

**CITY OF ELKO NEW MARKET  
CITY COUNCIL WORK SESSION AGENDA  
CITY OF ELKO NEW MARKET  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA  
THURSDAY, SEPTEMBER 24, 2020  
6:00 PM**

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

<https://us02web.zoom.us/j/85689375774>

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
  - a. Preliminary 2021 Budget
- 5. Reports (Cont'd)**
  - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**

**WHAT IF TAX COMPARISON PAY 2020 vs Pay 2021 - Elko New Market City Estimated Tax Impact**

FISCAL YEAR 2020				MARKET VALUE TAX	
4,647,527	TAX CAPACITY	\$ 2,426,070	FINAL CERTIFIED LEVY	\$ 449,427,000	Taxable Market Value
-	TIF (-)	\$ (387,306)	FISCAL DISPARITY (-)	\$ 459,837,700	Referendum Market Value
(108,013)	FISCAL DISPARITY (-)	\$ 2,038,764	TAX LEVY OR SPREAD LEVY	\$ -	CERTIFIED LEVY
4,539,514	NET TAX CAPACITY				
<b>Tax Rate</b>		<b>44.912%</b>		<b>0.0000%</b>	<b>Tax Rate</b>

FISCAL YEAR 2021				MARKET VALUE TAX	
4,846,038	Gross Tax Capacity	\$ 2,655,881	PROPOSED LEVY	\$ 467,670,500	Taxable Market Value
-	TIF (-)	\$ (413,650)	FISCAL DISPARITY (-)	\$ 476,883,400	Referendum Market Value
(118,789)	FISCAL DISPARITY (-)	\$ 2,242,231	TAX LEVY OR SPREAD LEVY	\$ -	PROPOSED LEVY
4,727,249	NET TAX CAPACITY				
<b>Tax Rate</b>		<b>47.432%</b>		<b>0.0000%</b>	<b>Tax Rate</b>

**RESIDENTIAL IMPACTS**

	% EMV Value Range Inc/Dec	# of affected Properties	% of Total	Avg Market Value 2020	Avg Market Value 2021	Value Exclusion 2020	Value Exclusion 2021	Taxable Market Value 2020	Taxable Market Value 2021	Taxable % Change 20 vs 21	Net	Net	Net	2020	2021	2021	2021
											Payable 2021	Inc/Dec 20 vs 21	Difference % Change	Median Values	Median Values	Average Values	Value % Change
Elko New Market	+15.01+%	25	2%	\$ 294,400	\$ 338,560	\$ 10,744	\$ 6,770	\$ 283,656	\$ 331,790	16.97%	\$ 1,573.75	\$ 299.81	23.5%	\$ 298,800	\$ 307,400	\$ 301,300	2.9%
	+10.01-15.00%	28	2%	\$ 294,400	\$ 331,200	\$ 10,744	\$ 7,432	\$ 283,656	\$ 323,768	14.14%	\$ 1,535.70	\$ 261.76	20.5%				
	+5.01-10.00%	175	12%	\$ 294,400	\$ 316,480	\$ 10,744	\$ 8,757	\$ 283,656	\$ 307,723	8.48%	\$ 1,459.59	\$ 185.65	14.6%				
	+0.01-5.00%	995	66%	\$ 294,400	\$ 301,760	\$ 10,744	\$ 10,082	\$ 283,656	\$ 291,678	2.83%	\$ 1,383.49	\$ 109.55	8.6%				
	No Change	26	2%	\$ 294,400	\$ 294,400	\$ 10,744	\$ 10,744	\$ 283,656	\$ 283,656	0.00%	\$ 1,345.44	\$ 71.50	5.6%				
	-0.01-5.00%	236	16%	\$ 294,400	\$ 287,040	\$ 10,744	\$ 11,406	\$ 283,656	\$ 275,634	-2.83%	\$ 1,307.39	\$ 33.44	2.6%				
	-5.01 - 10.00%	12	1%	\$ 294,400	\$ 272,320	\$ 10,744	\$ 12,731	\$ 283,656	\$ 259,589	-8.48%	\$ 1,231.28	\$ (42.66)	-3.3%				
	-10.00 - 15.00%	0	0%	\$ 294,400	\$ 257,600	\$ 10,744	\$ 14,056	\$ 283,656	\$ 243,544	-14.14%	\$ 1,155.18	\$ (118.76)	-9.3%				
-15.01% +	1	0%	\$ 294,400	\$ 250,240	\$ 10,744	\$ 14,718	\$ 283,656	\$ 235,522	-16.97%	\$ 1,117.13	\$ (156.81)	-12.3%					
		1,498	100%														

% EMV Value Range Inc/Dec	# of affected Properties	Net	Weighted Value
		Difference % Change	
+15.01+%	25	23.5%	588.35%
+10.01-15.00%	28	20.5%	575.31%
+5.01-10.00%	175	14.6%	2550.29%
+0.01-5.00%	995	8.6%	8556.20%
No Change	26	5.6%	145.92%
-0.01-5.00%	236	2.6%	619.57%
-5.01 - 10.00%	12	-3.3%	-40.18%
-10.00 - 15.00%	-	-9.3%	0.00%
-15.01% +	1	-12.3%	-12.31%

1,498

12983.15%

8.67% Weighted Avg. Impact

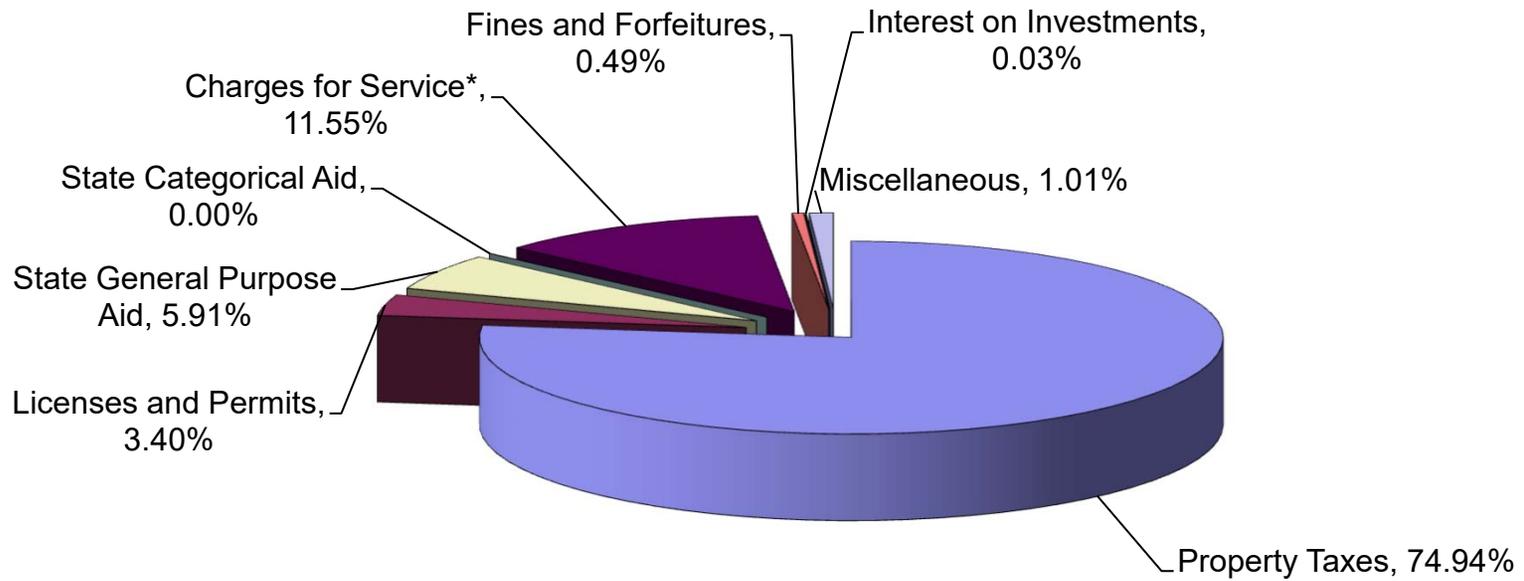
## Summary of General Fund

	2020			2020	
<u>Revenues</u>	<u>Budget</u>	<u>%</u>	<u>Expenditures</u>	<u>Budget</u>	<u>%</u>
Property Taxes	2,462,109	74.94%	General Government	658,705	20.04%
Tax Increments	-	0.00%	Public Safety**	1,374,923	41.82%
Other Taxes	-	0.00%	Streets and Highways	334,997	10.19%
Special Assessments	-	0.00%	Sanitation	6,500	0.20%
Licenses and Permits	111,550	3.40%	Human Services	-	0.00%
Federal Grants	-	0.00%	Health	-	0.00%
State General Purpose Aid	194,032	5.91%	Culture and Recreation	200,679	6.10%
State Categorical Aid	-	0.00%	Conservation of Natural Resources	-	0.00%
County and Local Government Grants	88,000	2.68%	Redevelopment, Economic Development and Housing	-	0.00%
Charges for Service*	379,487	11.55%	Miscellaneous	-	0.00%
Fines and Forfeitures	16,000	0.49%	Debt Service Principal	156,000	4.75%
Interest on Investments	1,000	0.03%	Interest and Fiscal Charges	18,195	0.55%
Bond Sale Proceeds	-	0.00%	Capital Outlay	239,100	7.27%
Other Financing Sources	-	0.00%	Other Financing Uses	-	0.00%
Transfers from Other Funds	-	0.00%	Transfer to Other Funds	194,032	5.90%
Miscellaneous	33,300	1.01%	Budgeted Reserves	104,346	3.17%
<b>Total Revenues</b>	<b>3,285,477</b>	<b>100.00%</b>	<b>Total Expenditures</b>	<b>3,287,477</b>	<b>100.00%</b>

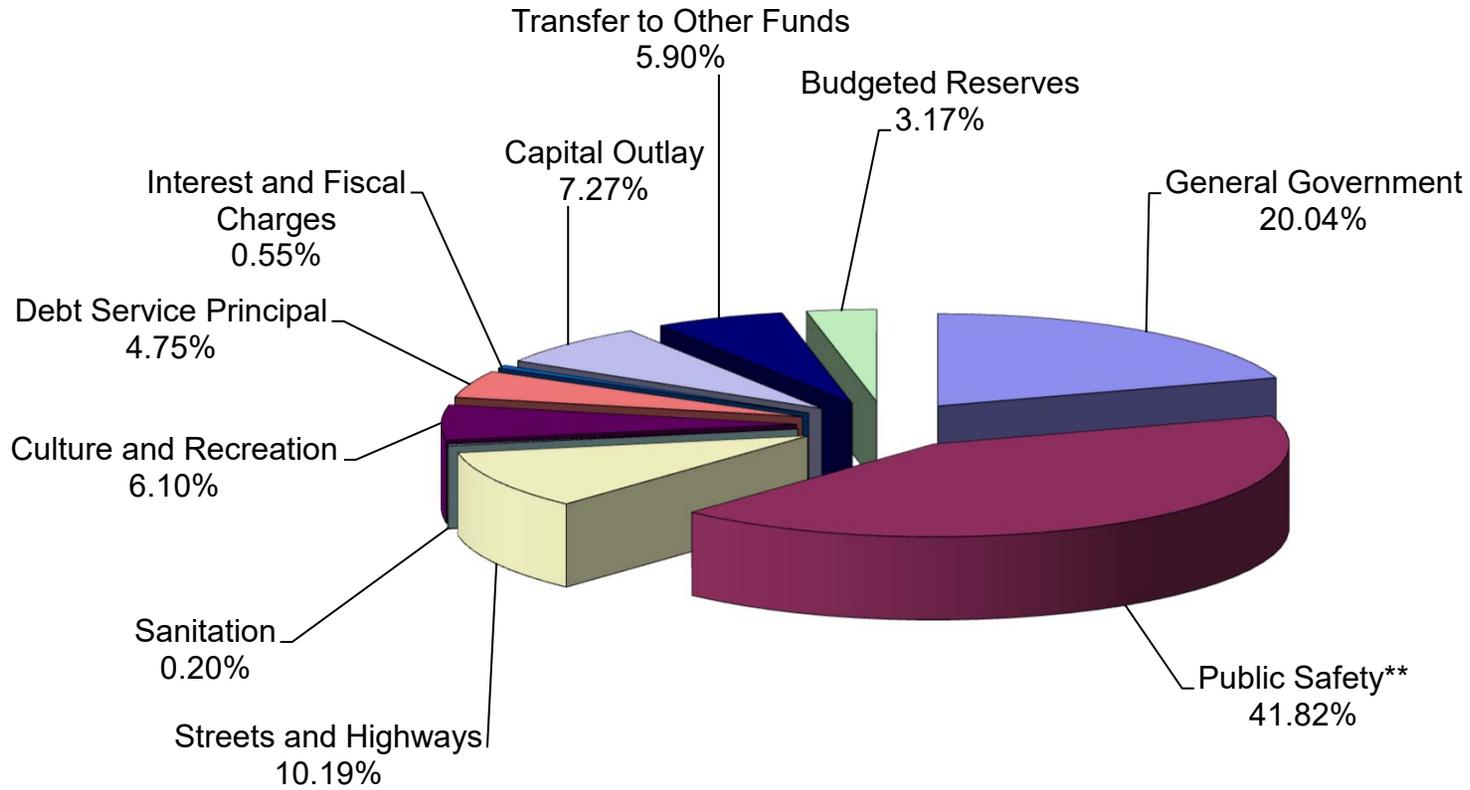
\*Includes Revenues from Fire Contracts

\*\*Includes Fire Department Expenditures

# Revenues



# Expenditures



**General Fund FYj Ybi Yg**

REVENUES

General Government

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
40000 General								
31010 Current Ad Valorem Taxes	1,485,017	1,506,766	1,569,230	1,660,044	1,783,052	1,837,434	929,521	2,008,077
31019 Special Assessments	10,203	5,251	4,879	6,966	6,325	-	18,915	-
31910 Penalties and Interest AdValTax	386				-	-	-	-
33401 Local Government Aid	239,132	215,967	216,188	225,909	227,217	227,490	114,376	194,032
33402 Market Value Credit	386	379	383	374	385	-	-	-
33403 Small City Assistance Grant	-	-	33,247	33,662	-	-	-	-
36200 Miscellaneous Revenues	8,859	1,796	4,008	8,082	3,100	-	4,190	-
36210 Interest Earnings	1,490	1,389	797	1,517	897	1,000	-	1,000
36230 Contributions and Donations	425	-	350	1,596	-	1,000	-	1,000
39101 Sales of General Fixed Assets			21,300	(19,188)	-	-	-	-
Total General	1,745,898	1,731,548	1,850,381	1,918,962	2,020,976	2,066,924	1,067,002	2,204,109
41310 City Administrator								
36200 Miscellaneous Revenues			-	735			20	-
Total City Administrator	-	-	-	735	-	-	20	-
41400 City Clerk - Finance								
32000 Licenses and Permits	1,565	865	1,130	930	65	1,000	930	1,000
32110 On-Sale Liquor License	19,447	18,600	16,000	16,000	16,000	16,000	-	16,000
32111 Off-Sale Liquor License	600	50	600	600	600	600	-	600
32112 Sunday Liquor	1,905		1,625	1,600	1,600	1,600	-	1,600
32113 On-Sale Non-Intoxicating Beer	-		400	400	400	400	-	400
32114 Off-Sale Non-Intoxicating Beer	50		-	-	-	-	-	-
32115 Wine License	-	25	-	25	25	-	-	-
32116 Liquor License Investigation Fee	1,000		-	-	-	-	-	-
32118 One Day Special Event Beer	50	50	50	100	25	-	25	-
32119 Temporary Amendment Liquor License Fee	25		225	100	125	-	-	-
32120 Temporary Expansion of Liquor Premise	100				-	-	-	-
32171 Speedway Permit - Annual	2,342	1,471			-	-	-	-
32175 Speedway - Qtr. Midgets Annual	360	180			-	-	-	-
32176 Annual Permit Schedule Changes	10				-	-	-	-
32240 Animal Licenses	1,130	720	955	840	815	800	360	800
32301 Gambling Permit/Special	1,010	941	910	410	105	800	105	800
32303 Permits Sign Permit	-	100	-	150	-	-	-	-
32304 Permits Band/Outdoor Event	500	1,000	1,200	500	100	500	-	500
32305 Permits Fireworks	300	100	100	300	200	100	100	100
32306 Special Use Vehicle Permit	-	-	-	-	780	-	4,680	-
32308 ROW/Grading Permit	2,550	3,375	4,525	3,550	2,350	3,000	1,500	3,000
32400 Election Filings	-	30	-	30	-	-	6	-
34000 Charges for Service	-		-	-	45	-	-	-
34101 Franchise Fees	40,696	30,505	30,281	21,504	34,815	29,000	14,079	29,000
34102 Rent Revenue	5,200	4,825	4,600	4,800	4,700	4,800	2,700	4,800
34105 Notary Fee	33	29	91	101	55	-	25	-
34106 Copy / Tape Income	65	47	76	36	31	-	13	-
34107 Assessment Search Fees	-	400	50	275	275	-	75	-
36200 Miscellaneous Revenues	6	5,072	168	5,508	168	-	(0)	-
36240 Refunds & Reimbursements	9,053	14,686	4,975	1,858	4,272	3,000	148	3,000
Total City Clerk - Finance	87,995	83,071	67,962	59,617	67,551	61,600	24,747	61,600

## General Fund Revenues

REVENUES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
41550 Assessing									
31018	Certified Delinquent Bill Fee	6,809	-	-	-	-	-	-	-
Total Assessing		6,809	-	-	-	-	-	-	-
41600 Professional Services									
36240	Refunds & Reimbursements	-	-	-	1,420	-	-	-	-
39825	Grant Income	-	29,990	-	-	-	-	-	-
Total Professional Services		-	29,990	-	-	-	-	-	-
41910 Planning & Zoning									
34120	Application Fees	2,000	800	6,100	5,150	6,300	2,000	2,250	2,000
Total Planning & Zoning		2,000	800	6,100	5,150	6,300	2,000	2,250	2,000
41940 General Govt. Buildings									
36220	Other Rents and Royalties	3,900	-	-	-	-	-	-	-
51000	Land	15,794	114,374	-	-	-	-	-	-
Total General Govt. Buildings		19,694	114,374	-	-	-	-	-	-
42000 Police									
33423	State Police Aid	22,598	23,428	24,492	34,800	35,875	34,000	-	34,000
36200	Miscellaneous Revenues	-	-	-	-	5,521	-	490	-
36230	Contributions and Donations	-	-	-	360	-	-	-	-
36240	Refunds & Reimbursements	-	579	-	1,216	957	-	20	-
39826	Grant Income Night Cap (TED)	3,532	3,239	2,855	3,757	2,873	-	-	-
39944	Community Programs	483	-	-	200	468	-	-	-
Total Police		26,612	27,246	27,347	40,333	45,694	34,000	510	34,000
42100 Public Safety									
33400	State Grants and Aids	1,333	1,251	1,908	-	-	-	-	-
34000	Charges for Services	270	-	(395)	(30)	550	-	80	-
35000	Fines - Traffic	17,832	18,736	17,821	16,914	11,167	16,000	4,202	16,000
35100	Joint Prosecution	6,842	-	-	-	-	-	-	-
35102	Accident Reports	-	5	-	-	-	-	-	-
36230	Contributions and Donations	-	-	2,051	347	-	-	-	-
39800	Towing Charges	241	109	218	-	-	-	-	-
39945	Miscellaneous Income	851	-	-	-	264	-	-	-
Total Public Safety		27,368	20,100	21,603	17,231	11,980	16,000	4,282	16,000

## General Fund Revenues

REVENUES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
42400 Building Permits									
32210	Building Permits	85,007	101,883	79,984	115,773	109,660	80,037	62,636	81,737
32211	MN. State Surcharge Fee	2,767	4,153	2,718	4,020	3,028	2,944	2,329	3,013
Total Building Permits		87,774	106,037	82,702	119,793	112,688	82,981	64,965	84,750
43000 Public Works									
34000	Charges for Services	3,864	5,400	5,400	-	-	-	(60)	-
34408	Solid Waste/Recycling	4,077	3,849	4,668	3,799	3,645	4,500	-	4,500
36200	Miscellaneous Revenues	1,803	334	11,387	-	453	-	92	-
Total Public Works		9,744	9,583	21,456	3,799	4,098	4,500	32	4,500
43160 Light & Siren Utility									
36102	Penalties and Interest	148	(1,361)	(1,486)	(48)	(1,149)	-	(152)	-
37500	Street Light / Siren Utility	70,247	80,374	77,390	83,192	86,259	78,500	56,491	78,500
Total Light & Siren Utility		70,395	79,013	75,904	83,145	85,110	78,500	56,339	78,500
45000 Parks/ Grounds Maintenance									
34701	Rental Fee Park Shelter	3,068	3,750	2,550	2,777	3,492	2,500	-	2,500
36200	Miscellaneous Revenues	-	1,520	-	27	-	-	-	-
36230	Contributions and Donations	-	-	-	200	2,300	-	600	-
38080	Recreation Program	425	-	-	-	-	-	-	-
39825	Grant Income	-	-	-	1,827	2,490	-	-	-
Total Parks		3,493	5,270	2,550	4,831	8,282	2,500	600	2,500
<b>Total General Fund Revenues</b>		<b>2,087,782</b>	<b>2,207,032</b>	<b>2,156,004</b>	<b>2,252,860</b>	<b>2,362,680</b>	<b>2,349,004</b>	<b>1,220,747</b>	<b>2,487,958</b>

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Revenues**

<b>Dept 40000</b>	<b>General Government</b>	
31010	Current Ad Valorem Taxes	Revenue from levies.
31019	Special Assessments	Revenue from special assessments.
31040	Fiscal Disparities	Communities in the seven-county metro area participate in the metropolitan fiscal disparities program. Communities in each area share a portion of the growth in commercial and industrial property value. The programs redistribute this growth through a formula based on population and market value of taxable property. This is no longer used by the City.
31910	Penalties and Interest AdValTax	Revenue from delinquent property taxes.
31920	Forfeited Tax Sales	Revenue from property forfeited due to delinquent taxes.
33401	Local Government Aid	State Aid Originally established in 1971 as a per capita revenue sharing/property tax relief program.
33402	Market Value Credit	Each homestead is eligible for a state paid credit equal to 0.4 percent of the home's market value, limited to a maximum amount established by law. The county auditor determines the amount of tax reductions, and the commissioner of revenue reimburses cities for the lost revenue as a result of the reductions. This program is no longer in effect.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36210	Interest Earnings	Interest received on bank accounts, savings accounts and certificates of deposit.
36230	Contributions and Donations	Revenue received from donations or contributions to the City (i.e., movie night, park benches and tables).
39101	Sales of General Fixed Assets	Revenue from sale of property or city owned assets.
39102	Compensation – Loss Fixed Assets	Revenue compensation for damaged city property.
39200	Interfund Operating Transfers	Transfer between funds.

