCE

Bolton & Menk – Aaron Warford, Madeline Peck.

City of Elko New Market – Tom Terry, Renee Christianson.

Elected Officials – Bob Crawford.

Community Members – 11 (9 Business Owners; 2 Chamber Members)

INPUT

Polling equipment was used within the presentation to solicit input from attendees on which improvements should be prioritized and which item is seen as having the lowest priority. Input received was as follows:

- **What do you see as the highest priority?**
 - Trail Connections 6 votes (66%); Continuous Lighting, 3 votes (33%)
- **What do you see as the second highest priority?**
 - Trail Connections, 4 votes (50%); Roundabout Enhancements, 2 votes (25%); Continuous Lighting, 1 vote (12.5%); Monuments, 1 vote (12.5%)
- **What do you see as the third highest priority?**
 - Roundabout Enhancements, 4 votes (50%); Pavement Treatments, 2 votes (25%); Trail Connections, 1 vote (12.5%); Site Furnishings/Amenities, 1 vote (12.5%)
- **What do you see as the lowest priority?**
 - Monuments, 5 votes (62.5%); Pavement Treatments, 3 votes (37.5%)

Please note: Landscaping was unintentionally omitted from the polling questions.

Comments Forms *(written comments received)*

- Primarily prioritizes that roundabout is built. Only additional priority is to include continuous lighting *(this written comment was submitted by an attendee who had to leave early. Their desire for continuous lighting has been incorporated into the above polling results)*



CSAH 2 & 91 Roundabout PUBLIC OPEN HOUSE

March 6, 2018 – 5:00-6:30 p.m. at Elko New Market City Hall

OVERVIEW

This Open House included an overview of the intersection improvement project including roadway geometry, current and projected traffic counts, and funding breakdown. Opportunities for additional improvements outside of the federally funded project were also on display with associated estimated costs to the City and average homeowner. Input was solicited on which, if any, additional improvements attendees would like to prioritize with the understanding that additional costs will be borne by the City.

ATTENDANCE

Bolton & Menk – Aaron Warford, Madeline Peck.

City of Elko New Market – Tom Terry, Renee Christianson.

Scott County – Tony Winiecki, Curt Kobilarcsik.

Elected Officials – Bob Crawford, Joe Julius, Patricia Timmons, Tom Wolf.

Community Members – 11 (4 City residents; 7 Township Residents)

INPUT

Attendees were given three stickers to indicate which opportunities they would like to see prioritized in addition to the funded intersection project. Input received was as follows:

- Trail Connections** – 7 stickers (23%)
- Continuous Lighting** – 7 stickers (23%)
- Roundabout Enhancements** – 6 stickers (20%)
- Landscaping** – 9 stickers (30%)
- Site Furnishings/Amenities** - 1 sticker (3%)

Pavement Treatments and Monuments did not receive any support

Additional Comments (*write in responses on input board*)

- Interest in seeing native, pollinator-friendly plantings. Would like to eventually see this extend along CR 2, extending to Interstate 35 (Monarch Corridor)
- Farm equipment through roundabout (turning radius)
- Explore community fundraising/sponsorship of site furnishings/amenities
- Traffic and usage – reducing traffic on 91 and 62...

Comments Forms (*written comments received*)

- Like the fact that it isn't a continuous 2 lanes all the way around



Additional Improvement Opportunities

CSAH 2 & CSAH 91 Roundabout

Improvement Opportunity	Alternatives	Example & Cost Estimates	Public Support	Notes
Trail Connections	CR 91 to Aaron Drive	\$175, 000	Business Advisory Meeting: <ul style="list-style-type: none"> • 6 votes as second highest priority • 4 votes as second highest priority • 1 vote as third highest priority Open House: <ul style="list-style-type: none"> • 7 votes 	
	CR 2 (Main St) to France Ave	\$245, 000		
Continuous Lighting	Functional Lighting	\$150, 000 	Business Advisory Meeting: <ul style="list-style-type: none"> • 2 votes as highest priority • 1 vote as second highest priority Open House: <ul style="list-style-type: none"> • 7 votes 	Calculated to meet lighting requirements for County arterial roadway
	Acorn (Continuation of lighting identified in Downtown Improvement Committee lighting plan)	\$580, 000 		Cost covers lighting spaced at 100' O.C. along both sides of road
	Additional Decorative Alternatives	\$710,000+ 		Examples of enhanced features: decorative poles & bases, banner arm/flag pole, additional lamps, customizations

