

**1) CALL TO ORDER**

The meeting was called to order by Mayor Ganfield at 6:00 pm

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

Members Absent: Councilmember Berg

Also Present: City Administrator/Clerk Terry, Police Chief Bell, Senior Planner

Christianson, Planner Malecha, City Attorney Poehler, Engineer Revering, Fire Chief Simon,

Gene Meger, L. Hill, Ashlee Rickert, Alexandra Rupre, and Patrick Fischer

**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 are no changes to the agenda.

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

**MOTION CARRIED: 4-0**

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

None.

**5) PUBLIC COMMENT**

None.

**6) CONSENT AGENDA**

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

a. Approve Minutes of the May 8, 2025 City Council Meeting

b. Approve Minutes of the May 14, 2025 Special Meeting of the City Council

c. Approve Payment of Claims and Electronic Transfer of Funds

d. Doublewide Events

i. Adopt Resolution 25-25 Approving Outdoor Concert & Event Permit for Pro Wrestling Event and Street Dance

ii. Adopt Resolution 25-26 Approving Temporary Liquor Area Expansion

e. Fire Rescue Days Permit

i. Adopt Resolution 25-27 Approving Outdoor Concert & Event Permit for Fire Rescue Days Parade and Wagner Park Event

f. Approve Revised Police Officer Job Description

g. Hazardous Building – 441 Main Street

i. Resolution 25-29 Ordering Repair or Removal of Hazardous Conditions

**MOTION CARRIED: 4-0**

**7) PUBLIC HEARINGS**

None.

## 8) GENERAL BUSINESS

### a. Christmas Pines Request for Housing Style Modification

Senior Planner Christianson gave a presentation regarding the Christmas Pines Housing Style Modification request. Christianson gave a background of the Christmas Pines development, explaining that the development was approved for 20 detached townhome lots in 2017.

Christianson explained that the original size home proposed on the lots was 1,250 square feet, and that the new designs ranged from 1,788 to 2,699 square feet. The development was originally intended to provide similar style housing throughout Christmas Pines. The request from Staff to the Council is to give direction on whether they support a mix of housing units in this development, specifically Block 1, per request of the developer. The City's Planning Commission reviewed the request at the April 29, 2025 meeting and recommended approval of a mixture of housing styles within the development.

The City Council agreed with the recommendation given by the Planning Commission to approve a mixture of housing styles in Christmas Pines.

**MOTION** by Councilmember Timmerman, second by Councilmember Novak.

**MOTION CARRIED: 4-0**

### b. Cannabis Retail Registration and Fee Schedule for Cannabis Businesses

- i. Ordinance 325 Amending Cannabis Retail Registration
- ii. Ordinance 326 Amending Schedule of Fees Concerning Cannabis Businesses

Planner Malecha described the purpose of Ordinance 325 and 326. He explained that when a person applies to the State and gets approval for a cannabis license, the applicant then needs to get approval from the city to locate within its limits. Malecha stated that during his research and creation of the local retail registration form, he noticed that some price points for application fees did not align with state statute. Thus, requesting the Council to adopt Ordinance 325 and 326 to clean up City Code as it relates to cannabis fees, and implement the correct application fees into the schedule of fees.

Councilmember Timmerman asked Planner Malecha why the price point for application/registration fees are more expensive for alcohol than they are for cannabis. Malecha stated that he did not know the answer, but he did use the maximum allowable fee amount for cannabis as presented in state statute.

**MOTION** by Councilmember Novak, second by Councilmember Timmerman to adopt Ordinance 325 Amending Cannabis Retail Registration, and Ordinance 326 Amending the Schedule of Fees Concerning Cannabis Businesses.

**MOTION CARRIED: 4-0**

## 9) REPORTS

- a) Administration
  - i. First Quarter Financial Report

City Clerk/Administrator Terry elaborated on the first quarter financial report for the City. He explained that the City has only received approximately 1% of revenues and that half of the property tax revenues are received in June each year via the first half property tax settlement. He stated that the City Accountant, Kellie Stewart, ran a year to date budget report and the City is running under budget in the general fund, primarily due to the savings from salary and benefits from the three employment vacancies within City Hall.

ii. Food Truck Sales on City Property

City Clerk/Administrator Terry summarized the decision from the Council at the May 8 meeting regarding food trucks. He summarized that Council recommended Food Trucks be allowed on City Property, with the exception of City Hall. Terry requested additional information from Council so Staff to be able to administrate their recommendation more effectively. Terry presented the Council with the following clarifications and recommendations:

- No more than one food truck may be present per property and may only be parked in improved parking lots. Permission shall be provided on a first come, first serve basis.
- The City shall not allow food truck parking in the City owned spaces in the library parking lot.
- Food truck allowance will be in line with residential zoning districts as it pertains to hours of operation and limitations for number of days in a month/year.
- The City will not receive compensation for use of City lots.
- Food trucks shall not be allowed at Wagner Park when someone has rented the pavilion.