<b>Dept 41400</b>	<b>City Clerk - Finance</b>	
32000	Licenses and Permits	Fees received for licenses and permits not otherwise specified.
32110	On-Sale Liquor License	Fees received for on-sale liquor licenses.
32111	Off-Sale Liquor License	Fees received for off-sale liquor licenses.
32112	Sunday Liquor	Fees received for Sunday liquor licenses.
32113	On-Sale Non-Intoxicating Beer	Fees received for on-sale non-intoxicating beer.
32114	Off-Sale Non-Intoxicating Beer	Fees received for off-sale non-intoxicating beer.
32115	Wine License	Fees received for wine licenses.
32116	Liquor License Investigation	Fees received for liquor license investigation.
32117	Sexually Oriented Business (SOB) Annual	Fees received for Sexually Oriented Business (SOB) license and investigation fees.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Revenues**

32118	One Day Special Event Beer	Fees received for one day special event beer license.
32119	Temporary Amendment Liquor License Fee	Special Event Fees.
32120	Temporary Expansion of Liquor Premise	Expands the liquor licenses serving area.
32171	Speedway Permit - Annual	Fees received for Speedway annual events permit.
32172	Speedway Permit - Special	Fees received for Speedway events not included in annual permit.
32173	Speedway – Motocross Annual	Fees received for Speedway – Motocross annual events permit.
32174	Speedway – Motocross Special	Fees received for Speedway – Motocross events not included in annual permit.
32175	Speedway – Qtr. Midgets Annual	Fees received for Speedway – Qtr. Midgets annual events permit.
32176	Annual permit Schedule Changes	Any changes to the annual Elko Speedway schedule.
32240	Animal Licenses	Fees received from dog licenses.
32301	Gambling Permit/Special	Fees received from gambling permit/special.
32303	Permits Sign Permit	Fees received from permits for signs.
32304	Permits Band/Outdoor Event	Fees received for band/outdoor events permits.
32305	Permits Fireworks	Fees received for fireworks permits.
32308	Grading Permit	Fees received for grading permits and Right of Way.
32400	Election Filings	Fees received from candidates filing for elected offices.
34000	Charges for Service	Employee’s time spent on special projects.
34101	Franchise Fees	Mediacom Cable and Integra Franchise Fees.
34102	Rent Revenue	Revenue received from rental space associated with City Hall. This includes Mediacom shed located behind City Hall.
34105	Notary Fee	Revenue for notary services provided by the City.
34106	Copy/Tape Income	Revenue received from copying services, maps, mailing lists and council meeting tapes.
34107	Assessment Search Fees	Fees received from doing assessment searches on properties.
36102	Penalties and Interest	Miscellaneous penalties and interest.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
36300	Credit Card User Fee	Fee for customers to pay with credit or debit card.
<b>Dept 41550</b>	<b>Assessing</b>	
31018	Certified Delinquent Bill Fee	Administrative Fee for Processing Special Assessments related to delinquent accounts.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Revenues**

<b>Dept 41600</b>	<b>Professional</b>	
39825	Grant Income	Accounts for Scott County CDA grant.
<b>Dept 41910</b>	<b>Planning</b>	
34120	Application Fees	Fees received for land use applications, such as variances, conditional use permits and plats.
<b>Dept 41940</b>	<b>General Government Bldg</b>	
36220	Other Rents and Royalties	Revenues related to Rents and Royalties.
51000	Land	Revenues related to sale or transfer of City property.
<b>Dept 42000</b>	<b>Police</b>	
33423	State Police Aid	State Police Aid allocation is based on the population and market value of the service areas protected by the Police Department.
36240	Refunds & Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39826	Grant Income Night Cap	Revenues related to reimbursement of expenses associated with Night Cap Program.
<b>Dept 42100</b>	<b>Public Safety</b>	
33400	State Grants and Aid	State grants awarded to public safety.
34000	Charges for Services	Revenues received from services rendered including code compliance activities and nuisance mitigation.
34106	Copy/Tape Income	Revenue received for copies.
35000	Fines - Traffic	Revenue received for citations.
35100	Joint Prosecution	Revenue received for share of prosecution costs on court cases.
35102	Accident Reports	Revenue received for copies of accident reports.
36230	Contributions and Donations	Revenue received from private parties.
39800	Towing Charges	Revenue received for towing charges and storage of impounded vehicles.
39945	Misc Income	All revenue not accounted for within other specific source codes.
<b>Dept 42400</b>	<b>Building Inspections</b>	
32210	Building Permits	Revenues received on building permits.
32211	MN. State Surcharge Fee	State surcharge on building permit.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Revenues**

<b>Dept 43000</b>	<b>Public Works</b>	
34000	Charges For Service	Revenues received from services rendered including code compliance activities and nuisance mitigation.
34408	Solid Waste / Recycling	Revenues received from recycling and spring cleanup.
36200	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
<b>Dept 43160</b>	<b>Light &amp; Siren Utility</b>	
36102	Penalties and Interest	Revenue from street light utilities on past due water bills.
37500	Street Light/Siren Utility	Revenue received for operation and maintenance of street lights and emergency siren.
<b>Dept 45000</b>	<b>Parks / Grounds Maintenance</b>	
34700	Park Rentals Fields non building	Revenue from rental of athletic fields.
34701	Rental Fee Park Shelter	Revenues received from park facility rentals.
36200	Miscellaneous Income	Revenue not accounted for within other specific source codes.
38080	Recreation Program	Revenue from registration fees for recreational programs.
39825	Grant Income	Misc. grant revenues received.
<b>46500</b>	<b>Developer Assistance</b>	
35510	Developer Assistance – Other	Revenue from developers for miscellaneous assistance.
35511	Developer Assistance – Street Lights	Revenue from developers for street lights.

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
40000 General Government									
430	Miscellaneous	(9,239)	603	5,281	4,079	2,709	-	-	-
510	Land			-	1,400	1,400	1,400	1,400	1,400
702	Transfers Out	140,966	161,442	312,604	169,432	539,245	227,490	328,000	194,032
Total General Government		131,727	162,045	317,885	174,911	543,354	228,890	329,400	195,432
41100 Legislative									
104	Part-Time Salaries (Council)	12,800	13,000	19,200	18,000	18,900	19,200	11,200	19,200
105	Part-Time Salaries (Planning Commission)	3,180	3,180	3,180	2,980	3,180	3,180	1,855	3,180
107	Part-Time Salaries (Park & Rec Commission)	3,180	3,180	3,180	3,180	3,180	3,180	1,855	3,180
122	FICA & Medicare	1,466	1,481	1,956	1,849	1,933	1,955	1,141	1,955
331	Travel Expenses	2,543	2,766	3,143	3,689	895	3,000	306	3,000
332	Training and Conferences	3,625	788	1,523	918	1,950	2,000	-	2,000
430	Miscellaneous	214	289	1,221	228	139	500	266	500
433	Dues and Subscriptions	6,990	4,270	9,605	14,496	9,450	10,000	4,155	10,000
Total Legislative		33,998	28,955	43,006	45,340	39,627	43,015	20,779	43,015
41310 City Administrator									
101	Full Time Employees Regular	77,533	80,009	84,751	80,748	84,881	84,249	47,656	84,249
103	Part-Time Salaries	27,684	25,229	25,605	31,393	36,458	30,351	21,362	20,896
121	PERA	7,674	7,643	7,827	8,462	8,683	8,595	4,698	7,886
122	FICA & Medicare	8,206	8,007	8,325	8,914	9,533	8,767	5,809	8,044
131	Employer Paid Insurance	3,213	3,955	5,074	3,616	4,235	4,051	1,752	4,457
331	Travel Expenses	2,022	455	959	685	1,364	1,500	-	1,500
332	Training and Conferences	805	964	654	723	1,975	1,000	1,370	1,000
430	Miscellaneous	-	234	156	1,370	147	200	-	200
433	Dues and Subscriptions	(2,620)	6,557	2,077	2,054	2,063	2,100	1,254	2,100
Total City Administrator		124,517	133,054	135,429	137,964	149,338	140,813	83,901	130,332

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
41400 City Clerk - Finance									
101	Full Time Employees	63,690	51,516	51,313	62,479	57,715	62,039	36,160	63,170
102	Overtime	254	-	4	56	236	1,861	764	1,895
103	Part-Time Salaries	-	-	-	-	7,153	-	433	-
121	PERA	4,531	3,588	3,740	4,445	4,123	4,793	2,971	4,880
122	FICA & Medicare	4,747	3,655	3,820	4,895	4,559	4,888	2,690	4,977
131	Employer Paid Insurance	11,198	7,426	8,399	10,796	15,877	13,284	10,098	14,601
150	Worker's Comp (GENERAL)	15,303	7,967	14,214	17,628	17,964	20,056	15,438	20,056
200	Office Supplies (GENERAL)	2,963	1,837	2,327	2,479	2,434	2,480	1,700	2,480
301	Auditing and Acct'g Services	9,283	34,876	30,864	9,272	9,544	9,800	9,975	9,800
306	Bank Charges	(85)	492	438	447	445	500	249	500
310	Information Technology	8,859	7,548	10,668	14,458	16,232	14,850	9,103	14,850
311	Optic Fiber Maint/Lease	855	855	855	855	855	1,000	855	1,000
321	Telephone	3,616	3,565	3,566	3,193	3,261	2,800	2,053	2,800
322	Postage	4,820	5,224	4,041	2,648	3,339	3,900	2,008	3,900
326	Cell Phones	634	742	831	1,228	1,184	788	458	816
331	Travel Expenses	784	384	326	1,476	3,353	1,000	206	1,000
332	Training and Conferences	1,080	21	20	740	1,340	1,200	-	1,200
351	Legal Notices Publishing	5,335	5,996	3,287	4,977	2,778	6,000	2,116	6,000
429	Contributions	-	-	470	470	-	700	-	700
430	Miscellaneous	1,311	111	3,535	992	1,418	1,000	909	1,000
431	Refunds & Reimbursement	-	-	-	50	10	-	-	-
433	Dues and Subscriptions	623	440	701	894	895	1,000	695	1,000
576	Copier	2,923	2,518	3,080	2,597	2,437	3,200	1,204	3,200
590	Codification	766	1,953	569	1,742	1,103	1,200	747	1,200
Total City Clerk - Finance		143,491	140,712	147,247	148,818	158,253	158,340	100,833	161,025
41410 Elections									
103	Part-Time Salaries	-	3,839	-	4,271	-	7,650	2,840	-
210	Operating Supplies (GENERAL)	275	97	-	95	-	1,500	993	-
300	Professional Services	-	403	-	343	-	900	-	-
331	Travel Expenses	-	216	-	492	-	700	310	-
Total Election		275	4,555	-	5,200	-	10,750	4,142	-

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
41550 Assessing									
300	Professional Services	27,952	28,913	30,055	31,271	32,080	33,700	35,206	33,700
Total Assessing		27,952	28,913	30,055	31,271	32,080	33,700	35,206	33,700
41600 Professional Services									
300	Professional Services (GENERAL)	17,737	12,746	16,595	17,996	16,685	18,000	10,117	18,000
301	Auditing and Acct'g Services	-	-	-	29,350	3,602	-	-	-
303	Engineering Fees	150,855	129,043	84,389	100,844	68,372	105,000	100,060	105,000
304	Legal Fees	82,036	105,932	56,144	54,372	51,559	60,000	35,267	60,000
305	Consultant Planner	112,708	123,634	53,406	24,824	2,793	7,500	123	7,500
Total Professional Services		363,337	371,355	210,535	227,386	143,010	190,500	145,567	190,500
41940 General Government Buildings									
210	Operating Supplies	2,898	1,431	1,045	1,186	1,094	2,400	668	2,400
300	Other Professional Services	858	1,015	706	800	646	1,000	323	1,000
381	Electric Utilities	-	-	-	18,310	15,339	18,000	9,894	18,000
383	Gas Utilities	10,853	12,120	10,892	11,240	11,509	13,200	8,147	13,200
384	Garbage & Refuse Disposal	3,182	1,603	1,961	1,568	1,983	2,000	1,678	2,000
401	Repair/Maint	8,668	10,905	11,585	9,979	11,126	9,500	9,165	9,500
406	Cleaning / Janitorial	13,745	12,272	12,240	9,469	7,328	9,240	4,915	9,240
510	Land	-	-	1,400	3,717	7,614	-	-	-
515	Library	3,097	4,354	4,160	15,563	16,388	17,000	11,754	17,000
520	Buildings and Structures	232	30	-	-	-	-	-	-
Total General Government Buildings		43,531	43,730	43,988	71,831	73,028	72,340	46,543	72,340

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
42000 Police									
101	Full-Time Employees Regular	211,821	231,200	293,445	314,644	333,922	388,964	219,333	462,407
102	Overtime	4,663	9,090	8,127	15,340	18,936	13,614	11,731	16,184
103	Part-Time Salaries	40,858	46,563	39,122	48,824	50,643	37,164	40,832	37,644
121	PERA	36,804	42,718	52,545	54,747	62,973	77,834	47,646	91,374
122	FICA & Medicare	5,220	5,240	5,793	7,003	7,348	6,376	4,210	7,485
131	Employer Paid Insurance	26,660	41,058	45,442	47,624	78,097	93,520	65,286	107,544
200	Office Supplies (GENERAL)	84	293	20	342	196	500	233	500
201	Community Events Expense	286	150	392	559	428	800	-	800
205	Alcohol Testing Equipment	150	107	63	-	-	300	-	300
209	Office Equipment	52	-	-	86	84	500	244	500
210	Operating Supplies (GENERAL)	469	336	381	219	685	800	56	800
212	Motor Fuels	9,495	8,842	11,793	10,938	12,835	14,500	6,264	14,500
213	Car Maintenance & Repairs	4,170	3,591	10,848	10,154	9,288	7,800	2,924	7,800
215	Shop Supplies	-	-	39	23	100	100	9	100
217	Uniforms	968	4,581	1,990	1,003	5,281	2,000	2,736	2,500
221	Equipment Vehicle	553	460	141	317	1,181	500	116	500
228	Communication Repairs	-	180	-	-	-	-	-	-
230	Car Communication Computer	2,143	1,556	1,080	990	343	2,000	1,620	2,000
300	Professional Services (GENERAL)	219	950	-	-	1,800	-	1,560	2,700
301	Auditing and Accounting Services	-	7,517	6,701	-	-	-	-	-
310	Information Technology	3,797	5,803	9,034	12,156	11,695	10,800	8,277	10,800
311	Optic Fiber Maint/Lease	-	-	-	-	2,494	2,200	1,678	2,200
321	Telephone / Office Phones	849	1,019	1,041	1,305	1,403	1,120	944	1,120
322	Postage	13	-	-	-	507	200	-	200
323	Radio Units	182	97	-	-	638	200	195	200
326	Cell Phones	2,872	3,382	3,784	4,556	5,354	5,850	3,475	6,058
327	Fax / DSL	1,444	1,791	1,879	2,320	-	-	-	-
331	Travel Expenses	521	603	808	1,079	654	1,000	39	1,000
332	Training and Conferences	3,639	4,469	4,196	4,509	5,404	7,000	993	7,000
430	Miscellaneous (GENERAL)	798	1,599	1,726	620	1,311	1,500	564	1,500
433	Dues and Subscriptions	705	875	275	448	1,088	1,000	1,095	1,000
436	Towing Charges	194	1,716	597	920	250	500	215	500
490	Community Programs	330	449	-	217	320	-	88	1,000
576	Copier	291	454	203	278	308	350	407	350
580	Officer Equipment	1,677	1,160	608	338	1,604	1,800	4,731	1,800
741	Weapons Firearms	71	-	-	-	-	200	81	200
742	Less Lethal Weapons Supplies	592	756	466	875	216	900	215	900
743	Ammunition	255	604	1,181	1,006	1,551	1,800	2,203	1,800
744	Gun Supplies & Cleaning	-	21	-	-	68	-	-	-
	Total Police	362,843	429,230	503,720	543,440	619,004	683,692	429,997	793,267

42100 Public Safety

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
251	Warning Sirens	2,749	3,538	7,859	1,891	1,310	3,000	1,000	2,000
252	Animal Control Contract	13,958	14,010	14,148	14,088	14,010	14,400	9,600	14,400
317	Code Enforcement	225	-	632	17	-	1,500	-	1,000
746	Joint Scott Training Facility	5,332	5,332	5,332	5,332	5,332	5,500	5,332	5,500
747	Prosecution Services SJPA/SCAO	17,953	18,736	17,821	16,914	11,067	16,000	4,202	16,000
	Total Public Safety	40,217	41,616	45,792	38,242	31,719	40,400	20,134	38,900
42400 Community Development									
101	Full-Time Salaries		1,552	53,475	58,016	75,033	99,571	61,306	100,777
102	Overtime	-	-	-	2,546	1,073	996	268	1,008
103	Part-Time Salaries	-	-	-	1,718	9,054	-	-	-
121	PERA		180	3,939	4,555	5,878	7,468	4,545	7,558
122	FICA / Medicare		18	3,868	4,571	6,332	7,617	5,003	7,709
131	Employer Paid Insurance		60	10,041	11,085	12,255	14,063	9,438	12,383
299	Bldg. Inspection Fees	56,734	65,273	49,872	75,308	76,904	39,126	54,976	40,043
302	Mn. State Surcharge Fee	2,171	2,479	3,596	4,037	2,576	2,944	2,167	3,013
331	Travel Expenses					1,595	2,200	-	2,200
332	Training and Conferences					657	2,200	466	1,600
433	Dues and Subscriptions			-	-	75	1,200	275	1,200
	Total Building Inspections	58,905	69,562	124,791	161,836	191,433	177,385	138,445	177,491

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
43000 Public Works									
101	Full-Time Salaries	61,663	62,046	60,757	76,454	85,590	94,328	57,015	95,924
102	Overtime	852	808	836	1,904	908	3,301	292	3,357
103	Part-Time Salaries	8,036	14,415	15,268	5,594	8,131	-	723	-
108	On Call	2,020	2,083	2,080	1,839	1,456	3,125	665	3,125
109	Call Back	304	359	522	268	58	550	56	550
121	PERA	4,686	4,597	4,359	6,058	6,551	7,322	4,576	7,446
122	FICA / Medicare	5,273	5,629	5,646	6,336	7,098	7,469	4,273	7,595
131	Employer Paid Insurance	16,753	15,757	16,256	17,349	22,052	23,426	17,549	25,215
210	Operating Supplies	2,080	2,216	2,003	2,496	3,434	2,480	2,303	2,480
212	Motor Fuels	9,275	9,042	7,878	13,607	11,304	15,750	5,852	17,250
217	Uniforms	790	494	797	949	1,189	920	600	1,840
226	Sign Materials	388	381	2,517	881	1,391	3,000	3,074	3,000
240	Small Tools and Minor Equip	3,586	2,155	3,269	3,188	1,936	3,000	1,516	3,000
241	Large Tools and Equipment	5,091	2,224	6,020	3,221	5,427	5,200	3,687	5,200
303	Engineering Fees		7,936	22,743	-	-	-	-	-
326	Cell Phones	1,159	1,410	1,633	1,325	1,437	1,463	850	1,515
331	Travel Expenses	-	3	68	80	113	200	-	200
332	Training and Conferences	30	26	134	444	28	1,000	20	1,000
381	Electric Utilities	56,661	63,990	53,729	65,184	64,258	70,400	49,156	70,400
385	Solid Waste/Recycling	6,171	8,930	6,261	6,652	6,992	6,500	-	6,500
404	Fleet Maintenance & Equipment Repairs	17,371	16,917	20,715	19,490	22,975	19,200	12,353	19,200
415	Other Equipment Rental	1,397	50	-	-	-	-	-	-
430	Miscellaneous	1,927	861	60	333	554	500	292	500
433	Dues & Subscriptions	110	79	166	146	93	200	105	200
531	Street Sweeping	2,250				-		-	
532	Dust Control	6,890	6,616	7,899	4,206	4,146	8,000	4,004	8,000
535	Street Repair & Maint	28,084	27,485	16,824	28,558	27,371	33,000	17,264	33,000
540	Snow Removal Services		-	-	-	-	-	-	-
541	Deicing Materials	15,173	20,564	15,609	22,181	24,642	25,000	13,224	25,000
720	Operating Transfer		156,451	-	-	-	-	-	-
Total Public Works		259,987	433,522	274,049	288,743	309,134	335,334	199,450	341,497

## General Fund Expenditures

EXPENDITURES

General Government

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
<b>45000 Parks &amp; Grounds Maintenance</b>									
101	Full-Time Salaries	53,905	54,112	52,396	67,653	75,717	84,589	50,794	86,185
102	Overtime	852	808	836	1,904	908	2,961	292	3,016
103	Part-Time Salaries	26,492	31,235	32,338	29,325	29,848	20,234	14,966	28,226
108	On Call	1,454	1,499	1,498	1,324	1,049	2,250	479	2,250
109	Call Back	304	359	522	268	58	396	56	396
121	PERA	5,480	5,235	5,160	6,893	7,451	8,084	4,636	8,807
122	FICA & Medicare	6,081	6,291	6,301	7,460	8,026	8,245	4,943	8,983
131	Employer Paid Insurance	14,999	14,053	14,524	15,372	19,539	21,516	16,049	23,166
216	Chemicals and Chem Products	1,111	1,555	1,428	1,154	1,349	3,500	2,193	3,500
331	Travel Expenses	-	-	-	-	-	300	-	300
332	Training & Conferences	-	498	-	8	83	600	150	600
379	Portable Bathrooms	4,120	6,003	5,240	5,880	6,780	6,000	4,055	6,800
381	Electric Utilities	740	914	744	880	729	950	919	950
384	Refuse/Garbage Disposal	1,311	1,215	1,425	1,323	1,438	1,800	722	1,800
401	Repairs/Maint	7,161	4,960	6,853	6,766	8,333	8,000	1,457	8,000
430	Miscellaneous	42	85	43	146	-	500	240	500
433	Dues and Subscriptions	494	-	397	1,029	300	700	-	700
825	Recreation Program	5,187	10,055	4,318	5,708	6,387	6,500	357	6,500
<b>Total Parks &amp; Grounds Maintenance</b>		<b>129,734</b>	<b>138,877</b>	<b>134,022</b>	<b>153,092</b>	<b>167,995</b>	<b>177,125</b>	<b>102,308</b>	<b>190,679</b>
<b>45500 Unallocated</b>									
361	General Liability Insurance	30,516	26,868	26,019	20,604	21,479	25,220	13,039	23,893
369	Insurance Claim	581	-	-	2,346	-	2,500	6,118	2,500
<b>Total Unallocated</b>		<b>31,097</b>	<b>26,868</b>	<b>26,019</b>	<b>22,950</b>	<b>21,479</b>	<b>27,720</b>	<b>19,158</b>	<b>26,393</b>
<b>??? General Fund Reserves</b>									
	General Fund Reserves/Contingency	-	-	-	1,591	-	29,000		93,388
<b>Total General Fund Reserves</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,591</b>	<b>-</b>	<b>29,000</b>		<b>93,388</b>
<b>Total General Fund Expenditures</b>		<b>1,751,610</b>	<b>2,052,993</b>	<b>2,036,539</b>	<b>2,052,615</b>	<b>2,479,453</b>	<b>2,347,977</b>	<b>1,675,863</b>	<b>2,487,959</b>

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 40000</b>	<b>General Government</b>	
430	Miscellaneous	All expenses not accounted for within other specific source codes.
700	Loan Transfers	Interfund loans.
701	Transfers In	Cash transfers from other funds.
702	Transfers Out	Cash transfers to other funds.
720	Operating Transfer	Revenue from delinquent taxes.