Improvement Opportunity	Alternatives	Example & Cost Estimates	Public Support	Notes
Downtown Lighting	Acorn	\$190,000 	n/a	Estimated from 2008 Downtown improvement committee layout
Roundabout Enhancements	Plantings	\$45,000 	Business Advisory Meeting: <ul style="list-style-type: none"> • 2 votes as second highest priority • 4 votes as third highest priority Open House: <ul style="list-style-type: none"> • 6 votes 	Examples of plantings: ornamental trees, evergreen trees, perennials, ornamental grasses
	Plantings & Hardscape Feature	\$105,000 		Hardscape features may include: entry monument, public artwork, specialty pavement, raised planting bed
Landscaping *not including roundabout	Street Trees	*\$75,000 	Open House: <ul style="list-style-type: none"> • 9 votes 	*Wide range of application levels with associated cost implications
	Street Trees & Perennial Plantings	*\$150,000+ 		

Improvement Opportunity	Alternatives	Example & Cost Estimates	Public Support	Notes
Monuments	Simple entry monument at key points	\$20,000 each 	Business Advisory Meeting: <ul style="list-style-type: none"> • 1 vote as second highest priority • 5 votes as lowest priority Open House: <ul style="list-style-type: none"> • Item did not receive nay votes 	
	Additional customization to entry monument	\$30,000 each 		
	Highly customized w/ several different elements	\$60,000+ each 		
Pavement Treatments	Decorative Scoring	\$120,000  <p><i>Pavement treatments continued on next page</i></p>	Business Advisory Meeting: <ul style="list-style-type: none"> • 2 votes as third highest priority • 3 votes as lowest priority Open House: <ul style="list-style-type: none"> • Item did not receive nay votes 	

Improvement Opportunity	Alternatives	Example & Cost Estimates	Public Support	Notes
Pavement Treatments <i>(continued)</i>	Stamped & Colored	\$260,000 	See previous page	
	Pavers	\$300,000 		
	Enhanced Stamp & Color	\$380,000 		
Site Furnishings/ Amenities	Banner Pole with or without Light	With light: \$145,000 Without light: \$54,000 	Business Advisory Meeting: <ul style="list-style-type: none"> • 1 vote as third highest priority Open House: <ul style="list-style-type: none"> • 1 vote 	
	Benches	\$800 each 		



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: March 22, 2018
To: Mayor Crawford and Members of the City Council of Elko New Market
Tom Terry, City Administrator
From: Rich Revering, PE – City Engineer
Subject: Request for Interpretation on Application of Fees to Parcels with SSTS and Wells
Elko New Market
Project No.: T15.100716

BACKGROUND

Council is being asked for direction on the application of the City's trunk and connection fees schedule to parcels with an existing well and/or SSTS seeking to hook up to City infrastructure.

DISCUSSION

Fee Schedule

Trunk sewer and water charges and per-unit connection sewer and water charges are set annually and published in the City's Fee Schedule.

Staff's historical practice has been to apply the fee schedule to any housing units connecting to the sewer and water system, not just new ones. However, the magnitude of the fees and historical and recent credits/exemptions have led to several instances where applicants are questioning whether any relief from the fees is possible. The historical Joint Sewer Board (JSB) credit and more recent Woodcrest policy are believed by staff to be related to or contribute to the questioning of fees.

For example, an attendee at the sewer information meeting for the Woodcrest neighborhood on December 3, 2015 commented that property owners were assured by previous City government that there would be no hookup fees. His statement is indicative of similar sentiments raised by some property owners interested in connecting.

The City Engineer's Response was as follows:

Staff is unable to confirm or deny verbal statements made about hookup fees. While the intention may have been for a hookup fee waiver, a review of the record indicates that no formal policy was adopted by either City or the Joint Sewer Board until 2005. The language stated in the memo below describes the policy.

The City is now connected to the MCES system, so technically, this policy has expired. Woodcrest residents would be free, of course, to invoke this former policy or present other arguments for possible waivers or reductions of fees in discussions with the City Council. The granting of any waivers or

Date: March 22nd, 2018

reductions is a Council decision. Nothing in this response should be construed as an indication that waivers or reductions are available.

A copy of the JSB memo is provided below. The value of the credit at the time it was adopted was not immediately available. Staff will continue researching this value if council so directs. Reinstating the credit is an option available to the council. It is staff's understanding that the basis of the credit was to recognize certain properties contributed to the cost of initial sewer system construction through their property taxes. It could be argued that for the properties described in the expired JSB policy, this basis would still apply. If reinstated, staff recommends it be in the amount above and that the amount remain fixed until eligible homes are hooked up.

