

1) CALL TO ORDER

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

Members Present: Mayor Ganfield, Councilmembers Timmerman, Berg, Thielfoldt and Novak

Members Absent: None

Also Present: City Administrator/Clerk Terry, Police Chief Bell, City Engineer Wheeler, Public Works Director Schweich, Finance Specialist Stewart, Deputy Clerk Cairney, Patrick Fischer and Tom Wolf

2) PRESENTATIONS

None.

3) REPORTS

None.

4) GENERAL DISCUSSION

2026-2030 Capital Improvement, Street Construction, and Capital Financing Plan

The Capital Improvement, Street Reconstruction and Capital Financing Plan (CIP) is a tool to help the City carry out its vision and goals. It is a document designed to anticipate and plan for future capital improvement expenditures. The capital improvement planning process is an important element of responsible fiscal management.

City Administrator/Clerk Terry presented the proposed projects for the 2026-2030 Capital Improvement, Street Reconstruction and Capital Financing Plan (CIP) to the City Council. Council commented that more information on private well concerns may be needed before the Council authorizes any of the water system related CIP projects.

Staff provided an update on the status of follow-up and investigation regarding complaints and concerns from private well owners. Staff indicated that findings will be reported back to Council. As the work proceeds. A discussion was held regarding the need for additional consulting resources to assist with the effort. The Council concluded that the topic should be revisited after staff can better assess progress and resource needs.

5) REPORTS (CONT'D)

None.

6) ADJOURNMENT

The Work Session was adjourned at 7:09 pm.

1) CALL TO ORDER

The meeting was called to order by Mayor Ganfield at 7:16 p.m.

Members Present: Mayor Ganfield, Councilmembers Timmerman, Berg, Thielfoldt and Novak

Members Absent: None

Also Present: City Administrator/Clerk Terry, Police Chief Bell, City Engineer Wheeler, City Attorney Poehler, Public Works Director Schweich, Senior Planner Christianson, Deputy Clerk Cairney, Patrick Fischer, and Beth Ganfield

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry advised the Council that there were no changes to the agenda.

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

MOTION CARRIED: 5-0

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

None.

5) PUBLIC COMMENT

Beth Ganfield, 344 Brady St, approached the podium and expressed concern about street crossings on County Road 2 in the downtown area. Ganfield stated that during spring and summer walks, visibility was difficult due to building distractions. Ganfield suggested installing lighting at crossings with a button for alerts.

6) Annual Organizational Matters

a. City Council Appointments and Assignments

MOTION by Councilmember Berg, second by Councilmember Timmerman to approve the Consent the City Council assignments.

MOTION CARRIED: 5-0

i. Resolution 26-01 Approving Acting Mayor for the City of Elko New Market

ii. **MOTION** by Councilmember Berg, second by Councilmember Timmerman to adopt Resolution 26-01 Approving Acting Mayor of Councilmember Thielfoldt for the City of Elko New Market.

MOTION CARRIED: 5-0

In approving 2026 organizational matters, the Council is required to appoint individuals to represent the City on various Boards and Committees. A summary of the individuals appointed to the Boards and Commissions follows:

- a. Mayor Ganfield (primary) and all members of the City Council (alternate) as the representatives to SCALE (Scott County Association for Leadership and Efficiency). Councilmember Novak as the representative to the SCALE Executive Committee with the City Administrator as the alternate.
- b. City Administrator and Chief of Police as the alternate representative to SJPA (Scott Joint Prosecution Association)
- c. City Administrator and Police Chief as the alternate representative for JRTF (Joint Regional Training Facility) Board.
- d. Councilmember Thielholdt and Councilmember Berg as the representative to the I-35W Solutions Alliance. City Administrator will be an alternate.
- e. Councilmember Timmerman and City Administrator as representatives to the Fire Relief Board.
- f. Councilmember Timmerman as representative to the Fire Service Area Workgroup.
- g. Councilmember Timmerman as representative to the Community and Civic Events Committee. Councilmember Novak will be an alternate.
- h. Councilmember Thielholdt as the representative to the MVTA (Minnesota Valley Transit Authority) Board.
- i. Councilmember Berg to serve as the City Council representative on the Administrative Appeals Board.

All other committee and board representatives to be appointed as needed.

MOTION by Councilmember Berg, second by Councilmember Timmerman to approve representatives as appointed by Council for committees and boards.

MOTION CARRIED: 5-0

- b. Designation of Official Newspaper
 - i. Resolution 26-02 Designating Official Newspaper of the City of Elko New Market
 - ii. **MOTION** by Councilmember Novak, second by Councilmember Berg to adopt the Resolution 26-02 Designating New Prague Times as Official Newspaper of the City of Elko New Market.
MOTION CARRIED: 5-0
- c. Designation of Official Depositories
 - i. Resolution 26-03 Approving New Market Bank and League of Minnesota Cities 4M Fund as the Official depositories for the City of Elko New Market

- ii. **MOTION** by Councilmember Timmerman, second by Councilmember Novak to adopt Resolution 26-03 Approving New Market Bank and League of Minnesota Cities 4M Fund as the Official depositories for the City of Elko New Market.

