

**CITY OF ELKO NEW MARKET
CITY COUNCIL WORK SESSION AGENDA
CITY OF ELKO NEW MARKET
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA
THURSDAY, OCTOBER 9, 2025
6:00 PM**

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
 - a. Utility Fund and Rate Analysis
- 5. Reports (Cont'd)**
 - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**



STAFF MEMORANDUM

SUBJECT:	Utility Fund and Rate Analysis (2026 Planning)
MEETING DATE:	October 09, 2025
PREPARED BY:	Kellie Stewart, Finance Specialist
REQUESTED ACTION:	City Council is being asked to provide feedback and direction.

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

On an annual basis, the City reviews the Utility Funds using a Utility Fund Model that has been refined over several years. This identifies future utility fund balances based on projected expenses and revenues. By examining various assumptions related to development, expenses and rates, scenarios are derived to assist the Council in making more informed policy decisions regarding the City's utility fund rate structures. Periodically, the City will do a more comprehensive study to verify the assumptions are still valid, fees are reasonable, and the performance of the utility funds remain financially solvent. The most recent comprehensive study was completed in 2021 and adopted on January 13, 2022.

DISCUSSION:

Staff will be presenting the Council with the 2025 Utility Fund Rate Analysis, which updates the previous analysis completed in 2024. Staff will present the updated Utility Fund Model and provide options regarding the 2026 rate structure.

The Utility Fund Model has been updated based on the following:

- *Updated development assumptions*
- *Updated debt assumptions*
- *Operational expenses based on most recent budget*
- *Capital Outlay for oversizing and system improvements associated with development*

- Updates assumptions related to major capital system improvements (e.g. water tower, wells, lift stations, and water treatment expansion)
- Inclusion of industrial user (Niagara Bottling)

Staff has updated the development assumptions within the model based on actual development activity and revised assumptions regarding future developments as well as building out existing development. Staff is seeking feedback from the Council regarding the updated development assumptions, which are provided below.

DEVELOPMENT ASSUMPTIONS	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Boulder Heights - 53 Units													
New Connections		1											
New Platted Lots													
Boulder Pointe 7th - 17 Units													
New Connections		2	2	2	2	3							
New Platted Lots													
Christmas Pines - 20 Units													
New Connections	3	5	4	4									
New Platted Lots													
Pete's Hill - 45 Lots													
New Connections	7	6	4										
New Platted Lots													
Dakota Acres 1st - 28 Units													
New Connections													
New Platted Lots													
Boulder Heights 2nd													
New Connections	11	7	3										
New Platted Lots													
Boulder Heights 3rd													
New Connections	7	1											
New Platted Lots													
Ridgeview Heights - 29 Units, 5 Yr Build													
New Connections	7	6	6	6	3								
New Platted Lots													
Kwik Trip													
New Connections													
New Platted Lots													
The Preserve - 13 Units, 5 Yr Build													
New Connections	1	3	3	3	3								
New Platted Lots													
Old Town Apts (Phase 1) - 36 Units, 5 Yr Build													
New Connections	36												
New Platted Lots													
Boulder Heights 4th - 4 Units, 4 Yr Build													
New Connections	1	2	2										
New Platted Lots	4												
Boulder Heights 5th - 23 Units, 5 Yr Build													
New Connections		7	7	7	2								
New Platted Lots	23												
Parkway Meadows (Phase 1) - 37 Units, 5 Yr Build													
New Connections		7	7	7	7	9							
New Platted Lots		37											
Highlands at Eagle View (Phase 1) - 53 Units, 5 Yr Build													
New Connections			10	10	10	10	13						
New Platted Lots		53											
Old Town Apts (Phase 2) - 36 Units, 1 Yr Build													
New Connections			36										
New Platted Lots		36											
Deutsch Prop/MI Homes (Phase 1) - 30 units, 5 Yr Build													
New Connections				6	6	6	6	6					
New Platted Lots			30										
Eagle View Meadows (Phase 1) - 30 units, 5 Yr Build													
New Connections				6	6	6	6	6					
New Platted Lots			30										
Boulder Heights 6th - 30 Units, 5 Yr Build													
New Connections				6	6	6	6	6					
New Platted Lots			30										
Dakot Acres 2nd Addn - 40 Units, 5 Year Build													
New Connections						8	8	8	8	8	8		
New Platted Lots					40								
Parkway Meadows (Phase 2) - 42 Units, 5 Yr Build													
New Connections					8	8	8	8	10				
New Platted Lots				42									
Highlands at Eagleview (Phase 2) - 30 Units, 5 Yr Build													
New Connections							6	6	6	6	6		
New Platted Lots						30							
Deutsch Prop/MI Homes (Phase 2) - 30 units, 5 Yr Build													
New Connections								6	6	6	6	6	6
New Platted Lots								30					
Boulder Heights 7th - 30 Units, 5 Yr Build													
New Connections								6	6	6	6	6	6
New Platted Lots								30					
Highlands at Eagleview (Phase 3) - 30 Units, 5 Yr Build													
New Connections													6
New Platted Lots												30	
Deutsch Prop/MI Homes (Phase 3) - 30 units, 5 Yr Build													
New Connections													
New Platted Lots													30
Highlands at Eagleview (Phase 4) - 35 Units, 5 Yr Build													
New Connections													
New Platted Lots													
Deutsch Prop/MI Homes (Phase 4) - 30 units, 5 Yr Build													
New Connections													
New Platted Lots													
Total New Connections	73	47	84	57	45	56	47	40	34	36	26	18	18
Total New Platted Lots	27	126	90	-	82	-	30	60	-	-	-	30	30

Based on the analysis, Staff has identified two different options that are being presented to the Council for reference to illustrate the impact of development and usage fee rate changes. They option are described below:

Option 1 - No adjustment to utility fees in 2026. This assumption provides for no increase in the utility fees for Water, Sanitary Sewer, and Stormwater, this includes both development and usage fees. However, it does assume a 1.5% adjustment in subsequent years.

Option 2 - A 1.5% increase to utility fees in 2026 for Water, Sanitary Sewer, and Stormwater, this includes both development and usage fees and assumes a 1.5% adjustment in subsequent years.

		Option 1	Option 2
	2025 Current	2026 No Increase to Usage and Development Fees	2026 1.5% Increase to Usage and Development Fees
Water Fund			
Water Availability Charge (Base Fee)	31.52	31.52	31.99
Water Tier 1 Usage Charge	2.66	2.66	2.70
Water Tier 2 Usage Charge	5.32	5.32	5.40
Water Tier 3 Usage Charge	10.64	10.64	10.80
Industrial Water Usage Rate	1.37	1.37	1.39
Water Connection Fee- Residential (Detached Units and up to 3 attached)	1,727.00	1,727.00	1,752.91
Water Connection Fee- Residential (4 or more attached units)	1,295.25	1,295.25	1,314.68
Water Connection Fee- Commercial (All food and drink and daycare facilities)	172.70	172.70	175.29
Water Trunk Fee- Residential (per unit)	3,751.00	3,751.00	3,807.27
Water Trunk Fee- Commercial/Industrial (per acre)	13,691.15	13,691.15	13,896.52
	2025 Current	2026 No Increase to Usage and Development Fees	2026 1.5% Increase to Usage and Development Fees
Sewer Fund			
Sewer Base Rate	29.19	29.19	29.63
Sewer Usage Fee (Residential, Commercial, and Industrial)	4.72	4.72	4.79
Industrial Sewer Usage Rate (Industrial Users Exceeding 300 ERU's)	4.35	4.35	4.42
Sewer Connection Fee- Residential (Detached Units and up to 3 attached)	701.00	701.00	711.52
Sewer Connection Fee- Residential (4 or more attached units)	525.75	525.75	533.64
Sewer Connection Fee- Commercial	70.10	70.10	71.15
Sewer Trunk Fee- Residential (per unit)	1,945.00	1,945.00	1,974.18
Sewer Trunk Fee- Commercial Industrial (per acre)	7,099.25	7,099.25	7,205.74
Sewer Availability Charge (Met Council)	4,685.00	4,685.00	4,755.28
	2025 Current	2026 No Increase to Usage and Development Fees	2026 1.5% Increase to Usage and Development Fees
Storm Water Fund			
Base Rate	6.71	6.71	6.81
Supplementary Rate	2.43	2.43	2.47
Stormwater Area Charge (per acre)	273.98	273.98	278.09
Connection Charge (per REU)	265.74	265.74	269.73

Based on the proposed rate structure, a sample utility bill for a residential account with 6,000 gallons of usage in a month is provided below:

Typical Bill Comparison - 6,000 Gallons

	Current	Option 1	Option 2
	2025 Current Fee Structure	2026 No Increase to Usage and Base Fees	2026 1.5% Increase to Usage and Base Fees
Water Base Fee	31.52	31.52	31.99
6,000 gallons water use	15.96	15.96	16.20
Sewer Base Fee	29.19	29.19	29.63
Sewer Usage	28.32	28.32	28.74
Storm Water Base	6.71	6.71	6.81
Supplementary Rate	2.43	2.43	2.47
	114.13	114.13	115.84

In comparing the City’s 2025 fees with those of surrounding communities (based on 6,000 gallons on monthly usage), the City of Elko New Market has improved its relative position compared to those communities. However, it should be noted that the following cities saw a decrease in 2025 in total fees:

- Farmington
- Elko New Market
- Belle Plaine

City	Water	Sewer	Stormwater	Total
Farmington	16.73	20.57	8.65	45.95
Lakeville	14.59	37.50	5.13	57.22
Savage	32.80	33.49	5.75	72.04
Lonsdale	41.50	57.20	-	98.70
Elko New Market 2025	47.48	57.51	9.14	114.13
Jordan	41.65	68.57	7.21	117.43
Prior Lake	44.57	61.52	27.21	133.30
Belle Plaine	53.51	81.48	4.22	139.21
New Prague	47.44	113.44	17.05	177.93
<i>Average</i>	37.81	59.03	9.37	106.21

There were several findings while completing the rate analysis:

- The projected revenue from the large industrial user (Niagara Bottling) provides the capacity to control water and sanitary sewer fees (limited change) in the near future until such time as the industrial user increases their usage in a future phase.
- The projected revenue from the large industrial user (Niagara Bottling) from a future phase provides the greater capacity to adjust fees. The degree of the capacity to adjust fees will depend on the timing and amount of the usage.
- The inclusion of increased residential development assumptions both in the near and longer term has a positive impact on projected fund balances beginning as early as 2029.
- The Sanitary Sewer Fund is projected to be below the minimum fund balance, as identified in the City's Fiscal Policies, through 2027.
- A near-term rate structure that provides for growth of reserves in the near future increases the flexibility that the City will have with regards to setting rates in the future.
- A near-term rate structure that limits the growth of reserves in the near future reduces the flexibility that the City will have with regards to setting rates in the future and increases the financial risk to the utility funds in the event of undesirable circumstances (e.g. projected development and related revenue is less than projected).

Staff would recommend Option 2 – a 1.5% inflationary increase to utility fees for both development and usage for Water, Sanitary Sewer, and Stormwater in 2026. It should be noted that the recommendation is based on the assumptions within the utility fund model, prudent fiscal principles and guidance provided by the City's adopted Fiscal Policies. The Council may, based on its judgement, deviate from the Staff recommendation (be more or less aggressive than recommended rate structure).

The City Council will be asked to provide direction for the purpose of preparing the 2026 rate structure for adoption later this year. Staff will be providing the Council with background on the updated assumptions and the results of the analysis (Options 1-2) and the analysis at the Work Session to assist the Council with its discussion and direction.

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
OCTOBER 9, 2025
7:00 PM**

**BUSINESS MEETING
REVISED**

The City of Elko New Market provides for viewing and participation in the meeting through Zoom.

<https://us02web.zoom.us/j/88072265579>

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

4. Presentations, Proclamations and Acknowledgements (PP&A)

- a. Southern Valley Alliance Domestic Violence Month Presentation

5. Public Comment

Individuals may address the Council about any item not contained on the regular agenda but related to the governance of the City of Elko New Market. In providing this limited public forum, the City of Elko New Market expects respectful participation. We encourage all speakers to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion and to Elko New Market governance issues. Please remember that this is a public business meeting, available for viewing on television and the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer. The Council may limit the time allotted to each individual speaker. A maximum of 15 minutes will be allotted for Public Comment. If the full 15 minutes are not needed for Public Comment, the City Council will continue with the agenda. The City Council will not normally take any official action on items discussed during Public Comment, with the exception of referral to staff or commission for future report.