City Council concurred with the clarifications and recommendations presented by Staff. City Attorney Poehler inquired as to whether Staff would have food truck operators sign an indemnification form, similar to others used for various events on City owned property. Terry stated that Staff had not determined that, and Poehler would recommend such a form. She indicated she does recommend it. Terry asked Council for permission to develop such form, they approved.

b) Public Works  
No report.

c) Police Department  
No report.

d) Fire Department

Fire Chief Jay Simon explained that the Elko New Market Fire Department will begin the process for CPR training. Simon stated that they will be getting their own CPR instructors in an effort to put on free CPR courses for anyone in the fire district. He also stated that Niagara Bottling will be donating \$5,000 for this effort.

Simon stated that five firefighters are interested in going to school to become EMT's. They would be slated to go to school next February/March, which would give ENMFD a higher level of training. Simon also stated that their new squad will arrive in June, paid for by gambling profits.

Terry requested Council give their blessing to implement the CPR training program. This will be mostly paid for by donations from Niagara and Fire Relief, but it will have an impact on actual expenditures and revenues. If the previously mentioned funding sources fall through, the City would have to foot the bill. Simon stated that the cost is minimal and would primarily be for hiring trainers.

Terry also stated that if free admission caused lack of attendance/follow through, the City could add a minimal payment in order to incentivize attendance after signing up. This program is slated to begin in July or August of this year. The Council was in favor of this program's inception.

e) Engineering

A written report was included in the Council packet; there were no questions from Council.

f) Community Development

Senior Planner Christianson stated that there is a Planning Commission meeting next week with multiple public hearings that Staff assumes will generate interest from members of the community. Christianson went on to explain that there was an open house last night regarding one of the developments being heard at next week's Planning Commission meeting, Highlands at Eagle view. She stated that Council received some emails with comments from residents that attended the open house and confirmed that those comments will be relayed to the Planning Commission.

Terry explained that in the case of an active land use application, if Council members expressed any opinions at this time, it would be a violation of due process and could expose the City to liability or lawsuit. Christianson stated she will respond acknowledging receipt of the emails and inform them that their comments will be included in the Planning Commission packet.

g) Parks Department

No report.

h) Community & Civic Events Committee (CCEC)

Councilmember Timmerman stated that CCEC discussed the positives and negatives of the Easter Egg Hunt event at a recent meeting. She stated that they ran out of multiple items and will adjust for next year. CCEC also did a Fire Rescue Days update, and she stated that their next meeting will be on June 17.

Timmerman also gave an update regarding Fire Rescue Days. She stated that the parade route is the same as last year and will begin at 11:00 AM. She also stated there are ten food trucks to be located on Park Street, the beer garden will be located in the pavilion this year, and the entirety of the parking lot will be roped off. Timmerman continued to share various pieces of information regarding the location of different events within Wagner Park. Timmerman also stated there was an additional \$6,000 in donations compared to last year, and she expressed her gratitude.

i) Other Committee and Board Reports

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

Terry stated that there was an RTF meeting today with representatives from the agencies that are still at the table for the regional training facilities, Shakopee and Savage have opted out. Terry stated that generally the larger agencies have different expectations from smaller. He went on to explain that when you have two large agencies leave, the formula shifts to impact smaller agencies more. Terry stated the onset of frustration from himself and other agencies due to the lack of communication between administration, elected officials, and public safety in other member organizations.

1. Executive Committee  
No report.
2. Service Delivery Committee  
No report.

- ii) I35 Solutions Alliance  
No report.

## **10) DISCUSSION BY COUNCIL**

None.

## **11) ADJOURNMENT**

**MOTION** by Councilmember Thielfoldt, second by Councilmember Novak to adjourn the meeting at 6:30 pm.

**MOTION CARRIED: 4-0**

Respectfully submitted by

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Thomas Terry, City Clerk/City Administrator