Council will recall the sewer policy for the Woodcrest neighborhood also addresses fees. A copy of this policy is attached for reference. The city chose to use fee waivers to influence connection decisions in the city's interest. The trunk fee was waived for all Woodcrest properties in order to promote connection to city sewer and offset cost savings that might have been realized by allowing shared grinder stations (which the policy does not allow). The connection fee was waived in cases where owners choose to pay a charge for the forcemain when it becomes available, even if not immediately hooking up. This was to incent recovery of city costs for forcemain installations.

Staff views these sewer policies as informative, but not necessarily precedent-setting or applicable to all situations. Staff is aware of no historical or current policy of waivers or credits for water trunk or connection fees.

City Code

Chapter 10 of the City's Subdivision Ordinance provides for the collection of sewer and water fees as follows:

"The following utility area and unit connection charges shall be collected with any new subdivisions and housing units in accordance with the public improvement financing policy of the city, as may be amended:

- A. Trunk sanitary sewer area and connection charges.
- B. Trunk water main area and unit connection charges."

The code also provides for storm sewer charges; however, staff interpretation is that these fees would not apply since the homes are already served by the system and no new "connection" is being requested. Staff also recognizes other factors may apply. The focus of this memo is sanitary sewer and water charges for existing homes.

Staff feels the phrase "collected with any new subdivisions" highlighted above is clear and unambiguous. However, the sentence continues, "and housing units..." Does this mean only new housing units? And only new housing units connecting to the sewer or water system? Or does it mean any housing units? Or any housing units connecting to the sewer and water system?

Staff has followed the last interpretation; however, modifying the code language to be more precise – depending upon council clarification – is recommended.

Date: March 22nd, 2018

MEMORANDUM

Date: July 18, 2005
To: Joint Sewer Board
From: Executive Director
RE: Sewer Access Charge Waiver Policy

At the June meeting of the JSB, the Board directed staff to prepare a policy specifying the conditions and criteria under which the JSB would waive sewer access charges (SAC) for certain properties. Based on the discussion of the JSB, staff has prepared the following policy for adoption by the Joint Sewer Board:

Sewer Access Charge Waiver Policy

Property owners may petition for a waiver of the Sewer Access Charge(s) (SAC) due to JSB upon connection to the municipal sanitary sewer system. The following criteria must be met in order to grant a waiver:

- 1. The property was located within the corporate boundary of the City of Elko or the City of New Market prior to January 1, 1987.*
- 2. The property must have been improved with a single family, multi-family or commercial building served by an ISTS prior to January 1, 1989.*
- 3. The SAC charge will be waived for each single family, multi-family or commercial building connecting to the system that was served by an ISTS prior to January 1, 1989 and existing at the time of the petition for waiver. All single family, multi-family or commercial building served by an ISTS prior to January 1, 1989 will be considered to be one (1) SAC unit.*
- 4. The petition for waiver shall be submitted prior to connection to the system.*
- 5. Unless otherwise amended or modified, this policy shall expire upon connection of the Cities of Elko and New Market to the Metropolitan Council system.*

Please contact the Executive Director with any questions regarding the matter in this agenda (952-467-2711).

It is expected requests for hookups will continue as existing SSTS and wells age. Staff would like to clarify the council's intent so that applicants are given consistent information and charges going forward.

Date: March 22nd, 2018

Specifically, staff is seeking guidance on hookups where sewer and/or water infrastructure is already available, and was typically paid for by a developer or the City, and trunk or connection fees have not been paid. It is assumed that neighborhoods where utilities are not available (similar to Woodcrest) will at some point be involved in a public improvement project whereby a determination of applicable fees will be made at that time.

Implications of Full Application

A homeowner requesting to hookup to available sewer and water (availability means that mains are in place to and through parcel frontage) will face, in addition to plumber costs to extend and hook up services and meter fees, the following City charges if all trunk and connection fees are charged:

Water

- Water Trunk Fee - \$3,615 per unit (1 unit = 1 single-family home)
- Water Connection Fee - \$2,107

Sewer

- Sewer Trunk Fee - \$4,056 per unit
- Sewer Availability Charge (MCES) - \$4,485 per unit
- Sewer Connection Charge - \$2,036 per unit

The total of these fees for someone connecting to both utilities (usually the best cost from an installation standpoint due to trenching costs) is \$16,299.00. Water alone is \$5,722, sewer is \$10,577.