6. Consent Agenda

All matters listed under consent agenda are considered routine by the City Council and will be acted on by one motion in the order listed below. There may be an explanation, but no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- a. Approve Payment of Claims and Electronic Transfer of Funds
- b. Approve Minutes of the September 25, 2025 City Council Meeting

7. Public Hearings

8. General Business

- a. Appointment of Interview Panel For Fire Chief and Assistant Chiefs
- b. Liquor License for Firehouse Grille LLC
 - i. Adopt Resolution 25-61 Approving Liquor License for Firehouse Grille LLC

9. Reports

- a. Administration
- b. Public Works
 - i. Monthly Report – September 2025
- c. Police Department
 - i. Monthly Report – September 2025
 - ii. Recommendations Regarding Electric Scooter/Motorized Bikes
- d. Fire Department
- e. Engineering
 - i. Engineering Update
- f. Community Development
- g. Parks Department
 - i. Monthly Parks & Recreation Update – September 2025
 - ii. Draft Parks & Recreation Commission Meeting Minutes of September 10, 2025
- h. Community & Civic Events Committee (CCEC)
 - i. Draft CCEC Meeting Minutes/Update of September 19, 2025 Meeting
- i. Other Committee and Board Reports
 - i. Scott County Association for Leadership and Efficiency (SCALE)
 - Executive Committee
 - Service Delivery Committee
 - ii. I35 Solutions Alliance
 - iii. LMC/Metro Cities Policy Committee Updates

10. Discussion by Council

11. Adjournment



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	October 9, 2025
PREPARED BY:	Stephanie Fredrickson, Utility Billing/Office Technician
REQUESTED ACTION:	Approve Payment of Current Claims

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BACKGROUND:

Each City Council meeting the Utility Billing/Office Technician presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

A detail listing of work performed is being provided below for invoices by Consultants of City of Elko New Market. The invoices below are included for payment on the attached Check Summary Register.

Bolton & Menk, Inc.	<u>Amount</u>
• Well No 5 & WTP (2/15-3/14)	\$1,279.50
• Well No 5 & WTP (3/15-4/11)	\$11,465.65
• Well No 5 & WTP (4/12-5/9)	\$2,033.55
• Well No 5 & WTP (5/10-6/6)	\$1,750.00
• <u>Tower Siting Study</u>	<u>\$1,244.00</u>
Total	\$17,772.70

Campbell Knutson	<u>Amount</u>
• Legal General	\$2,543.40
• Legal Meetings	\$673.20

• Joe Friedges - Purchase Offer	\$1,253.20
• 441 Main St Hazardous Bldg	\$243.10
• Highlands at Eagle View	\$1,260.00
• <u>Old Town Apartments 2nd Addn</u>	<u>\$240.00</u>
Total	\$6,212.90

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

**CHECK REGISTER FOR CITY OF ELKO NEW MARKET
OCTOBER 9, 2025**

<i>Check Date</i>	<i>Check</i>	<i>Vendor Name</i>	<i>Description</i>	<i>Amount</i>
<u>AUTOPAY</u>				
09/17/2025	10985(E)	HEALTH EQUITY, INC.	HSA PAYROLL 19 2025	\$2,065.95
09/17/2025	10986(E)	HEALTH EQUITY, INC.	BARRY LAST PAYCHECK	\$50.00
09/17/2025	10987(E)	HEALTH EQUITY, INC.	HSA SEP 2025 FEES	\$67.85
09/17/2025	10988(E)	BLUE NET, INC.	BLUE NET- SEP	\$3,369.40
09/17/2025	10989(E)	BLUE NET, INC.	ADMIN DELL COMPUTER AND DOCK	\$1,975.83
09/17/2025	10990(E)	MISSION SQUARE RETIREMENT	PAYROLL 19 2025	\$2,665.00
09/25/2025	10991(E)	INTERNAL REVENUE SERVICE	Remittance Check	\$16,457.14
09/25/2025	10992(E)	PERA	Remittance Check	\$15,110.51
09/25/2025	10993(E)	MN DEPT OF REVENUE	Remittance Check	\$3,673.08
09/01/2025	10994(E)	FIDELITY SECURITY LIFE INSURANCE	EYEMED SEP 2025	\$130.55
09/01/2025	10995(E)	HEALTH PARTNERS	SEP 2025 HEALTH INSURANCE	\$31,127.42
09/01/2025	10996(E)	SUN LIFE FINANCIAL	SEP 2025 LIFE INSURANCE	\$2,195.47
09/25/2025	10997(E)	MISSION SQUARE RETIREMENT	PAYROLL 20 2025	\$2,665.00
09/25/2025	10998(E)	HEALTH EQUITY, INC.	HSA PAYROLL 20 2025	\$2,015.95
10/09/2025	10999(E)	DAKOTA ELECTRIC ASSN	STREETLIGHTS - PTARMIGAN DR	\$266.50
10/09/2025	11000(E)	DICKS SANITATION SERVICE, INC.	601 MAIN ST - CITY HALL	\$155.94
10/09/2025	11001(E)	DICKS SANITATION SERVICE, INC.	121 TODD STREET - WAGNER PARK	\$87.46
10/09/2025	11002(E)	MINNESOTA ENERGY RESOURCES	WTP - 25499 NATCHEZ AVE	\$48.77
10/09/2025	11003(E)	MINNESOTA ENERGY RESOURCES	GLENBOROUGH & CHOWEN	\$22.48
10/09/2025	11004(E)	MINNESOTA ENERGY RESOURCES	26518 FRANCE AVE	\$19.51
10/09/2025	11005(E)	MINNESOTA ENERGY RESOURCES	26518 FRANCE AVE	\$48.77
10/09/2025	11006(E)	MINNESOTA ENERGY RESOURCES	25499 NATCHEZ AVE	\$71.83
10/09/2025	11007(E)	MN VALLEY ELECTRIC COMPANY	268X XERXES WATER TOWER	\$58.00
10/09/2025	11008(E)	MN VALLEY ELECTRIC COMPANY	CITY OF ELKO PARK	\$16.26
10/09/2025	11009(E)	PAYMENT SERVICE NETWORK	CREDIT CARD PROCESSING FEES - SEP 2025	\$1,776.53
10/09/2025	11010(E)	XCEL ENERGY	100 J ROBERTS WAY	\$1,064.91
10/09/2025	11011(E)	XCEL ENERGY	26536 FRANCE AVE WATER PUMP	\$2,871.37
10/09/2025	11012(E)	XCEL ENERGY	10010 PTARMIGAN/9673 MAIN ST	\$327.87
10/09/2025	11013(E)	XCEL ENERGY	26460 FRANCE AVE WELLHOUSE	\$2,173.86
10/09/2025	11014(E)	XCEL ENERGY	STORAGE/26518 FRANCE AVE	\$160.84
10/09/2025	11015(E)	XCEL ENERGY	370 MAIN ST STREETLIGHTS	\$12.06
10/09/2025	11016(E)	XCEL ENERGY	730 MAIN ST STREETLIGHTS	\$11.01
10/09/2025	11017(E)	XCEL ENERGY	641 MAIN ST LIFT STATION	\$91.46
TOTAL				\$92,854.58
<u>PRE-PAID</u>				
09/23/2025	47432	UNITED STATES POSTAL SERVICE	NEWSLETTER #5 POSTAGE FEES	\$493.51
09/24/2025	47433	SCOTT COUNTY RECORDER	SCOTT COUNTY RECORDER	\$581.95
09/25/2025	47434	PAYROLL	SEE PAYROLL BELOW	\$0.00
09/25/2025	47435	PAYROLL	SEE PAYROLL BELOW	\$0.00

**CHECK REGISTER FOR CITY OF ELKO NEW MARKET
OCTOBER 9, 2025**

<i>Check Date</i>	<i>Check</i>	<i>Vendor Name</i>	<i>Description</i>	<i>Amount</i>
10/02/2025	47436	MALECHA, BRANDON	BRANDON MILEAGE (9/5/25-9/29/25)	\$220.29
10/02/2025	47437	CAVANAUGH, DEREK	MILEAGE FOR WATER TRAINING CLASSES	\$141.40
TOTAL				\$1,437.15

CHECK REGISTER

10/09/2025	47438	A-1 LANDSCAPES	CODE ENFORCE MOWING - SVC 9/25/25	\$300.00
10/09/2025	47439	ACE HARDWARE 691	SMALL TOOLS	\$59.54
10/09/2025	47440	ACE HARDWARE 695	OPERATING SUPPLIES	\$123.78
10/09/2025	47441	AIRGAS USA, LLC	FD - OXYGEN	\$382.34
10/09/2025	47442	ANCHOR SOLAR INVESTMENTS, LLC.	SOLAR PANEL LEASE	\$702.54
10/09/2025	47443	ASPEN MILLS	FD - UNIFORMS/CLASS A SUIT - CHLAN	\$826.45
10/09/2025	47444	BCA TRAINING	PD TRAINING - LEADERSHIP/BELL	\$150.00
10/09/2025	47445	BOLTON & MENK	WELL NO 5 & WTP / TOWER SITING STUDY	\$17,772.70
10/09/2025	47446	BOUND TREE MEDICAL, LLC	FD - MEDICAL SUPPLIES/AED PADS	\$599.95
10/09/2025	47447	BUREAU OF CRIM. APPREHENSION	FINGERPRINT - BACKGROUND CHECK	\$32.00
10/09/2025	47448	BUSINESS ESSENTIALS	OFFICE SUPPLIES - ENVELOPES	\$287.57
10/09/2025	47449	CAMPBELL KNUTSON	GENERAL MATTERS	\$6,212.90
10/09/2025	47450	CANON FINANCIAL SERVICES, INC.	PD COPIER RENTAL AGMT	\$45.40
10/09/2025	47451	CINTAS CORPORATION NO. 2	OPERATING SUPPLIES - SHOP TOWELS	\$28.93
10/09/2025	47452	CORE & MAIN LP	WATER REPAIRS	\$179.53
10/09/2025	47453	CULLIGAN BOTTLED WATER	BOTTLED WATER - SEPTEMBER 2025	\$47.25
10/09/2025	47454	DIAMOND VOGEL	PARKS REPAIRS	\$407.04
10/09/2025	47455	DJ MEDIN ARCHITECTS, INC.	PROFESSIONAL SVCS - PW FACILITY	\$157.40
10/09/2025	47456	EARL F. ANDERSON, INC.	SIGN MATERIALS	\$178.40
10/09/2025	47457	ECOLAB	PEST CONTROL - 50 CHURCH/26518 FRANCE	\$185.69
10/09/2025	47458	FARMERS MILL & ELEVATOR, INC.	PARKS CHEMICALS	\$676.70
10/09/2025	47459	FRANCOTYP-POSTALIA, INC.	POSTAL MACHINE RENTAL 9/22/25-12/21/25	\$135.00
10/09/2025	47460	FRIEDGES LANDSCAPING	BUILDING MAINTENANCE	\$690.00
10/09/2025	47461	GREAT LAKES MANAGEMENT	QTRLY MGMT FEE / JUL-SEP 2025	\$225.00
10/09/2025	47462	HAWKINS, INC.	WATER CHEMICALS	\$4,379.17
10/09/2025	47463	IDEAL ENERGIES SOLAR LEASING	SOLAR PANEL LEASE	\$1,942.00
10/09/2025	47464	IDENTISYS	EMPLOYEE ID BADGES	\$144.90
10/09/2025	47465	INNOVATIVE OFFICE SOLUTIONS, LLC	OFFICE/OPERATING SUPPLIES	\$99.37
10/09/2025	47466	JEFFERSON FIRE & SAFETY, INC.	FD - HELMET PLAQUES - CHLAN/GILES	\$196.25
10/09/2025	47467	JOHNSON-REILAND BUILDERS	9995 KARI WAY ESCROW REFUND	\$5,100.00
10/09/2025	47468	MAHOWALD TREE MOVING	TREE INSTALLATION/MOVE TREES	\$4,200.00
10/09/2025	47469	MARKET VILLAGE SR RESIDENCE	A-1 LANDSCAPE/WATER & SEWER 5%	\$736.90
10/09/2025	47470	MCKESSON MEDICAL - SURGICAL	FD - MEDICAL SUPPLIES/GLOVES	\$386.27
10/09/2025	47471	MCNEARNEY EXCAVATING LLC	BP#20250092 ESCROW REFUND	\$5,100.00
10/09/2025	47472	METROPOLITAN COUNCIL	WWS CHARGES - NOV 2025	\$28,826.32
10/09/2025	47473	METROPOLITAN COUNCIL	CITY TRUNK SEWER ANNUAL COST-SHARE PMT	\$17,695.00

