

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 6:30 p.m.

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

Members Absent: None

Also Present: City Administrator/Clerk Terry, Senior Planner Christianson, Police Chief Juell, City Engineer Revering, Deputy Clerk Jirak, Leah Davis, Michael Mooney, Patrick Fischer, Jodi Lucast and Janelle Kuznia

2) PRESENTATIONS

None.

3) GENERAL DISCUSSION

Compensation Study

Leah Davis, Partner from Abdo, presented to Council an introduction for the upcoming compensation study. Davis discussed the broad benefits of a compensation study as well as reviewed the methodology that is used in the analysis. The work would include reviewing the Job Descriptions, Scoring Methodology and Job Evaluations; conducting a survey of comparable cities on compensation and benefits; and the compensation plan.

After Council discussion, Council directed Abdo to come back with marketplace compensation position for employees higher than the average, but less than the top in the market group.

4) REPORTS

a) Administration

Second Quarter Financial Report included in the packet

City Administrator/Clerk Terry asked if Council had any questions regarding the Second Quarter Financial Report that were included in the Council Packet.

Council had no questions on the Financial Reports.

Appointment of Councilmember to Labor Negotiation Team

City Administrator/Clerk Terry requested the City Council to appoint a member of Council to serve as part of the interview panel for the Labor Negotiations Team for the Public Works contract. After Council discussion, Mayor Julius volunteered to be Council representative for the interview panel.

b) Public Works

July 2023 Monthly Report included in the packet.

c) Police Department

July 2023 Monthly Report included in the packet.

Police Chief Juell gave a brief update to Council on the following items:

- Recapped Night to Unite activities.
- Discussed a ride along with a potential police officer candidate.
- Updated Council on the number of applications received for the two Police Officer positions.
- Discussed incorporating a possible Wellness Program within the Police Department.

d) Engineering
No report.

e) Community Development
Draft Planning Commission Minutes of July 25, 2023 Meeting included in packet.

Senior Planner Christianson updated Council on the upcoming Planner I interviews and opening dates for Kwik Trip.

f) Parks Department
July 2023 Monthly Update included in packet.

City Administrator/Clerk Terry updated Council the at the last Parks Meeting, Parks Commissioners provided recommendations for equipment purchases for the Woodcrest Park and Boulder Heights Park.

g) Community & Civic Events Committee (CCEC)
Councilmember Berg inquired if the CCEC representatives could provide an update after the next scheduled CCEC Meeting to discuss the structure of Fire Rescue Days. Berg suggested that a possible subgroup be created to focus on Fire Rescue Days that reports to CCEC.

City Administrator/Clerk Terry suggested that a separate entity take over Fire Rescue Days may be an option. Councilmember Berg agreed and further comments regarding how other cities handle a community festival.

h) Other Committee and Board Reports

i) Scott County Association for Leadership and Efficiency (SCALE)
No report.

(1) Executive Committee
No report.

(2) Service Delivery Committee
No report.

5) ADJOURNMENT

The Work Session was adjourned at 7:27 p.m.

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:00 p.m.

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

Members Absent: None

Also Present: City Administrator/Clerk Terry, Police Chief Juell, Senior Planner Christianson, City Engineer Revering, City Attorney Poehler, Deputy Clerk Jirak, Patrick Fischer, Jodi Lucast, Veda Kanitz, Lana Large, Janelle Kuznia, Gene Meger, Charles Friedges, Father Michael Rudolph, Rhonda Kraska, Kathy Chlan and Andrew Grice

2) PLEDGE OF ALLEGIANCE

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

3) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry presented the Council with an amended agenda stating that Consent Item 6h, Approve Encroachment Agreement – 9720 Wexford Lane, was not distributed with the other meeting materials, so a brief presentation will be given on that topic and moved to General Business item b. Terry also noted that General Business item C, Drought Warning from DNR will be an addition to the agenda. Councilmember Berg advised that he would like to see Consent Item 6d, Adopt Resolution 23-50 Adopting Changes to Elko New Market Employee Handbook, moved to General Business item D.

