

1) CALL TO ORDER

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

Members Present: Councilmembers: Berg, Timmerman, Novak and Styles

Members Absent: None

Also Present: City Administrator/Clerk Terry, Senior Planner Christenson, Police Chief Juell, City Attorney Poehler, City Accountant Stewart, Public Works Director Schweich, City Planner Skluzacek, City Planner Malecha, Scott County Commissioner Wolf, Patrick Fischer, Deputy Clerk Jirak, Jim & Jodi Muelken and Jodi Lucast

2) PRESENTATIONS

None.

3) REPORTS

None.

4) GENERAL DISCUSSION

Draft 2024 Utility Budgets

City Administrator/Clerk Terry provided the City Council with the annual review of the City's Utility Funds using a Utility Fund Model that has been refined over a number of years. By examining various assumptions related to development, expenses and rates, scenarios were derived from these assumptions to assist the Council in making more informed policy decisions in regard to the City's utility fund rate structures. Terry reviewed the revenues and expenditures of the Water Fund, Sewer Fund and Storm Water Fund.

After Council discussion, Council directed Staff to move forward with the draft budgets, subject to refinement as any updated information becomes available.

2025-2026 Projected Budget

City Administrator/Clerk Terry presented the Draft 2025-2026 Projected Budget to City Council. The Projected Budget is a financial planning tool based on assumptions regarding service levels, revenues, and expenditures. It is intended to promote Council discussion and develop Council consensus. It assists in developing longer-term strategies for the implementation of the community Vision by placing current decisions in a broader context and provides Staff with direction on the development of future draft budgets.

After Council discussion, Council directed Staff to utilize the key assumptions presented within the 2025-2026 Projected Budgets.

5) REPORTS

a. Administration

Hope for the Community Food Shelf Lease Amendment

City Administrator/Clerk Terry announced that the parties involved with this item were not present due to this item being a City Council Business item. Parties were told the City Council Business Meeting will start at 7:00 pm.

Mayor Julius informed the Council that the parties were now present for this item topic and wanted this item to be brought forward at this time.

City Administrator/Clerk Terry updated Council that Hope for The Community Food Shelf asked the City for access to the bathrooms in the old police building located on France Avenue. Access to the bathrooms was not originally provided due to safety, security and liability risks. Staff re-evaluated the safety, security and liability concerns and considered various options to limit these concerns. Staff sought Council feedback and direction on usage of the bathrooms and the amount of work and cost to have the space reduce these risks, if approved.

After a brief discussion, Council directed Staff to prepare an amendment to the lease to provide for use of a bathroom for the Hope for The Community Food Shelf volunteers and to complete the minimal improvements necessary to mitigate safety risks.

Cannabis and Hemp Zoning Controls

Memo included in the packet was informational for City Council.

Third Quarter Financial Report

City Administrator/Clerk Terry provided the City Council with the Third Quarter Financial Report. The Council provided no feedback on this request.

b. Public Works

October 2023 Monthly Report included in the packet.

Public Works Director Schweich updated the Council on the Aquifer Test being conducted by Public Works Employees.

c. Police Department

October 2023 Monthly Report included in the packet.

ATV/Golf Cart Ordinance Hours of Operation

Police Chief Juell explained that Mike Newman, a resident, addressed the Council at the October 26, 2023 City Council Meeting desiring to have the hours of operation changed in the Special Vehicle Ordinance to allow operation of an ATV earlier in the morning. Juell reminded the Council that the main intent of the Special Vehicle Ordinance was to make the hours of operation consistent with the Snowmobile Ordinance and to protect the “Quality of Life” issues for residents.

Staff recommended the hours of operation for the Special Vehicle Ordinance should not be changed and sought direction from the City Council.

After a brief discussion, Council agreed to keep the hours of operation for the Special Vehicle Ordinance as is and did direct a change.

Police Department Update

Police Chief Juell updated the Council on the staffing of the Police Department and the Shop with the Hero program.

d. Engineering

Aquifer Test Data Report Responsibility

The memorandum in the packet regarding the Aquifer Test Data Report Responsibility included whether the City Council could provide direction for the aquifer test and preparing of the report to be done by the Minnesota Department of Natural Resources (DNR) or by the City's consultant, LRE Water. Four primary factors needed to be considered in making the determination include time, cost, data integrity and public perception.

After Council discussion, Council agreed to have the DNR complete the analysis and report for the Aquifer Test.