**CHECK REGISTER FOR CITY OF ELKO NEW MARKET
OCTOBER 9, 2025**

<i>Check Date</i>	<i>Check</i>	<i>Vendor Name</i>	<i>Description</i>	<i>Amount</i>
10/09/2025	47474	MIDWEST SAFETY COUNSELORS, INC	SAFETY TRAINING 9/18/25	\$760.00
10/09/2025	47475	MINNESOTA CIT OFFICERS ASSN	PD - CIT/DE-ESCALATION TRAINING/BUTTOLPH	\$1,075.00
10/09/2025	47476	MN CRITTER GETTERS, INC.	MONTHLY ANIMAL CONTROL - SEP 2025	\$1,300.00
10/09/2025	47477	NAPA AUTO PARTS	SMALL TOOLS/FLEET MAINT & EQUIP	\$125.04
10/09/2025	47478	NFPA	ANNUAL MEMBERSHIP - FC JAY SIMON	\$225.00
10/09/2025	47479	NORTHLAND PEST CONTROL	LIBRARY PEST CONTROL	\$27.50
10/09/2025	47480	ON SITE COMPANIES - OSSMK	PORTABLE RESTROOMS - LITTLE WINDROSE PK	\$953.58
10/09/2025	47481	ONE TEN TEN HOMES	9540 ANDREW CT ESCROW REFUND	\$5,100.00
10/09/2025	47482	SIR LINES-A-LOT LLC	STREETS	\$2,162.46
10/09/2025	47483	SORENSEN CONSULTING	ASSESSMENT SVCS - WORK STYLE REPORT/TONY	\$400.00
10/09/2025	47484	STREICHER'S INC	PD - UNIFORMS/DAVIS	\$199.97
10/09/2025	47485	SUEL PRINTING COMPANY	LEGAL ADS - VACATION OF D&U EASEMENTS/TAMARACK	\$115.50
10/09/2025	47486	TOSHIBA AMERICA BUSINESS SOLUTIONS	COPIER - SEPTEMBER 2025	\$297.18
10/09/2025	47487	TOWER CLEANING SYSTEMS	CLEANING/JANITORIAL SVCS	\$740.00
10/09/2025	47488	VOIP NETWORKX	PHONE SYSTEM MONTHLY	\$498.12
10/09/2025	47489	WERNER IMPLEMENT CO., INC.	PW - AERATOR ATTACHMENT/CAP OUTLAY	\$4,000.00
TOTAL				\$117,191.64

DIRECT DEPOSIT

09/25/2025	47434	PAYROLL	MONTHLY PAYROLL	\$69.26
09/25/2025	47435	PAYROLL	MONTHLY PAYROLL	\$69.26
09/25/2025	DD6559-DD6595	PAYROLL	BI-WEEKLY PAYROLL	\$52,682.91
09/25/2025	STUB 21	PAYROLL	MONTHLY PAYROLL	\$0.00
TOTAL				\$52,821.43

TOTAL AUTOPAY	\$92,854.58
TOTAL PRE-PAID	\$1,437.15
TOTAL CHECK REGISTER	\$117,191.64
TOTAL DIRECT DEPOSIT	\$52,821.43
GRAND TOTAL	\$264,304.80

1) CALL TO ORDER

The meeting was called to order by Acting Mayor Timmerman at 6:06 pm
Members Present: Councilmembers Timmerman, Berg, Novak and Thielfoldt
Members Absent: Mayor Ganfield

Also Present: City Administrator/Clerk Terry, Police Chief Bell, Senior Planner Christianson, City Attorney Poehler, Engineer Revering, Public Works Director Schweich, Deputy Clerk Cairney, Patrick Fischer, Phillip Hoerter, Dave and Jeane Sweedin, Jodi Lucast, Alli and Noah Henry, Janelle Kuzmia, Roger and Joann Bass, Gilbert and Julia Novotny, Joseph Kawalek, Alex Smith, Teresa King, Karrie Jennings, Donald Blumenstein, Mckenna Rhoads, Jeff and Dawn Weitzel, Amy and John Nugent, Gary Johnson, Laurie and Jeremy German, Jamie and John Carlson, Dave Elliot, Cody Chouinard, Nigel Ess, Gina Styles, Melissa Schuelke, Mark Bock, Rob Auer, Allan Kanitz, Deb Frazen, Tia Smith, Michelle Marcotte, Chirs Morek, Cameron Cooper, Jenny and Darin Stanley, Joey Chlan, Laura Gust, Anne Schindeldecker, Larry Schofield, Matt Kloos, and Mary Staszake

Present Online: Terra Henry, Janet Seykora, Tom Wolf, Veda Kanitz, Kelly Brown, Jodi Muelken, Jim Muelken, Melissa Lenhardt and other unidentified attendees.

2) PLEDGE OF ALLEGIANCE

Acting Mayor Timmerman 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 Berg, second by Councilmember Novak to approve the agenda.

MOTION CARRIED: 4-0

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

None.

5) PUBLIC COMMENT

Jodi Lucast, 26501 Xerxes Trail, approached the podium to voice concern regarding the amount of funding spent on Niagara and requested financial information. Lucast requested the amount of City expense associated with Niagara City Administrator/Clerk Terry advised Lucast to submit her request via email to ensure that the request was clearly understood and followed up on. Lucast also expressed concern about semi-truck traffic originating from Niagara, stating that her son-in-law has experienced near accidents on County Road 2.

Noah Henry, 26501 Xerxes Trail, approached the podium to clarify concerns regarding semi-trucks pulling onto County Road 2 at approximately 6:30 a.m. Henry stated that trucks are failing to stop at stop signs, creating a safety hazard.

Engineer Revering stated that appropriate traffic controls are in place at the location in question. Police Chief Bell stated that an extra patrol request would be created for that area to monitor the situation. Acting Mayor Timmerman requested that Niagara be contacted regarding the concerns. Revering confirmed that a call would be made to Niagara to make them aware of the issue.

Alex Smith, 4103 Shelly Lane, approached the podium to voice concern about traffic issues on Aaron Drive. Smith stated that students from both Lakeville and New Prague schools must cross Aaron Drive to reach their bus stop. Smith noted that eastbound traffic approaches a sharp turn, making it difficult for drivers to see students. Smith thanked Elko New Market Police Officers for their help and stated that short-term solutions have helped temporarily, but once removed, the issues return. Smith expressed interest in partnering with the City to find a long-term solution and thanked the Council for their time.

Councilmember Berg asked whether the school districts had been contacted to consider relocating the bus stop to a safer location. Police Chief Bell stated that school districts have been unwilling to move bus stops in the past. Smith noted that Holy Cross School picks up students in the cul-de-sac, suggesting a safer alternative. Bell stated that he would increase patrols in the area, deploy the speed trailer, and reach out to the school districts again to request relocation of the bus stop.

6) CONSENT AGENDA

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

- a. Approve Minutes of the September 11, 2025 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Plans and Specifications and Authorize Ad for Bids for Elko New Market Well 5
- d. Old Town Apartments Second Addition
 - i. Adopt Resolution 25-53 Approving Preliminary Plat, Final Plat and Development Contract
- e. Adopt Resolution 25-54 Granting Approval of CUP #C1-2025 to Allow a Second Curb Cut Access at 10368 Windrose Curve
- f. Adopt Resolution 25-55 Approving Liquor License Renewals for Establishments in the City of Elko New Market
- g. Adopt Resolution 25-57 Approving Gambling Permit for Elko Baseball Club Inc.
- h. Adopt Resolution 25-58 Adopting Peer Support Policy for Police Department
- i. 2026 Preliminary Budget and Preliminary Levy
 - i. Adopt Resolution 25-59 Approving 2026 Preliminary Budget
 - ii. Adopt Resolution 25-60 Approving 2025 Tax Levy Collectible in 2026

MOTION CARRIED: 4-0

7) GENERAL BUSINESS

- a) Concept Plan Review of Eagle View Meadows
Senior Planner Christianson presented the concept plan for the proposed Eagle View Meadows residential development. Christianson stated that the plan was submitted by

property owner Joe Sullivan and his partner Rick Jansen. The proposed development is located on an 80-acre parcel in the northwest area of the city, currently within New Market Township. Christianson noted that while a concept plan was previously submitted in 2021, the updated version was submitted in 2025 for renewed Staff and Council feedback.

Senior Planner Christianson explained that the property is guided for low-density residential development under the City's comprehensive plan, which requires a density of 2.5 to 5 units per net acre. The current concept plan proposes 194 lots, equating to 2.7 units per net acre, and includes minimum lot sizes of 8,400 square feet with 65-foot widths. Christianson noted that PUD zoning would be required unless minimum lot size standards are changed prior to plat application.

Senior Planner Christianson reviewed the surrounding land uses, noting that properties to the south, east, and north are rural residential and largely outside city limits, though some fall within the City's 2040 growth area or ultimate sewer service boundary.

Senior Planner Christianson stated that sanitary sewer and water service are available to the site, with infrastructure planned or existing along Nevada Avenue. A lift station in the Highlands development is designed to accommodate sewer service for the Eagle View Meadows site. Christianson stated water service would require extension of a 12-inch trunk main through the development.

Senior Planner Christianson also discussed stormwater management, noting that five stormwater ponds are proposed and that the site lies within both the Scott Watershed Management Organization and the Vermillion Watershed Organization. Christianson noted a wetland delineation was completed in 2021 and remains valid through 2026, identifying one small wetland on the west side of the site.

Senior Planner Christianson explained that the site borders Nevada Avenue and Dakota Avenue, both designated as major collector streets, and that 255th Street is planned to run east-west through the development. Christianson advised that Nevada Avenue is only partially constructed, Staff is not recommending full extension at this time. Christianson stated Dakota Avenue, currently a gravel road, would need to be paved before any development connections are made. Staff recommended a rural section with a 26-foot paved surface and gravel shoulders for Dakota Avenue.

Senior Planner Christianson stated that the concept plan includes local street connections that do not meet the City's 660-foot spacing requirement. Staff recommended removing a proposed connection to Dakota Avenue on the northeast side of the plat and instead extending the road northward. Christianson stated sidewalks are required on one side of all local streets, with trails and sidewalks required along collector streets.

Senior Planner Christianson explained that the City's park dedication ordinance requires 8% of the land to be dedicated for park or open space, or a cash contribution in lieu. The estimated requirement for this development is approximately six acres. The Parks Commission has recommended full land dedication, with the park centrally located along

the southern edge of the plat and configured to support typical neighborhood park amenities.

Senior Planner Christianson stated that annexation would be required for the development to proceed and that the City would work with the Township on a joint resolution for orderly annexation. Christianson noted that a pre-development agreement was also recommended.

Senior Planner Christianson concluded by stating that Staff recommended a neighborhood meeting being held by the developer prior to submitting formal applications. Christianson stated a ghost plat of adjacent properties, and a traffic impact study would also be required. Christianson noted the Planning Commission reviewed the concept plan on August 26 and supported Staff's 32 recommendations, including the removal of the northeast road connection to Dakota Avenue.

Senior Planner Christianson requested feedback from the City Council on the proposed annexation, lot sizes, local road spacing along 255th Street, the construction of Nevada Avenue, and concurrence with Staff's recommended conditions.

Councilmember Berg expressed concern over only having one route in and out of the neighborhood. City Administrator/Clerk Terry clarified that the need for a connection to Nevada could be several years down the road. Terry stated there would be an unnecessary cost of maintenance of the road to the taxpayer if the road was developed now.

Police Chief Bell stated he had no concerns over the singular entrance to the area.

Councilmember Thielfoldt expressed concern over the sizing of the disclaimer for ghost plats. Thielfoldt requested the disclaimer be larger or property owners be notified of future plans.

Council expressed support of the concept plan.

Developer Joe Sullivan thanked the Council for their support.

b) Water Quality Aquifer Test Findings

Engineer Revering presented findings related to water quality complaints following the aquifer pump test conducted in late 2023. Engineer Revering stated that the purpose of the presentation was to educate the Council on the technical aspects of the issue and to explain the City's understanding of what occurred during and after the test.

Engineer Revering explained that the aquifer pump test began on November 8, 2023, and concluded on December 6, 2023. Complaints from private well owners began to surface in May 2024, several months after the test. Engineer Revering noted that the delay in complaints was likely due to residents being unaware of the test and not immediately connecting water quality issues to the City's activities. Revering stated that informational notices were mailed to 935 property owners within a 2.5-mile radius of the City, inviting

them to a public meeting in August 2024 and providing instructions on how to report concerns.

Engineer Revering stated that private well owners were not notified in advance of the pump test because Staff was unaware that water quality impacts to private wells were a possibility. Revering explained that the Minnesota Department of Natural Resources (DNR), who approved the test, did not include such impacts in the requirements or guidance. Revering advised once complaints were received, the City implemented an interference and water quality response plan.

Engineer Revering described the steps taken to investigate the complaints, including sending questionnaires to affected residents, reviewing well logs, and consulting with experts in well construction, microbiology, and water chemistry. Revering stated the City also pulled and inspected two private wells and collected water samples from 19 area wells.