Staff expects, and has received, feedback that these costs make hookup unattractive. Anticipated outcomes would include residents only hooking up to the utility needed in the moment or residents deciding to delay hookup or repair/replace existing systems.

Trunk Fee Explained and Identified Arguments Related to Existing Homes

Proceeds from the water trunk fee are used to help pay for infrastructure that benefit all users on the system such as oversized pipes needed to boost fire flows to all branches or complete loops, water towers, wells, and the treatment plant. This fee is normally collected at the time a lot is platted.

Similar to the water trunk fee in principle, proceeds from the sewer trunk fee help the City pay for oversized sewer pipes, lift stations, and for costs charged to the City by the Metropolitan Council for the interceptor sewer and stubs serving the City.

Arguments for waiving the trunk fee for parcels where sewer or water is available might include:

- It's in the city's interest to work towards discontinuance of private wells and SSTs for public health, quality of life, and economic reasons. Fee waivers can incentive hookups.
- The systems were not available to the affected properties when these homes were built and not extended to the properties when the systems went in, yet the infrastructure was supported at least in part by their property taxes. The Joint Sewer Board had a policy in place to provide a credit towards trunk fees based on this argument. This policy is now expired. A fee waiver recognizes, however approximately, that historical property tax contribution to the systems.

Date: March 22nd, 2018

- No new expense is incurred by the City when these homes hook up, so the above benefits can be provided at no new cost.

Arguments against waiving the trunk fee for parcels where sewer or water is available might include:

- The properties benefit from the elements of the system funded by trunk fees and past expenses were incurred by the City and still being paid for to fund these elements. It is fair they pay the trunk charge like all other new connections.
- The trunk fee associated with city service (essentially permanent) is less than the cost of new private systems which have shorter lives.
- The historical property tax portion of the funding for the original systems was small, of short duration, and did result in public health, property value/tax capacity benefits, and quality of life benefits even to parcels where services were not made available.
- Property owners of parcels where fees were paid in a past, similar circumstance may feel they weren't treated fairly and request reimbursement.

The MCES Sewer Access Charge (SAC) is included because it affects totals homeowners must pay; however, it is not a city fee. The city has to pay the Metropolitan Council this fee every time a new or existing building is connected to the system. It is not elective on the City's part. It is the Metropolitan Council's version of the city's trunk fee.

Connection Fee Explained and Arguments

Connection fees are charged to homes at the time they are built or hook up to City sewer or water. It could be thought of as "buying in" to the existing overall system's excess, but non-trunk, capacity. An example of an actual cost that these fees would eventually cover is the City's share of future reconstruction/rehabilitation of water and sewer infrastructure in neighborhoods. The City doesn't fully assess adjacent properties for all costs at the time of reconstruction. Earmarking connection fees for that purpose would avoid or minimize rate increases when reconstruction projects eventually become needed.

Arguments similar to those under the trunk fee section can be made for and against waiving the connection fee.

Implications of Waivers

County records indicate there are about 72 homes in the city not hooked up to City sewer (the overall list includes some commercial parcels). Of these, about half would be eligible for the policy established for the Woodcrest neighborhood. Others might be in a similar circumstance at some future point where the use of fee waivers may be part of a sewer solution. There appears to be about 10 homes where sewer has been made available by a development project, but the home is not hooked up. Waiving sewer trunk fees in these instances would mean non-received revenue to the sewer fund of \$40,560 at 2018 rates. Waiving sewer connection fees would mean non-received revenue to the sewer fund of \$20,360 at 2018 rates. Staff has identified no corresponding new expense with hooking up these homes.

Assuming the same number of parcels are not hooked up to water but have it available, the non-received water trunk and water connection fees would be \$36,150 and \$21,070 respectively. No new expense to the water fund would be incurred with these connections.

Date: March 22nd, 2018

The non-received revenue figures may be much higher if fee waivers are part of any future water system improvement program to serve properties where service is currently not available. That determination is beyond the scope of this memo; however, this decision may inform future discussions.

Options the City Might Consider

Only for homes with services currently available but not connected AND not subject to other conditions such as the Woodcrest Sewer Policy:

- Waive one or more of the four fees (MCES is not optional) with the justification based on the arguments provided, new arguments, or with no justification.
- Reinstate a credit policy similar to the now expired JSB policy. (a partial waiver)
- Waive no fees for these hookups.
- Charge the fees, but offer a Special Assessment Agreement whereby the fee is collected over time with property taxes. This may help incent connections but ease the burden for homeowners caught with a failing well or SSTS.

