

1) CALL TO ORDER

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

Members Present: Mayor Julius, Councilmembers: Novak and Styles

Members Absent: Councilmembers Berg and Timmerman

Also Present: City Administrator/Clerk Terry, Senior Planner Christianson, Police Chief Juell, City Attorney Poehler, City Accountant Stewart, Deputy Clerk Jirak, City Engineer Revering, Patrick Fischer, Leah Davis of Abdo, Michael Mooney of Abdo, Luke Wheeler of BMI, Mike Newman, Jodi Lucast and Andy Vollmuth

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 Styles to approve the revised agenda.

APIF, MOTION CARRIED

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

State of the District Presentation – New Prague Area Schools

New Prague Area School Superintendent, Andy Vollmuth, gave a presentation to the Council on the levy request referendum that will be on the November 7th Election Ballot for the New Prague Area Schools. The presentation included the background on the upcoming referendum, the need for the referendum, an explanation of the ballot question, the monthly impact on taxpayers and how the referendum dollars will be used.

5) PUBLIC COMMENT

Mike Newman, Windrose Neighborhood, approached the podium to ask City Council to look at the ordinance for Special Use Vehicles. Newman requested a possible amendment to the starting timeframe that these vehicles are allowed to be used in town.

After a brief discussion, City Council asked Staff to have this Ordinance brought back to a future City Council meeting for discussion.

6) CONSENT AGENDA

MOTION by Councilmember Novak, second by Councilmember Styles to approve Consent Agenda.

- a. Approve October 12, 2023 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Professional Services Agreement with LRE Water – Field Services for Aquifer Pumping Test
- d. Approve Reclassification of Employee

- e. Adopt Resolution 23-74 Authorizing the Levy of Special Assessments for the Collection of Delinquent Utility Bills and Charges for Services

APIF, MOTION CARRIED

7) GENERAL BUSINESS

2023 Position Classification & Compensation Study Report

Leah Davis and Michael Mooney of Abdo presented the City Council with the 2023 Position Classification and Compensation Study results. The 2023 study complies with the intent to complete regular periodic updates of the Class and Compensation plan to ensure that the City's Plan is internally equitable and market competitive.

The Study provided options for implementing an adjusted grade and step plan, a recommendation for 2024 COLA, a comparison of paid time off and detailed information regarding insurance benefits provided by the identified market group. Abdo Solutions presented three implementation options for a new grade and step plan along with an estimated implementation cost for each of the options.

Due to the absence of Councilmembers Timmerman and Berg, City Administrator/Clerk Terry read emails from each of the Councilmembers with their comments. Councilmember Timmerman supported the 70th percentile market position option implemented over two years. Councilmember Berg supported no less than the 60th percentile market position option, however, if implemented over two years would consider between the 60th percentile to 70th percentile market position option due to delayed implementation. Councilmember Berg also supported adding a floating holiday to the benefit package.

Mayor Julius asked Councilmembers present to voice their opinion on the plan options and implementation. Councilmember Styles indicated support for the 60th percentile market position option, adding another floating holiday and increasing PTO in 10+ years of service range. Councilmember Novak supported an option between the 60th to 70th percentile market position option and adding an additional holiday. Mayor Julius supported the 60th percentile market position option and adding an additional holiday.

City Administrator/Clerk Terry summarized the City Council consensus recommendation of at least the 60% implementation option of the market group with further discussion on implementing over one or two years. Terry continued that City Council was also in favor of adding a floating holiday or its equivalent to the paid time off accrual and adjusting the paid time off schedule for service years 10 plus to more closely reflect the market.

City Council agreed to further discussion on these above topics at the November 16, 2023 City Council meeting.

MOTION by Councilmember Novak, second by Councilmember Styles to accept the 2023 Classification and Compensation Study completed by Abdo.

APIF, MOTION CARRIED.

Authorize Expenditure and Identify Funding Source for Ninja Anywhere for FRD 2024

City Administrator/Clerk Terry advised City Council that the Fire Rescue Days (FRD) Subcommittee of the CCEC is requesting a commitment from the City Council to be able to provide funding for Ninja Anywhere at FRD 2024 in the amount of \$3700. Terry explained the current budget for FRD and the currently proposed budget that has not been finalized by the City Council. Staff sought City Council approval for the funding of Ninja Anywhere for FRD 2024 and provide the funding source.

After Council discussion, Council authorized the expenditure and will determine the funding source after the 2024 Budget is completed for Ninja Anywhere.