Engineer Revering provided a detailed explanation of how private wells function, particularly those drawing from the Prairie du Chien–Jordan aquifer, which is shared by several cities and surrounding private well users. Engineer Revering explained that the aquifer is pressurized and that water rises in wells due to this pressure. Revering stated the pump test caused a temporary drawdown in the aquifer, which may have exposed the interior of private well casings to air, allowing built-up material to dry, loosen, and enter the water system.

Engineer Revering stated that 68 complaints were received, 45 completed questionnaires were returned, and 32 included well logs. Revering explained that the majority of wells were less than 40 years old and had been serviced within the past 10 years and most homes had in-home water treatment systems, including filters and softeners.

Engineer Revering summarized the types of complaints received, which included low water pressure, discolored water, staining, and sludge-like material. Engineer Revering stated that the sludge was likely composed of oxidized iron and manganese, possibly triggered by iron-oxidizing bacteria. Iron Oxidizing Bacteria is not known to be harmful to humans.

Engineer Revering presented visual evidence from the investigation, including clogged filters and buildup inside drop pipes. Revering also shared sampling results showing elevated manganese levels in several wells, both before and after purging. Engineer Revering noted that while sampling was not conclusive, it supported the theory that material inside the wells had been disturbed during the pump test.

Engineer Revering stated that the City believes the complaints are credible and that the pump test likely caused a short-term disturbance in private wells. Revering explained the drawdown allowed material to enter the water column, which then entered homes and clogged filters. Engineer Revering emphasized that this type of buildup occurs naturally over time, but the pump test accelerated the process.

Engineer Revering addressed alternative theories, including the possibility that the aquifer itself was disturbed or that poor-quality water was drawn toward private wells. Engineer Revering stated that these theories were unlikely due to the slow movement of groundwater and the limited drawdown distances observed.

Engineer Revering concluded by stating that the City's actions were not intended to be secretive and that the aquifer test was discussed in multiple public meetings in 2023. Engineer Revering acknowledged that the City should have done more to notify private well owners and stated that the experience will lead to improved notification practices in the future.

Janelle Kuzmia, 26775 Grand Avenue approached the podium to voice concern over lack of notification on well testing. Kuznia requested stakeholders be included in the conversations going forward. Kuznia requested information on the pump rate during the testing.

Engineer Revering explained that the aquifer pump test involved continuous pumping for two weeks at 835 gallons per minute, followed by two weeks at 1,235 gallons per minute; equivalent to approximately 1.8 million gallons per day. Engineer Revering noted that this level of sustained pumping is significantly higher than typical daily operations, which rarely exceed 1 million gallons per day and involve intermittent pumping with recovery periods.

Engineer Revering emphasized that the continuous nature of the pump test differs from normal operations, where pumps cycle on and off throughout the day, allowing water levels to recover and reducing the likelihood of material drying out inside private wells.

Engineer Revering also addressed future development, stating that Elko New Market is expected to continue growing through at least 2045, with water demand increasing accordingly. The City is working to better understand and manage potential impacts as growth continues.

Engineer Revering explained that a second round of water quality sampling is required under the response plan after pumping more than 1 million gallons per day for 14 consecutive days. Revering stated the threshold was not met during the summer, an additional controlled pumping event is required to meet the requirement. Revering stated advance notice will be sent to the same 935 property owners previously contacted, and the City will coordinate with homeowners, sampling crews, and laboratories to ensure timely data collection. Engineer Revering acknowledged that some impacts may still occur and that the notice will include guidance for residents. Engineer Revering clarified that this second event is not an aquifer test but a sampling effort.

Kuznia requested the full DNR and MDH findings be released to the public in addition to Engineer Revering's presentation. Kuznia also requested the Council consider annual well testing for well owners due to high levels of manganese and arsenic.

Engineer Revering stated there would be additional information being sent out in the coming days.

Roger Bass, 25421 Natchaz Avenue, approached the podium and stated that he lives a half mile from the City's treatment plant and expressed concern about the long-term impacts of the aquifer pump test on his private well. Bass emphasized that his concern is about what may happen over the next five years. Bass stated that he recently replaced his well at a cost of \$20,000 and questioned whether he would be forced to do so again due to continued draw down. Bass noted that those without private wells may not understand the financial burden involved.

Bass also stated that he is now going through water filters twice as fast as before, with each filter for his Kinetico water softener system costing \$65. Bass expressed skepticism about the City's compensation package, stating that if it does not address long-term well impacts, it would be inadequate.

Councilmember Berg clarified the compensation under consideration was only for the four-week pump test in 2023 and future impact costs would need to be addressed with follow up plans. Berg clarified all current and future issues should still be brought to the City.

Public Works Director Schweich stated that the City is currently pumping approximately 20 million gallons of water per month. During the aquifer pump test, 49 million gallons pumped in a single month; more than double the current rate. Schweich noted that as of the current month, the City had pumped about 18 million gallons, with daily usage fluctuating between 600,000 and 1 million gallons depending on outdoor water use such as lawn irrigation.

Public Works Director Schweich explained that the City's pumps are currently set to operate at 1,000 gallons per minute. Schweich clarified under normal conditions, the wells run for a few hours at a time, followed by rest periods. There were a few instances during the summer when pumps ran for 22 to 23 hours straight, but this was only during peak demand. Schweich emphasized that the key difference between current operations and the pump test is not the pumping rate, but the duration. Schweich explained the pump test involved continuous pumping for 28 days, whereas daily operations allow for recovery periods.

Public Works Director Schweich added that after the pump test concluded, aquifer levels returned to normal within three days. Schweich addressed concerns raised by Roger Bass, noting that Well 4, located near Bass's property, was not used for most of the summer. Instead, the City relied on Wells 2 and 3, located near the racetrack and City Hall. Schweich stated that if Bass were going to experience any issues, they likely would have occurred during the two-week period when Well 4 was in use during the pump test.

Public Works Director Schweich noted that well drillers have indicated that high levels of manganese or iron are often associated with holes in the casing or drop pipe. Schweich added in several wells that were pulled during the investigation, drop pipes less than 15

years old were found to have corrosion and holes, which contributed to rust and water quality issues.

Jonathan Carlson, 26126 Pillsbury Avenue, approached the podium to voice concern with stakeholders not being included in conversations. Carlson stated that township residents have received limited compensation and have had to continually advocate for inclusion in discussions and communications. Carlson expressed dissatisfaction with the City's conclusions regarding water quality impacts and stated that his household continues to experience elevated manganese levels. Carlson disagreed with the \$150 compensation offered stating that it does not reflect the severity or duration of the issue.

Jamie Carlson, 26126 Pillsbury Avenue, approached the podium to express concern about the continued presence of manganese in their household water supply, stating that they have spent thousands of dollars on treatment systems and still do not feel safe. Carlson stated that the family has installed a Kinetico water system with six tanks in the basement and four wall-mounted filters to ensure their drinking water is safe. Carlson also referenced a previous presentation by hydrologist Carrie Jennings, who she stated had warned the Council about potential risks prior to the aquifer test. Carlson expressed frustration that those warnings were not heeded.

Jodi Lucast, 26501 Xerxes Trail, approached the podium to express concern over ongoing water quality issues including sediment in sinks and toilets, low water pressure, persistent odor, and elevated manganese levels despite replacing pipes and following city recommended flushing procedures. Lucast stated that her household now relies on bottled water due to lack of trust in their well water.

Noah Henry, 26501 Xerxes Trail, approached the podium and stated approximately six months ago, his household began experiencing brown water, worsening over time despite filter changes. Henry described black scum in bathtubs, low water quality, and the need to use bottled water for drinking, bathing, and pets due to safety concerns. Henry expressed frustration with the City's handling of the issue, the limited compensation offered, and the long-term impact on private well owners.

Cameron Cooper, 10452 245th Street East, approached the podium. Cooper reported that since the pump test, his household has experienced increased oxidization in pipes, requiring installation of additional water treatment systems. Cooper expressed concern about elevated manganese and potential arsenic levels, citing health risks to his young children and family. Cooper stated he has spent \$8,500 on mitigation and questioned the adequacy of the \$150 compensation considering potential long-term health impacts.

Acting Mayor Timmerman suggested instead of proposed \$150 implementing a case-by-case approach. Timmerman recommended forming a review group similar to the City's Appeals Committee; the group would meet individually with residents to review specific well data and determine appropriate compensation based on documented impacts.

Councilmember Berg clarified the approach was intended only for issues experienced during the four-week pump test.

Jamie Carlson, 26126 Pillsbury Avenue, expressed concern that Mayor Ganfield was not present at the meeting.

Council requested guidance from City Attorney Poehler and City Administrator/Clerk Terry on if Council could proceed and if Mayor Ganfield expressed any concern with Council discussing the topic in his absence. Council also requested any feedback Mayor Ganfield provided prior to the meeting.

City Attorney Poehler advised that the Council can address any issues provided they have a quorum, and the Mayor did not need to be present.

City Administrator/Clerk Terry stated the Mayor had no concerns with the Council proceeding in his absence.

Jamie German, 230th Street in New Market Township, approached the podium and expressed concern about being excluded from the documented complaint list due to living outside the 2.5-mile notification radius. German stated that her household experienced unexplained well issues, including elevated iron levels and the need for multiple system repairs and replacements, beginning shortly after the pump test. German noted that the only reason she became aware of the situation was through a newspaper article and a water testing clinic. German stated that she has receipts and documentation of expenses and questioned how residents like her can now be included in the process for compensation or review.

City Administrator/Clerk Terry confirmed German was just outside the radius of well owners that received notification.

Chris Morek, 26698 Woodcrest Circle, approached the podium and stated that he had a new well installed on January 1, 2024, shortly after the City's aquifer pump test concluded in December 2023. Morek indicated that he may not have submitted formal documentation but questioned whether his situation could be considered for compensation, as the well replacement occurred immediately following the test. Morek noted that Hartman Well Company performed the work and may have relevant documentation.

Acting Mayor Timmerman directed conversation back to Jamie Carlson's concern over Mayor Ganfield's absence. Councilmember Berg stated that the Council should continue unless they reach a point where they are stuck or have reached a resolution. Council agreed.

Councilmember Berg expressed support for the proposed compensation as a good faith starting point, noting that it was based on data, feedback, and questionnaire responses collected by Staff. Berg stated that if the compensation reflects the experience of most affected residents, those individuals should feel free to accept it and move on. Berg emphasized concern for the remaining residents whose impacts may have been more severe or outside the scope of the initial review.

Berg supported the idea of creating a secondary process to address the more complex cases through a review group. Berg also expressed frustration with the lack of clear guidance from state agencies like the DNR and MDH.

Acting Mayor Timmerman cautioned against opening the process indefinitely, suggesting the need for clear deadlines and criteria to avoid prolonged resolution.

Councilmember Berg stated concern over legal options residents have if they choose not to accept compensation.

City Attorney Poehler stated that the Council has the flexibility to structure the compensation process in a way it deems fair. Poehler noted that by offering a compromise, the City may avoid potential lawsuits, which would otherwise involve legal costs for both parties. Poehler stated that any efforts to mitigate legal exposure while maintaining fairness are beneficial.

Acting Mayor Timmerman clarified that the current discussion pertains only to the four-week aquifer pump test and emphasized that long-term planning discussions should include Mayor Ganfield.

City Administrator/Clerk Terry stated that forming an appeals group would allow well owners to present their individual cases and receive a recommendation, but final decisions would still require Council approval. Terry asked for clarification on the composition of the appeals group and whether the Council had preferences for who should serve on it.

City Administrator/Clerk Terry stated the importance of setting a clear time frame for the appeals process. Terry explained that the original plan was for Staff to present information to the Council, receive direction, and then share that information with the public through an open house and informational meetings. Terry asked whether additional communication efforts should be made and how much time should be allowed for residents to decide whether to participate in the appeals process.

City Attorney Poehler advised 30 days from the date of the letter.

Engineer Revering suggested separating the City's response to the four-week pump test from broader efforts to notify residents and share findings. Revering noted that many of the individuals being contacted are not formal complainants but still deserve access to information.

Revering explained that one of the reasons for planning the upcoming pump event is to trigger the second round of water quality sampling, which is part of the City's long-term monitoring strategy. The City already has baseline samples from before increased pumping began and plans to collect additional samples during and after high-demand periods. Revering emphasized the importance of completing this sampling before colder

weather sets in, noting that delays could push testing into freezing conditions, which would complicate the process.

Acting Mayor Timmerman clarified that the letter being discussed would be directed to the 68 individuals previously identified, along with those who attended the meeting. Timmerman noted this letter is separate from the broader communication intended for approximately 900 residents.