RECOMMENDATION

Staff finds none of the arguments for waiver compelling enough to offset the fairness of collecting these fees to help fund the benefits provided by trunk elements and lateral parts of the city systems in cases where infrastructure is available. These properties benefit from the initial cost of laterals serving their properties having been borne by others. The cost of any assessments for service lines, plus city fees, plus private plumber/contractor costs will likely be comparable or less than the cost of a new well and SSTS (if even feasible) and so does not pose an unreasonable burden.

It is recognized that encouraging hookups is in the city's interest, that the applicants are tax-paying residents of the city and may be facing some financial difficulty in dealing with a failed well or SSTS or desire to improve their property by connecting to city systems. Offering as a matter of policy to collect the fees through an assessment agreement (subject to City Attorney advice) may be a way to offer some relief at no significant cost to other rate payers.

Staff further recommends the above-referenced code language be modified to reflect any clarification provided by the council. Revised language would be returned for council consideration at a later date.

End of Memo

**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
March 6, 2018
7:00 PM**

1. CALL TO ORDER

Chairman Thompson called the meeting of the Elko New Market Planning Commission to order at 7:00 p.m.

Commission members present: Thompson, Kruckman, Smith and Vetter

Members absent and excused: Hartzler and ex-officio member Anderson

Staff Present: City Administrator Terry, Economic Development Specialist Christianson, City Planner Kirmis and City Engineer Revering

2. PLEDGE OF ALLEGIANCE

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

3. APPROVAL OF AGENDA

A motion was made by Smith and seconded by Vetter to approve the agenda with the following minor change:

The day of the day of the meeting, as referenced on the agenda, be changed from Thursday, March 6, 2018 to Tuesday, March 6, 2018.

Vote for: Thompson, Kruckman, Smith and Vetter. Against: None. Abstained: None.
Motion carried: (4-0).

4. PUBLIC COMMENT

There were no public comments.

5. ANNOUNCEMENTS

There were no announcements.

6. APPROVAL OF MINUTES

A motion was made by Smith and seconded by Kruckman to approve the minutes of the February 1, 2018 Planning Commission meeting as written. Vote for: Thompson, Kruckman, Smith and Vetter. Against: None. Abstained: None. Motion carried: (4-0).

7. PUBLIC HEARINGS

There were no public hearings.

8. GENERAL BUSINESS

A. Zoning Ordinance Amendment - Commercial Vehicle Parking

Chairman Thompson asked Community Development Specialist Renee Christianson to present her memorandum dated March 6, 2018 related to the proposed commercial vehicle parking amendment. Christianson explained that the proposed amendment is intended to correct an inconsistency which presently exists in the Ordinance regarding the regulation of commercial vehicle parking in residential zoning districts.

Christianson noted that the proposed amendment was discussed at several past Planning Commission meetings (in May, October and November of 2017). It was specifically noted that the Planning Commission recommended the following at the November meeting:

1. No exceptions be made in the Ordinance for the parking of Class 1 commercial vehicles in residential zoning districts.
2. Staff prepare an Ordinance amendment which makes an allowance for the parking of Class II commercial vehicles in residential zoning districts
3. A public hearing be scheduled to consider the referenced Ordinance an amendment.

Christianson noted that a public hearing was held on January 4, 2018 to formally consider Ordinance changes and that a significant number of comments were received during the public hearing.

It was indicated that persons in favor of the amendment as presented, which would continue to prohibit the parking of Class I vehicles in residential districts, cited the following concerns related the potential allowance of Class I commercial vehicle parking in residential zoning districts:

- Negative impacts the neighborhood appearance
- Negative impacts on property values
- Noise concerns (back-up beepers)
- Street impacts (not designed for commercial vehicles)
- Unsafe conditions (related to the backing of large commercial vehicles)
- Air quality (from diesel truck engines)

Christianson also stated that persons in opposition to the amendment (the prohibition of Class I commercial vehicle parking in residential districts) were primarily represented by persons directly or indirectly involved in towing businesses. In this regard, the following opinions were also expressed at the public hearing:

- An allowance should be made for tow truck parking in residential zoning districts.
- Prompt response times for tow truck drivers are critical and that, for this reason, many towing service employees park their tow trucks at their homes.

- Tow truck services should be considered and permitted as an essential emergency activity in the City (similar to police and fire response calls).
- The prohibition of tow truck parking in residential zoning districts would negatively towing business operations (both in terms of efficiency and financial impacts).
- The parking of work-related commercial vehicles in residential zoning districts reflects the character of the City of Elko New Market.