<b>Dept 41100</b>	<b>Legislative</b>	
104	Part-Time Salaries (Council)	Salaries paid by City for Mayor and Council Members.
105	Part-Time Salaries (Planning Commission)	Salaries paid by City for Planning Commissioners.
	Part-Time Salaries	
107	(Parks & Recreation Commission)	Salaries paid by City for Parks & Recreation Commissioners.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute for Council and Commission Members.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by elected officials, Planning Commissioners and Park Commissioners.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations including but not limited to: 1-35 Solutions Alliance, League of Minnesota Cities, MN Mayors Association, Urban Land Institute, Thomson Reuters, and Metro Cities.

<b>Dept 41310</b>	<b>City Administrator</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA and Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for City Administrator.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by City Administrator and/or Assistant City Administrator.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations including but not limited to: American Planning Association, Metro Area Management Association, ICMA, and EDAM.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 41400</b>	<b>City Clerk - Finance</b>	
101	Full-Time Employees	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for City Clerk Administration, Deputy Clerk Finance and Administrative Assistant.
150	Worker's Comp (General)	Premium paid for workers compensation insurance.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
214	Debit/Credit Card Charges	Expenses associated with credit card reader.
301	Auditing & Acct'g Services	Expenses relating to auditing and general accounting services.
306	Bank Charges	Expenses for NSF's and stop payments.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers.
311	Optic Fiber Maintenance	All expenses relating to optic fiber maintenance.
321	Telephone	Telephone services excluding cell phones.
322	Postage	All expenses relating to postage including 30% of metered postage charge.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by City Clerk, Deputy Clerk Finance and Administrative Assistant.
351	Legal Notices Publishing	Publication of special meetings and public notices.
414	Document Management	All expenses related to document management and destruction.
429	Contributions	Scott County Historical Society contributions.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
431	Refund & Reimbursements	Refunds for overpayments and miscellaneous reimbursements.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
570	Office Equip/Furnishings	Expenses relating to office equipment not included in capital outlay.
575	Computer Equipment	Expenses relating to computer equipment not included in capital outlay.
576	Copier	All expenses relating to office copier.
590	Codification	Expenses relating to codification of city ordinances and maintenance of city code.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 41410</b>	<b>Elections</b>	
103	Part-Time Salaries	Election officials' salary.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
210	Operating Supplies (General)	All supplies used for election purposes, example: ballots, tape, etc.
300	Professional Services	Miscellaneous services.
331	Travel Expenses	Mileage reimbursement at IRS rate and expense reimbursement related to election officials duties and training.
560	Furniture and Fixtures	Furniture and Fixtures.

<b>Dept 41550</b>	<b>Assessing</b>	
300	Professional Services	Expenses related to Scott County Property Taxes and Special Assessments.

<b>Dept 41600</b>	<b>Professional Services</b>	
300	Professional Services (General)	Expenses related to special consultants.
301	Auditing and Accounting Services	Expenses relating to auditing and general accounting services, including AEM Financial Solutions.
303	Engineering Fees	Expenses related to engineering services including Bolton and Menk.
304	Legal Fees	Expenses related to legal services including Campbell Knutson.
305	Consultant Planner	Expenses related to planning services including NAC.

<b>Dept 41940</b>	<b>General Government Bldg</b>	
210	Operating Supplies	Consumable supplies for government buildings.
300	Other Professional Services	Other special consultants.
321	Telephone	Telephone services for City buildings.
381	Electric Utilities	Electric utilities for City buildings.
383	Gas Utilities	Gas utilities for City buildings.
384	Garbage & Refuse Disposal	Garbage disposal for City buildings.
401	Repair/Maintenance	Repairs and maintenance associated with City buildings.
406	Cleaning/Janitorial	Contracted janitorial services and rugs for City Hall and Library.
412	Building Rentals/Lease	Roof repairs, furniture and other items related to leased spaces.
510	Land	Expenses related to purchase or accusation of land.
515	Library	Expenses related to shared operations and maintenance of library/Senior Housing site.
520	Buildings & Structures	New construction associated with city buildings and structures.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 42000</b>	<b>Police</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
200	Office Supplies (General)	Supplies for office supplies: staples, paper, envelopes, etc.
201	Community Events and Programs Expense	All expenses relating to community events and programs.
205	Alcohol Testing Equipment	PBT testing tubes and chemicals for Intoxolizer machine.
206	Scott Co. Transportation Detox	Expenses related to transportation to Detox.
209	Office Equipment	Expenses related to office equipment not included in capital outlay.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Police Department.
213	Car Maintenance & Repair	Expenses related to repairs and maintenance on Police Department vehicles.
215	Shop Supplies	Expenses related to consumable materials and shop maintenance.
217	Uniforms	Expenses related to city provided uniform items.
221	Equipment Vehicle	Expenses related to consumable materials and equipment requiring replacement in police cars.
222	Car Capital Improvements	Expenses related to outfitting and replacing major vehicle equipment.
228	Communication Repairs	Expenses related to repairs and maintenance of computers and radios.
230	Car Communication Computer	Expenses paid to Scott County related to computer access fees.
232	Office Computer	Expenses related to office computers not included in capital outlay.
300	Professional Services (General)	Expenses related to other professional services needed.
301	Auditing and Accounting Services	Expenses relating to auditing and general accounting services.
310	Information Technology	Expenses relating to computer support, including software license, computer virus protection for City computers.
321	Telephone/Office Phones	Expenses related to office telephone.
322	Postage	All expenses relating to postage.
323	Radio Units	All expenses relating to 800 MHz radios.
326	Cell Phones	Expenses related to department cell phones.
327	Fax/DSL	Telephone line for fax and DSL.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by police.
381	Electric Utilities	Police office.
383	Gas Utilities	Police office.
401	Repairs/Maint.	Repairs and maintenance associated with department facilities.
430	Miscellaneous (General)	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
436	Towing Charges	Expenses related to towing impounded vehicles.
490	Community Programs	Expenses related to the Community Programs such as hats and stickers.
576	Copier	All expenses relating of office copier.
580	Officer Equipment	All expenses related to officer equipment excluding uniforms, safety equipment and firearms.
581	Officer Safety Equipment	All expenses related to officer safety including but not limited to body armor.
742	Less Lethal Weapons Supplies	All expenses for tasers, rubber bullets, etc.
743	Ammunition	All expenses for ammunition.
744	Gun Supplies & Cleaning	All expenses for gun cleaning supplies.

<b>Dept 42100</b>	<b>Public Safety</b>	
251	Warning Sirens	Expenses related to repair and maintenance of warning sirens.
252	Animal Control Contract	Contracted services for animal control within Elko New Market city limits.
317	Code Enforcement	Expenses related to code enforcement.
746	Joint Scott Training Facility	Joint Training Facility for Scott County.
747	Scott Joint Prosecuting Association	Expenses related to Scott Joint Prosecuting Association.

<b>Dept 42400</b>	<b>Building Inspections</b>	
101	Full-Time Employees Regular	Salary or allocated portion of salary for full-time employees.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Police Department.
299	Bldg. Inspection Fees	Costs for building inspections contract.
302	MN. State Surcharge Fee	Minnesota State Surcharge Fees.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 43000</b>	<b>Public Works</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA and Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Public Works employees.
210	Operating Supplies	Consumable supplies for government buildings.
212	Motor Fuels	Expenses related to fuel for Public Works Department.
217	Uniforms	Expenses related to city provided uniform items.
224	Street Maint. Materials	All fees relating to materials for street maintenance.
226	Sign Materials	Expenses incurred for sign materials.
240	Small Tools & Minor Equip.	Small tools and minor equipment purchased for Public Works use.
241	Large Tools & Equip.	Large tools and minor equipment purchased for Public Works use.
303	Engineering Fees	Expenses related to department engineering services.
317	Lawn Mowing	Expenses related to contracted lawn mowing services.
326	Cell Phones	Expenses related to department cell phones.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by Public Works employees.
381	Electric Utilities	Expenses related to street lights.
385	Solid Waste/Recycling	Expenses related to solid waste/recycling program.
404	Fleet Maintenance & Equipment Repairs	Expenses related to repair and maintenance on Public Works vehicles and equipment repairs and maintenance.
415	Other Rental Equipment	Expenses related to small tools rental.
416	Equipment & Machinery Rental / Lease	Items rented for repairs and maintenance of City property.
417	Equipment Lease	Items leased for Public Works use.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
531	Street Sweeping	Expenses related to contracted street sweeping.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

532	Dust Control	Dust control on city streets.
535	Street Repair & Maint.	Maintenance of city streets.
540	Snow Removal Services	Expenses related to contracted snow removal.
541	Deicing Materials	Expenses related to deicing materials.
613	Short-term Debt Interest	Interest expense for Interfund Loans.
720	Operating Transfer	Operating transfers for accounting purposes.

<b>Dept 45000</b>	<b>Parks / Grounds Maintenance</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime, this is based off of 3 percent of Full-Time Salaries amount.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees.
108	On Call	Expense related for On-Call Pay.
109	Call Back	Expense related for Call Back Pay.
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute.
122	FICA & Medicare	Social Security, Federal and Medicare payment.
131	Employer Paid Insurance	City portion of health, dental and life insurance for Parks Department employees.
216	Chemicals & Chem Products	Expenses relating to chemicals and chemical products for parks use.
300	Professional Services	Costs of other professional services needed.
331	Travel Expenses	Mileage reimbursement at IRS rate /travel related expenses- including airfare, transit, and lodging.
332	Training and Conferences	Conferences, classes or seminars attended by Parks Department employees.
379	Portable Bathrooms	Portable Toilets for parks and civic events.
381	Electric Utilities	Electrical usage at park facilities.
384	Refuse/Garbage Disposal	Fees associated with refuse/garbage disposal services.
401	Repairs/Maint.	Parks repairs and maintenance charges.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues and Subscriptions	Subscriptions or memberships to professional organizations.
825	Recreation Program	All expenses relating to recreational programs.

City of Elko New Market  
**Year 2021 Budget Notes - General Fund Expenditures**

<b>Dept 45500</b>	<b>Unallocated</b>	
361	General Liability Insurance	Premium for liability insurance for the City.
369	Insurance Claim	Deductible for insurance claims filed.

### 5 Year Capital Outlay Summary

Office Equipment		501-41000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Information Technology		71,778	11,000	82,777.81	10,000	12,000	14,000	16,000	18,000
	Office Furniture		2,283	1,000	3,283.44	1,000	1,000	1,000	1,000	1,000
	Accounting System		5,000	1,000	6,000.00	1,000	1,000	1,000	1,000	1,000
	Misc. New Equipment		9,785	250	10,034.69	250	250	250	250	250
Total			88,846	13,250	102,096	12,250	14,250	16,250	18,250	20,250

Elections		501-41410-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Election Equipment	7,500	12,808	2,000	14,808	2,000	2,000	2,000	2,000	2,000
Total			12,808	2,000	14,808	2,000	2,000	2,000	2,000	2,000

Buildings		501-41940-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	General Maintenance Reserves		242,733	31,000	273,733	35,000	35,000	35,000	35,000	35,000
Total			242,733	31,000	273,733	35,000	35,000	35,000	35,000	35,000

Police		501-42000-500								
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Information Technology		11,496.05	7,400	18,896.05	5,000	5,000	5,000	5,000	5,000
	Office Furniture		330.48	250	580.48	250	250	250	250	250
2021	Squad 314 (replace Squad 311)	45,000	29,000.00	8,000	37,000.00	8,000	8,000	8,000	8,000	8,000
2023	Squad 315 (replace Squad 312)	45,000	11,000.00	8,000	19,000.00	8,000	8,000	8,000	8,000	8,000
2025	Squad 316 (replace Squad 313)	45,000	-	-	8,000.00	8,000	8,000	8,000	8,000	8,000
2027	Squad 317	45,000	-	-	2,208.56					
	Admin Car	20,000	4,000.00	2,000	6,000.00	2,000	2,000	2,000	2,000	2,000
2020	Speed Monitoring Device	10,000	4,452.45	500	4,952.45	500	500	500	500	500
	Radio Units (Each)	4200/4500	49,887.01	1,200	172.00	1,200	1,200	1,200	1,200	1,200
	Officer Safety Equipment	1,200	8,026.24	2,000	8,991.60	2,000	2,000	2,000	2,000	2,000
	Firearms		2,810.63	600	3,410.63	600	600	600	600	600
	Non-Lethal Weapons		1,107.47	1,000	2,107.47	1,000	1,000	1,000	1,000	1,000
	AEDS		1,152.41	600	1,752.41	600	600	600	600	600
	Body and Squad Cameras		5,000.00	2,500	7,500.00	2,500	2,500	2,500	2,500	2,500
	Misc. New Equipment		(392.54)	500	107.46	500	500	500	500	500
Total			127,870	34,550	120,679	40,150	40,150	40,150	40,150	40,150

### 5 Year Capital Outlay Summary

Public Safety		501-42100-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Civil Defense Equipment	30,000	30,236	2,000	32,236	2,000	2,000	2,000	2,000	2,000
Total			30,236	2,000	32,236	2,000	2,000	2,000	2,000	2,000

Public Works		501-43000-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	Sidewalk and Trail Repair/Replace		59,601.55	5,000	64,601.55	5,000	5,000	5,000	5,000	5,000
Yearly	Track Skid Loader (Diff. between trade & new)	55,000	4,223.00	5,000	3,013.00	5,500	5,500	5,500	5,500	5,500
Yearly	Wheeled Skid Loader (Diff between trade & new)	50,000	4,660.00	4,000	4,520.00	4,000	4,000	4,000	4,000	4,000
2033	Utility Tractor	40,000	(1,682.70)	2,700	1,017.30	2,700	2,700	2,700	2,700	2,700
2024	Pull behind bat wing mower	16,000	23,413.40	1,100	7,000.00	2,700	2,700	2,700	2,700	2,700
2021	Multi-Purpose UTV	12,000	9,000.00	1,800	10,800.00	1,800	1,800	1,800	1,800	1,800
2035	Single Axle Plow - Unit 413*	250,000	-	-	-	-	-	-	-	-
2035	Single Axle Plow - Unit 414*	250,000	-	-	-	-	-	-	-	-
2023	Tadem Axle Plow - Unit 415*	265,000	-	-	-	-	-	-	-	-
2023	F-550 Dump - Unit 403	73,000	41,029.00	6,000	47,029.00	6,000	6,000	6,000	6,000	6,000
2022	Toro Batwing Mower	80,000	17,685.00	6,000	41,198.40	6,000	8,000	8,000	8,000	8,000
2022	Front Deck Mower	35,000	-	-	-	-	3,500	3,500	3,500	3,500
2020/2035	Half Ton Pickup	35,000	-	-	-	2,400	2,400	2,400	2,400	2,400
2025	1 Ton Pickup - Unit 401	35,000	6,100.00	3,000	9,100.00	3,000	3,000	3,000	3,000	3,000
2026	Bi-Directional Tractor - Unit 418	100,000	41,400.00	8,400	49,800.00	8,400	8,400	8,400	8,400	8,400
2027	1 Ton Pickup - Unit 424 (bought in 2018)	45,000	17,519.78	4,500	22,019.78	4,500	4,500	4,500	4,500	4,500
2028	Loader with Attachments	112,500	12,501.00	12,500	25,001.00	12,500	12,500	12,500	12,500	12,500
2028	Street Sweeper	25,000	5,000.00	2,500	7,500.00	2,500	2,500	2,500	2,500	2,500
2029	Trackless Sidewalk Machine	20,000	19,400.00	3,500	22,900.00	3,500	3,500	3,500	3,500	3,500
2030	Asphalt Roller	30,000	9,500.00	1,900	11,400.00	1,900	1,900	1,900	1,900	1,900
2030	Asphalt Hotbox	60,000	6,000.00	3,000	9,000.00	3,000	3,000	3,000	3,000	3,000
	General Equipment		16,966.28	5,000	17,639.28	5,000	5,000	5,000	5,000	5,000
Total			292,316	75,900	353,539	80,400	85,900	85,900	85,900	85,900

\*Intended to be financed through equipment certificates

Parks		501-45000-500		Estimated						
Purchase Year	Item Description	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Future Years			
							2022	2023	2024	2025
	General Maintenance Reserves		92,347	40,000	125,892	40,000	40,000	40,000	40,000	40,000
Total			92,347	40,000	125,892	40,000	40,000	40,000	40,000	40,000
<b>Fund Total</b>			<b>887,157</b>	<b>198,700</b>	<b>1,022,983</b>	<b>211,800</b>	<b>219,300</b>	<b>221,300</b>	<b>223,300</b>	<b>225,300</b>

## Community Events Fund Revenues

REVENUES  
Community Events

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
49991 Community Events									
31000	General Property Taxes*	2,500	2,300	2,300	2,300	4,300	3,700	1,850	3,700
36200	Miscellaneous Revenues	1,291	2,669	2,319	1,936	2,289	1,800	27	1,800
36210	Interest Earnings	6	24	25	66	88	-	-	-
36230	Contributions & Donations	3,263	3,124	1,590	4,670	2,140	2,500	-	2,500
36240	Refunds and Reimbursements			384	523	106	-	-	-
Total Community Events		7,060	8,117	6,617	9,494	8,923	8,000	1,877	8,000

\* \$2,000 in Fund reserves will be used to support the 2021 Budget

City of Elko New Market  
**Year 2021 Budget Notes - Community Events Revenues**

<b>40000</b>	<b>Community Events</b>	
31000	General Property Taxes	Levied amount on property tax.
36200	Miscellaneous Revenues	Revenue not accounted for within other specific source codes.
36210	Interest Earnings	Bank Interest.
36230	Contributions & Donations	Revenue donated or contributed.
36240	Refunds and Reimbursements	Revenue from delinquent taxes.
39310	Transfers from Other Funds	Transfers from other funds.

## Community Events Expenditures

EXPENDITURES

Community Events

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
49991 Community Events Expense										
201	Community Events Expense	2,580	1,000	3,825	10,058	10,175	10,000	517	517	10,000
226	Sign Materials	112		604	-	-	-	-	-	-
340	Advertising	570	1,132	641	299	-	-	-	-	-
379	Portable Bathrooms	540	498	-	-	-	-	-	-	-
430	Miscellaneous	77	2,265	843	-	84	-	-	-	-
Total Community Events Department		3,879	4,895	5,912	10,357	10,260	10,000	517	517	10,000

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Proposed 2021 Budget
Project #280-01	Egg Hunt	-	300	956	1,623	524	800	340	800
Project #280-02	Fire Rescue Days	-		2,391	5,471	5,844	4,700	-	4,700
Project #280-03	Community Picnic	-	-	-	1,626	2,408	2,500	-	2,500
Project #280-04	Halloween Party	-		478	1,637	1,384	2,000	177	2,000
Total Community Events Department		-	300	3,825	10,357	10,160	10,000	517	10,000

City of Elko New Market  
**Year 2021 Budget Notes - Community Events Expenditures**

<b>42280</b>	<b>Community Events</b>	
201	Community Events Expense	Expenses related to Community Events: Egg Hunt, Fire Rescue Days and Halloween Party.
226	Sign Materials	Expenses incurred for sign materials.
340	Advertising	Expenses related to Community Events for advertising: Egg Hunt, Fire Rescue Days and Halloween Party.
379	Portable Bathrooms	Portable Toilets for parks and civic events.
430	Miscellaneous	Revenue from delinquent taxes.

## Fire Fund Revenues

REVENUES  
Fire Department

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget
42280 Fire Department										
31000	General Property Taxes	93,207	132,952	124,945	122,143	105,402	233,121	-	69,118	238,531
32100	Business Licenses	69	379	301	-	-	-	-	-	-
33422	State Fire Aid	54,054	56,098	55,543	57,247	60,132	54,000	-	-	54,000
33423	State Police Aid		2,865	-	-	-	-	-	-	-
33424	DNR Forestry Grants		2,000	-	-	-	-	-	5,000	-
34202	Fire Contracts & Calls	202,161	177,465	221,339	231,182	195,263	278,377	278,376	278,376	260,187
36200	Miscellaneous Revenues	468		387	-	2,117	-	-	-	-
36210	Interest Earnings	521	(365)	499	913	780	-	-	-	-
36230	Contributions & Donations	250	25,200	25,250	-	-	25,000	-	-	25,000
36240	Refunds and Reimbursements	-	1,350	8,299	6,402	14,236	-	2,000	7,656	-
39310	Proceeds - Gen Obligation Bond	30,000		-	-	-	-	-	-	-
Total Fire Department		380,730	397,945	436,563	417,888	377,929	590,498	280,376	360,150	577,718

City of Elko New Market  
**Year 2021 Budget Notes - Fire Dept Revenues**

<b>Dept 42280</b>	<b>Fire Department</b>	
31000	General Property Taxes	Levied amount on property tax.
32100	Business Licenses	Revenue received from radio and tower license.
33422	State Fire Aid	State Fire Aid is percent of the reported fire premium taxes paid to the state by insurers.
34202	Fire Contracts & Calls	Revenue received from contracts for fire coverage for New Market Township and Cedar Lake Township. Allocation based on market value of structures.
36200	Miscellaneous Revenues	Revenue from delinquent taxes.
36210	Interest Earnings	Bank Interest.
36230	Contributions & Donations	Revenue donated or contributed to the Fire Department.
36240	Refunds and Reimbursements	Reimbursements or refunds for overpayment paid to the City.
39101	Sale of General Fixed Assets	Revenue from sale of property or City owned assests.
39200	Interfund Operating Transfer	Transfer for accounting purposes.
39310	Proceeds - Gen Obligation Bond	Revenue received from bond sale.
39945	Miscellaneous Revenues	All revenue not accounted for within other specific source codes.
39311	Bond Premium	Revenue received from premium on bond sale.

