

**1) CALL TO ORDER**

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

Members Present: Acting Mayor Schuenke, Councilmembers Berg, Timmerman and Novak

Members Absent: Mayor Julius

Also Present: City Administrator/Clerk Terry, Senior Planner Christianson, Deputy Clerk Jirak, City Engineer Revering, Officer Gareis, Scott County Commissioner Wolf, Jodi Lucast, Janelle Kuznia and Patrick Fischer

**2) PLEDGE OF ALLEGIANCE**

Acting Mayor Schuenke led the Council and audience in the Pledge of Allegiance.

**3) ADOPT/APPROVE AGENDA**

City Administrator/Clerk Terry stated that there are two changes to the agenda.

- Consent item 6c. Approve Resolution 23-05 Amending 2040 Comprehensive Plan and Approving Distribution of Amendment to Metropolitan Council – R & F Properties, had a minor change to the language in the resolution following feedback from the City Attorney.
- An addition to Administration under Reports item 9aii. Interchange Travel Pattern Analysis.

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

**APIF, MOTION CARRIED**

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

Recognition of Service – Firefighter Rob Kaufenberg

Acting Mayor Schuenke provided a brief background on Kaufenberg’s accomplishments to the Elko New Market Fire Department. A plaque was presented for Kaufenberg’s service.

**5) PUBLIC COMMENT**

Scott County Commissioner Wolf gave the Council a brief update on current discussion being held at Scott County including:

- An update on projects in Scott County from the I-35 Solutions Meeting he attended.
- A meeting on the Renaissance Festival for traffic control will be taking place on February 21.

**6) CONSENT AGENDA**

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

- a. Approve January 26, 2023 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Resolution 23-05 Amending 2040 Comprehensive Plan and Approving Distribution of Amendment to Metropolitan Council – R & F Properties, Applicant

- d. Agreement for Municipal Facilities Garbage and Recycling Collection and Disposal Services
- e. Senior Utility Discount Program
  - i. Adopt Resolution 23-06 Approving the amended Senior Utility Discount Program Policy
  - ii. Adopt Ordinance No. 266 Amending the 2023 Schedule of Fees

**APIF, MOTION CARRIED**

## 7) GENERAL BUSINESS

### Liquor License Ordinance and Fees

City Administrator/Clerk Terry reviewed the amended language and fees regarding the On-Sale Wine License.

**MOTION** by Councilmember Berg, second by Councilmember Novak to:

- Adopt Ordinance No. 267 Amending the City of Elko New Market City Code, Title 4 Concerning Licensing for the Sale of Alcoholic Beverages.
- Adopt Ordinance No. 268 Adopting the Schedule of Fees.

**APIF, MOTION CARRIED**

## 8) PUBLIC HEARINGS

None.

## 9) REPORTS

### a) Administration

#### Fourth Quarter Financial Reports

City Administrator/Clerk Terry provided the City Council with the Fourth Quarter Financial Report. Terry explained that a typo was discovered in the 2022 Budget related to a revenue item within Stormwater. Staff will be returning to a future meeting with an amendment to make the correctio in the 2022 Budget.

#### Interchange Travel Pattern Analysis

City Administrator/Clerk Terry discussed Staff's continued efforts to work on lobbying and getting funding for the I35 and County Road 2 interchange. Terry presented a Proposal for Professional Services from SRF for an I35 and County Road 2 Travel Pattern Analysis. After Council discussion, the Council directed Staff to move forward with the proposal from SRF for the Travel Pattern Analysis.

### b) Public Works

January 2023 Monthly Report included in the packet.

City Administrator/Clerk Terry updated Council that Public Works is seeking to change their regular work schedule to 6:30 am to 3:00 pm. There will be a test run of the new working hours before being finalized.

Acting Mayor Schuenke commented on the new iWorQ software, and the update provided on snow removal.

- c) Police Department  
January 2023 Monthly Report included in the packet.  
City Administrator/Clerk Terry provided an update on the hiring process of Police Officers.
- d) Engineering  
No report.
- e) Community Development  
Senior Planner Christianson stated the following items can be found in the packet:  
Planning Commission Priorities and Goals  
Planning Commission Accomplishments for 2022  
Draft Planning Commission Minutes of January 31, 2023  
Draft Economic Development Authority Minutes of the January 26, 2023 Meeting

Senior Planner Christenson updated Council on an I35 Corridor Study Committee she attends and stated MN DOT has come out with a survey for citizens to complete that use the I35 corridor. This survey will be placed on the City’s website.

Councilmember Berg questioned the details on the 2040 Comp Review. Senior Planner Christianson explained the process for the 2040 Comp Review for Planning Commissioners to Council.

City Administrator/Clerk Terry updated Council on openings for the Parks and Planning Commissioner positions along with the Planner I position.

Acting Mayor Schuenke updated Council on an email received from Senior Planner Christianson regarding a Kwik Trip update.

- f) Parks Department  
January 2023 Monthly Update included in Council packet.
- g) Community & Civic Events Committee (CCEC)  
Draft Community & Civic Events Committee Minutes of the January 24, 2023 Meeting included in the packet.
- h) Other Committee and Board Reports
  - i) Scott County Association for Leadership and Efficiency (SCALE)  
No report.
    - 1. Executive Committee  
City Administrator/Clerk Terry updated Council on the Executive Committee Meeting he attended.
    - 2. Service Delivery Committee  
No report.

ii) I35 Solutions Alliance

Acting Mayor Schuenke updated the Council on the I35 Solutions Alliance meeting he attended. Schuenke discussed with the Council that the City of Elko New Market will present the issues with the I35 and County Road 2 interchange at the March 9 meeting. Schuenke also discussed whether a letter could be drafted by Staff to State Legislatures, Senator Dibble and the Transportation Committee for use of the budget surplus on transportation and transportation programs. After Council discussion, Council directed Staff to draft a letter to State Legislatures, Senator Dibble and the Transportation Committee.

**10) DISCUSSION BY COUNCIL**

Councilmember Berg questioned if discussions on Fire Rescue Days included any Fire Relief updates. Deputy Clerk Jirak answered not at this time. Councilmember Berg updated Council on the Climate Task Force Committee he attends for New Prague Area Schools. Councilmember Berg questioned if there were any updates on the proposed Niagara Project. City Administer/Clerk Terry stated the City is still waiting to hear back from the DNR.

Deputy Clerk Jirak corrected her previous statement that the City will continue to accept Planner I applications until February 17, 2023 at 4:30 pm.

**11) ADJOURNMENT**

**MOTION** by Councilmember Timmerman, second by Councilmember Novak to adjourn the meeting at 6:34 p.m.

**APIF, MOTION CARRIED.**

Respectfully submitted by

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Lynda Jirak, Deputy Clerk