8) REPORTS

a) Administration
None.

b) Public Works
None.

c) Police Department

Police Chief Juell updated the Council on the following items:

- Updated the hiring process for the Police Officer position.
- Chief Juell was selected to serve on a national panel at the Criminal Justice Informational System User Group Meeting in Boise, Idaho in December from Chiefs of Police Association.
- October is Domestic Violence Awareness Month and SVA is holding a capital campaign for a new office in Shakopee.
- Reminded City Council that the Special Vehicle Unit Ordinance was put in place to start at 6:00 am as these Special Vehicle Units tend to have loud mufflers.

d) Engineering

Municipal State Aid Program

Luke Wheeler, Bolton & Menk, presented an overview of the Municipal State Aid Street (MSAS) funding program. Wheeler stated the MSAS program provides funding to assist municipalities with the construction and maintenance of community interest streets on their state aid systems. The goals of the program are to provide users with safe streets, adequate mobility and structural capacity. Funding for the program comes from transportation related taxes.

City Staff identified a total of 26.58 miles of local streets within the municipal city limits. The City is allowed to designate 20 percent of the total streets on the Municipal State Aid System and can conservatively estimate \$200,000 in Municipal State Aid funding for Elko New Market in 2024.

City Administrator/Clerk Terry advised City Council of Staff's options for use of these funding dollars.

Staff sought City Council’s support of the proposed Municipal State Aid Street System for 2024 and support for maximizing the allocation for maintenance purposes based on the preliminary street maintenance budget. After a brief Council discussion, City Council did support the proposed Municipal State Aid Street System identified by Staff for 2024.

Engineering Update

City Engineer Revering updated Council that the City is at the measuring phase of the aquifer pump tests.

- e) Community Development
None.

- f) Parks Department
Draft Parks & Recreation Commission Minutes of October 11, 2023 Meeting included in packet.

Preliminary Parks Capital Outlay Budget

City Administrator/Clerk Terry gave background to the City Council on the Preliminary Parks Capital Outlay analysis that was performed last year in order to plan for the existing system’s long-term funding needs. The result of the analysis was that the City did not have enough funds to cover necessary replacements of park equipment and facilities. Elko New Market Parks Department utilizes three main funding sources for capital expenditures: Park Dedication, Charitable Gambling and Capital Outlay. Parks & Recreation Commission recommended increasing the Capital Outlay Budget for Parks by \$10,000 for the 2024 Budget and \$5,000 a year for Budgets years 2025 – 2027.

Currently, the Parks Capital Outlay Budget is a single line item with no specific detail regarding the use of the funds within the budget itself. Staff and the Parks & Recreation Commission recommended that the first five years of the Capital Outlay Model be included as an Appendix to the 2024 Budget. This would provide additional detail regarding the use of the Capital Outlay funds (similar to other departments), more clearly communicate intent, and provide clear authorization for necessary purchases of equipment.

After a brief City Council discussion, Councilmembers directed the inclusion of the first five years of the Capital Outlay Model be included as an Appendix to the 2024 Budget.

- g) Community & Civic Events Committee (CCEC)
Councilmember Novak reminded Councilmembers of the Halloween Party taking place at Eagle View Elementary School from 10:00 - 12:00 on Saturday, October 28. Deputy Clerk Jirak updated Council that 152 children have pre-registered for the event.

- h) Other Committee and Board Reports
Scott County Association for Leadership and Efficiency (SCALE)
None

Executive Committee

None

Service Delivery Committee

City Administrator/Clerk Terry provided a brief update of the last Service Delivery Committee meeting.

I35 Solutions Alliance

None.

9) PUBLIC HEARINGS

Public Improvement Hearing for 2024 Pavement Rehabilitation Project

City Engineer Revering presented the 2024 Pavement Rehabilitation Project Presentation at the September 28, 2023 City Council Meeting.

Mayor Julius opened the Public Hearing at 7:40 pm.

There was no public present for comment on this project.

Mayor Julius closed the Public Hearing at 7:40 pm.

City Engineer Revering advised the City Council that due to the State Aid possibility, Staff is not seeking approval of the plan and specs or ordering an improvement tonight on this item.

10) DISCUSSION BY COUNCIL

None.

11) ADJOURNMENT

MOTION by Councilmember Novak, second by Councilmember Styles to adjourn the meeting at 7:40 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by

Lynda Jirak, Deputy Clerk