Having heard the preceding testimony, the Planning Commission closed the public hearing and directed the following:

- Change the registration requirements for Class I commercial vehicles which hold grandfather rights from an annual requirement to a “one-time” registration.
- Allow a maximum of two Class II commercial vehicles to be parked on residentially zoned property.
- Research additional city codes related to the regulation of commercial parking in residential districts.

Christianson summarized the results of the requested city code research for the Planning Commission, stating that all surveyed cities (13 total) include some limitations imposed upon commercial vehicle parking in residential zoning districts. It was noted that the most common means of regulation is by gross vehicle weight rating (GVWR) limits and/or dimensions.

Christianson concluded her presentation recommending that the Planning Commission recommend approval of the amendment (to the City Council) with the changes directed at the January 4, 2018 Planning Commission meeting.

Following Christianson’s presentation, the Planning Commission discussed the possibility of changing the definitions of Class I and Class II commercial vehicles at some future point (to reference gross vehicles weight rating rather than by type). The Commission concluded that it would act on the amendment under consideration (as presently written) and that the commercial vehicle definition issue will be considered at a future Planning Commission meeting when a full Commission is present.

A motion was made by Smith and seconded by Vetter to recommend approval of the commercial vehicle parking amendment as written.

Prior to acting on the motion, Gene Meger, who resides at 71 West Louis Street, raised question as to whether the public hearing was properly noticed as limited information was provided in the City’s official newspaper. It was concluded by City staff that the hearing was properly noticed.

Vote for: Thompson, Kruckman, Smith and Vetter. Against: None. Abstained: None. Motion carried: (4-0).

B. Barsness PUD Sketch Plan Review

Chairman Thompson asked Community Development Specialist Christianson to present her memorandum dated March 6, 2018 related to the Barsness PUD (Planned Unit Development) sketch plan review.

Christianson stated that the City has been working with Warren Barsness regarding a possible commercial development located at the southeast quadrant of County Road 2 and County Road 91 for several years. It was indicated that City staff had received concept plan drawings in July of 2016 and provided staff level comments to Mr. Barsness and his development team at that time.

Christianson stated that Mr. Barsness has formally submitted an application for Sketch Plan review of a proposed Planned Unit Development and is seeking Planning Commission input on the project.

Christianson described the following components of the commercial project:

- A combination gas station and grocery/convenience store containing approximately 7,956 square feet
- A 1,920 square foot car-wash containing two drive-through bays
- An attached 2-story speculative office, retail and storage building containing approximately 19,248 square feet
- Two speculative buildings to be included in future phases

Christianson also stated that a three-lot plat (subdivision) entitled Barsness 1st Addition has also been proposed.

Christianson provided an overview of the purpose PUD, planned unit development and stressed to the Planning Commission that requested ordinance deviations associated with PUD's are intended to be allowed only when a "trade-off" of sorts takes place which results in a higher quality development product than would otherwise be achieved through standard zoning.

Community Development Specialist Christianson summarized her planning report and provided a PowerPoint review of the following issues:

- Consistency with the City's Comprehensive Plan
- Rezoning issues and evaluation criteria
- Summary of requested PUD flexibilities (from B-1, Neighborhood Business District standards)
- Lot size and setback criteria
- Building design requirements
- Pump island, fuel island canopy and commercial car wash design requirements
- Site circulation near the gas station
- Off-street parking and loading requirements

- Trash handling
- Landscaping, lighting and signage requirements
- Easement requirements under City Subdivision Ordinance
- Wetland, floodplain, DNR Protected Water issues
- Utility issues including stormsewer, water and sanitary sewer
- Park and trail requirements
- Access, road and transportation issues
- Future roundabout design, and options for site access

At the conclusion of her presentation, Christianson stated that Staff is supportive of the proposed uses upon the property and suggested that restaurants be included in the allowable uses. Christianson specifically reviewed several Ordinance deviations (PUD flexibilities) that are supported by staff, and stated her belief that there are design-related issues which need to be addressed as the project moves forward. Areas of concern included the following:

- Concerns with proposed building design and materials
- Concern with proposed landscaping around motor fuel station
- Concern with width of proposed drainage and utility easements
- Concern with trails (proposed to be “by others”)
- Concern with lack of vehicle stacking spaces for vehicles entering car wash
- Concern with lack of off-street loading area and area for garbage dumpster
- Concern regarding proposed access and lack of turn lanes into the property

Christianson also reminded the Planning Commission that informal feedback on the project is being requested at this time, for incorporation into the Development Stage PUD and preliminary plat applications.