## Fire Fund Expenditures

EXPENDITURES

Fire Department

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	Year-to-date thru May 29, 2020	Year-to-date thru Sep 14, 2020	Proposed 2021 Budget	Difference 2020 vs 2021
42280 Fire Department										
101 Full-Time Salaries	-	-	-	270	2,059	3,710	1,585	2,449	3,745	35
102 Overtime	-	-	-	602	1,019	186	788	1,037	187	1
103 Part-Time Salaries	60,195	61,893	72,176	81,395	83,347	83,160	71,031	73,595	83,160	(0)
121 PERA	-	2	276	830	1,119	375	634	809	375	-
122 FICA & Medicare	4,605	4,735	5,519	6,286	6,593	6,660	5,606	5,881	6,663	3
124 Fire Pension Contribution	157,199	162,931	168,064	175,394	192,187	180,257	2,000	67,129	190,770	10,513
131 Employer Paid Insurance	43	3	48	392	895	430	436	628	474	44
136 Medical Expense	6,100	2,500	2,514	3,682	3,002	4,000	415	508	4,000	-
150 Worker's Comp (General)	11,047	9,643	16,994	16,298	15,200	17,276	13,063	13,063	17,276	(0)
201 Community Events Expense	-	-	280	424	430	400	-	-	400	-
210 Operating Supplies (GENERAL)	3,356	1,273	1,181	976	168	2,000	690	690	2,000	-
212 Motor Fuels	4,845	5,096	6,291	8,511	8,398	8,000	1,729	2,909	8,000	-
217 Uniforms	958	285	1,224	4,212	2,766	1,500	793	886	1,500	-
240 Small Tools and Minor Equip	950	5,501	2,999	3,766	1,398	2,500	1,323	1,485	2,500	-
300 Other Professional Services	-	3,632	-	4,088	925	6,500	1,350	3,050	6,500	-
304 Legal Fees	757	-	3,263	1,310	-	1,500	-	-	1,500	-
310 Information Technology	240	-	374	-	1,046	1,350	610	1,128	1,350	-
321 Telephone	-	7	-	-	-	-	-	-	-	-
323 Radio Units	1,191	2,679	1,664	2,049	2,000	2,000	1,879	1,879	2,000	-
326 Cell Phones	237	330	369	250	558	900	258	487	932	32
331 Travel	467	-	-	-	-	500	-	-	500	-
332 Training and Instruction	4,315	5,203	11,511	3,910	9,645	7,800	2,650	4,750	7,800	-
361 General Liability Ins	5,095	4,667	5,233	3,208	3,073	3,519	1,873	1,873	3,334	(185)
369 Insurance Claim	-	-	-	-	14,565	-	1,934	1,934	-	-
401 Repairs & Maint	2,727	664	6,967	2,493	2,996	3,500	-	80	3,500	-
404 Fleet Maintenance & Equipment Repairs	11,644	8,200	18,020	7,974	12,531	15,000	3,787	4,881	15,000	-
428 Bond Issuance Costs	22	-	-	-	-	-	-	-	-	-
430 Miscellaneous	554	176	578	514	10,909	1,500	-	75	1,500	-
433 Dues and Subscriptions	113	526	218	346	175	300	-	-	300	-
600 Debt Service Principal	33,075	-	-	30,000	-	183,768	-	-	156,000	(27,768)
610 Debt Service Interest	-	568	600	300	-	24,608	-	-	18,195	(6,413)
620 Fiscal Agent Fees	90	38	16	16	16	-	-	-	-	-
703 Transfer Out - Capital Outlay	-	67,240	28,120	144,470	125,665	27,300	-	-	27,300	-
General Fund Reserves/Contingency	-	-	-	-	-	-	-	-	10,958	-
720 Operating transfers	-	20,317	79,394	96,642	-	-	-	-	-	-
										(23,738.94)
Total Fire Department	309,824	368,110	433,895	600,611	502,684	590,499	114,431	191,206	577,718	

City of Elko New Market  
**Year 2021 Budget Notes - Fire Dept Expenditures**

<b>Dept. 42280</b>	<b>Fire Department</b>	
101	Full-Time Salaries	Salary or allocated portion of salary for full-time employees.
102	Overtime	Salary or allocated portion of salary for overtime.
103	Part-Time Salaries	Salary or allocated portion of salary for part-time or seasonal employees including chief, assistant chief, fire fighters & Administrative Assistant
121	PERA	City portion for Public Employee Retirement Association mandated by State Statute for clerical staff.
122	FICA and Medicare	Revenue from delinquent taxes.
124	Fire Pension Contribution	Contribution made to the Fire Relief Association for pension.
131	Employer Paid Insurance	City contribution towards employee insurance.
136	Medical Expense	Medical supplies purchased.
150	Worker's Compensation General	Premium paid for workers compensation insurance for Fire Department.
200	Office Supplies	Forms printing and manuals used by Fire Department.
201	Community Events Expense	Items given out for Community events programs.
209	Office Equipment & Furnishings	Expenses related to office equipment not included in capital outlay.
210	Operating Supplies (General)	Expenses related to consumable supplies to operate department.
212	Motor Fuels	Expenses related to fuel for Fire Department.
217	Uniforms	Expenses related to city provided uniform items.
240	Small Tools & Minor Equipment	Tools and equipment costing under \$1,000.00.
241	Large Tools and Equipment	Major tools and equipment purchased for Fire Department use.
300	Other Professional Services	Professional services related to Fire Department.
304	Legal Fees	Money paid for attorney fees for fire related services.
310	Computer Support	Expenses relating to computer support for Fire Department.
321	Telephone	Expenses related to office telephone.
323	Radio Units	Radio units purchased for department use.
326	Cell Phones	Expenses related to department cell phones.
331	Travel	Mileage reimbursement at IRS rate/travel related expenses.
332	Training & Instruction	Classes or seminars attended by Fire Department personnel.
361	General Liability Insurance	Premium for liability insurance for Fire Department.
369	Insurance Calim	Expenses related to insurance claim on Fleet.
401	Repairs & Maintenance	Computer repairs and sensor kit repair or maintenance.
404	Fleet Maintenance & Equipment Repairs	Repair and maintenance of Fire Department vehicles.
428	Bond Issuance Costs	Expenses related to issuance of bonds.
430	Miscellaneous	All expenses not accounted for within other specific source codes.
433	Dues & Subscriptions	Subscriptions or memberships to professional organizations.
600	Debt Service Principal	Payment of debt service principal.
610	Debt Service Interest	Payment of debt service interest.
703	Transfers Out - Capital Outlay	Transfer of funds for capital outlay.
720	Operating Transfers	Operating transfers for accounting purposes.

### 5 Year Capital Outlay Summary - Fire Capital Outlay

**Fire Department** 503-42280-500 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2019	Prior Year BUD 2020	Total Reserve 5/31/2020	Current Yr BUD 2021	Furture Years			
							2022	2023	2024	2025
	2017 Tanker	150,000	-		-	-	-	-		
2028	First Response Vehicle (Chief) to replace 2018	50,000	-		-	-	-	-		
2028	First Response Vehicle (Asst.Chief) to replace 2018	50,000	-		-	-	-	-		
2023	Pumper to replace 2002	375,000	-		-	-	-	-		
	Small Vehicles and Trailers		22,541	1,500	24,041	1,500	1,500	1,500	1,500	1,500
	Protective Clothing \$2,000 Each		16,794	4,000	7,505	4,000	4,000	4,000	4,000	4,000
	SCBAs \$3,500 Each		36,998	3,500	40,498	3,500	3,500	3,500	3,500	3,500
	Large Tools and Equipment		25,023	5,000	30,023	5,000	5,000	5,000	5,000	5,000
	Radio Equipment		14,592	6,000	20,592	6,000	6,000	6,000	6,000	6,000
	Office Equipment and Furnishings		652	300	952	300	300	300	300	300
2022 & 2024	Computer Equipment		6,918	2,000	8,918	2,000	2,000	2,000	2,000	2,000
	General Building and Maintenance		31,025	5,000	36,025	5,000	5,000	5,000	5,000	5,000
	Misc		38,139	-	38,139	-	-	-	-	-
<b>Total</b>			<b>192,683</b>	<b>27,300</b>	<b>206,694</b>	<b>27,300</b>	<b>27,300</b>	<b>27,300</b>	<b>27,300</b>	<b>27,300</b>

**Fire Relief** 503-42280-550 Capital Outlay

Purchase Year	Item Description & Estimated Cost	Estimated Cost	Total Reserve 12/31/2019	Prior Year 2020	Total Reserve 5/31/2020	Current Year 2021	Furture Years			
							2022	2023	2024	2025
	Miscellaneous		167,881	-	237,807	-	-	-	-	-

### Bonded Debt Levy

			2021									
Fund #	Bonded Debt Issue Description	Year Retired	Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
			Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
307/601	2012B Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	2024			10,000	475	40,000	1,900				
318	2011A Refunding (Special Assessments School and Deferred)	2026			35,000	19,505						
318	Fund 318 Deficit Cash	???	80,000									
602	2012B Refunding 2004A Go Bond Sewer (E)	2025							75,000	5,648		
317	2010 GO \$450,000 Library	2032			25,000	9,379						
319	2013A GO Bonds (2013 Trail Project)	2024			55,000	4,425						
319	2013A GO Bonds (Public Works Facility)	2028			31,436	11,497	31,543	6,429	31,543	6,429		
319	2013A GO Bonds (Police Garage)	2028			10,479	3,832						
601	2014 PFA Loan (Water Treatment Plant)	2034					514,000	70,960				
320	2015A GO Bonds (CIP Portion & Street Reconstruction)	2026			30,000	3,150						
315	2015B GO Refunding Bonds	2024			45,000	3,063	50,000	3,250			40,000	2,500
445	2020A Roundabout Construction	2039	6,052		38,948	27,300						
446	2020A 2019 Pavement Rehab Project	2029	47,250	15,488								
447	2020A Police Department Addition 2019	2039	78,750	47,460								
448	2020A On-Site Generation Project	2034							10,000	5,800		
<b>Total</b>			212,052	62,948	280,862	82,625	635,543	82,539	116,543	17,877	40,000	2,500
<b>Fund Total</b>			275,000		363,487		718,082		134,420		42,500	

**All bonds under "Property Taxes" are levied at 105%, except:**

- Bonded debt supported by the Capital Projects Fund
- Bonded debt partially supported by Capital Projects Fund
- Enterprise Funds

### Bonded Debt Levy

2022										2023									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
		10,000	300	40,000	1,200							10,000	105	40,000	420				
		<b>20,000</b>	<b>15,743</b>										<b>11,663</b>						
<b>100,000</b>										<b>120,000</b>									
						80,000	4,290									85,000	2,678		
		25,000	8,611									26,000	7,829						
		55,000	2,700									60,000	900						
		35,979	10,542	33,514	5,453	33,514	5,453					32,229	9,575	33,514	4,448	33,514	4,448		
		11,993	3,514									10,743	3,192						
				519,000	65,820									525,000	60,630				
		30,000	2,550									30,000	1,913						
		50,000	1,875	50,000	2,000			40,000	1,500			50,000	625	55,000	688			40,000	500
5,291		39,709	25,725							4,057		45,943	24,300						
52,500	13,755									52,500	12,180								
78,750	44,704									84,000	42,263								
						15,000	5,375									15,000	4,925		
236,541	58,459	277,680	71,559	642,514	74,473	128,514	15,118	40,000	1,500	260,557	54,443	264,914	60,100	653,514	66,186	133,514	12,051	40,000	500
295,000		349,240		716,988		143,633		41,500		315,000		325,014		719,700		145,565		40,500	

### Bonded Debt Levy

2024										2025										
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
<b>140,000</b>										<b>160,000</b>										
		27,000	7,015									28,000	6,171							
		52,243	2,769	22,671	3,605	22,671	3,605					52,243	6,675	22,671	2,897	22,671	2,897			
		17,414	8,308									17,414	2,225							
				530,000	55,380									534,000	50,080					
		30,000	1,238									30,000	450							
8,835		41,165	22,550							8,441		41,559	20,800							
52,500	10,343									52,500	8,505									
84,000	39,323									89,250	36,304									
						15,000	4,400										15,000	3,875		
285,335	49,665	167,822	41,879	552,671	58,985	122,671	8,898	-	-	310,191	44,809	169,216	36,321	556,671	52,977	37,671	6,772	-	-	-
335,000		209,702		611,657		131,569		-		355,000		205,537		609,648		44,443		-		-

**Bonded Debt Levy**

2026										2027									
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
<b>160,000</b>										<b>160,000</b>									
		29,000	5,296									30,000	4,390						
		54,514	4,940	23,657	2,144	23,657	2,144					56,786	3,061	24,643	1,328	24,643	1,328		
		18,171	1,647									18,929	1,020						
				540,000	44,740									545,000	39,340				
28,258		21,742	19,050							29,754		25,246	16,675						
57,750	6,563									57,750	3,964								
89,250	33,180									94,500	29,033								
						15,000	3,350									15,000	2,675		
335,258	39,743	123,428	30,933	563,657	46,884	38,657	5,494	-	-	342,004	32,996	130,960	25,146	569,643	40,668	39,643	4,003	-	-
375,000		154,361		610,541		44,151		-		375,000		156,107		610,311		43,646		-	

### Bonded Debt Levy

2028										2029										
Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		Property Taxes		Capital Fund		Water Fund		Sewer Fund		Storm Fund		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
<b>160,000</b>										<b>160,000</b>										
		31,000	3,454									32,000	2,487							
		59,057	1,034	25,629	449	25,629	449													
		19,686	345																	
				551,000	33,890									556,000	28,380					
24,688		30,312	14,750							27,943		32,057	13,600							
63,000	1,890									63,000	630									
99,750	25,673									99,750	23,678									
						15,000	2,150										15,000	1,850		
347,438	27,563	140,055	19,582	576,629	34,339	40,629	2,599	-	-	350,693	24,308	64,057	16,087	556,000	28,380	15,000	1,850	-	-	
375,000		159,637		610,967		43,227		-		375,000		80,144		584,380		16,850		-		

**Bonded Debt Levy**

2030										2031									
Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund	Property	Taxes	Capital	Fund	Water	Fund	Sewer	Fund	Storm	Fund
Principal	Interest																		
22,000		10,000	1,504							15,994	532								
				562,000	22,820									568,000	17,200				
60,000	12,400									63,000	11,760								
100,000	20,600									105,000	19,530								
						15,000	700									15,000	1,250		
182,000	33,000	10,000	1,504	562,000	22,820	15,000	700	-	-	183,994	31,822	-	-	568,000	17,200	15,000	1,250	-	-
215,000		11,505		584,820		15,700		-		215,815		-		585,200		16,250		-	









City of Elko New Market  
**Year 2021 Budget Notes - Bonded Debt Levy**

<b>Bond</b>	<b>Bonded Debt</b>	<b>Purpose</b>
2012B	Refunding /2003 \$950,000.00 Go RF Street & Water (NM)	Pump house #3, Street Improvements, and refinancing of WWTF Bond 1995.
2011A	Refunding (Special Assessments School and Deferred)	James Parkway New Prague Improvements former New Market.
2012A	Refunding /2000 \$315,000.00 Tower (NM)	New Market Water Tower
2004A	GO Bond Sewer (E) /2012B Refunding	1st Wastwater Treatment Plant former Elko bonded for this one.
2010	GO \$450,000 Library	City portion of library.
2013A	GO Bond( 2013 Trails, Police Garage, PW Facility)	2013 Trails, Police Garage, Public Works Facility.
2014A	PFA Loan (Water Treatment Plant)	Water Treatment Facility, Water Storage, Piping, and Well 4.
2015A	GO Bonds (CIP Portion & Street Reconstruction)	Windrose Overlay, Police Department Exterior Improvements and Parking Lot Improvements
2015B	GO Bonds (Refunding of the 2008A)	County Road 2 2nd Phase improvements, Water, Sewer, Storm, Purchase of Tanker Trunk, Pumper Truck
2020A	Roundabout Construction 2020	
2020A	2019 Pavement Rehab	Street Improvements
2020A	Police Department Remodel 2019	Police Department addition on to City Hall
2020A	On-Site Generation Project	

**CITY OF ELKO NEW MARKET  
CITY COUNCIL AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, SEPTEMBER 24, 2020**

**BUSINESS MEETING  
7:00 PM**

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

<https://us02web.zoom.us/j/85689375774>

**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 September 10, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 20-47 Approving Liquor Licenses Renewals
- d. 2021 Preliminary Budget
  - i. Adopt Resolution 20-48 Approving 2021 Preliminary Budget
  - ii. Adopt Resolution 20-49 Approving 2020 Tax Levy Collectible in 2021
- e. Pawn Shop Moratorium
  - i. Adopt Ordinance No. 220 Temporarily Prohibiting Pawnshops
  - ii. Adopt Resolution 20-50 Directing Staff to Draft Amendments to the City's Code Regarding Pawnshops
- f. Adopt Resolution 20-51 Amending Paid Time Off Policy In Response To COVID-19 Pandemic
- g. Approve Deduct Change Order and Partial Payment No. 1 for Rowena Park Outdoor Hockey Rink

- h. Approve Memorandum of Understanding Between City of Elko New Market and Elko New Market Fire Relief Association
- i. Approve Amended Restated Independent Contractor Agreement Between City of Elko New Market and Municipal Inspections Inc.

## **7. Public Hearings**

## **8. General Business**

- a. Liquor License for Firehouse Grille LLC
  - i. Resolution 20-52 Approving Liquor License for Firehouse Grille LLC

## **9. Reports**

- a. Administration
  - i. Council Meeting Format
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
  - i. Discussion Regarding CARES Act Business Grant Program Eligibility
- g. Parks Department
  - i. Draft Parks & Recreation Commission Minutes of September 9, 2020 Meeting
- h. Community & Civic Events Committee (CCEC)
  - i. Draft Community & Civic Events Committee Minutes of the September 15, 2020 Meeting
- i. Other Committee and Board Reports
  - i. Legislative Policy Committee Updates
  - ii. Scott County Association for Leadership and Efficiency (SCALE)
    - Executive Committee
    - Service Delivery Committee
    - Unified Transit Plan Steering Committee
  - iii. Minnesota Valley Transit Authority (MVTA)
  - iv. I35 Solutions Alliance
  - v. Chamber of Commerce

## **10. Discussion by Council**

## **11. Adjournment**

**1) CALL TO ORDER**

The meeting was called to order by Mayor Julius at 6:00 p.m.

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

Members Absent: Councilmember Berg

Also Present: City Administrator/Clerk Terry, Assistant City Administrator Nagel, Community Development Specialist Christianson, Police Chief Juell, City Attorney Poehler, City Planner Sevening, Deputy Clerk Jirak, Recreation Specialist Dunnigan and City Engineer Revering, Eugene Meger, Bryce Schuenke, Tara Schroeder, Patrick Fischer and Scott County Commissioner Wolf

**2) PLEDGE OF ALLEGIANCE**

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

**3) ADOPT/APPROVE AGENDA**

**MOTION** by Councilmember Novak, second by Councilmember Timmerman to approve the agenda.

**APIF, MOTION CARRIED**

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

None.

**5) PUBLIC COMMENT**

Elko New Market resident Eugene Meger commended City Staff and law enforcement on a great job working through the pandemic. Mr. Meger shared frustrations seen with golf carts and ATV's not abiding by City Ordinances. Police Chief Juell informed the audience that when residents are seeing these violations to call Scott County's Dispatch.

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

- He had attended I-35 Solutions Alliance and reported that I-35 should be completed next year (bridges and roads leading into Minneapolis).
- Reported that the County buildings are slowly opening to the public.
- Reported that a resident in Cedar Lake Township is looking to place a helipad on their property. This item has been placed on the agenda for the Scott County Planning Commission Meeting on Monday, September 14.
- Reported that Scott County is looking at a preliminary 2.2% levy increase for next year.
- Advised of a ribbon cutting event for 169 and CR 41 interchange taking place on September 11 at 10:30 am.

**6) CONSENT AGENDA**

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

- a. Approve August 27, 2020 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Corrected Grant Agreement for Webster Wetland Restoration Project
- d. Approve Engineering Manual and Standard Development Details Update

**APIF, MOTION CARRIED**

Mayor Julius inquired about the timeline for the project in item c. City Engineer Revering stated that the ground must be either dry enough or frozen to allow work to be completed. A meeting with the contractor has been set up for next week to discuss means, method, and timing.

**7) PUBLIC HEARINGS**

None.

**8) GENERAL BUSINESS**

CARES Act - Business Emergency Grant Program

City Administrator/Clerk Terry updated the Council on questions that arose when applications for the grant program were submitted. Community Development Specialist Christianson spoke with City Attorney Poehler and was advised that businesses and the City should enter into a grant agreement for this program. A copy of the grant agreement was included in the Council packet. To expedite the grant process, Staff is recommending that Council authorize the City Administrator to execute the agreement and authorize payments as pre-pays rather than processing on the regular claims cycle. Staff also sought clarification on the application of the policy as it related to eligibility of tenant businesses when the property owner is not current in the payment of their property taxes to Scott County. This makes tenants ineligible. Staff is seeking direction from Council regarding this issue.

Staff reported that to date, the City has received 12 applications. nine from businesses and three from day care providers. All applications are asking for \$5,000 except one which is asking for \$4,500.

Mayor Julius asked whether Councilmember Timmerman was eligible to participate in the discussion of this program. City Attorney Poehler advised the Council that since Councilmember Timmerman, is an owner of a business that could be eligible and could be applying for the grant program, Councilmember Timmerman should abstain from this discussion.

In discussion, the Council determined that the tenant should not be held liable for taxes not paid by owner of building.

City Attorney Poehler did reiterate that businesses must show a loss in revenue due to COVID.

Mayor Julius would like a full council to discuss the option of opening up this grant program to businesses in the townships, especially businesses in Newton Circle.