MOTION CARRIED: 5-0

7) **CONSENT AGENDA**

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

- a. Approve Minutes of the December 18, 2025 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 26-04 Accepting 2025 Donations
- d. Adopt Resolution 26-05 Accepting Improvements for Boulder Heights Fifth Addition
- e. Adopt Resolution 26-06 Amending Elko New Market Police Dept Policy Manual (Fit for Duty Policy)
- f. Community Development Director Position
 - i. Approve Job Description for Community Development Director
 - ii. Approve Amended Salary Schedule
 - iii. Authorize Hire of Community Development Director Position
- g. Approve FiRST Center Capital Membership Agreement
- h. Boulder Pointe Eighth Addition
 - i. Adopt Resolution 26-07 Vacating Drainage and Utility Easements
 - ii. Adopt Ordinance No. 335 Rezoning Property to Planned Unit Development
 - iii. Adopt Resolution 26-08 Approving Preliminary Plat, Final Plat, and Development Contract

MOTION CARRIED: 5-0

8) **PUBLIC HEARINGS**

None.

9) **GENERAL BUSINESS**

None.

10) **REPORTS**

- a. Administration

City Administrator/Clerk Terry advised Council that Staff had been preparing the upcoming EDA meetings schedule. Terry stated the second EDA meeting in February will likely include an expert panel discussion on commercial and industrial development. Terry noted the panel may require 90 minutes instead of the usual 60-minute work session. Terry asked if Council would be agreeable to moving the start time of the Council meeting back by 30 minutes if needed and confirmed this request would come at the first meeting in February.

City Administrator/Clerk Terry reviewed the draft remote meeting attendance policy with Council. Terry explained the policy implements Minnesota Statute 13D.02, which allows Council members to attend and participate remotely using interactive technology such as Zoom. Terry noted the policy includes authority and definition

sections and would apply to City Council as well as boards and commissions. Terry requested Council feedback and guidance on the draft policy.

Council advised Staff to reduce the remote meeting attendance allowances from six to four and add in additional flexibility language to allow for exceptions on a case by case basis.

Terry stated that Staff will finalize the policy, draft a memo, and place the item on the consent agenda for the next meeting.

b. Public Works

Public Works Director Schweich reported nine snow events in December, noting conditions were challenging due to prolonged snowfall and freezing temperatures. Schweich stated Staff spent multiple days scraping compacted snow and expressed hope for more manageable snowfall patterns in future events. Schweich thanked Council for approving an additional Staff position in Quarter 2 and confirmed plans to post the position in the coming days. Schweich noted the timeline for hiring would likely result in an April start due to interviews and background checks.

City Administrator/Clerk Terry requested Council confirmation to proceed with posting the position, since it is an expansion role authorized in the budget.

MOTION by Councilmember Berg, second by Councilmember Timmerman to authorize the posting of additional Public Works employee.

MOTION CARRIED: 5-0

c. Police Department

Police Chief Bell reported staffing challenges in December, noting the department operated with six officers instead of eight. Bell stated one new officer will start on Martin Luther King Day. Bell stated two candidates were removed during background checks and hiring efforts would continue. Bell noted competition for qualified candidates remains high and discussions are underway on strategies to differentiate the department. Bell reported morale remains positive despite staffing shortages. Bell confirmed the posting was posted as open until filled and interviews would be conducted as candidates meet minimum requirements.

d. Fire Department

No report.

e. Engineering

No report.

f. Community Development

Senior Planner Christianson reported the City received a \$7 million award from the Highway Freight Program for the I35 corridor project.

Christianson stated the Planning Commission is reviewing minimum lot size standards and considering amendments for single-family detached lots. Christianson

noted the Commission directed Staff to proceed with a public hearing on reducing lot width in the R-2 zoning district from 70 feet to 65 feet, consistent with recent PUD approvals. Christianson added the Commission would be seeking Council feedback before moving forward and would provide a report in the next packet. The public hearing is scheduled for the January Planning Commission meeting.

Senior Planner Christianson reported the developer for Eagle View Meadows plans to submit development applications by the end of the month. Christianson added if the application was complete, a public hearing would be scheduled for the February Planning Commission meeting.

Christianson updated Council on ongoing meetings with the DNR regarding the City's shoreland ordinance. Christianson noted discussions would continue for several months to ensure compliance with state rules while maintaining flexibility.

g. Parks Department

City Administrator/Clerk Terry reported the Parks Commission would meet next week to review a draft policy for lighting on trails and in parks. Terry stated the City's past practice was not to light trails or parks except for facilities such as pavilions and ice rinks. Terry noted recent requests for lighting prompted the Commission to pursue a comprehensive approach rather than one-off decisions. Terry stated Staff will be present a draft policy to the Commission for review, and if approved, it would come to Council in February for consideration.

h. Community & Civic Events Committee (CCEC)

Councilmember Novak updated Council on the ongoing process to gather interest and input on increasing attendance at CCEC meetings. Novak noted the same core group of five individuals consistently attended meetings and events and expressed a desire for broader participation. Novak stated this topic will be discussed at the February meeting.

i. Other Committee and Board Reports

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

No report.

- Executive Committee

No report.

- Service Delivery Committee

No report.

ii. I35 Solutions Alliance

Councilmember Thielholdt reported Metro Transit presented at the meeting.

Thielholdt stated there was minimal impact to Elko New Market but noted the City was congratulated for receiving a \$7,000,000 funding award from MnDOT for reconstruction of the interchange.

11) DISCUSSION BY COUNCIL

Councilmember Berg inquired about communication from the Lakeville School District on Councils feedback on upcoming polling place modifications.

City Administrator/Clerk Terry stated the Lakeville School Superintendent informally acknowledged responsibility for not communicating better on the topic, both during the discussion and publicly in a newspaper article. Terry noted that was the extent of the communication.

12) ADJOURNMENT

MOTION by Mayor Ganfield, second by Councilmember Timmerman to adjourn the meeting at 8:11 pm.

MOTION CARRIED: 5-0

Respectfully submitted by

Thomas Terry, City Clerk/City Administrator