Councilmember Thielfoldt asked for clarification on whether or not attendees also included Zoom participants.

Acting Mayor Timmerman emphasized the need to determine whether the 25 individuals on Zoom should be included and stated that these are parameters the Council must define. Councilmember Thielfoldt expressed support to include them.

Terra Henry, 9987 240th Street East, Lakeville, unmuted and provided name and address. Henry expressed concerns regarding increased need to use additional water filters and noted the presence of rust in their water.

Councilmember Novak suggested that the compensation amount be increased to \$300. Council was in agreement.

City Administrator/Clerk Terry summarized Council direction regarding the response process. Terry stated that a letter will be sent to complainants, including those newly identified, offering \$300 in compensation based on Council direction. A release form will be included with the letter, along with a pre-addressed, stamped envelope. Upon return of the signed release, a \$300 check will be issued. Terry clarified that the release applies only to the four-week period of the well testing.

City Administrator/Clerk Terry explained the letter will also outline a process for individuals to request additional compensation, which will be reviewed by a Claims Review Committee composed of staff and/or consultants.

City Administrator/Clerk Terry explained that the process would mirror the utility billing appeals board, where relevant documentation is gathered in advance. Terry stated, if an appeal proceeds to Council, that would be the appropriate time for direct engagement with decision-makers. Terry emphasized that appeals must include supporting documentation beyond verbal statements, such as receipts or invoices, and that appeals cannot be submitted verbally or informally.

City Administrator/Clerk Terry explained that individuals may present their case to the Council, if they disagree with the committee's recommendation.

City Administrator/Clerk Terry noted that individuals who had not previously filed complaints but were identified during the meeting will be eligible for the offer, pending submission of necessary information.

Council confirmed that attendance alone does not guarantee compensation but qualifies individuals for consideration.

8) REPORTS

a) Administration

City Administrator/Clerk Terry informed the Council that scheduled network maintenance at City Hall is planned for Friday, September 26, 2025. Terry stated that the maintenance will result in a temporary outage affecting internal systems. Terry noted that City Hall staff will remain on-site and available to assist residents during the outage. Terry added some services may be temporarily impacted, but Staff will continue to provide support and work to minimize disruption to the public.

b) Public Works

Public Works Director Schweich updated the Council on the transplanting of trees from the Public Works site to park areas in Wagner and Boulder Heights. Schweich stated that transplanting is part of ongoing efforts to enhance landscaping and tree coverage in parks.

c) Police Department

No Report.

d) Fire Department

City Administrator/Clerk Terry reported that the Fire Department will need to replace their Lucas unit, an automatic chest compression device used during CPR. Terry explained that the current unit, originally donated by the Fire Relief Association, has reached the end of its service life. Terry stated that while the replacement has been included in the capital outlay plan, full funding is not available. Terry added the Fire Relief Association has again offered to cover the cost through donated funds.

City Administrator/Clerk Terry also noted that all CPR trainers have received their certifications, and logistics for rolling out the CPR program will be discussed following test runs with the City and Niagara staff.

e) Engineering

No Report.

f) Community Development

Senior Planner Christianson reported that 50 housing unit permits have been issued to date. Christianson noted that 15 additional permits are currently in the queue awaiting issuance. Christianson stated that construction on a 36-unit apartment building is scheduled to begin.

g) Parks Department

No Report.

h) Community & Civic Events Committee (CCEC)

No Report.

i) Other Committee and Board Reports

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

No report.

1. SCALE Legislative Priorities Survey

City Administrator/Clerk Terry updated Council on panel addressing changes in fire service operations. Terry noted the session was the second in a series and received positive feedback.

2. Executive Committee

City Administrator/Clerk Terry provided an update from the Executive Committee, stating that recent discussions focused on survey feedback from member entities regarding the legislative platform. Terry noted that the rollout process for the platform will continue through the fall in preparation for the upcoming legislative session.

3. Service Delivery Committee

No report.

ii) I35 Solutions Alliance

No report.

iii) LMC/Metro Cities Policy Committee Updates

Councilmember Berg reported on recent League of Minnesota Cities and Metro Cities policy committee meetings related to rental licensing. Berg noted that the League and most member cities remain opposed to recent proposals, and that Berg was the only member to speak in support of alternative perspectives.

Councilmember Berg stated that while the League made minor policy adjustments, Metro Cities did not revise any positions. Berg indicated that legislation is expected in the upcoming session and that an amendment is being prepared to counter the proposals.

Councilmember Berg noted that DHS and MDH presented at the last meeting and provided helpful input. The discussion included the proposed expansion of the quarter-mile rule, which would prohibit group homes within a quarter mile of each other in all cities, potentially limiting housing options for individuals with disabilities. Berg stated that cities such as Brooklyn Park, Brooklyn Center, New Hope, Golden Valley, and St. Louis Park continue to support the expansion despite opposition from others.

9) PUBLIC HEARINGS

a. Vacating Drainage and Utility Easements - New Market School Addition

i. Resolution 25-56 Vacating Drainage and Utility Easements - New Market School Addition

MOTION by Councilmember Berg, second by Councilmember Thielfoldt to approve Resolution 25-56.

10) DISCUSSION BY COUNCIL

None.

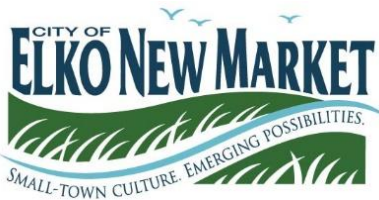
11) ADJOURNMENT

MOTION by Councilmember Novak, second by Councilmember Berg to adjourn the meeting at 10:06 pm.

MOTION CARRIED: 4-0

Respectfully submitted by

Thomas Terry, City Clerk/City Administrator



STAFF MEMORANDUM

SUBJECT:	Appoint of Interview Panel to Select Fire Chief and Assitant Fire Chief
MEETING DATE:	October 9, 2025
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Appoint Interview Panel to Select Fire Chief and Assistant Fire Chief

COMMUNITY VISION:	
<input type="checkbox"/>	Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
<input type="checkbox"/>	The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
<input type="checkbox"/>	The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
<input type="checkbox"/>	The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
<input type="checkbox"/>	The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
<input type="checkbox"/>	The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:	
<input type="checkbox"/>	Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
<input type="checkbox"/>	Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
<input type="checkbox"/>	Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
<input type="checkbox"/>	Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

Officers within the Fire Department serve terms of three years. Section 1.5.2 of the Fire Department Policy and Procedure Manual requires that the position for the Fire Chief and Assistant Fire Chief be posted from October 1 through October 31 of the last year of the term. Both positions were posted and a review panel consisting of the City Administrator, one member of City Council, two firefighters, and another member to be appointed by the Council.

DISCUSSION:

Per Section 1.5.2, a five-person interview panel needs to be established to provide feedback and direction regarding the hiring of the Fire Chief and Assistant Fire Chief positions. The Council is being asked to appoint the interview panel consisting of the City Administrator/Clerk Tom Terry, Police Chief Craig Bell, Fire Fighter Bruce Friedges, Fire Fighter Steve Schalwig, and appoint a member of Council.

BUDGET IMPACT:

None.

ATTACHMENTS:

None.



STAFF MEMORANDUM

SUBJECT:	Liquor License Renewal for Firehouse Grille, LLC
MEETING DATE:	September 25, 2025
PREPARED BY:	Stephanie Cairney, Deputy Clerk
REQUESTED ACTION:	Adopt Resolution 25-61 Approving Liquor License Renewal for Firehouse Grille, LLC in the City of Elko New Market

COMMUNITY VISION:

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- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
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PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
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- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

Per City Code, each year all establishments serving liquor within the City of Elko New Market are required to renew their liquor licenses. After the liquor licenses are approved by the City and all requirements have been met by the establishments, they are submitted to the State of Minnesota for their review and approval.

DISCUSSION:

Firehouse Grille LLC liquor license renewals could not be included on the Consent Agenda with the other liquor license renewals due to the owner of this establishment being City Councilmember Timmerman.

Firehouse Grille LLC has provided documentation except for the Certificate of Insurance, along with associated fees, required for renewal of their liquor licenses. Waiting for the Certificate of Insurance is not an uncommon practice as the renewal period for the liquor license is November 1 and not all insurance companies renew certificates this early. Firehouse Grille LLC is requesting renewal of their On-Sale Liquor and their Sunday On-Sale Liquor Licenses.

Staff is recommending that Firehouse Grille be approved for their annual Liquor Licenses contingent on upon receiving the Certificate of Insurance. The establishment has paid their first half property taxes, has no delinquent sales taxes and is current on their city utility bills.

A Background Check has been completed and no violations were noted that would result in a recommendation of denial for the requested liquor licenses.

ACTION REQUESTED

Motion to adopt Resolution 25-61 Approving Liquor License Renewal for Firehouse Grille, LLC in the City of Elko New Market

ATTACHMENTS:

Resolution 25-61 Approving Liquor License Renewal for Firehouse Grille, LLC in the City of Elko New Market

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 25-61

**APPROVING LIQUOR LICENSE RENEWAL FOR FIREHOUSE GRILLE, LLC
IN THE CITY OF ELKO NEW MARKET**

WHEREAS; Firehouse Grille LLC has submitted an application for an On Sale and Sunday Liquor Licenses for Firehouse Grille located at 7875 Old Town Road, Elko New Market, Minnesota, 55054;

WHEREAS; Firehouse Grille LLC meets the requirements for issuance of an On Sale and Sunday Liquor Licenses under Minnesota Statute Chapter 340A; and

WHEREAS; the City has reviewed Firehouse Grille LLC's liquor license application and has determined that Firehouse Grille LLC meets the requirements of the City's Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that an On Sale and Sunday Liquor Licenses be issued to Firehouse Grille LLC for the period of November 1, 2025 through October 31, 2026 for the premises located at 7875 Old Town Road, Elko New Market, Minnesota 55054, contingent upon Firehouse Grille LLC complying with the following:

1. Complies with Minnesota Statutes Chapter 340A in the sale of liquor;
2. Provide proof of liquor liability insurance required by Minnesota Statutes § 340A.409 and attaching a certificate of insurance to the application listing the City of Elko New Market as an additional insured.
3. That prior to issuance there are no delinquent state, city or county, taxes, assessments or other financial claims of the state, city or county on the premises.
4. The foregoing condition shall not apply where neither the tenant, nor any principal of tenant owns the property on which the premises is located or holds a significant equity interest in the property owner of the premises; provided that applicant provides evidence acceptable to the City to support this exception.

APPROVED AND ADOPTED this 25th day of September, 2025.

CITY OF ELKO NEW MARKET

By: _____
Andrew Ganfield, Mayor

ATTEST:

Thomas Terry, City Administrator/Clerk



STAFF MEMORANDUM

SUBJECT:	Monthly Public Works Report - September 2025
MEETING DATE:	October 9, 2025
PREPARED BY:	Corey Schweich, Public Works Director
REQUESTED ACTION:	Information Only

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
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PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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BACKGROUND

Staff is presenting a written report on Public Works activities in September.