Following Community Development Specialist Christianson’s presentation, City Engineer Rich Revering described the conceptual roundabout design and outlined options for access to the site.

The property owner (Warren Barsness) and the property owner’s development representative (Dale Runkle) then offered the following comments:

- County Road access-related concerns can be addressed.
- Ample area exists upon the site for the maneuvering of fuel trucks, and the proposed fuel supplier has verified this.
- The layout of the proposed gas pump islands was prepared by motor fuel station professionals.
- A garbage dumpster will be incorporated into future plans
- The building can be designed with many optional finishes, and can be designed to incorporate a brick or stone look.
- The PUD has been requested as a means to accommodate development upon a parcel which has very limited buildable area. It was contended that development of the

parcel likely would not be possible without flexibilities afforded by the PUD, due to wetland and access issues.

Consulting Planner Bob Kirmis noted that it is customary to use 90% net useable floor area when calculating parking requirements, rather than the 80% net useable floor area proposed by the applicant.

Following Community Development Specialist Christianson's presentation and applicant comments, the Planning Commission offered comments/questions related to the following:

- The Planning Commission is generally supportive of the various uses that are proposed on the site.
- The applicant/developer needs to address numerous design-related issues on the site as outlined in the staff report.
- If PUD is used as a development tool, the City should receive some benefits which fulfill the objectives of planned unit development.
- Questions were raised related to the amount of green space which is proposed along County Roads 2 and 91.
- Additional detail related to building finishes is needed.
- Concern exists related to vehicle stacking space provided for the proposed carwash and related impacts on site circulation. In this regard, it was suggested that consideration be given to constructing a freestanding carwash (on an adjacent parcel within the subdivision) or eliminating the carwash altogether.
- Additional landscaping needs to be provided.
- The Commission is generally supportive of narrower planting areas along the two County roads, if the site design and landscaping plan is significantly enhanced.
- Access and trail locations on the site should be coordinated with the design of the County Road 2/County Road 91 roundabout.

Ultimately, the Planning Commission concluded that the following should be considered as part of the forthcoming Development Stage PUD and preliminary plat applications:

The following City Code deviations are supported:

- Building setback deviation for building on Lot 1 – 12' from side
- Wetland setback deviation for buildings on Lot 2 – 10' from wetland
- Side setback deviation for building on Lot 2
- Building setback deviation for building on Lot 3 – 53' from front row
- Stormwater pond setback for building on Lot 3 – 10'
- Wetland setback for building on Lot 3 – 30'
- Wetland buffer setback to 0', as depicted on site plan
- Requirement that 25% of lot be landscaped

The following City Code deviations are **not** supported:

- Deviation for building materials on motor fuel station (gateway to City)

- Deviation for car wash stacking spaces (negatively affects internal site circulation at gas station)
- No off-street loading area (high likelihood that loading space will be needed for convenience store and other deliveries)
- No garbage dumpster area

The following items should be considered as part of the forthcoming Development Stage PUD and preliminary plat applications:

1. The developer must enter into a Planned Unit Development Developer's Contract with the City of Elko New Market, and the Agreement must be approved by the City Council prior to final plat approval of the site.
2. Subject to the City Engineer's memo dated March 6, 2018.
3. Final development, grading and construction plans must be approved by the City Engineer, Public Works Director and Community Development Specialist prior to final plat approval.
4. Additional descriptive information should be provided regarding the meaning of the requested "storage" use.
5. The B1 Neighborhood Business District standards apply to the development, except as specifically noted in the table describing allowable variations.
6. All approvals should be subject to the approval of all wetland applications, including wetland boundary concurrence and approval of the wetland replacement plan.
7. The developer shall submit a letter explaining how the project, as proposed, meets the intended goals of a PUD and how the development will exceed City design requirements to offset the effect of (PUD) variations to required design standards.
8. Cross access easements will be needed to ensure perpetual access to Lot 1.
9. The proposed motor fuel station canopy must be setback 30' from the right-of-way lines and shall meet the design requirements of Section 11-26A-4 of the City Code. Additional details regarding the proposed fuel station canopy should be provided with the PUD application.
10. Brick and/or stone features shall be integrated into the front building façade of the motor fuel station building to meet the requirements of Title 11-26A-4 of the City Code.
11. Buildings will be required to have increased design standards as a "trade-off" for the PUD variations. The building facades visible from public rights-of-way shall incorporate detail using colors, textures, and varying material treatments to break up the facades and provide a high degree of aesthetic treatments. The predominant exterior

building material for the buildings on proposed Lots 2 & 3 shall consist of brick or stone. At least 40% of the front facing façade shall consist of windows.