**MOTION** by Councilmember Novak, second by Councilmember Seepersaud to approve the grant agreement form, authorize staff to execute the agreement on the City's behalf and to authorize staff to remit payment to the business in the form of a pre-pay.

**3 ayes, Councilmember Timmerman abstained, MOTION CARRIED.**

**MOTION** by Councilmember Seepersaud, second by Councilmember Novak to approving the eligibility of applicants that are tenants, even if property owner is behind on property taxes.

**3 ayes, Councilmember Timmerman abstained, MOTION CARRIED.**

## 9) REPORTS

### a) Administration

#### Council Meeting Format

City Administrator/Clerk Terry advised the Council that there were no new changes with regards to guidelines from Governor Walz. The Council directed that public meetings shall still be held remotely.

#### Hosting County Board Meeting

City Administrator/Clerk Terry updated the Council that due to construction in the County Administration Building, the County Board meeting room will be unavailable for the next year. The County Board seeking to take their meetings on the road and asking for places to host their meetings. Council suggested to Staff that the community meeting room at the library would probably be the best solution since it is a bigger area that could accommodate a crowd with social distancing, but would welcome the Board Members to the Council Chambers, if they desire.

#### State of the City Presentation

City Administrator/Clerk Terry updated the Council that he was contacted by a board member from the Chamber of Commerce regarding the State of the City Address. Council provided feedback that the City would be happy to work with the Chamber of Commerce however social distancing and Executive Orders must be taken into consideration for the event.

### b) Public Works

Monthly Public Works Report included in the Council Packet.

### c) Police Department

Monthly Police Department Report included in the Council Packet.

Police Chief Juell updated the Council on the following items:

- Recapped police statistics found in report.
- Updated Council on golf cart/ATV incidents.
- Advised current protocol regarding COVID for medical and traffic stops.
- Advised roundabout is open and have had no accidents.

- Southern Valley Alliance is sponsoring a Golf fundraiser in Victoria on October 7 at Deer Run Golf Course.
- Reported incidents in Windrose Neighborhood and reminded all to remember to lock car doors.

d) Fire Department

Fire District Workgroup Report

City Administrator/Clerk Terry met with Fire District Workgroup last week. There was significant discussion regarding the cost allocation formula and how calls to I35 are handled. The Workgroup proposed to the Council to amend the formula to redistribute the I35 calls among the jurisdictions based on population. The Council had no concerns. The Council directed that the formula change should be assumed for preparing the Preliminary Budget and their preference for a three-year term on the next contract.

e) Engineering

City Engineer Revering updated Council on the following Engineering items:

- Praised design team for the roundabout.
- Advised the Council that the decorative lights are installed along CR 2 and should be turned on shortly.
- Assisted with a roll test for 275<sup>th</sup> Street. The road is ready to be paved.

f) Community Development

Community Development Updates were provided in packet.

Community Development Specialist Christianson informed the City Council that a developer has proposed a housing tax credit project in Elko New Market. The land is under contract and the developer will be submitting the site for a competitive housing tax credit. A Kwik Trip update was also provided. The City is waiting for easements for the common road that will be constructed through the commercial area before presenting to Council.

g) Parks Department

Assistant City Administrator Nagel updated Council on the following items:

- 448 Main Street project, removing asbestos abatement, started this week.
- An agreement with DSI was reached to hold a Recycling Day Event to take place on Saturday, October 3 from 8:00 am to 11:00 am.
- The Farmers Market survey was closed. 98% of participants want a Farmers Market in Elko New Market.
- Recreation Specialist Kevin Dunnigan was introduced to the City Council.

h) Community & Civic Events Committee (CCEC)

Assistant City Administrator Nagel updated the Council on the neighborhood Fire Rescue Days parade which will take place on Saturday, September 12. The next CCEC meeting will be held on Tuesday, September 15.

- i) Other Committee and Board Reports  
Legislative Policy Committee Updates  
None.

Scott County Association for Leadership and Efficiency (SCALE)  
None.

- Executive Committee – Mayor Julius updated the Council on items that will be a focus for SCALE in 2022. A general membership meeting will be held on Friday, September 11. Police Chief Juell advised the Council that SCALE is working with the Chiefs of Police in Scott County to coordinate and fund a Mobile Field Force. This Mobile Field Force would be available with equipment and staff if riots would break out in the Scott County Community.
- Service Delivery Committee – None.
- Unified Transit Plan Steering Committee – None.

Minnesota Valley Transit Authority (MVTA)  
None.

I35 Solutions Alliance Councilmember  
None.

Chamber of Commerce

Chamber of Commerce Board member Bryce Schuenke reminded the Council of the upcoming Chamber Golf Tournament to be held on Friday, September 11, 2020.

## **10) DISCUSSION BY COUNCIL**

None.

## **11) ADJOURNMENT**

**MOTION** by Councilmember Novak, second by Councilmember Timmerman to adjourn the meeting at 7:30 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by

\_\_\_\_\_  
Lynda Jirak, Deputy Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Presentation of Elko New Market Claims and Electronic Transfer of Funds
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Stephanie Fredrickson, Administrative Assistant
<b>REQUESTED ACTION:</b>	Approve Payment of Current Claims

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND**

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

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

Campbell Knutson	<u>Amount</u>
• Legal General:	\$1,936.55
• Legal Meetings	\$798.50
• Elko 34/Pete's Hill	\$90.00
• <u>Kwik Trip</u>	<u>\$930.00</u>
Total	\$3,755.05

**BUDGET IMPACT:**

Budgeted

Attachments:

- Check Summary Register

**\*Check Summary Register©****September 24, 2020**

Name	Check Date	Check Amt	
<b>AUTOPAYS</b>			
Paid Chk# 006962EPOSTALIA TDC POSTAGE	9/10/2020	\$1,000.00	Postage 7/14/2020
Paid Chk# 006963E VISA	9/10/2020	\$15.00	Annual Fee
Paid Chk# 006964E VISA	9/10/2020	\$335.20	Fleet
Paid Chk# 006965E VISA	9/10/2020	\$102.67	Training Supplies
Paid Chk# 006966E VISA	9/10/2020	\$12.00	Operating Supplies
Paid Chk# 006967EXCEL ENERGY	9/28/2020	\$4,165.32	25499 Natchez Ave - Water Trea
Paid Chk# 006968ENUVERA COMMUNICATIONS, INC.	9/20/2020	\$328.72	Police Dept Phone/Fax
Paid Chk# 006969ENUVERA COMMUNICATIONS, INC.	9/20/2020	\$1,094.85	Area Hall Phone
Paid Chk# 006970ENUVERA COMMUNICATIONS, INC.	9/20/2020	\$56.94	139503 - 25499 Natchez Ave
Paid Chk# 006971ENUVERA COMMUNICATIONS, INC.	9/20/2020	\$179.32	937759 - 25499 Natchez Ave Bld
Paid Chk# 006972E PERA	9/18/2020	\$10,310.66	Payroll Liability
Paid Chk# 006973EMN DEPT OF REVENUE	9/18/2020	\$2,251.79	Payroll Liability
Paid Chk# 006974E INTERNAL REVENUE SERVICE	9/18/2020	\$10,933.58	Payroll Liability
TOTAL		\$30,786.05	
<b>PRE-PAIDS</b>			
Paid Chk# 041392 UNITED STATES POSTAL SERVICE	9/11/2020	\$302.39	August 2020 Utility Bills
Paid Chk# 041393 PAYROLL	9/17/2020	\$69.26	
Paid Chk# 041394 PAYROLL	9/17/2020	\$429.25	
Paid Chk# 041395 PAYROLL	9/17/2020	\$69.26	
Paid Chk# 041396 PAYROLL	9/17/2020	\$0.00	
Paid Chk# 041397 MN RECREATION & PARK ASSOC.	9/18/2020	\$175.00	Kevin Dunnigan Training
Paid Chk# 041398 N.E.W. Lions	9/18/2020	\$35.00	Refund for Gambling Permit
Paid Chk# 041399 A RACE WORTH WINNING ALS	9/18/2020	\$35.00	Refund for Gambling Permit
Paid Chk# 041400 ST. NICHOLAS CHURCH	9/18/2020	\$60.00	Refund for Gambling & Liquor P
TOTAL		\$1,175.16	
<b>CHECK REGISTER</b>			
Paid Chk# 041401 ALL PHASE CONTRACTING	9/24/2020	\$32,324.82	Rowena Ponds Park - 45% Down
Paid Chk# 041402 APPLE FORD LINCOLN	9/24/2020	\$358.78	PW - Fleet Maint & Equip
Paid Chk# 041403 BATTERIES PLUS BULBS	9/24/2020	\$99.87	PW - Water Repairs
Paid Chk# 041404 CAMPBELL KNUTSON	9/24/2020	\$3,755.05	General Matters
Paid Chk# 041405 CANON FINANCIAL SERVICES, INC.	9/24/2020	\$34.40	PD Copier - Rental Agmt
Paid Chk# 041406 CEDAR LAKE ELECTRIC, INC.	9/24/2020	\$5,147.80	FD - Repairs & Maint
Paid Chk# 041407 CEMSTONE PRODUCTS COMPANY	9/24/2020	\$679.20	PW - Streets
Paid Chk# 041408 CINTAS CORPORATION	9/24/2020	\$34.30	PW - Uniforms
Paid Chk# 041409 COMMERCIAL ASPHALT COMPANY	9/24/2020	\$32.86	PW - Streets
Paid Chk# 041410 CORE & MAIN LP	9/24/2020	\$744.76	PW - Water Repairs
Paid Chk# 041411 FASTENAL COMPANY	9/24/2020	\$296.55	PW - Fleet Maint & Equip
Paid Chk# 041412 FISH ROCK COUNTRY MARKET	9/24/2020	\$44.99	PW - Operating Supplies
Paid Chk# 041413 GLOBAL CLOSING & TITLE SVCS	9/24/2020	\$22.60	Utility Billing Credit Refund
Paid Chk# 041414 GOPHER STATE ONE CALL	9/24/2020	\$102.60	Locates
Paid Chk# 041415 GORDON, GRETCHEN M.	9/24/2020	\$133.43	Utility Billing Credit Refund
Paid Chk# 041416 INTERSTATE BATTERY - MPLS	9/24/2020	\$112.19	PW - Fleet Maint & Equip
Paid Chk# 041417 IUOE LOCAL #49	9/24/2020	\$175.00	Membership Dues - Marty Deutsch
Paid Chk# 041418 KABES, TRAVIS	9/24/2020	\$661.62	AAB Deter - Refund Stormwater/
Paid Chk# 041419 KELLEY FUELS, INC.	9/24/2020	\$783.90	PW - Fuel
Paid Chk# 041420 LAKEVILLE SANITARY, INC.	9/24/2020	\$380.12	11038 - Police Station
Paid Chk# 041421 LARSON, JEREMIAH	9/24/2020	\$815.92	Utility Billing Credit Refund
Paid Chk# 041422 LEAGUE OF MN CITIES INS TRUST	9/24/2020	\$10,879.00	Worker's Comp General
Paid Chk# 041423 MET COUNCIL	9/24/2020	\$42,601.95	Reserve Capacity Loan 2020 - P
Paid Chk# 041424 MINNESOTA TITLE	9/24/2020	\$43.22	Utility Billing Credit Refund
Paid Chk# 041425 MN CHIEFS OF POLICE ASSN	9/24/2020	\$50.00	PD - Training Online
Paid Chk# 041426 MRPA	9/24/2020	\$120.00	2020 Membership Dues - Kevin D
Paid Chk# 041427 MVTL LABORATORIES	9/24/2020	\$95.00	PW - Water Testing
Paid Chk# 041428 NAPA AUTO PARTS	9/24/2020	\$450.10	PW - Small Tools
Paid Chk# 041429 NORTHLAND PEST CONTROL	9/24/2020	\$21.25	Pest Control - Library
Paid Chk# 041430 PREMIER TITLE INSURANCE AGENCY	9/24/2020	\$137.91	Utility Billing Credit Refund
Paid Chk# 041431 QUILL	9/24/2020	\$149.02	Office Supplies - Copy Paper
Paid Chk# 041432 R&R CLEANING CONTRACTORS, INC	9/24/2020	\$60.90	Rugs
Paid Chk# 041433 RIGID HITCH INCORPORATED	9/24/2020	\$300.59	PW - Fleet Maint & Equip
Paid Chk# 041434 SCHAEFFER MANUFACTURING CO.	9/24/2020	\$405.72	PW - Fleet Maint & Equip
Paid Chk# 041435 SCHLOMKAS PORTABLE	9/24/2020	\$850.00	Portable Restrooms
Paid Chk# 041436 SCOTT COUNTY RECORDER	9/24/2020	\$46.00	F20-20 Fence Encroachment Reco
Paid Chk# 041437 SHRED RIGHT	9/24/2020	\$37.26	Shredding
Paid Chk# 041438 SUEL PRINTING COMPANY	9/24/2020	\$120.00	Legal Ads

**\*Check Summary Register©****September 24, 2020**

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk#	041439 TRADEMARK TITLE SERVICES, INC.	9/24/2020	\$73.91	Utility Billing Credit Refund
Paid Chk#	041440 US BANK - CM9690	9/24/2020	\$1,000.00	ENM GO Bonds 2015A - Agent Fee
Paid Chk#	041441 WILLIAMS, SCOTT & CARRIEANN	9/24/2020	\$209.98	Utility Billing Credit Refund
Paid Chk#	041442 WM. MUELLER & SON, INC.	9/24/2020	\$348.87	PW - Streets
Paid Chk#	041443 XEROX CORPORATION	9/24/2020	\$406.46	Copier
TOTAL			\$105,147.90	

**DIRECT DEPOSIT**

Paid Chk#	503514E	Bi-Weekly ACH	9/3/2020	\$34,910.53
Paid Chk#	503554E	Bi-Weekly ACH	9/17/2020	\$38,737.25
TOTAL				\$73,647.78



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Liquor License Renewals
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolution 20-47 Approving Liquor Licenses Renewals

## 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:**

Per City Code, each year all establishments serving liquor within the City of Elko New Market are required to renew their liquor licenses. After the liquor licenses are approved by the City, they are submitted to the State of Minnesota for their review and approval.

**DISCUSSION**

All liquor establishments, except Elko Holding Company and Elko Baseball Club Inc., included in this memorandum have provided complete documentation, along with associated fees required for renewal of liquor licenses. As of the date of this memorandum, Elko Holding Company and Elko Baseball Club Inc. have not submitted current Certificates of Insurance. Staff is recommending approval of Elko Holding Company and Elko Baseball Club Inc. contingent on submitting current Certificates of Insurance.

Staff has confirmed that the liquor establishments have all paid their first half property taxes, have no delinquent sales taxes and are current on their City utility bills. Staff is recommending approval.

Background Checks have been completed and no violations were noted that would be of probable cause not to approve the requested liquor licenses.

**ACTION REQUESTED**

Motion to adopt Resolution 20-47 approving Liquor License Renewals for liquor establishments in the City of Elko New Market.

**Attachments:**

Resolution 20-47 Approving Liquor License renewals for establishments in Elko New Market.

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 20-47**

**APPROVING LIQUOR LICENSE RENEWALS FOR ESTABLISHMENTS IN  
THE CITY OF ELKO NEW MARKET**

**WHEREAS;** the following establishments have submitted applications for liquor license renewals;

**WHEREAS;** the following establishments meet the requirements for issuance of liquor license renewals under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed the following establishments' liquor license applications and has determined that the following establishments meet the requirements of the City's Ordinance for issuance of the applicable liquor license renewal;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that the following licenses are approved for issuance for the period of November 1, 2020 through October 31, 2021.

**BE IT FURTHER RESOLVED** that approvals and issuance of license are contingent upon the City receiving all license fees, documents required in the liquor license applications, insurance and criminal background investigations completed by the Police Department.

Off-Sale Intoxicating Liquor

<i>Licensee</i>	<i>Venue</i>	<i>Address</i>
Captain Black's Bar & Grill Inc.	Captain Black's Bar & Grill	9660 Main Street/PO Box 256
T.D.F. Liquors Inc.	T.D.F. Liquor	450 Main Street/PO Box 117
Red Eye Enterprises Inc.	Bullseye Saloon	9646 Main Street
Wide Awake Enterprises LLC	The Doublewide	421 St. Joseph St
Leo's Bar Inc.	Leo's Bar	451 Main St E
End Zone Inc.	End Zone	10491 E 260 <sup>th</sup> St

On-Sale Intoxicating Liquor & Sunday Liquor

<i>Licensee</i>	<i>Venue</i>	<i>Address</i>
Captain Black's Bar & Grill Inc.	Captain Black's Bar & Grill	9660 Main Street/PO Box 256
Elko Holding Co	Elko Speedway	26350 France Ave/PO Box 246
Red Eye Enterprises Inc.	Bullseye Saloon	9646 Main St
Wide Awake Enterprises LLC	The Doublewide	421 St. Joseph St
Leo's Bar Inc.	Leo's Bar	451 Main St E
Boulder Pointe Golf Club LLC	Boulder Pointer Golf Club	9575 Glenborough Dr
End Zone Inc.	End Zone	10491 E 260 <sup>th</sup> St

On-Sale Liquor 3.2%

<i>Licensee</i>	<i>Venue</i>	<i>Address</i>
New Market Baseball Assoc.	New Market Baseball	2321 Seurer Ct
Terrance L. Fredrickson	Elko Baseball Club Inc.	26520 France Ave

**APPROVED AND ADOPTED** this 24<sup>th</sup> day of September, 2020.

**CITY OF ELKO NEW MARKET**

By: \_\_\_\_\_  
Joe Julius, Mayor

**ATTEST:**

\_\_\_\_\_  
Thomas Terry, City Administrator/Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	2021 Preliminary Budget
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Kellie Stewart, Accountant
<b>REQUESTED ACTION:</b>	1. Adopt Resolution 20-48 Approving 2021 Preliminary Budget 2. Adopt Resolution 20-49 Approving 2020 Tax Levy Collectible in 2021.

## COMMUNITY VISION:

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## 5 YEAR GOALS:

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- 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**

Council members have been provided an electronic version of the 2021 Preliminary Budget. Each version of the draft budget will be named for easy reference. In addition, the version date is located on the left side of the page footer.

The City Council will need to adopt a Preliminary Levy during the Business meeting. The Preliminary Levy must be certified to Scott County by September 30, 2020. The Preliminary Levy establishes the maximum property tax levy for taxes payable in 2021. Following the adoption of the Preliminary Levy, the City Council has until December to refine the final budget and levy for adoption and certification.

The Preliminary Budget is consistent with the Council direction and proposes a gross levy of \$2,655,881. This is an increase of \$229,881 or 9.47% from the 2020 levy. The total property tax levy consists of the following:

	<b><u>Adopted 2020</u></b>	<b><u>Preliminary 2021</u></b>	<b><u>Change</u></b>
General Operating Fund	1837,434	2,008,007	9.29%
Capital Outlay	206,700	211,800	2.47%
Community Events	3,700	3,700	0.00%
Fire Fund (including debt)	138,236	157,304	13.79%
Equipment Certificate Debt (excl. Fire Dept. debt)			
Bonded Debt	240,000	275,000	14.58%
<b>Total</b>	<b>2,426,070</b>	<b>2,655,881</b>	<b>9.47%</b>

In developing the 2021 Budget, the Council should be aware that a change of approximately \$19,600 in the levy equates to 1% tax impact. Each 1% of tax impact equates to approximately \$12 (annually) for the average home.

The Preliminary Budget currently includes a contingency at 3.9%. This contingency provides flexibility in the budget to accommodate the following outstanding items:

- 2020 Compensation Study adjustments.
- 2021 COLA adjustment that will be based on upcoming labor negotiations following the completion of the 2020 Compensation Study.
- 2021 health and benefits adjustments, currently the budget provides an estimate based on discussions with the benefit administrator. It is possible the actual could vary from the estimate.
- There have been discussions about amending the cost allocation formula in the fire service contracts. This discussion is currently ongoing; however, Council has showed support for a formula change. We have included the more conservative option in the preliminary budget.
- The contingency also provides flexibility for addressing other unknowns, such as unforeseen expenses or loss in revenue, such as allocation of Local Government Aid (LGA). This can be potentially reduced later in the budget process as unknowns are resolved and confidence increases. However, staff recommends that a minimum contingency of 1%-1.5% remain in the General Fund budget upon final adoption of the budget.

Based on information provided by Scott County, the typical home experienced an appreciation of 2.83%. Approximately 80% of homes experienced appreciation between 0% and 10%. Of the remaining homes, 4% experienced appreciation greater than 10%, and 16% experienced depreciation. The net result is that roughly 85% of homes experienced appreciation similar to or less than the typical home.

% EMV Value Range Inc/Dec	# of affected Properties	% of Total
+15.01+%	25	2%
+10.01-15.00%	28	2%
+5.01-10.00%	175	12%
+0.01-5.00%	995	66%
No Change	26	2%
-0.01-5.00%	236	16%
-5.01 - 10.00%	12	1%
-10.00 - 15.00%	0	0%
-15.01% +	1	0%
	1,498	100%

Based on information provided by the County Auditor’s Office, the proposed levy in the Preliminary Budget would result in an estimated increased annual tax impact of 8.6% or \$109.55 for the “typical” home. The weighted estimated average tax impact for homestead residential properties is 8.67%.

The 8.6% tax impact presented in the 2021 Preliminary Budget is the same tax impact previously presented and discussed in the 2021 Draft Budget. The contingency provided I the Preliminary Budget is 3.9% or \$93,388. This is higher than typically included in the Preliminary Budget and is reflective of the outstanding items and uncertainty as this point in time in the budget process. Factors that contribute to the uncertainty include, but are not limited to, the possibility of un-allocation of LGA and Staid Aid reductions due to the impact of COVID this coming budget year.

Attachments:

- Resolution 19-48 Approving 2020 Tax Levy Collectable in 2021.
- Resolution 19-49 Approving 2021 Preliminary Budget.
- 2021 Preliminary Budget (Separate Attachment)

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

**RESOLUTION 20-48**

Date: September 24, 2020

Resolution No. 20-48

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**RESOLUTION APPROVING 2021 PRELIMINARY BUDGET**

**NOW, THEREFORE, BE IT RESOLVED** by the council of the City of Elko New Market, Minnesota, that the preliminary General Fund, Capital Outlay, Community Events, Fire Department, Bonded Debt, Interfund Loans and Equipment Certificate Debt budget for 2021 are hereby adopted.