DISCUSSION

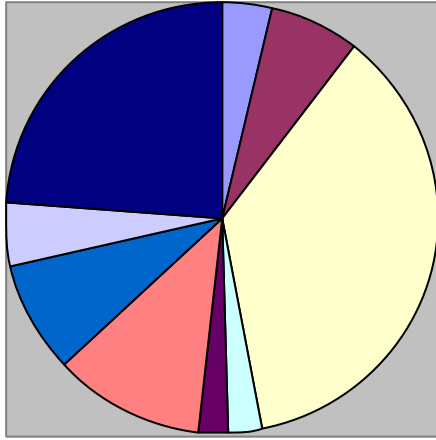
- Staff continued mowing and trimming for the season.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$5,172 (roughly 127 hours)
 - Equipment cost (this number is based off our fee schedule) \$8,625.
- Public Works Lead Worker Cavanaugh and Maintenance Worker Friedges attended a Minnesota Rural Water training in St Cloud. Cavanaugh took the class B water test and Friedges took the class C water test. They should have their results sometime next month. It should be noted that all Public Woks Staff are required to obtain and maintain their water and sewer licenses, and with that comes a certain number of training hours that need to be completed every three years for license renewal.
- Public Works replaced a 48" culvert the flows under the trail between Glenborough and Oxford. The old culvert had pulled apart at the joints causing sinkholes in the path. The trail will be patched, and restoration will be completed sometime next month.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$3,006 (roughly 70 hours)

- Equipment cost (this number is based off our fee schedule) \$4,410.
 - Material cost \$2,192
- Public Works Staff has continued to work with the operations team at Niagara to assist in setting up the meters and accounts for usage and billing. Public Works worked closely with Niagara during their initial startup and this continues with their ongoing operations as there will be a learning curve for both parties. As Niagara starts to ramp up their usage in the coming months, staff will adjust the flows coming in and out of the water treatment facility.
- Staff continues to maintain and drag the ballfields at Wagner and Rowena Parks, this work should start to taper off into the fall season.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$466 (roughly 13 hours)
 - Equipment cost (this number is based off our fee schedule) \$150.
- Public Works has continued to spray weeds in parks and open areas, this work will continue as weather permits.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$515 (roughly 13 hours)
 - Equipment cost (this number is based off our fee schedule) \$445.
 - Material cost \$225.
- Public Works purchased an aerator attachment for the utility tractor. Staff aerated all city property and all park areas. Aeration will help promote healthy grass growth especially in high traffic park areas. Boulder Heights park was overseeded after the aeration was completed.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$2,940 (roughly 62 hours)
 - Equipment cost (this number is based off our fee schedule) \$3,370.
 - Material cost \$452.
- Staff hired a tree moving contractor to move 8 trees from the Public Works campus to Boulder Heights and Wagner Park. 3 oak trees and a pine tree were placed at both parks. An additional maple tree was purchased and installed at Boulder Heights. Staff will water the trees up until the ground freezes and will continue watering in the spring.
- Fuel cost for Public Works in September was \$1,883
- Staff performed GSOC (Gopher State One Call) locates on all public utilities. By law, the City must complete the locates within 48 hours of the ticket being submitted. Locates are good for two weeks and will need updated or remarked if the work exceeds the two-week mark. As we start to continue into summer, the time spent on locates will increase substantially.
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$1,544 (roughly 38 hours)
 - Equipment cost (this number is based off our fee schedule) \$1,292.
- Staff has continued working on collecting data for the iWorQ software. Staff is currently using the software for most of the work requests. Once every Staff member is trained, the software will be used to track all work requests. This software will be very beneficial once it is fully implemented. However, it will take some time to get it completely set up. Staff has started to upload inventory into the program, which will help with cost allocation of parts and ordering of supplies.

- As part of the regional safety group made up of Elko New Market, Lakeville, and Farmington, Staff will continue to attend monthly safety trainings through this group. Confined Space Entry; Rigging/Overhead Cranes were the topics this month. Training was held at the Elko New Market Library
- Director Schweich & Lead Worker Cavanaugh will continue to train newer Staff on how to run and operate the Water Treatment Facility.

A breakdown of recorded time and cost by department is provided below. Note this may not include all time or activities:

- Facilities
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$1,392 (roughly 31 hours)
 - Equipment cost (this number is based off our fee schedule) \$1595
- Fleet
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$2045 (roughly 50 hours)
- Parks
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$11,335 (roughly 281 hours)
 - Equipment cost (this number is based off our fee schedule) \$14,535.
- Public Works
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$787 (roughly 19 hours)
 - Equipment cost (this number is based off our fee schedule) \$772.
- Sanitary
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$661 (roughly 16 hours)
 - Equipment cost (this number is based off our fee schedule) \$460.
- Stormwater
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$3788 (roughly 88 hours)
 - Equipment cost (this number is based off our fee schedule) \$4,785.
- Streets
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$2,425 (roughly 65 hours)
 - Equipment cost (this number is based off our fee schedule) \$9,585.
- Water
 - Employee cost (this number is based off employee's hourly rate and does not include overtime and/or benefits) \$7,785 (roughly 184 hours)
 - Equipment cost (this number is based off our fee schedule) \$2,687



- Facilities
- Fleet
- Parks
- Public Works
- Sanitary
- Stormwater
- Streets
- Locates
- Water



STAFF MEMORANDUM

SUBJECT:	Monthly Police Activity September 2025
MEETING DATE:	October 9, 2025
PREPARED BY:	Craig Bell, Chief of Police
REQUESTED ACTION:	General reporting and Council information

COMMUNITY VISION:

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PRIORITY GOALS:

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BACKGROUND

Staff is presenting a written report to the City Council reporting on Police Department activities for the past month.

DISCUSSION

Department Training Information

Officers attended an all-department in-service firearms training.

Miscellaneous

Detective Senden has begun his assignment as a Detective and is diving right in.

The Department conducted an anonymous internal survey with all Department members covering topics including leadership, career opportunities for employees, equipment and technology, as well as opportunities for improvement/growth. Sgt. Gareis and Chief Bell shared the results (mostly positive) with all staff. Follow-up surveys are being conducted to capitalize on the data gathered to aid Department and officer growth and to address areas of inequity as well as opportunities for improvement.

The Department held its annual staff and family picnic at Wagner Park. Everyone ate great food, played games, and hung out with various family members.



Community Engagement



Officers Senden and Barry provided an internet safety presentation at The Market Place Village Apartments for the residents.



The Department accepted a \$5,000 community grant from Niagara Cares to use to pay for additional Officer Wellness mental health appointments for officers as well as training for Officer Buttolph to become a Crisis Intervention (CIT) and de-escalation coach/trainer for the department which will allow it to take that valuable and mandatory training in house. This will allow the department to re-allocate some funds to pay for additional training for officers.

Chief Bell and various officers participated in several SOAR lunches with students at Eagle View Elementary. Sgt. Gareis attended a “welcome back” picnic at Eagle View Elementary. Officer Senden attended a Public Safety appreciation event at the Elko Speedway little track with young racers

SEPTEMBER 2025 PD STATS

		2025
Type	Sub Type	
Accident		5
ADMINISTRATION		26
Agency Assist		19
Alarm		4
Animal		7
Arson		0
Assault		0
Assist		22
ATV/UTV complaint or stop		3
Bomb Threat		0
Burglary		0
Civil		7
Community Engagement		33
Compliance Check		0
Crimes Against Family		1
Criminal Sexual Conduct		0
DANCO		0
Death		0
Disturbance		0
Domestic		6
Drug		1
Extra Patrol		374
Fire		0
Follow Up		0
Found		1
Fraud		3
Harassment		2
Hazard		1
Homicide		0
HRO		0
Information/info		2
Juvenile		3
Kidnapping		0
Liquor Violation		0
Littering		0
Lock Out		1
Lost Property		0
Medical		7

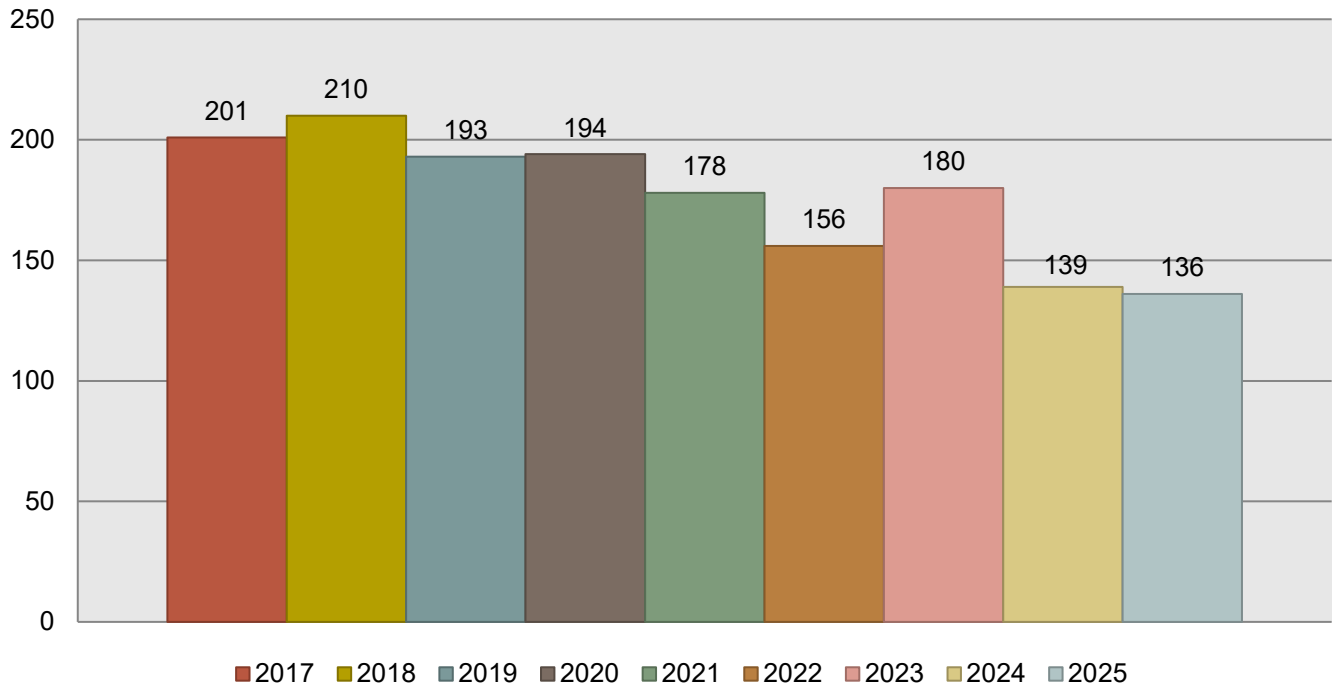
SEPTEMBER 2025 PD STATS

Mental Health Medical	1
Missing Person	1
Motor Vehicle Tampering	0
Motor vehicle-stolen	0
Noise Complaint	7
Nuisance	1
Obscenity	0
Obstructing	0
OFP	0
Open Door/gate	8
Ordinance	6
Other Offenses	0
Parking	1
Probation Field Visits	0
Property Damage	3
Robbery	0
Slumper	0
Stolen Property	0
Suicidal Person	2
Suspicious	16
Test Call	0
Theft	1
Threats	0
Traffic	96
TRAFFIC CRIMINAL	0
Transport	0
Trespass	0
Void	3
Warrant	0
Weapons	0
Welfare Check	4
Grand Total	674

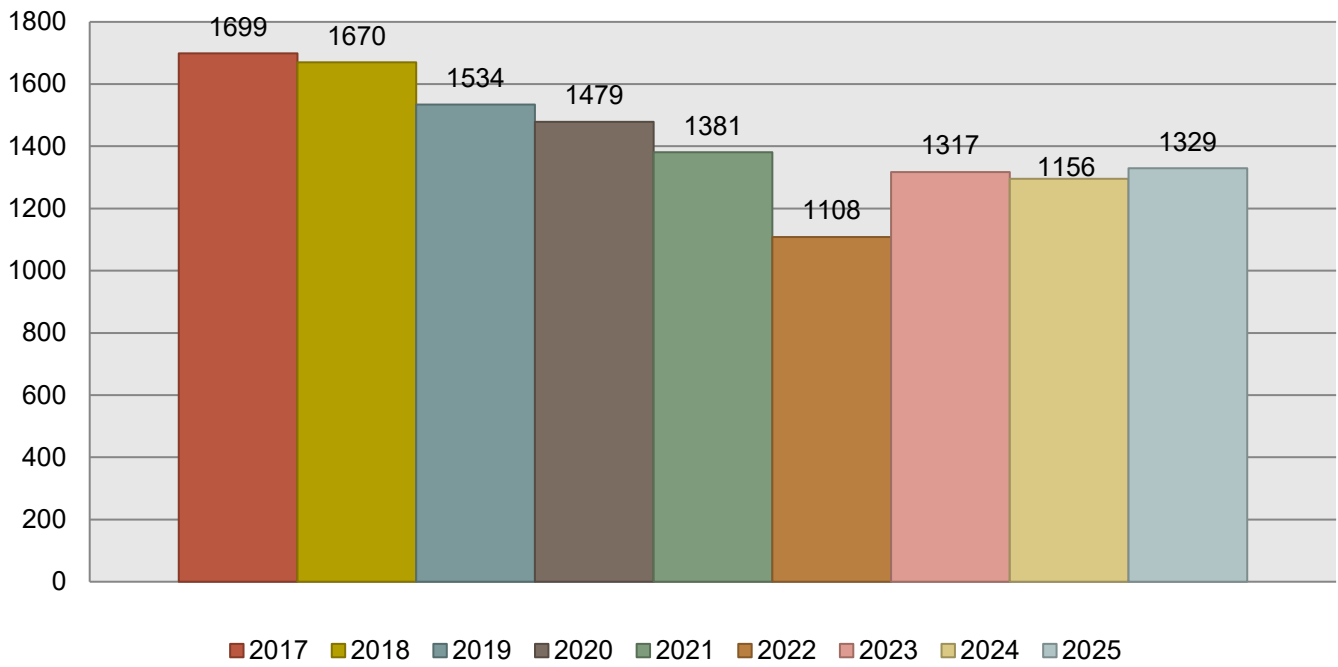
Permits to purchase in September: 8 YTD: 27