12. The site plan shall be revised to show 24' between the pump islands, as required by Title 11-26A-4 of the City Code.
13. The building renderings shown on the "Concept Elevation" drawing dated 11/29/17 should be revised to clearly reflect single fueling stations, or the rendering should be removed from the plans.
14. The plans shall be revised so that the required car wash stacking spaces are provided and clearly identified, and do not create any conflicts with the traffic circulation on the site.
15. The plans shall be revised to depict the required off-street loading space as required by Title 11-9-11 of the City Code.
16. The developer shall submit WB-62 and other truck turning movement templates / diagrams to ensure that there is adequate space within the site for large trucks and fuel suppliers to maneuver.
17. Future submittals should incorporate the location for a garbage dumpster which meets the requirements of Section 11-4-3 of the City Code.
18. The developer must provide calculations for the amount of proposed green space located outside of the wetland area to determine the percentage of proposed green space / landscaped area within the site.
19. The landscape plan shall be amended to remove the proposed willow trees located near the stormwater ponds, add trees in possible parking lot bump-out areas, and add flowering perennials throughout the site.
20. The lighting plan shall be amended to meet the requirements of Title 11-4-7 of the City Code; the plan submitted exceeds the allowable 1 foot-candle reading at the property line.
21. The Planning Commission is open to a reduced drainage and utility easement along the perimeter of the site if the site can be significantly enhanced in terms of design and landscaping, and it is demonstrated that the site and surrounding area can function with the reduced easement area.
22. The proposed public street access into the property shall be redesigned to address the comments of the City Engineer and Public Works Director.
23. The Planning Commission is open to considering a reduced setback for the perimeter parking lot curbing (15' standard requirement) if the site can be significantly enhanced in terms of design and landscaping.

24. The developer will be required to provide for turn-lanes into the site. Turn lanes include an east-bound right turn lane on Co Rd 2, and both a north-bound right turn lane and a south-bound left turn lane from Co Rd 91. Two possible options for design and construction of the turn lanes into the site include:
 - a. The developer may design and construct the turn lanes into the site, as required by Scott County.
 - b. The east-bound right turn lane, a north-bound right turn lane, and a south-bound left turn lane into the site could be designed and constructed in conjunction with the proposed roundabout project, with all costs associated with the turn lanes being placed in escrow with the City by the developer. The turn lane will benefit the subject property and therefore the developer/property owner should bear costs associated with the proposed turn lane. (This method would need to be approved by Scott County and would require timing coordination.)
25. The plans shall be amended to depict a 10' trail along the north and west sides of the property. The Planning Commission recommends that, if the City Council is proposing a larger trail project as part of the future roundabout project construction, the trails adjacent to the subject property be incorporated into the roundabout project, with the cost being borne by the developer. If the City Council elects not to construct a larger trail project with the roundabout project, the trails should be constructed by the developer at the time of development of the site.
26. The plans shall be amended to clearly depict a pedestrian route from the perimeter trail/sidewalk system into the proposed motor fuel station building.
27. Stormwater calculations must be approved by the City Engineer and Scott County.
28. The plans shall be amended to show the existing wetland areas and proposed stormwater ponds in outlots, to be dedicated to the City, rather than in easements as currently depicted.
29. The developer shall contribute cash in-lieu-of park land dedication, as recommended by the Parks Commission.
30. An emergency /rapid access system will be required on the proposed commercial buildings at the time of construction.

9. MISCELLANEOUS

A. City Staff / Consultant Business Updates and Reports

Project Updates. Community Development Specialist Christianson provided updates on various City projects as provided in her memorandum dated March 1, 2018. Specific discussion took place regarding the following projects:

- Boulder Pointe 7th Addition
- Syndicated Properties Townhome Project
- Dakota Acres (City-owned property)
- Christmas Pines
- Kwik Trip inquiry

B. Planning Commission Questions and Comments

It was noted by Staff that an open house was held on March 6, 2018 for the proposed County Road 2/County Road 91 roundabout.

10. ADJOURNMENT

A motion was made by Vetter and seconded by Kruckman to adjourn the meeting at 9:55 p.m. Vote for: Thompson, Kruckman, Smith and Vetter and Hartzler. Against: None. Abstained: None. Motion carried: (4-0).

Submitted by:



Renee Christianson
Community Development Specialist