This Resolution hereby adopted at a regular City Council meeting on Thursday, September 24, 2020.

\_\_\_\_\_  
Joe Julius, Mayor

ATTEST:

\_\_\_\_\_  
Thomas Terry, City Administrator/Clerk

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

**RESOLUTION 20-49**

Date: September 24, 2020

Resolution No. 20-49

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**RESOLUTION APPROVING 2020 TAX LEVY, COLLECTIBLE IN 2021**

**NOW, THEREFORE, BE IT RESOLVED** by the council of the City of Elko New Market, Minnesota, that the following sums of money be levied for the current year, collectible in 2021 upon taxable property in the City of Elko New Market, for the following purposes:

GROSS CERTIFIED GENERAL REVENUE: \$ 2,574,913

PROPERTY TAX AID (LGA): \$ (194,032)

BOND DEBT: \$ 275,000

NET CERTIFIED TOTAL LEVY: \$ 2,655,881

The City Clerk is hereby instructed to submit a certified copy of this resolution to the County Auditor of Scott County, Minnesota.

This Resolution hereby adopted at a regular City Council meeting on Thursday, September 24, 2020.

\_\_\_\_\_  
Joe Julius, Mayor

ATTEST:

\_\_\_\_\_  
Thomas Terry, City Administrator/Clerk

ATTEST:

\_\_\_\_\_  
I do hereby certify that this statement is correct to the best of my knowledge and belief, this 24th day of September 2020.



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Pawnshop Moratorium
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Renee Christianson, Community Development Specialist
<b>REQUESTED ACTION:</b>	Adopt Ordinance #220 Temporarily Prohibiting Pawnshops Adopt Resolution #20-50 Directing Staff to Draft Amendments to the City's Code Regarding Pawnshops

## 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**

Following a recent inquiry regarding City regulations related to pawnshops, it was found that the City of Elko New Market does not currently have any regulations regarding the licensing or establishment of pawnshops. It is customary for cities to adopt special licensing requirements and zoning regulations for such uses. City staff has concerns regarding the establishment of pawnshops with no City regulations in place. One concern regarding pawnshops include their tendency to attract the depositing of stolen goods.

Minnesota Statute allows cities to adopt ordinances placing moratorium on certain items, if the city is conducting a study or has authorized a study to be conducted. Staff is requesting that the City Council adopt a moratorium on the establishment of pawnshops within the City, and direct Staff and the Planning Commission to study pawnshops and appropriate City Controls. The moratorium would automatically expire in one year.

## **CITY ATTORNEY RECOMMENDATION**

The City Attorney is aware of Staff's concerns related to this matter and has drafted the proposed ordinance and resolution related to this topic.

## **BUDGET IMPACT**

The budget impact of this item is the cost of Staff time and the consulting City Attorney's time to research this matter.

## **REQUESTED ACTION**

The City Council is being asked to adopt Ordinance #220 Temporarily Prohibiting Pawnshops, and to adopt Resolution #20-50 Directing Staff to Draft Amendments to the City's Code Regarding Pawnshops

### Attachments:

Draft Ordinance #220 Temporarily Prohibiting Pawnshops

Draft Resolution #20-50 Directing Staff to Draft Amendments to the City's Code Regarding Pawnshops

**ORDINANCE NO. 220**

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

**AN INTERIM ORDINANCE TEMPORARILY PROHIBITING  
PAWN SHOPS IN THE CITY OF ELKO NEW MARKET**

THE CITY COUNCIL OF THE CITY OF ZIMMERMAN, MINNESOTA ORDAINS:

**SECTION 1. Background.**

1.01. **Authority.** Pursuant to Minnesota Statutes Section 462.355, Subd. 4., the City of Elko New Market is authorized to establish interim ordinances to regulate, restrict or prohibit any use or development in all or a part of the City while the City or its planning consultant is conducting studies, or has authorized a study to be conducted, or has scheduled a hearing to consider adoption or amendment of the comprehensive plan or official zoning controls. The City declares that this Interim Ordinance is established pursuant to the aforementioned statute.

1.02. **Findings and Purpose.** There are substantial concerns that the current City zoning ordinance provisions relating to pawnshops do not adequately address issues relating to pawnshops, such as the appropriate locations and the conditions under which they may be allowed within the City, including compatibility with existing uses in the area. There are also concerns about the land use impacts of the combination of pawnshop uses with other uses at the same location such as a secondhand goods store, precious metal dealer, and banking and/or lending type uses. As a result of the important land use and zoning issues cited above, the City Planning staff will and Planning Commission will conduct studies for the purpose of consideration of possible amendments to the City's official controls to address the issues concerning pawnshops. The City finds that this Interim Ordinance must be adopted to protect the planning process and the health, safety and welfare of the citizens.

**SECTION 2. Definition.** For purposes of this Ordinance, the term "pawn shop" includes:

*Pawnshop* means a facility where money is loaned based on the value of goods deposited at the facility by the borrower of the money, which goods are held by the lender of the money occupying the facility as collateral for the loan. Items held by the lender which are not redeemed by a borrower may be put up for sale at the facility to the general public.

**SECTION 3. Prohibition.**

3.01. In accordance with the findings set forth in Section 1.02 and pursuant to the authority of Minnesota Statutes, Section 462.355, subd. 4, there is hereby established a moratorium on the establishment of pawnshops within the City.

3.02. During the effective period of this Interim Ordinance, applications for a business license, building permit or any other permit for a pawnshop shall not be accepted, considered or approved by the City. This Ordinance prohibits the further consideration and approval of any pending license application for a pawnshop.

**SECTION 4. Enforcement.** The City may enforce this Ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction.

**SECTION 5. Severability.** Every section, provision or part of this Ordinance is declared severable from every section, provision or part of this Ordinance. If any section, provision or part of this Ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision or part of this Ordinance.

**SECTION 6. Duration.** This Ordinance shall take effect upon passage and shall remain in effect until the date of the adoption by the City Council of the amendments to official controls contemplated hereunder or one year, whichever occurs first.

**SECTION 7. Effective Date.** This ordinance shall be effective immediately upon its passage by the Elko New Market City Council and publication.

**ADOPTED** this 24<sup>th</sup> day of September, 2020, by the City Council of the City of Elko New Market.

**CITY OF ELKO NEW MARKET**

BY: \_\_\_\_\_  
Joe Julius, Mayor

**ATTEST:**

\_\_\_\_\_  
Thomas Terry, City Administrator/City Clerk

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

**RESOLUTION NO. 20-50**

**WHEREAS**, the City has adopted an ordinance placing temporary restrictions on pawnshops pending completion of a study of that issue and adoption of appropriate official controls.

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

1. The City Planning staff and Planning Commission are directed to conduct a study to determine how pawnshops and related entities such as secondhand and precious metal dealers should be regulated within the City.
2. Based upon the study, the City staff, Planning Commission and the City Attorney are directed to prepare a draft of any appropriate amendments to the City's official controls for consideration by the City Council.

**PASSED AND DULY ADOPTED** by the Elko New Market City Council this 24<sup>th</sup> day of September 2020.

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Joe Julius, Mayor

ATTEST:

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Thomas Terry, City Administrator/City Clerk

## MEMORANDUM



CAMPBELL KNUTSON  
Professional Association

TO: Kellie Stewart

FROM: Andrea McDowell Poehler  
Leah Knutson

DATE: September 17, 2020

RE: Coronavirus Relief Fund – Additional Sick Leave

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This new sick leave policy is an eligible expense under the Coronavirus Relief Fund (CRF).

Payroll and benefits expenses are only valid CRF expenditures when they are for employees who are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

However, in this case the city is not using CRF for budget support for normal payroll and benefits expenses, but rather, the city is protecting public health by following MDH and CDC precautions and relying on the public health rationale for the Emergency Paid Sick Leave Act (EPSLA). But, the EPSLA is capped at 80 hours which is insufficient if an employee is ordered by MDH, CDC, or a health care provider to quarantine more than once. This has happened to a city employee already and due to the longevity of the pandemic, will likely happen again.

Specifically, this policy offers additional sick leave for EPSLA qualifying reasons after the EPSLA leave is exhausted. This very specific expense is CRF eligible because it is previously unbudgeted, it will be incurred during the covered period, and is a necessary expenditure due to the pandemic.

The necessary element of this new policy is the most important element in this situation. By using the public health reasoning behind EPSLA, the city continues to respond directly to the pandemic and offers support to the employees who are ill. Abiding by MDH and CDC quarantine guidelines helps protect public health by keeping a potentially infectious employee away from the job. The support for family members who are quarantined and children whose schools are closed also are in direct response to the consequences of the pandemic. This sick leave policy is a necessary expense due to the pandemic.

Additionally, Treasury guidance allows reimbursement for “expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.” The federal Treasury FAQs state “If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.”

Once again, the City is not using the CRF funds for payroll and benefit payments as a budget support. Rather, the city is using CRF for this particular sick leave benefit which is an extension of the EPSLA and is similarly justified.

**CITY OF ELKO NEW MARKET  
PAID TIME OFF POLICY  
IN RESPONSE TO COVID-19 PANDEMIC**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Additional Sick Pay Leave – Available 3/23/20 thru 10/31/20**

In addition to the above federal leave programs, the City is offering further leave once the above hours or weeks of leave are exhausted. This leave is intended to give employees support if they continue to face the above reasons after the federal leave is exhausted.

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

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

Employees may elect to substitute accrued paid time for any unpaid time during this period. This leave expires on October 31, 2020.

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

**RESOLUTION 20-51**

**RESOLUTION ADOPTING AMENDED PAID TIME OFF POLICY  
IN RESPONSE TO COVID-19 PANDEMIC**

**WHEREAS**, On March 18, 2020 the President signed into law the Families First Coronavirus Response Act. The Act includes the Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act.

**WHEREAS**, on March 26, 2020 the City adopted a paid time off policy in response to COVID-19 Pandemic that is consistent with the Families First Coronavirus Response Act.

**WHEREAS**, the CC desires to amend the policy to provide for additional leave as provided in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that the amended Paid Time Off Policy In Response To COVID-19 Pandemic is hereby adopted.

**APPROVED AND ADOPTED** by the Elko New Market City Council this 24th day of September, 2020.

**CITY OF ELKO NEW MARKET**

By: \_\_\_\_\_  
Joe Julius, Mayor

ATTEST:

By: \_\_\_\_\_  
Thomas Terry, City Administrator/ Clerk



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## MEMORANDUM

**Date:** September 24, 2020  
**To:** Honorable Mayor and City Council of Elko New Market, Minnesota  
Thomas Terry, City Administrator  
**From:** Rich Revering PE, City Engineer  
**Subject:** Recommendation to Approve Deduct Change Order and Partial Payment No. 1  
Rowena Park Outdoor Hockey Rink  
T15.100719

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### BACKGROUND

The City Council is being asked to approve a deduct change order and partial payment no. 1 for the above-referenced project.

### DISCUSSION

A contract was awarded on August 13, 2020 by the City Council to All-Phase Construction in the lump sum amount of \$137,609.00. Work is now underway.

The Contractor has requested a modification to the Engineer's design of the dasher boards that would facilitate use of a standard design offered by its dasher board supplier. It is offering a reduction in price of \$1,222 for the change. This would reduce the contract to \$136,387.00.

The reduced price is primarily due to savings in material. The manufacturer's design omits a series of treated wood posts intended to support the dasher boards in favor of clips that mount directly to the planned metal posts to attach the boards. Public works and engineering see the two designs as functionally equivalent with no expected loss of durability or serviceability.

Staff recommends approval of the change order and reduction of the contract price accordingly.

The Contractor has submitted a request for partial payment to cover the cost of a deposit to its dasher board supplier in the amount of \$32,324.82. While the contract does allow for payment of materials on hand, any deposits to subcontractors are typically the Contractor's responsibility. To save processing time upon delivery, staff recommends the Council approve this payment request less retainage, but direct staff to retain the check until dasher board materials are delivered. The Contractor is agreeable to this approach.

Payment in the amount of \$30,708.58 is recommended with \$1,16.24 to be held as retainage. This will leave a remaining contract amount of \$105,678.42.

### RECOMMENDATIONS

Approve Change Order 1 allowing a dasher board design modification in the amount of \$-1,222.00.  
Approve Pay Request 1 in the amount of \$30,708.58 with the check to be retained by the City Administrator until dasher board materials are delivered.



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Memorandum of Understanding with Elko New Market Fire Relief
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Kellie Stewart, Accountant
<b>REQUESTED ACTION:</b>	Approve Memorandum of Understanding Between the City of Elko New Market and the Elko New Market Fire Relief Association for 2021-2023 Pension Contribution.

## COMMUNITY VISION:

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

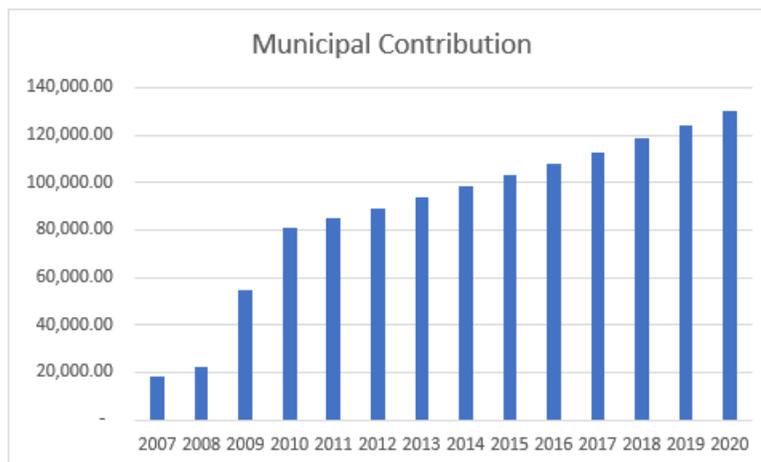
## **BACKGROUND**

Relief associations are governmental entities that receive and manage public money to provide retirement benefits for individuals providing the governmental services of firefighting and emergency first response. Relief associations exist to pay retirement, survivor, and disability benefits to members and their beneficiaries. These benefits compensate volunteer firefighters for their service to the community and assist in the recruitment and retention of volunteers.

Nearly 83 percent of relief associations in Minnesota are lump-sum plans, meaning that they pay benefits as a one-time lump-sum payment to members upon their retirement. In lump-sum plans, benefits are paid to members based on an annual benefit level in effect at the time of the member's separation from active service and membership. Lump-sum plans are the most common plan type because they are generally easier to administer and have fewer associated administrative costs.

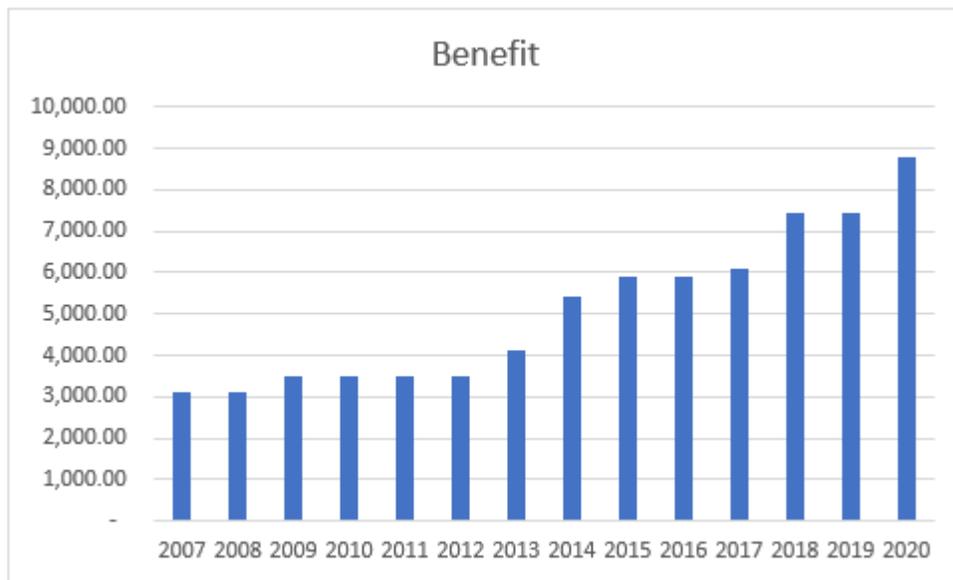
The primary sources of revenue for relief associations are fire state aid, municipal contributions, and investment earnings. Fire state aid is derived from a two percent state tax on insurance premiums and is allocated based on the market value of real property in the fire district and on the population of each fire district. State aid amounts varied by region due to variation in property values and the difference in population within the fire service areas. When firefighters are covered by a pension plan, state law requires that fire state aid be used for pension purposes. The Elko New Market Fire Relief ranks in the 87<sup>th</sup> percentile for state aid revenues for lump sum plans.

Municipal contributions are contributions to relief associations from cities, towns, and independent nonprofit firefighting corporations. When a municipality approves a relief association's benefit level, the municipality assumes responsibility for ensuring that the relief association Special Fund has sufficient assets to cover the approved benefit levels. Essentially, the City becomes the guarantor for the pension. Contributions may be required by law based, in part, on a relief association's finances, or may be made voluntarily by a local municipality. In 2018, Elko New Market ranked in the 99<sup>th</sup> percentile for municipal contributions for lump sum plans (the most recent comparable data). The Elko New Market Fire Relief Association was noted by the State Auditor, along with the Farmington and Cologne Fire Relief Associations, as receiving municipal contributions that exceeded \$100,000. The average municipal contribution among lump-sum plans (for those that that received one) in 2018 was \$12,584.



Funding ratios are an important measure to consider when assessing the financial health of a relief association. Funding ratios show the relationship between a relief association's assets and its liabilities. In 2018, the average funding ratio for lump-sum plans was 125.9 percent.

Benefit levels vary greatly among relief associations in Minnesota. Typically, relief associations with more assets can offer higher benefits to their members. In 2018, the average benefit level for lump-sum plans was \$1,935 (the most recent comparable data). The maximum lump-sum benefit level allowed under state law for 2018 was \$10,000 per year of service. The highest benefit levels were provided by Brainerd and Northfield Fire Relief Associations at \$10,000, respectively. In 2018, the Elko New Market Fire Relief Association offered a benefit level of \$7,445 and was ranked in the 97<sup>th</sup> percentile for Lump Sum Plans. The current approved benefit level is \$8,795. State law now provide for a maximum benefit level of \$15,000 per year of service. Changes in benefit level (both increases and decreases) need to be approved by both the Fire Relief Association and the City.



For several years, the City of Elko New Market has had a Memorandum of Understanding (MOU) in place with the Elko New Market Fire Relief Association regarding the pension benefit level and pension contributions. The MOU, a non-binding agreement between the City and Fire Relief, has laid out the expectations for both parties on a number of topics. These included the terms under which the City would approve an increase to the pension benefit, how the amount would be determined and the amount of the annual voluntary pension contribution from the City. This City and Fire Relief Association have entered into three separate MOUs since 2010. The current MOU will expire at the end of 2020. The City Council is being asked to approve a Memorandum of Understanding (MOU) with the Elko New Market Fire Relief Association, effective 2021 through 2023.

## **DISCUSSION:**

Consistent with past practice, the City representatives to the Elko New Market Fire Relief Board (Councilmember Timmerman and City Administrator Terry) worked with representatives of the Fire Relief Association to discuss the terms of the proposed MOU. The proposed MOU contains the following terms:

- The annual voluntary contribution from the City increases by 5% annually.
- In previous MOUs, the City agreed that the City of Elko New Market will on an annual basis approve a pension benefit level that is funded at 110%. The 2018-2020 MOU reduced that minimum funding level for a pension increase to 107%. However, the MOU provides that if the funding for the approved benefit level falls below 100%, the City of Elko New Market will not approve a pension benefit level increase thereafter until it is funded at 110%. While the pension is unlikely to recover to that level within the term of the MOU, it clearly communicates the City's intent regarding an acceptable funding level, should the 107% prove insufficient.
- The proposed MOU provides that the City will share in 50% of the cost to complete the cost of the Actuarial Valuation required by GASB 67 and 50% of the cost to include that information in the annual audit for the Elko New Market Fire Relief Association. Terms related to cost sharing for meeting GASB 67 requirements were first included in the 2015-2017 MOU.

The Fire Relief is required under GASB standards to have an Actuarial Valuation performed on the pension fund in order to determine the liability or assets of the fund, so the City can include this information in its Audit in order to comply with the GASB Rule 68. However, the Fire Relief Association is not required to complete the Actuarial Valuation to meet its own audit requirements.

The City Council is being asked to approve the MOU with the Elko New Market Fire Relief Association for years 2021-2023. The MOU, as presented, has been reviewed and approved by the Fire Relief Association.

## **BUDGET IMPACT:**

The 2021 Budget and 2022-2023 Projected Budget would need to be revised to reflect the terms of the MOU, if approved.

## **Attachments:**

Memorandum of Understanding 2021-2023



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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF ELKO NEW MARKET AND  
THE ELKO NEW MARKET FIRE RELIEF ASSOCIATION**

WHEREAS, the Elko New Market Fire Department provides a valuable public safety service for the residents and property owners in the City of Elko New Market and the surrounding Fire District.

WHEREAS, the City of Elko New Market and the Elko New Market Fire Relief Association wish to provide benefit levels that attract and retain fire fighters.

WHEREAS, this Memorandum of Understanding is non binding and intended to memorialize the understanding between the City of Elko New Market and Elko New Market Fire Relief Association regarding the respective intent of each organization as it relates to pension contributions and benefit level.

THEREFORE, the parties do hereby agree to the following:

1. The term of the Memorandum of Understanding shall be three years - 2021 through 2023.
2. For purposes of this memorandum, the municipal contribution shall not include the State Fire Aid and shall be in addition to the State Fire Aid.
3. The City shall provide municipal contributions for 2021 through 2023 in the amounts and according to the timeline provided below.

Payment Schedule	Payment 1		Payment 2		Total
	Amount	Payment Date	Amount	Payment Date	
2021	\$68,385.08	06/30/2021	\$68,385.09	12/15/2021	\$136,770.17
2022	\$71,804.34	06/30/2022	\$71,804.34	12/15/2022	\$143,608.68
2023	\$75,394.55	06/30/2023	\$75,394.56	12/15/2023	\$150,789.11

4. The amount of the State Fire Aid received by the City shall be paid to the Fire Relief no later than 30 days after being received by the City.
5. It is recognized that the intended contributions are based on the assumption of level or increasing tax base and non-property tax revenues in the Fire Fund and General Fund operating budgets for the City and contract jurisdictions within the Fire District. Decreasing tax based or non-property tax revenues will limit the ability of the City and the contract jurisdictions within the Fire District to support the afore mentioned contributions.
6. The City of Elko New Market will on an annual basis approve a pension benefit level that is funded at 107%.
7. If the funding for the approved benefit level falls below 100%, the City of Elko New Market will not approve a pension benefit level increase thereafter until it is funded at 110%.