MOTION by Councilmember Berg, second by Councilmember Novak to approve the amended agenda as noted by City Administrator/Clerk Terry.

APIF, MOTION CARRIED

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

Presentation of 2022 Audit

Andy Grice from BerganKDV presented the Independent Auditor's Report of the fiscal year ending December 31, 2022 for the City of Elko New Market to the City Council. The audit resulted in an unmodified opinion which is the best opinion an auditor is able to offer and provides assurance that the financial statements are fairly presented in all material respects. Grice provided an overview of the Communications Metter and Basic Financial Statements.

5) PUBLIC COMMENT

Janelle Kuznia, 26775 Grand Avenue, approached the podium and updated Council about a Free Well Water Testing Clinic and Environmental Health Fair that will be taking place on September 30, 2023 from 9:00 am to 1:00 pm at Elko New Market Library. Kuznia was seeking support from Council and Staff on aiding in the advertising of the Clinic. Council was supportive and directed Staff to work with Kuznia regarding advertising on the City's Website, Facebook page, Digital Sign and sending postcards to all well owners in the city limits.

6) CONSENT AGENDA

MOTION by Councilmember Novak, second by Councilmember Berg to approve amended Consent Agenda.

- a. Approve Minutes of the July 27, 2023 City Council Meeting
- b. Approve Minutes of the August 3, 2023 Special City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. ~~Adopt Resolution 23-50 Adopting Changes to Elko New Market Employee Handbook~~
- e. Adopt Resolution 23-51 Adopting Independent Auditors' Report for the City of Elko New Market
- f. Adopt Resolution 23-52 Supporting An Application To The Nationally Significant Multimodal Freight and Highway Projects Grant Program (INFRA) for the Reconstruction of the I-35 and Highway 50 Interchange
- g. Approve Software Service Agreement With BS&A Software LLC
- h. ~~Approve Encroachment Agreement – 9720 Wexford Ln~~

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

2024 Old New Market Reconstruction Project

City Engineer Revering presented the Capital Improvement Project preparation plans and specifications involving reconstruction of streets, watermain and storm sewer on various streets in old New Market. Revering presentation included the project overview, special assessment policy, a special benefit test, assessment collection and payment and what the next steps are for this project.

After Council discussion Mayor Julius opened the Public Hearing.

Mayor Julius opened the Public Hearing at 8:19 am.

Charles Friedges, 340 St. Mary Street, approached the podium to present concerns he had regarding the ability parking a vehicle on his driveway, if a sidewalk is added. Friedges also inquired about vacant lots he owns on Church Street and the relativity of benefit compared to developed lots. City Administrator/Clerk explained vacant and developed lots will have similar benefit from the project.

Chief Juell mentioned that City Ordinance states a vehicle in a driveway would not be able to block the sidewalk.

Gene Meger, 41 W. Louis Street, approached the podium and inquired about the assessment to residential lots including double lots. City Engineer Revering explained the lots will be looked at on the Scott County Tax Roll and will be assessed per parcel. Meger stated he agreed with the idea of mailbox clusters.

Father Michael Rudolph, 51 Church Street, approached the podium and inquired about the right of way desired from the church to put in a sidewalk proposed along the church property. City Engineer Revering addressed the right of way questions. Father Rudolph mentioned

that if there was any alienation of property; permission would need to be granted from the Archdiocese.

Kathy Chlan, trustee for St. Nicholas Church, stated, in her opinion, there was no real benefit to the church regarding this sidewalk and inquired why the sidewalk was not on the other side of the street where more businesses are located. City Engineer Revering responded that connecting the trail with sidewalks to the north was the reason for the sidewalk is placed there.

Rhonda Kraska, 321 Williams Street, approached the podium and questioned the assessment to her property. Kraska also mentioned that her neighbors on Paul Street are not getting assessed and at the first open house meeting, she was told this project would not affect her property. City Engineer Revering explained that her property is a flag lot and requirements under the assessment policy for flag lots. Revering also noted that her neighbors on Paul Street will be assessed as part of a separate project.