6) ADJOURNMENT

The Work Session was adjourned at 7:02 pm.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:05 p.m.

Members Present: Councilmembers Berg, Timmerman, Novak and Styles

Members Absent: None

Also Present: City Administrator/Clerk Terry, Senior Planner Christenson, City Accountant Stewart, Police Chief Juell, Public Works Director Schweich, City Planner Malecha, City Planner Skluzacek, Deputy Clerk Jirak, Scott County Commissioner Wolf, Derek Cavanaugh, Joe Stocker, Jason Thompson, Jodi Lucast, Joe Fitterer and Patrick Fischer

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

Scott County Commissioner Wolf updated the Council on the following Scott County item:

- Advised Council that Sand Creek Township and the City of Jordan are disputing an area of land that was to be annexed into the City of Jordan however, Sand Creek Township would like to make this area commercial development.

6) CONSENT AGENDA

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

- Approve October 26, 2023 Minutes of the City Council Meeting
- Approve Payment of Claims and Electronic Transfer of Funds
- Approve 2024 Elko New Market Employee Insurance Benefits
- Approve Mediacom Franchise Agreement
- Approve Final Pay Request – 2023 Woodcrest Sewer Hookup
- Adopt Resolution 23-75 Concerning Transient Merchants License Fee Waiver for Knights of Columbus
- Adopt Resolution 23-76 Ordering Improvement and Preparation of Plans 2024 Elko New Market Pavement Rehabilitation Project
- Change Order and Final Payment for Test Pump Plan Preparation Phase for 2023 Water Appropriation Permit Amendment – LRE Water, Inc.

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None

8) GENERAL BUSINESS

2023 Position Classification & Compensation Study Report (cont'd)

City Administrator/Clerk Terry stated that at the October 26, 2023 City Council Meeting, Council agreed to further discuss salary, paid time off, insurance benefits and premium pay in regards to implementation of the 2023 Classification and Compensation Study completed by Abdo Solutions. City Council discussions included the following:

- Agreed to the 60% percentile market position, Option 2 salary schedule as presented in the study to implement in 2024.
- Implement a 3.4% COLA for 2024.
- Agreed to Staff's recommendation for paid time off accrual rates for Staff regarding flex leave.
- In lieu of an additional floating holiday, a day off equivalent to a floating holiday.
- Keeping insurance benefits as is.
- Further discussions on call back, shift differential and longevity are needed as more information becomes available.

9) REPORTS

Administration, Public Works, Police Department and Engineering Reports were provided under the City Council Work Session.

a. Community Development

Draft Planning Commission Minutes of October 24, 2023 Meeting included in the packet.

b. Parks Department

October 2023 Monthly Update included in the packet.

Cannabis and Tobacco Use in Parks

Jake Skluzacek presented a brief presentation on Cannabis and Tobacco Use in the Parks. Skluzacek included the background, types of cannabis use, types of tobacco use, the background on smoking, risks and considerations, reasons cities may have for banning public use of cannabis, Chief Juell's recommendations and the budget impact on cannabis and tobacco use in parks. Staff sought Council feedback and direction on the recommendation provided from the October 11, 2023 Parks Commission meeting that no local ordinances should be enacted prohibiting the use of cannabis or tobacco products within City Parks.

After Council discussion, Council directed no change at this time to the regulations regarding Cannabis or Tobacco Use in City Parks.

c. Community & Civic Events Committee (CCEC)

Draft Community & Civic Events Committee Minutes of the October 24, 2023 Meeting included in the packet.

Councilmember Novak updated the Council on the Halloween Party held on October 28, 2023.

d. Other Committee and Board Reports

i. Scott County Association for Leadership and Efficiency (SCALE)

City Administrator/Clerk Terry updated the Council that the upcoming SCALE meeting will host a brief update by Elko New Market speaking on the Highway 35 and CR 2 project.

1. Executive Committee

None.

2. Service Delivery Committee

None.

ii. I35 Solutions Alliance

None.

10) DISCUSSION BY COUNCIL

Councilmember Berg stated he would like to see alcohol allowed in the streets and/or parks for Fire Rescue Days. Staff and the City Attorney will need to research this topic and bring back to Council.

11) ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Timmerman to adjourn the meeting at 7:32 p.m.

APIF, MOTION CARRIED

Respectfully submitted by

Lynda Jirak, Deputy Clerk