- 
8. If the funding for the approved benefit level falls below 100%, the Elko New Market Fire Relief Association will consider reducing the benefit level to an amount that would be funded at 100%.
  9. The Elko New Market Fire Relief Association will have an Actuarial Valuation performed on the pension fund in conformance with GASB (Governmental Accounting Standards Board) rule 67 requirements. The City of Elko New Market will share in 50% of the cost to complete the cost of the Actuarial Valuation and 50% of the cost to include that information in the annual audit for the Elko New Market Fire Relief Association. The Elko New Market Fire Relief Association will assume the remaining costs associated with the Actuarial Valuation and annual audit. The Elko New Market Fire Relief Association will provide the City of Elko New Market with documentation of the cost to complete the Actuarial Valuation and include that information in the annual audit.
  10. This Memorandum of Understanding is not binding.

In witness whereof the parties have caused this memorandum to be executed on September 24th, 2020.

City of Elko New Market

\_\_\_\_\_  
Joe Julius, Mayor

Attest:

\_\_\_\_\_  
Thomas Terry, City Administrator/Clerk

Elko New Market Fire Relief Association

\_\_\_\_\_  
Jodi Muelken, President

Attest:

\_\_\_\_\_  
Chris Flegel, Secretary

Shared/City Departments/Fire Dept. /Fire Relief Association/Memorandums of Understanding/2021-2023 Memorandum



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Restated Independent Contractor Agreement Between City of Elko New Market and Municipal Inspections Inc.
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Thomas Terry, City Administrator
<b>REQUESTED ACTION:</b>	Approve Amended Restated Independent Contractor Agreement Between City of Elko New Market and Municipal Inspections Inc.

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND:**

The City of Elko New Market has an Independent Contractor Agreement with Municipal Inspections Inc. to provide building inspection services. Municipal Inspections has been providing services to the City for over 20 years. The Municipal Inspection offices have been located in City Hall since the firm began providing services to the City. The arrangement was considered to be mutually beneficial, providing efficiencies for the City and Firm, the modest revenue from underutilized space (\$100 per month) and greater access to the building official when they are in the office. With the onset of the COVID pandemic, the Building Official moved operations out of City Hall and began home officing. After operating in that manner for a period of time, City staff and Municipal Inspections reevaluated the value of the current leased space arrangement.

**DISCUSSION:**

Following a review of the current leased space arrangement and the operational impacts of Municipal Inspections officing off site, it was determined that it was the interest of both the City and Municipal Inspections to end the lease arrangement. This determination was based on the following:

- The City has need for use of the space for staff.
- In practice, it was found that the accessibility of the building official while officing off site was only negligibly different.
- In practice, it was found that the efficiency of the building official while officing off site was only negligibly different.

The Agreement was prepared by the City Attorney and has been approved by Municipal Inspection Inc.

**BUDGET IMPACT:**

There would be a reduction of \$1,200 annually in lease revenue.

**Attachments:**

- Amended Restated Independent Contractor Agreement Between City of Elko New Market and Municipal Inspections Inc.

## AMENDED RESTATED INDEPENDENT CONTRACTOR AGREEMENT

**THIS AMENDED AND RESTATED INDEPENDENT CONTRACTOR AGREEMENT (“Agreement”)** is made and entered into this \_\_\_ day of \_\_\_\_\_ 2020, by and between the **CITY OF ELKO NEW MARKET**, A Minnesota municipal corporation (“City”), and **MUNICIPAL INSPECTIONS, INC.**, a Minnesota corporation (“Contractor”), for building inspections and planning services.

**WHEREAS**, the parties entered into prior Agreements, as amended, for building inspection, zoning administration and code enforcement services (“Independent Contractor Agreements”);

**WHEREAS**, the City and Contractor desire to enter into this Agreement to reflect the current services to be provided by Contractor and remove the lease provisions of the prior Independent Contractor Agreements;

**WHEREAS**, the parties desire to amend and restate the prior Independent Contractor Agreements to reflect the change in services offered by Contractor.

**NOW, THEREFORE**, the parties agree that this Agreement amends and replaces all prior Independent Contractor Agreements between the parties, as follows:

1. **APPOINTMENT.** Contractor is appointed as the City of Elko New Market Building Official for the purpose of administering the State Building Code.
2. **TERM.** The term of this Agreement shall begin on July 1, 2020, and end on December 31, 2023, both dates inclusive, unless sooner terminated as hereinafter provided. This Agreement shall be automatically renewed each year on the terms and conditions set forth below unless notice of intention to terminate the agreement is given as provided herein.
3. **SERVICES.** The Contractor shall provide the following services.
  - A. **Building Inspection Services.** The City engages Contractor to perform all building inspections and related administrative duties on behalf of the City required under the City’s Ordinance adopting the State Building Code, including:
    1. Approving building permit applications.
    2. Determining the acceptability of said applications (compliance with City Ordinances is to be evidenced by Zoning Administrator’s initials on permit application as set forth below);
    3. Providing Building Code inspections as required by Minnesota Statutes;

4. Issuing occupancy permits upon final completion of the structure.
5. Working with County Assessor's Office to ensure that properties for which a building permit is issued are properly recorded at the County.
6. Making periodic written and oral reports to the City Council relating to the performance of Contractor's duties as required by the City Council.

**B. Code Enforcement Services.** Contractor shall be responsible for assisting the City in code enforcement, including conducting inspections, consultation with complainants and relevant property owners and issuance of code citations and letters, as requested by the City.

**4. TIME AND MANNER OF PERFORMANCE.**

- A. The number of personnel made available for providing said services, and the times at which said personnel shall be made available, for said services, shall be at the discretion of the Contractor; provided, however, that Contractor agrees to proceed diligently and in accordance with its usual course and manner of business in such examinations and inspections, and in the preparation of appropriate reports for the City.
- B. All duties as set forth above shall be performed pursuant to the provisions of the Minnesota State Building Code, and other applicable state, federal and local laws.

**5. APPLICANT INFORMATION.** The City shall furnish to or make available for examination or use by the Contractor, without charge, the following:

- i. All material and documents applicable to projects in which the Contractor is involved. Such material and documents shall be submitted to Contractor within a reasonable period of time before any meeting at which they are to be considered;
- ii. Available material and documents, as determined by the Contractor, that are necessary for the services to be performed, including a certificate of survey of the property, showing the location of the structure, the proposed sewage treatment system, the sewer hookup, the well or water hookup, and their location to lot lines, easements and road rights-of-way. Said survey shall include a legal description of the property and shall include all information required by the City.

**6. FEES.**

**A. Building Inspection Services.** The City shall reimburse Contractor for the Contractor's building inspection services provided under Paragraph 3.A. of this Agreement based on the following portions of City fees charged for the application reviewed:

- i. 50% of the building permit fee;
- ii. 60% of plan review fee;
- iii. 100% of flat fees;
- iv. 75% of erosion control inspection fees

(valuation computed from building valuation data sheet).

**B. Code Enforcement.** The City shall reimburse Contractor for code enforcement services at the rate of \$65.00 per hour.

**C. Additional Services.** Except for additional code enforcement services under 3(B), no claim will be honored for compensation for extra services or work beyond the scope of this Agreement without written approval of the City upon a written amendment of this Agreement that includes specific estimates of type, time, and maximum costs, prior to commencement of the work.

**D. Payment Terms.**

- 1. Contractor shall submit an invoice providing a written documentation of services rendered under Paragraph 3 on a monthly basis, payable by City within thirty days of receipt of an invoice showing work completed. Such invoice shall be in a format acceptable to the City and shall separate time for projects to be passed through to an applicant.
- 2. For additional services under 3(B) and additional services that receive written approval from the City, the City shall pay Contractor at a rate of \$65.00/hour consistent with the payment terms provided under this Agreement.
- 3. For all permit requests, the City's fee schedule shall apply. All applicants for permits shall pay all permit fees to City in those amounts as specified in the Minnesota State Building Code and/or any fee schedule adopted by ordinance of the City.

**7. INDEPENDENT CONTRACTOR.** The City hereby retains the Contractor as an independent contractor upon the terms and conditions set forth in this Agreement and not as the City's agent or employee. The Contractor is free to contract with other entities as

provided herein. Contractor shall be responsible for selecting the means and methods of performing the work. Nothing contained in this Agreement is intended or should be construed as creating the relationship of Employee/Employer, Master/Servant, co-partners or joint ventures between the City and the Contractor. Contractor shall furnish any and all supplies, equipment, and incidentals necessary for Contractor's performance under this Agreement. City and Contractor agree that Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's agents or employees are in any manner agents of employees of the City. Contractor shall be exclusively responsible under this Agreement for Contractor's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

**8. COMPLIANCE WITH LAWS AND REGULATIONS.** In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

**9. STANDARD OF CARE.** Contractor shall exercise the same degrees of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional Contractor under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Contractor's services.

**10. REPRESENTATION.** Contractor represents and warrants that Contractor's building and code inspection services shall be performed only by an individual that is certified under the State of Minnesota to perform building inspection and code enforcement services on behalf of the City.

**11. SUBCONTRACTORS.** Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Contractor shall comply with Minnesota Statute § 471.425. Contractor must pay subcontractor for all undisputed services provided by subcontractor within ten (10) days of Contractor's receipt of payment from City. Contractor must pay interest of one and five-tenths percent (1.5%) per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of One Hundred and no/100 Dollars (\$100.00) or more is Ten and no/100 Dollars (\$10.00).

**12. INDEMNIFICATION AND INSURANCE.**

A. Indemnification. The Contractor shall defend, hold harmless, and indemnify the City, its officers, agents, and employees, against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereinafter sustain, incur, or be required to pay arising out of the Contractor's negligent acts, errors or omissions in the performance or failure to perform Contractor's obligations under this Agreement.

B. Insurance. Prior to commencing work under this Agreement, the Contractor shall furnish the City with a Certificate of Insurance. Contractor shall furnish and maintain during this Agreement such public liability and property damage insurance as shall protect Contractor and any subcontractors performing work covered by this Agreement and from claims for property damages or personal injury which may arise from operations under this Agreement, whether such operations are by Contractor or by any subcontractor or anyone directly or indirectly employed by either of them, including insurance in the following amounts:

- 1) Worker's Compensation - as provided in the applicable law.
- 2) Professional Liability:\$1,000,000.00
- 3) Specified General Liability: \$1,000,000
- 4) Comprehensive Automobile:  
Liability - Personal Injury - \$750,000.00/\$1,000,000.00  
Property Damage - \$750,000.00

All insurance policies (or riders) required by this Agreement shall be (i) taken out by Contractor and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall contain a provision that the insurer shall not cancel or revise coverage thereunder without giving written notice to Contractor as an insured party and to City as an additional insured at least thirty (30) days before cancellation or revision becomes effective, (iii) shall name Contractor as an insured party and City as an additional insured; and (iv) shall be evidenced by a Certificate of Insurance listing City as an additional insured which shall be filed with the City.

**13. DEFAULT AND TERMINATION.** This Agreement may be terminated by either party at any time with or without cause, upon ninety days written notice delivered by hand or by registered or certified mail. After termination, the City shall have no further obligation to Contractor except to compensate Contractor for services performed before Contractor's receipt of notice of termination. If Contractor fails to substantially perform any of the services required by this Agreement, the City may, upon written notice, immediately cancel this Agreement in its entirety.

**15. LEGAL ACTION.** The City shall be responsible for commencing any legal action necessary to enforce any and all provisions of the Minnesota State Building Code or the applicable City Ordinances; provided however, Contractor agrees to make appropriate personnel available for any such legal proceeding or to make available any of its personnel for purposes of testifying as witnesses in said legal proceedings to the extent that said proceedings concern matters relative to the obligations Contractor has undertaken pursuant to this Agreement. The City shall incur no additional expense for Contractor's time and preparation as a witness in such legal proceedings.

**16. MINNESOTA GOVERNMENT DATA PRACTICES ACT.** Contractor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by the Contractor pursuant to this Agreement. Contractor is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Contractor receives a request to release data, Contractor must immediately notify City. City will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Contractor's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

**17. COPYRIGHT.** Contractor shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting there from.

**18. PATENTED DEVICES, MATERIALS AND PROCESSES.** If the Contract requires, or the Contractor desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, the Contractor shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Contractor shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

**19. WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

**20. RECORDS.** The Contractor shall maintain complete and accurate records relating to the performance of Contractor's services under this Agreement, on behalf of the City and in an orderly fashion. These records, or portions thereof, shall be provided to the City upon request and in any event within 10 days of termination of this Agreement. The books, records, documents, and accounting procedures of Contractor relevant to this Agreement, are subject to examination by the City and either the legislative or state auditor as appropriate.

**21. DOCUMENTS.** The City shall be the owner of all documents, reports, studies, analysis and the like prepared by the Contractor in conjunction with this contract. The City may use the information for its purposes. Such use by the City shall not relieve any liability on the part of the Contractor.

**22. NOTICES.** Pursuant to this Agreement, notices shall be hand delivered or mailed as follows:

AS TO CITY: City of Elko New Market  
601 Main St.  
P.O. Box 99  
New Market, MN 55054

AS TO  
CONTRACTOR: Municipal Inspections, Inc.  
25275 Vergus Ave.  
New Prague, MN 56071  
Telephone: (952) 461-4777  
Email: Inspectenm@outlook.com

**23. GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Minnesota.

**24. ASSIGNMENT.** Neither party to this Contract shall assign the Contract, nor any interest arising herein, without written consent of this other party.

**25. EXTENT OF AGREEMENT.** This Agreement represents the entire Agreement between the City and Contractor and supersedes and cancels any and all prior agreements or proposals, written or oral, between the parties relating to the subject matter hereof.

**26. AMENDMENTS.** Any amendments, addenda, alterations, or modifications to the terms and conditions of this Agreement shall be in writing and signed by both parties.

**IN WITNESS WHEREOF,** the City and the Contractor have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF ELKO NEW MARKET**

BY: \_\_\_\_\_  
Joe Julius, Mayor

AND: \_\_\_\_\_  
Thomas Terry,  
City Administrator/City Clerk

**MUNICIPAL INSPECTIONS, INC.**

By: \_\_\_\_\_  
Gary Staber, President



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Renewing Liquor License for Firehouse Grille LLC
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Lynda Jirak, Deputy Clerk
<b>REQUESTED ACTION:</b>	Adopt Resolution 20-52 Approving Liquor License for Firehouse Grille LLC

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

**BACKGROUND:**

Per City Code, each year all establishments serving liquor within the City of Elko New Market are required to renew their liquor licenses. After the liquor licenses are approved by the City, they are submitted to the State of Minnesota for their review and approval.

**DISCUSSION**

Firehouse Grille LLC liquor license renewal could not be included on the Consent Agenda with the other liquor license renewals due to the owner of this establishment being City Councilmember Timmerman.

Firehouse Grille LLC has provided complete documentation, along with associated fees, required for renewal of their liquor licenses except for a current Certificate of Insurance.

Staff has recommended that Firehouse Grille be approved contingent on submitting a current Certificate of Insurance. The establishment has paid their first half property taxes, has no delinquent sales taxes and are current on their City utility bills.

A Background Check has been completed and no violations were noted that would result in a recommendation of denial for the requested liquor licenses.

**ACTION REQUESTED**

Motion to adopt Resolution 20-52 Approving Liquor License for Firehouse Grille LLC

**Attachment:**

Resolution 20-52 Approving Liquor License for Firehouse Grille LLC

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA

**RESOLUTION NO. 20-52**

**WHEREAS;** Firehouse Grille LLC has submitted an application for an On Sale and Sunday Liquor License for Firehouse Grille located at 7875 Old Town Road, Elko New Market, Minnesota, 55054;

**WHEREAS;** Firehouse Grille LLC meets the requirements for issuance of an On Sale and Sunday Liquor License under Minnesota Statute Chapter 340A; and

**WHEREAS;** the City has reviewed Firehouse Grille LLC's liquor license application and has determined that Firehouse Grille LLC meets the requirements of the City's Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Elko New Market, Minnesota, that an On Sale and Sunday Liquor License be issued to Firehouse Grille LLC for the premises located at 7875 Old Town Road, Elko New Market, Minnesota 55054, contingent upon Firehouse Grille LLC complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide 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.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

**APPROVED AND ADOPTED** this 24<sup>th</sup> day of September, 2020.

**CITY OF ELKO NEW MARKET**

By: \_\_\_\_\_  
Joe Julius, Mayor

**ATTEST:**

\_\_\_\_\_  
Thomas Terry, City Administrator/Clerk



# STAFF MEMORANDUM

<b>SUBJECT:</b>	CARES Act - Business Emergency Grant Program
<b>MEETING DATE:</b>	September 24, 2020
<b>PREPARED BY:</b>	Renee Christianson, Community Development Specialist
<b>REQUESTED ACTION:</b>	Discussion Regarding CARES Act Business Grant Program Eligibility

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

## **BACKGROUND**

On August 27, 2020 the City Council approved the creation of the Business Emergency Grant Program, and on September 10, 2020 the City Council approved a grant agreement template, authorizing City staff to execute grant agreements and disperse grant funds, and provided direction on an eligibility requirement related to payment of real estate taxes. The grant program allocated \$100,000 of the City's CARES Act allocation dollars to be used for grants to local businesses and daycare providers.

At the September 10, 2020 City Council meeting, Mayor Julius requested that the Council hold further discussion regarding the eligibility requirement that businesses must be located within the City limits of Elko New Market. Discussion was requested regarding expanding the eligibility to businesses located in New Market Township. It was decided to defer discussion on the topic until the full Council was present.

*Businesses must meet all the following criteria to be eligible:*

- *Must be a locally owned and operated for-profit business with a brick and mortar commercial presence within the City limits of Elko New Market. Except for licensed daycare facilities, home based businesses are not eligible.*
- *Must have been doing business (open for business) as of March 1, 2020 and intend to continue operations.*
- *Be licensed, in good standing with the Minnesota Secretary of State's Office and with the City, and current on property taxes.*
- *Self-employed, independent contractors, or businesses with no employees other than the owner are eligible.*
- *Must demonstrate a loss in revenue since March 1, 2020 (evidence of revenue loss related to the COVID-19 emergency).*

As part of the discussion staff would like the Council to be aware of the following local opportunities that New Market Township businesses had for potential grant funding:

- New Market Township received CARES Act funding in the amount of \$89,425.
- Scott County allocated \$5.2 million of their CARES Act funding to a business recovery program that is available to small businesses, daycare providers, and farmers located throughout Scott County.
- The Scott County Community Development Agency allocated \$100,000 of their CARES Act funding to a small business recovery program that is available to small businesses throughout Scott County.

The City of Elko New Market's application period opened on September 1, 2020. As of the date of the writing of this memorandum the City has received fifteen grant applications from ten businesses and five daycare providers, with a total requested amount of \$70,900. Applications are being processed on a first-come first-serve basis.

## **BUDGET IMPACT**

If grant funds were made available to New Market Township Businesses, it could reduce the amount of CARES Act dollars available for City businesses, City COVID related projects or reimbursement for eligible COVID related expenses.

**REQUESTED ACTION**

Discussion by Council.

Attachments:

City of Elko New Market Business Emergency Grant Program Guidelines

Scott County COVID-19 Business Recovery Program Guidelines

Scott County CDA Small Business Recovery Fund Guidelines



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## City of Elko New Market Business Emergency Grant Program

### **PURPOSE**

To provide emergency assistance to local businesses in Elko New Market adversely impacted by the COVID-19 pandemic, the City of Elko New Market Business Emergency Grant Program will provide grants of up to \$5,000 to businesses most in need of support.

Funds can be used to help businesses pay for critical expenses such as rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment). Providing this support will increase the capacity of the businesses with a physical location in Elko New Market to survive the current crisis and will help prevent potential future blight scenarios. These grant funds can be used to ensure a business can afford to operate while maintaining social distancing guidelines for the safety of its employees and customers.

### **TERMS**

- Up to \$5,000 grants based on economic injury from COVID-19 related eligible expenses. Final grant awards shall be limited to the lesser of eligible expenses or demonstrated loss, up to the maximum of \$5,000.
- Funds can be used to pay for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment) or other critical non-payroll business expenses as approved by the fund administrator.

### **ELIGIBLE BUSINESSES**

Businesses must meet all the following criteria to be eligible:

- Must be a locally owned and operated for-profit business with a brick and mortar commercial presence within the City limits of Elko New Market. Except for licensed daycare facilities, home based businesses are not eligible.
- Must have been doing business (open for business) as of March 1, 2020 and intend to continue operations.
- Be licensed, in good standing with the Minnesota Secretary of State's Office and with the City, and current on property taxes.
- Self-employed, independent contractors, or businesses with no employees other than the owner are eligible.
- Must demonstrate a loss in revenue since March 1, 2020 (evidence of revenue loss related to the COVID-19 emergency).

Businesses that received other COVID-related funding such as the Small Business Administration Economic Injury Disaster Loan, Paycheck Protection Program or Scott County CDA grant are still be eligible for the City of Elko New Market Business Emergency Grant Program, but must certify that the Grant funds from this program shall be utilized for expenses not covered by another program.



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### **INELIGIBLE BUSINESSES**

The following businesses will not be eligible:

- Public entities, non-profit/not-for-profit businesses, and places of worship are not eligible.
- Home based businesses, other than in-home daycare facilities.
- Businesses that primarily sell pawned merchandise, guns, tobacco, or vaping product.
- Businesses that derive income from passive investments; businesses-to-business transactions; real estate transactions; property rentals or property management.
- Businesses that primarily derive income from gambling.
- Businesses in default conditions prior to February 29, 2020.