Charles Friedges, 340 St. Mary Street, approached the podium a second time to inquire about the private water line coming into his house. He noted that he was considering replacing and moving the location of the line at the same time as the project. City Administrator/Clerk Terry recommended that the City not facilitate its contractors doing work for private homeowners. Friedges affirmed the idea of clustering mailboxes.

Gene Meger, 41 W. Louis Street, approached the podium for a second time to inquiry about the storm sewer in front of his house creating a lake when it rains. City Engineer Revering mentioned the design will fix the storm sewer issue.

Mayor Julius closed the Public Hearing at 8:46 pm.

Councilmember Berg thanked the audience for their participation. City Engineer Revering thanked City Administrator/Clerk Terry for suggesting that the City hold several public meetings ahead of this Public Hearing to inform property owners of the project.

MOTION by Councilmember Timmerman, second by Mayor Julius to approve Resolution 23-53 Ordering the Improvement and Preparation of Plans and Specifications for 2024 Downtown Reconstruction Project.

APIF, MOTION CARRIED

8) GENERAL BUSINESS

Appointment of Councilmember

After a brief discussion from Council, Council voted on their choice for the new Council candidate.

MOTION by Councilmember Timmerman, second by Councilmember Novak to approve Aaron Anderson as the new Councilmember.

AYES: Timmerman and Novak; NAYES: Julius and Berg, MOTION FAILED

MOTION by Councilmember Berg, second by Mayor Julius to approve Gina Styles as the new Councilmember.

AYES: Julius and Berg; NAYES: Timmerman and Novak, MOTION FAILED

City Administrator/Clerk Terry advised the Council that according to State Statute, in the event of a split vote of the Council, the Mayor shall make the appointment. Mayor Julius declared his appointment Gina Styles for the new Councilmember.

MOTION by Councilmember Novak, second by Councilmember Berg to acknowledge the Mayor Julius' appointment of Gina Styles as Councilmember.

APIF, MOTION CARRIED

Approve Encroachment Agreement

Senior Planner Christianson presented a brief background to a drainage swale through the backyard located at 9720 Wexford Lane. Christianson stated that the property owners desire to fill the swale by installing a closed wall pvc pipe within the swale to accommodate the drainage pattern to improve the use of their backyard. City Staff reviewed the proposed work and are supportive of the request.

MOTION by Mayor Julius, second by Councilmember Timmerman to approve the Encroachment Agreement for 9720 Wexford Lane.

APIF, MOTION CARRIED

Drought Warning from DNR

City Administrator/Clerk Terry updated Council regarding notice received from the DNR that the Upper Mississippi Black Root Watershed is now in a drought warning. Terry continued that the DNR has identified the goal for the City to reduce water usage to one and half times the winter usage. City Staff is seeking Council direction to comply with DNR recommendations. City Staff recommends the City actively enforce the normal watering restrictions.

After Council discussion, Council directed Staff to publicize the new enforcement of water usage and violations be education first; then issues penalty fines. Staff will amend the fee schedule to include water usage fines and bring back to the August 24, 2023 City Council Meeting.

Resolution 23-50 Adopting Changes to the Elko New Market Employee Handbook

Councilmember Berg asked to have this item removed from the Consent Agenda for discussion on Cannabis Changes to the definition of under the influence and clarifying zero

tolerance. City Staff and Consultants explained reasonable suspicion and how the City will administer that subject and also explained that safety sensitive jobs have zero tolerance for Cannabis.

MOTION by Councilmember Timmerman, second by Mayor Julius to Adopt Resolution 23-50 Adopting Changes to Elko New Market Employee Handbook.

APIF, MOTION CARRIED

9) REPORTS

All reports were presented under the Work Session.

10) DISCUSSION BY COUNCIL

None.

11) ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Novak to adjourn the meeting at 9:05 p.m.

Respectfully submitted by

Lynda Jirak, Deputy Clerk