### **APPLICATION PROCESS**

- Application forms will be accepted beginning September 1 through September 30, 2020.
- Grants shall be reviewed by Staff upon receipt and issued on a first-come, first-serve basis. Staff shall review the applications and make a determination regarding program eligibility, expense eligibility, and grant amount.
- Grant applications are to be on a form provided by the City. At a minimum, the application shall include:
  - A completed application form including a signed acknowledgement by the applicant including:
    - The applicant has the authority to submit the application.
    - The applicant certifies the grant is necessary and a result of unforeseen business expenses and business interruption due to COVID-19.
    - Acknowledgement the City is relying on statements made by the applicant when evaluation the application. In the event the applicant has not submitted the application in good faith and truthfully to the best of their ability the applicant shall reimburse the City for the full amount of any grant received.
  - Business name, type of business, and operating address.
  - Name, addresses, contact number, and signatures of all business owners.
  - Grant amount requested.
  - Proof from the Minnesota Secretary of State's Office the business is in good standing.
  - A statement describing how expenses proposed to be reimbursed by the Business Emergency Grant Program is necessary and related to the COVID-19 health emergency.
  - Copies of expense receipts, invoices, statements, rental agreement/lease, mortgage, etc.
    - The City recommends providing a list of expenses with a brief description and total as well as labeling the supporting documents. For example:

Item/Receipt	Description	Service Provider/Vendor	Amount
#1	Face coverings	ABC Company	\$50.00
#2	Plexiglass	XYZ Company	\$200.00
#3	Rent	Landlord Name	\$1,000.00
<b>TOTAL</b>			<b>\$1,250.00</b>



- 
- Name, contract phone number, and postal mailing address of service providers (landlord, mortgage company, etc.)
  - Applicant's receiving grants will be notified in writing.
  - Grant payments are made directly to the service provider when feasible (landlord, mortgage company, utility company, etc.).
  - Grants will not be issued when allocated program funds are depleted.

**DATA PRIVACY**

Applications shall be considered private, however, the names of those receiving grants and the grant amount shall be public information.

# SCOTT COUNTY COVID-19 BUSINESS RECOVERY PROGRAM GUIDELINES

A recovery fund to support and assist local small businesses adversely impacted by the COVID-19 pandemic





## SCOTT COUNTY COVID-19 BUSINESS RECOVERY PROGRAM GUIDELINES

The Scott County Board of Commissioners has allocated \$5.5 million to support local small businesses that have had financial hardship as a result of the COVID-19 pandemic, specifically targeting local businesses who have not received assistance from other pandemic related programs and businesses who have impacts that have exceeded other assistance received.

The local business assistance is being offered through the following target areas:

- |  |                             |
|--|-----------------------------|
| (1) Licensed in-home childcare providers | Target Funding: \$1,000,000 |
| (2) Small for-profit businesses          | Target Funding: \$3,500,000 |
| (3) For-profit farming operations.       | Target Funding: \$ 700,000  |

Scott County, in collaboration with the Scott County Community Development Agency (CDA), are working with NextStage (Program Administrator), a local non-profit business, to collect and review the applications, and award program grants. This initiative is being funded by Scott County's allocation from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Scott County COVID-19 Business Recovery Program may **NOT** be used for the same expenses that were paid with funds from other COVID-19 related business assistance grant programs, including (but not limited to) the following:

- SBA Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)
- Pandemic Unemployment Assistance (PUA)
- State of Minnesota Department of Employment and Economic Development (DEED) - Small Business Emergency Loan Fund (SBEL) or Minnesota Small Business Relief Grants
- State of Minnesota Peacetime Emergency Childcare Grants
- Local Scott County CDA, city, or township grants

For all the target area programs, funds can only be used for Federal CARES Act eligible COVID-19 related or incurred public health emergency business operating expenses, including expenses related to reopening as approved by NextStage, Scott County and the Scott County CDA.



## Licensed In-Home Child Care Provider Terms and Eligibility

Scott County stands in support of our childcare providers who provide a critical service in our community and play a key role in our economy, enabling other residents in our community to continue working and/or return to work.

Licensed in-home childcare providers is one area of focus within the Scott County COVID-19 Business Recovery Program, with prioritization to providers who have not received previous assistance from the state of Minnesota Peacetime Emergency Child Care Grants.

### **Benefits available to Scott County in-home childcare providers under the program include:**

- Licensed family childcare providers will receive up to \$4,500 for eligible expenses and cost of business interruption incurred from March 1, 2020 through June 15, 2020.

### **Eligible Day Care Providers**

- Must be a licensed family childcare provider in Scott County as of March 1, 2020.
- Must be in good standing and they must not have been found responsible for fraud.
- Must not be operating on a conditional license, under revocation, or under temporary immediate suspension.
- Must not be prohibited from receiving public funds under MN Statute 245.095, which requires that any provider, vendor, or individual be excluded from receiving grant funds if excluded from another DHS program.
- Must demonstrate a direct financial impact to their business due to the COVID-19 pandemic.
- Eligible expenses may include costs associated with business interruption, claimed work space, supplies directly related to the COVID-19 pandemic, or other critical business expenses as approved by the fund administrator.

Applicants will be asked for documentation demonstrating a direct financial impact to their childcare business due to the COVID-19 pandemic.

**As noted earlier, Scott County COVID-19 Business Recovery Program may NOT be used for the same expenses that were paid with funds from other COVID-19 related business assistance grant programs.** Childcare providers who have qualified for and received Pandemic Unemployment Assistance (PUA) will be asked to report the total amount of PUA received between March 1, 2020 and June 15, 2020. A summary of other COVID-19 pandemic assistance/funding received will also be requested.



Upon notice of an approved application, applicants are required to submit the following **within 5 business days**:

- Evidence of revenue loss related to the COVID 19 emergency. Applicant should submit documentation that best demonstrates the impact and/or cost of business interruption and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include:
  - 2019 Business Tax Return - Schedule C and Schedule SE if applicable.
  - Bank statements showing changed income from January-March and then March-June
  - Attendance records, if available
  - Monthly reports from their business accounting software that shows changes from January-March and then March-June.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate grant documents, disburse grant proceeds, or meet program reporting requirements.
- Failure to submit required documentation will result in forfeiture of grant award.

## Application Process for Scott County In-Home Childcare Providers

- All eligible licensed in-home family childcare providers in Scott County will receive an email with a link to the application. Emails will be sent to the license holder for family childcare providers. Providers will have the option to decline the funds if they do not want to receive them.
- Scott County childcare providers can apply for the funding starting at **8 a.m. on Wednesday, August 19 Applications are due by 5 p.m. Thursday, August 27.**
- The fund administrator, NextStage, will notify approved applicants by email on or before September 4, 2020.

**Note:** Scott County and/or the Scott County CDA reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.



## Small Business Terms and Eligibility

The small business focus area aims to provide emergency recovery support to small local businesses and for-profit farming operations in Scott County adversely impacted by the closures/restrictions that were imposed due to the COVID-19 pandemic. Providing this support is intended to aid in the ability of a small business with a physical location in Scott County to survive and rebound from the current pandemic crisis and help prevent business closures, job losses and potential future blight scenarios. Funds will help businesses pay for critical expenses such as current payroll obligations, rent payments, mortgage payments, utilities, payments to suppliers, and costs to comply with public health requirements as a result of the COVID-19 pandemic.

### **Benefits available to Scott County small businesses under the program include:**

- Up to \$7,500 for self-employed entrepreneurs that have no employees and have a physical location for their business in Scott County other than their personal residence.
- Up to \$15,000 grant for small businesses based on economic injury from COVID-19 and eligible expenses.
- Up to \$25,000 grant for local for-profit farming operations based on economic injury from COVID-19 and eligible expenses.

## Eligible Small Businesses and For-Profit Farming Operations

- Must be a locally owned and operated for-profit business, including for-profit farming operations, with a physical establishment in Scott County
- Must employ the equivalent of 50 or fewer full-time workers.
- Must be licensed, in good standing with the Minnesota Secretary of State and Minnesota Department of Revenue as of March 1, 2020.
- Must be in good standing with Scott County and the city where the business is located.
- Must demonstrate a significant loss in revenue or financial hardship since March 15 as a result of the COVID-19 pandemic (no credit score or collateral requirements apply)



Certain businesses are ineligible, including:

- Home-based businesses; those without a separate physical establishment in Scott County
- Non-profit, religious, or member-based organizations
- Corporate owned chains; however, locally owned franchise businesses are eligible
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling,
- Businesses that derive any income from adult entertainment
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

Applicants will be asked for documentation demonstrating a direct financial impact to their business due to the COVID-19 pandemic.

As noted earlier, Scott County COVID-19 Business Recovery Program may **NOT** be used for the same expenses that were paid with funds from other COVID-19 related business assistance grant programs and must be compliant with Federal CARES Act regulations and US Treasury Guidance.

Upon notice of an approved application, applicants are required to submit the following **within 5 business days**:

- 2019 Federal Business Tax Return or appropriate Business Tax Schedule - based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue.
- Evidence of revenue loss related to the COVID 19 emergency. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include comparable-period Sales Tax Reporting, Period Statements from 3<sup>rd</sup>-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
- Evidence of employment prior to March 1<sup>st</sup>, 2020. Acceptable documentation may include period reporting from a 3<sup>rd</sup>-party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll-related filing.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate grant documents, disburse grant proceeds, or meet program reporting requirements.
- Failure to submit required documentation will result in forfeiture of funding award.



## Application Process for Small Businesses and For-Profit Farming Operations

- Applications will be accepted starting at **8 a.m. on Wednesday, August 19**  
**Applications are due by 5 p.m. Thursday, August 27.**
- Application link can be found at: **[www.scottcda.org/resource/businessrecovery](http://www.scottcda.org/resource/businessrecovery)**
- If applications exceed the funding available, the fund administrator will select grant recipients using a lottery system.
- The fund administrator, NextStage, will notify approved applicants by email on or before September 4, 2020.

**Note:** Scott County and/or the Scott County CDA reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.



COMMUNITY  
DEVELOPMENT  
AGENCY SCOTT COUNTY

# **SCOTT COUNTY CDA: SMALL BUSINESS RECOVERY FUND GUIDELINES**

A small business recovery fund to support and assist local businesses adversely impacted by the COVID-19 pandemic

*June 12, 2020*

To provide emergency recovery support to small local businesses in Scott County adversely impacted by the COVID-19 pandemic, the Scott County Community Development Agency (CDA) Small Business Recovery Fund will provide forgivable loans of up to \$5,000 to small businesses most in need of support.

Funds will help businesses pay for critical expenses such as current payroll obligations, rent payments, mortgage payments, utilities, and payments to suppliers. Providing this support will increase the capacity of small businesses with a physical location in Scott County to rebound from the current crisis and will help prevent potential future blight scenarios.

The Recovery Fund will be administered through NextStage, a local non-profit that brings extensive experience managing and administering loan funds.

## Terms

- One-time emergency forgivable loan up to \$5,000, based on economic injury from COVID-19 and eligible expenses as defined below
- 0% interest, 12 month term, deferred payments for 12 months
- Loan is 100% forgivable after 12 months, provided the business continues to operate in Scott County in good regulatory standing and has provided all required documentation. If business fails to meet forgiveness criteria, the entire loan amount will be due in full within 30 days.
- Funds can be used for operating expenses, including current payroll obligations, rent payments, mortgage payments, utilities, accounts payable, or other critical business expenses as approved by the fund administrator.

## Eligible Businesses

Businesses must meet all of the following criteria as of March 1, 2020 to be eligible.

- Must be a locally owned and operated for-profit business with a physical establishment in Scott County
- Must employ between 3 to 20 W-2 eligible employees prior to March 1, 2020, and be under \$1 million in annual revenue
- Must have been operating for at least 6 months prior to March 1, 2020
- Must be licensed, in good standing, and not have any delinquent property taxes, if applicable
- Must demonstrate a significant loss in revenue since March 15 (no credit score or collateral requirements apply)

Certain businesses are ineligible, including:

- Home-based businesses; those without a physical establishment
- Non-profit organizations
- Self-employed, independent contractors, or businesses with no employees other than an owner(s)
- Corporate chains, chains not owned/operated by a Scott County resident
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling
- Businesses that derive any income from adult entertainment
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

Businesses that have applied for and/or were awarded any COVID-related federal funding, such as the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) are also eligible and encouraged to apply for the Scott County CDA Small Business Recovery Fund.

However, to preserve local resources and serve as many businesses as possible, duplication of state and local COVID-related emergency funds is not allowed. Businesses that have been awarded or have received COVID-related emergency funds through the State of Minnesota Small Business Emergency Loan (SBEL) are ineligible for this loan.

## Application Process

- Applications will be accepted beginning July 6 through **July 17, 2020 at noon.**
- Application link can be found at: <https://scottcda.org/resource/covid-19-business-resources/>
- If applications exceed the funding available, the fund administrator will select loan recipients using a lottery system.
- The fund administrator, NextStage, will notify approved applicants by email on or before July 31, 2020.

Upon notice of an approved application, applicants are required to submit the following **within 5 business days**:

- 2019 Federal Business Tax Return or appropriate Business Tax Schedule - based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue, and will need to provide their 2019 Federal Return when completed to qualify for loan forgiveness.
- Evidence of revenue loss related to the COVID 19 emergency. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include comparable-period Sales Tax Reporting, Period Statements from 3<sup>rd</sup>-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
- Evidence of employment prior to March 1<sup>st</sup>, 2020. Acceptable documentation may include period reporting from a 3<sup>rd</sup>-party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll-related filing.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate loan documents, disburse loan proceeds, or meet program reporting requirements.
- Failure to submit required documentation will result in forfeiture of loan award.

**Note:** The Scott County CDA reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.

**ELKO NEW MARKET PARKS COMMISSION  
WEDNESDAY, SEPTEMBER 9, 2020  
REGULAR MEETING MINUTES**

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

**PRESENT:**

Present at Roll Call were Chair Sutton, Commissioner Vernon, and commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel and Recreation Specialist Kevin Dunnigan.

**CALL TO ORDER:**

The meeting was called to order at 6:02 PM online via ZOOM by Chair Mike Sutton.

**APPROVE AGENDA:**

Mr. Nagel said that there was one addition to the September 2020 Meeting Agenda. He said that he would like to add the Schlomka Portable Restrooms bill to the Agenda under Item 7g. Upon motion by Commissioner Dornseif, seconded by Commissioner Vernon, the September 2020 Meeting Agenda, including the additional bill, was unanimously approved, as printed.

**CITIZEN COMMENTS:**

Mr. Nagel introduced the new city Recreation Specialist Kevin Dunnigan, who gave brief review of his background and told the Commission that he looked forward to working with them.

**APPROVAL OF MINUTES OF AUGUST 12, 2020 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by commissioner Vernon, the Parks Commission unanimously approved the August 12, 2020 Parks Commission Minutes, as printed.

## **PETITIONS, REQUESTS, AND COMMUNICATIONS**

Mr. Nagel called Commissioners' attention to an attached copy of the August Community Development Update. He reviewed the current projects with Commissioners, including the completion of the CSAH 2/91 roundabout, which added significantly to the City's paved trail system.

Mr. Nagel called Commissioners' attention to an attached copy of the NRPA Survey on COVID-19 on Small Metro and Rural Areas. He noted that like Elko New Market, most of the other Park Departments across the country had reopened their facilities to the public.

Mr. Nagel referenced the Summer 2020 edition of the MRPA Magazine, which the Commissioners received via the mail.

### **UPDATES:**

Mr. Nagel reviewed the August 31, 2020 ENM Parks Commission Update, which contained 20 items. Mr. Nagel updated the Commission on the New Prague Community Education Fall Catalogue and their offerings, some of which will be offered online due to COVID-19.

Chair Sutton highlighted the upcoming Parade of Hope event, a smaller version of the Fire Rescue Days Parade, and noted the parade posters will be out soon. Event promotion was discussed.

Chair Sutton that the New Prague Community Ed Advisory Board would be meeting later in September and that he planned to attend. He will report back at the October Parks Commission meeting.

Mr. Nagel called Commissioners' attention to the attached picture showing the swinging chair posts had been replaced, since the damage was too great to repair them. He explained that the Public Works Department crew had accidentally hit the posts during lawn mowing.

## **OLD/NEW BUSINESS:**

Mr. Nagel brought the Commissioners' attention to the attached Woodcrest Park RFP. He reviewed the components of the proposal and made several revisions based on Commissioners' suggestions. He said that the next step would be to have the City Attorney take a look at it to make sure that it was in proper legal form. Upon motion by Commissioner Dornseif, seconded by Commissioner Vernon, the Parks Commission unanimously approved the Woodcrest Park RFP pending any revisions by the City Attorney.

Mr. Nagel called Commissioners' attention to the attached SkatePark order form and contract options. Mr. Nagel highlighted the signage option and signage pricing. The Commissioners asked to see signage samples and design options. With the potential for the SkatePark to move, the question was asked if the signage could also be moved. Mr. Nagel highlighted the promotional package options, and the Commission discussed the costs and benefit of the promotional packages. Mr. Nagel noted the Strider bikes add-on packages. The Commission discussed bike rental and distribution challenges, and liability concerns. Mr. Nagel said that he would talk to the ARC Representative on the Commissioners' concerns on the signs and bikes and report back at the October Parks commission meeting. No further action was taken on these items by the Parks Commission.

Mr. Nagel called Commissioners' attention to the attached Playground Assessment for Little Windrose Park and Wagner Park. For Little Windrose Park, the conclusion is that it is in good shape for the next 15 years with minor repairs to the existing equipment all that was needed. As for Wagner Park, the main focus should be to replace the merry-go-round and net climber in the next couple of years. Mr. Nagel said that he would forward the results of the assessments to the Public Works superintendent for his review. No further action was taken by the Parks Commission on this item.

Mr. Nagel said that he had received a request from the Elko Baseball Team for netting over Old Elko City Hall Park ballfield. The Commission noted a sun sail may be a viable option. The Commission discussed costs for new netting and requesting to share costs with the Elko Baseball Team. Chair Sutton asked if the prospective sun sail could be stored in the off-season. No further action was taken on this item by the Parks Commission.

Mr. Nagel said that the swing seats at Wagner Park were in need of replacement. Mr. Nagel explained he would like to use seat colors such as red or blue, versus the traditional black color. He said that he was researching companies that provided swings in different colors for purchase. He said that he would be back to Parks commission in October with the options. No further action was taken on this item by the Parks Commission.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's Portable Restrooms for August 2020 for \$850.00 and MRPA Conference Registration for Commissioner Vernon for \$150.00. Upon motion by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List for the September 2020 Meeting.

### **OTHER BUSINESS:**

Mr. Nagel reported on the status of the Windrose-Woodcrest trail segment paving project noting that Staff was awaiting a firm date for paving from the contractor. He said that he expected it to be done before the end of September.

Mr. Nagel updated the Commission on the Rowena Pond Park Hockey Rink/Basketball Court project options for wood or metal structural posts for the hockey boards saying that wood would be less expensive than the metal posts. Consensus of the Parks Commissioners was to base any on any significant future maintenance differences, rather than the current cost to purchase and install them. If there was no difference between two in terms of quality, then the deduct should be taken.

### **NEXT MEETING:**

Upon motion by Commissioner Vernon, seconded by Commissioner Dornseif, the next regular meeting of the Parks Commission was set for Wednesday, October 14, 2020 at 6:00 PM via Zoom.

### **PARK COMMISSIONER COMMENTS:**

Chair Sutton asked the Commission to investigate rededicating wetland areas versus buying credits, such as Mahoney property behind the Farm subdivision. He

said that there was an article in the latest Scott County Scene newsletter on the subject. Mr. Nagel said that Staff would review the question with the City Planner.

Commissioner Vernon asked about the mound dirt at Rowena Pond Park. Mr. Nagel said that he thought it would be used on other City projects, but would check into it and report back to the Commission.

**ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 7:13 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**

**COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING**  
**September 15, 2020 Minutes**

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

Meeting was called to order at 5:38 PM via Zoom.

Members Attending: Chair Mike Sutton, Janelle Kirsch, Terre Larsen, Lori Nelson, Toni Maat and Jodi Muelken.

Others Attending: Assistant City Administrator Mark Nagel, Recreation Specialist Dunnigan and Deputy Clerk Lynda Jirak

Absent: Leander Wagner, Dawn Seepersaud and Amy Halloran

**MOTION** by Terre Larsen, seconded by Janelle Kirsch, to approve the September 15, 2020 agenda. **APIF, MOTIN CARRIED**

**MOTION** by Toni Maat, seconded by Mike Sutton, to approve the minutes of the August 18, 2020 meeting. **APIF, MOTION CARRIED**

Jodi Muelken updated the Committee on the Chamber of Commerce Golf Tournament and Fire Rescue Days Parade. Jodi stated the golf event was full however a few people did not show up. There was a fire truck present at Boulder Pointe during the golf tournament to pay tribute to 911. Jodi felt the parade went great! The parade consisted of the Color Guard on a flat-bed trailer driven by CCEC member Leander Wagner, Northfield Ambulance, Elko New Market Police, Elko New Market Fire Department, Lakeville High School Marching Band on a flat-bed trailer driven by Ryan Rose Trucking and the Scott County Sheriff's Department. The parade lasted 2 hours, which was a bit longer than the previous parade in June. Lots of people came out to watch the parade come through their neighborhoods. A huge kudos to Jodi for organizing this event, thank you Jodi!!!

Lynda Jirak introduced the city's new Recreation Specialist Kevin Dunnigan. Kevin spoke to the members and gave a brief review of his background and current employment. Members of the CCEC introduced themselves and stated what organization they represented. Welcome Kevin!!!

The Halloween Party was the main Agenda item. The Halloween Party will be on Saturday, October 24, 2020 from 10:00 am to 12:00 pm at Eagle View Elementary School's parking lot. There will be no cost and no registration for this event. The children can dress up in costumes and have parents drive them through Eagle View's parking lot. No one will be allowed to leave their vehicles. The CCEC members will be handing out bags of candy with gloves and masks on. Terre Larsen suggested filling a few bags with non-peanut items. Consensus of the Committee was that this was the safest way to allow for minimal contact and still be able to hold the event.

Jodi Muelken spoke with the Chamber of Commerce and they would like to be included in this event. It is proposed that businesses line the road with scarecrows (scarecrow contest the Chamber has with businesses) to provide entertainment to the waiting cars. Also suggested was to have fire trucks and ambulance fill the middle parking lot. Lynda Jirak will check with Elko Speedway and Dick's

Sanitation to possibly bring a race car and garbage truck for additional vehicles for entertainment. If weather permits, Toni Maat will bring in animals to walk around with in her suit of armor.

The next Meeting of the CCEC will be on Tuesday, October 20, 2020 at 5:30 pm. This meeting will be held at ENM City Hall to fill the Halloween bags for the Halloween Party.

There were no additional comments from the Committee members offered at the September 15<sup>th</sup> Meeting.

**MOTION** by Janelle Kirsch, seconded by Terre Larsen to adjourn the meeting at 6:33 pm. **APIF, MOTION CARRIED**

Respectfully submitted,

Lynda Jirak, Deputy Clerk

Draft