SEPTEMBER 2025 PD STATS

Calls for Service

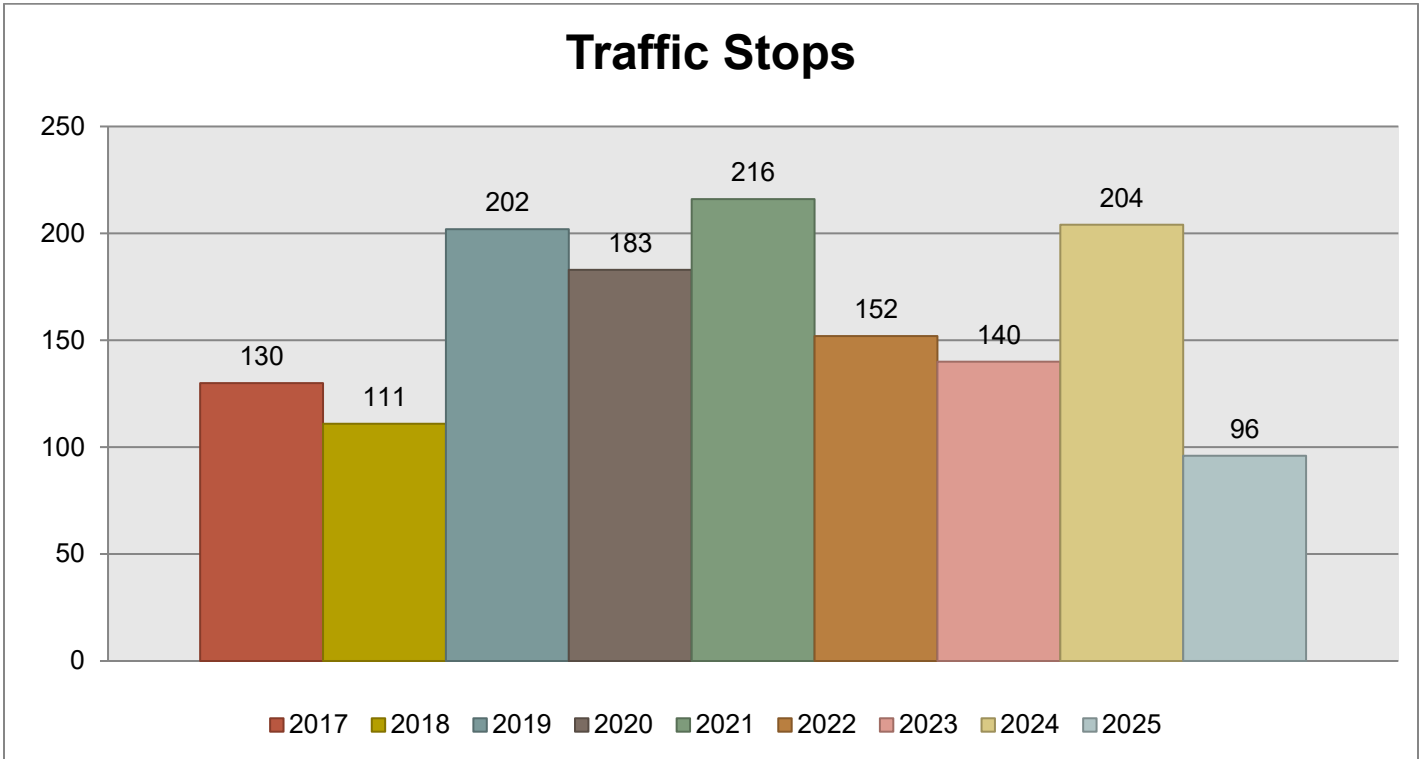


Calls for Service YTD



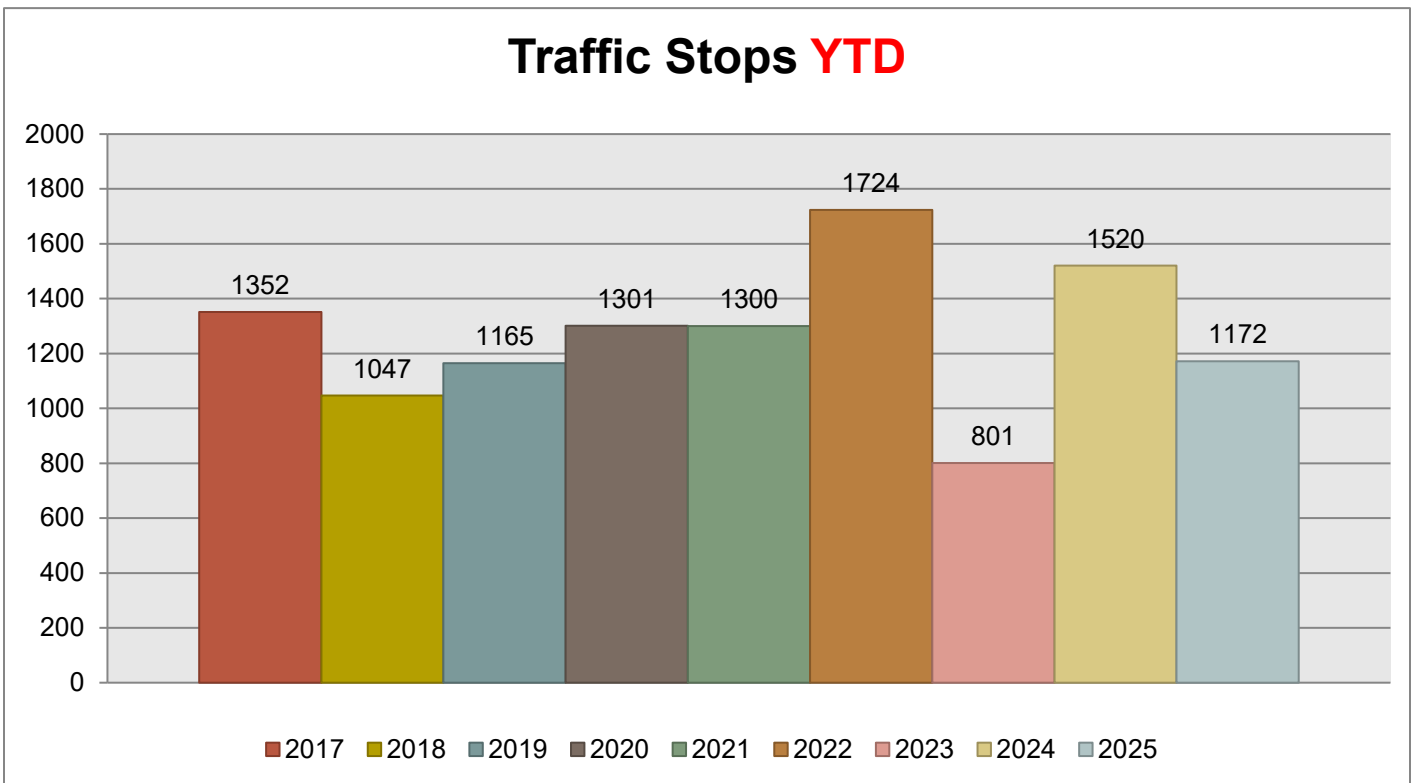
SEPTEMBER 2025 PD STATS

Traffic Stops



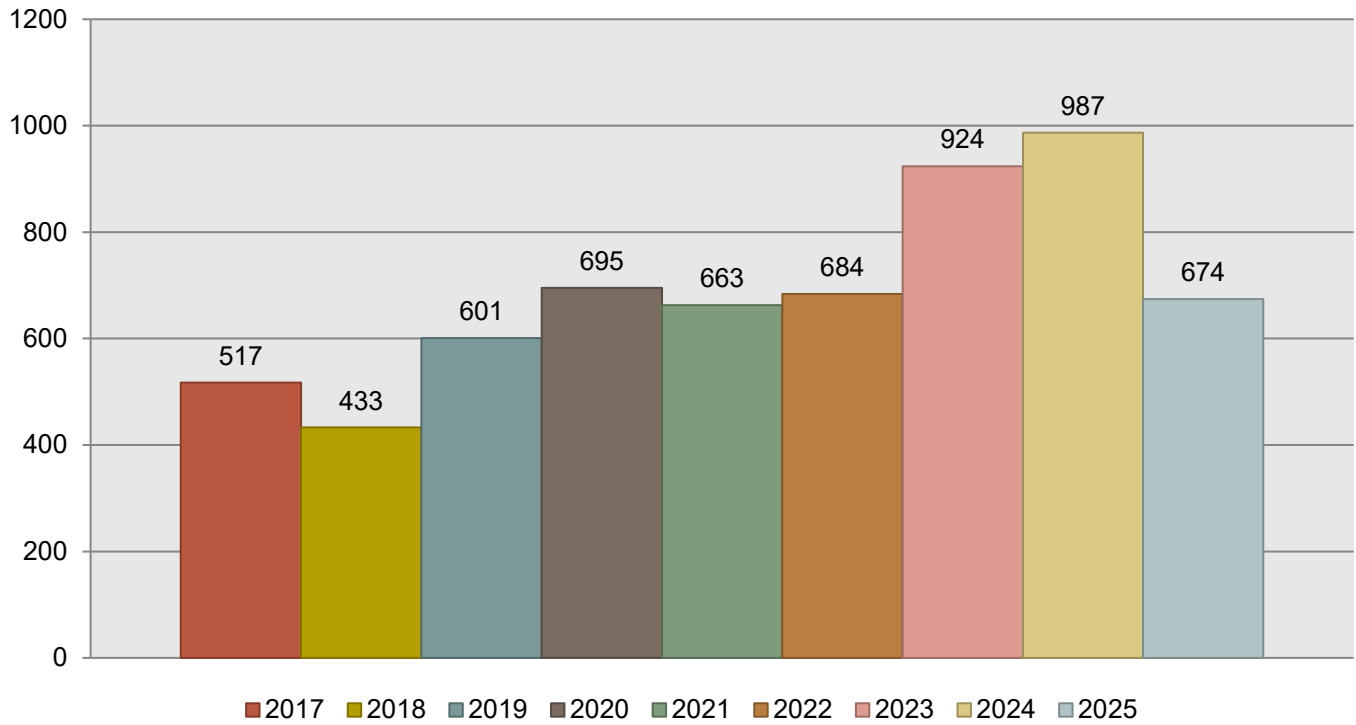
96 Traffic Stops were conducted in **September 2025**. **85 verbal and written warnings** issued, and **11 citations** issued for speed, expired registration, no proof of insurance/no insurance, and driving after revocation. **DWI(s) 0**. **ATV/Golf Cart Issues: Total 3 Cites: 0**

Traffic Stops **YTD**

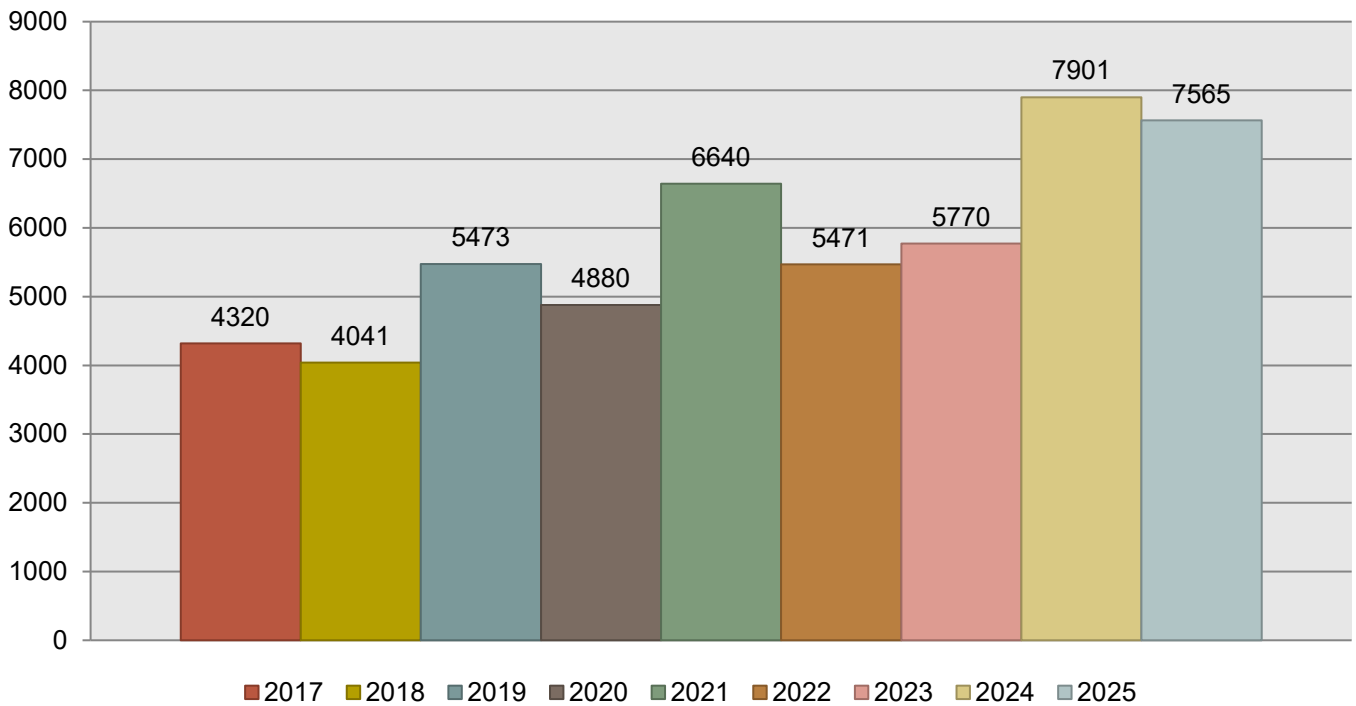


SEPTEMBER 2025 PD STATS

Total Incidents Handled



Total Incidents Handled YTD





STAFF MEMORANDUM

SUBJECT:	Electronic bikes and scooters
MEETING DATE:	October 9, 2025
PREPARED BY:	Craig Bell, CLEO
REQUESTED ACTION:	Recommendations reagrding electric scooters and bicycles

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the

public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.

- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND

In recent years, the use of electric scooters and bicycles (e-bikes and e-scooters) has proliferated, especially amongst juveniles. The speed capability of the bicycles and scooters has increased greatly with increasingly younger juveniles using them. All of these factors have led to a greater risk for accidents and has led to an increase of calls regarding juvenile safety.

DISCUSSION

Elko New Market residents as well as members of the Elko New Market City Council have asked the Elko New Market Police Department to look at ways to reduce the potential for accidents and injuries involving the use of electric bikes and scooters. There have been very few accidents/injuries involving e-bikes, e-scooters, and e-motorcycles that have been reported to 911 in Elko New Market and none of them have involved a motor vehicle/car/truck.

The Police Department explored ideas on how to realistically achieve the goal of reducing the potential for accident and or injury on e-bikes and scooters, including reviewing state law and existing ordinances in other cities that govern e-bike and e-scooter use. It also examined how the Department has been attempting to educate the community and at ways to improve the education program.

Currently, state law defines the different classifications of e-bikes, electric motorcycles, and motorized bicycles, which are primarily differentiated by speed capability and if the equipment has pedals or not. Classification can determine where the equipment can be operated, by whom (age of operator) and what safety equipment is required, if any. The State of Minnesota does not currently have any laws that set a speed limit on e-bikes, e-motorcycles, or motorized

bicycles (see attachment for state statute regarding e-bikes, e-motorcycles, and motorized bicycles).

The Department investigated what other cities nearby have enacted for e-bike, e-scooter, and e-motorcycle ordinances and currently, no other municipalities nor Scott County have enacted any ordinances governing this. The City of Lakeville did enact an ordinance governing the speed of e-bikes on city trails but only on city trails, not city streets. Currently, the City of Elko New Market does not have any ordinances specifically regarding e-bikes, e-scooters, or e-motorcycles. The Police Department currently uses statute for guidance on enforcement actions.

STAFF RECOMMENDATION:

Upon reviewing all of the information gathered from the research into options pertaining to e-bikes, e-scooters, and e-motorcycles, the Elko Police Department makes the following recommendations:

1. Continue to grow and improve the community education component regarding e-bike, e-scooter, and e-motorcycle use within the city. This can be accomplished by doing the following:
 - a. Host a joint Public Safety e-bike and e-scooter education event each May in conjunction with the Elko New Market Fire Department and ECCEC. This will include operator courses, education, and community engagement. Chief Bell applied for a grant through the Minnesota Chiefs of Police Association to help fund the event. The Elko New Market Fire Relief Association may also contribute a donation to help pay for supplies for the event.
 - b. Continue to use the City Facebook page, City website, and City newsletter to educate the public on usage.
 - c. Continue to provide a bike and scooter safety presentation each Spring at Eagle View Elementary and include e-bike and e-scooter information in future presentations.
 - d. Post information (attachment) on the Police Department page of the City website.
2. Continue to enforce existing statute governing e-bike, e-scooter, and e-motorcycle usage with an emphasis on safety. This will include helmet usage enforcement, rules of the road, and unsafe operation.
3. The Department does not recommend enacting any speed ordinances regarding e-bikes, e-scooters, or e-motorcycles as most are not equipped with speedometers and existing speed monitoring equipment officers use cannot detect speed for small pieces of equipment like e-bikes and e-scooters.

ATTACHMENT:

E-Bikes

In Minnesota, e-bikes are generally permitted wherever traditional bicycles are allowed, including on most trails and sidewalks, with some restrictions based on class and local regulations; MN State Statute 169.011. The City of Elko New Market does not currently have any local regulations/restrictions in place regarding e-bikes. E-bikes are defined as having two or three wheels, a seat, fully operable pedals, and an electric motor of 750 watts or less. Riders must be at least 15 years old, and helmets are required for those under 18. No insurance is required to operate these bikes.

Classes of E-bikes; Minnesota recognizes three classes of e-bikes:

Class 1: Pedal-assist, motor only provides assistance up to 20 mph.

Class 2: Throttle-assist, motor can propel the bike without pedaling up to 20 mph.

Class 3: Pedal-assist, motor provides assistance up to 28 mph.

Safety - Riders should be aware of and yield to pedestrians and slower trail users. Audible signals (bells or voice) should be used when passing. Helmets are required for riders under 18. E-bikes cannot be modified to bypass speed limits.



E-Bike

Motorized Bikes

Motorized Bikes which have no pedals require a driver's license or motorized bike permit to operate. They have a top operating speed of 30mph. They are not allowed to operate on trails or sidewalks and they must be registered to be operated on streets; MN State Statute

169.223. If registered as a motorcycle to operate on the streets requires liability insurance.



Motorized Bike

E-Motorcycles/Dirt bikes

E-Motorcycles/Dirt bikes are not specifically defined in State Law. They look like a more traditional motocross type of motorcycle/dirt bikes. They have no bike pedals and they are capable of speeds of more than 30mph. They do not fit any specific vehicle definition in State Statutes therefore they default to being considered a motorcycle. They are not allowed on sidewalks, walking/bike trails, or in City streets. These are only allowed to be operated on private property.



E-Motorcycle/Dirt Bike

Motorized Foot Scooters

No person under 12 years may operate a motorized foot scooter. No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of public safety. If operated on a roadway the person shall ride as close as practicable to the right-hand curb or edge of the roadway. A person may

operate a motorized foot scooter on a bicycle path, bicycle lane, or bicycle trail if not prohibited by the local governing body having jurisdiction over the path.



Motorized Foot Scooter

Laws About Riding Bikes and e-Bikes

According to Minnesota law, bicycle and e-Bike riders must:

- Travel with the flow of traffic, unless otherwise signed (MN State Statutes **169.18** and **169.222**)
- Stop at all stoplights (MN State Statutes **169.06** and **169.222**)
- Slow down when approaching intersections with stop signs and proceed without stopping if no vehicle or pedestrian is present (MN State Statute **169.222**)
- Use a light when riding at night (MN State Statute **169.222**)
- Yield to pedestrians in crosswalks (MN State Statute **169.21**)

The following is a summary of the Minnesota Statutes (2017) pertaining to bicyclists. For more details concerning the following laws and penalties, please visit www.revisor.mn.gov/statutes/?id=169.222.

1. What is the definition of a bicycle?

Minnesota Statute 169.011, Subdivision 4:

(a) “Bicycle” means every device capable of being propelled solely by human power upon which any person may ride, having two tandem wheels, and including any device generally recognized as a bicycle though equipped with two front or rear wheels. Bicycle includes an electric-assisted bicycle, as defined in subdivision 27.

(b) “Bicycle” does not include scooters, motorized foot scooters, or similar devices.

2. Is a bicycle considered a motor vehicle in Minnesota?

No. Minnesota Statute 169.011, Subdivision 42:

A “motor vehicle” is defined as every vehicle which is self-propelled and every vehicle which is

propelled by electric power obtained from overhead trolley wires. Motor vehicle does not include an electric personal assistive mobility device or a vehicle moved solely by human power.

3. What is an electric-assisted bicycle and where can I use one?

Minnesota Statute 169.011, Subdivision 27:

“Electric-assisted bicycle” means a bicycle with two or three wheels that:

(1) has a saddle and fully operable pedals for human propulsion;

(2) meets the requirements for bicycles under Code of Federal Regulations, title 16, part 1512, or successor requirements;

(3) is equipped with an electric motor that has a power output of not more than 750 watts; and

(4) meets the requirements of a class 1, class 2, or class 3 electric-assisted bicycle.

Minnesota Statute 169.011, Subdivision 47:

An electric-assisted bicycle with pedals and a motor that can't go faster than 20 mph is considered a bicycle under state law; all relevant bicycle laws apply.

Minnesota Statute 169.222, Subdivision 6(b)

The driver of an electric-assisted bicycle must be at least 15 years old.

Minnesota Statute 85.015, Subdivision 1(d) and Statute 85.018, Subdivision 2(d):

Generally electric-assisted bicycles may operate like bicycles do, unless otherwise posted.

4. What is the definition of a roadway?

Minnesota Statute 169.011, Subdivision 68:

“Roadway” means that portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder. During periods when the commissioner allows the

use of dynamic shoulder lanes as defined in subdivision 25, roadway includes that shoulder. In the event a highway includes two or more separate roadways, the term "roadway" as used herein shall refer to any such roadway separately but not to all such roadways collectively.

4. Are bicyclists allowed to roll through stop signs?

Yes, as long as they don't violate anyone else's right of way. When approaching a stop sign, a bicyclist should be traveling slow enough to stop before the crosswalk if necessary. However after yielding as such, if there is not a pedestrian crossing in front of them or other approaching near enough to constitute an immediate hazard, they may continue without making a full stop.

5. Are there passing laws motor vehicles must follow when passing a bicyclist? What if there is a no passing zone?

Yes, 3 feet is the minimum passing distance a motor vehicle must provide. More space is better and needed for safety at higher speeds. Minnesota Statute 169.18, Subdivision 3:

(3) the operator of a motor vehicle overtaking a bicycle or individual proceeding in the same direction on the roadway shall leave a safe distance, but in no case less than three feet clearance, when passing the bicycle or individual and shall maintain clearance until safely past the overtaken bicycle or individual.

Motorists can also cross a double yellow line to the left side of the roadway to pass a bicycle going in the same direction when it is safe to do so, Minnesota Statute 169.18, Subdivision 5, and:

(c) ... (2) the driver of the motor vehicle either (i) provides a safe clearance distance, in no case less than the greater of three feet or one-half the width of the motor vehicle, or (ii) completely enters the left lane of the highway; (3) the operator of the bicycle is not (i) making a left turn, or (ii) signaling that the bicycle operator intends to make a left turn; and (4) the driver of the motor vehicle complies with all other applicable requirements under this section.

6. What other rules must a motorist follow when overtaking or following bicyclists?

Minnesota Statute 169.18, Subdivision 4:

(4) the driver of a vehicle may overtake and pass another vehicle upon the right only under conditions permitting such movement in safety. In no event shall such movement be made by driving in a bicycle lane or onto the shoulder, whether paved or unpaved, or off the pavement or main-traveled portion of the roadway.

7. Does a bicyclist have to obey the same traffic laws as a motorist?

Yes. Minnesota traffic law explains the various rights and responsibilities that every vehicle operator is expected to follow, including bicyclists. Separately, there are statutes that only apply to certain types of vehicles (e.g. buses, tractors, motorcycles, motor vehicles, etc) which do not apply to bicyclists.

Minnesota Statute 169.222, Subdivision 1:

Every person operating a bicycle shall have all of the rights and duties applicable to the driver of any other vehicle by this chapter, except in respect to those provisions in this chapter relating expressly to bicycles and in respect to those provisions of this chapter which by their nature cannot reasonably be applied to bicycles.

8. Is it legal to carry another person on a bicycle? What about a child seat?

Yes, if the bicycle was designed to carry a passenger or has an approved and attached child seat. *Minnesota Statute 169.222, Subdivision 2:*

No bicycle, including a tandem bicycle, cargo or utility bicycle, or trailer, shall be used to carry more persons at one time than the number for which it is designed and equipped, except an adult rider may carry a child in a seat designed for carrying children that is securely attached to the bicycle.

9. Does a bicyclist have to ride with the direction of traffic?

Yes. A bicyclist on the roadway in a traffic lane should ride in the direction of traffic, as should a bicyclist on the shoulder or in a bike lane. *Minnesota Statute 169.222, Subdivision 1 and 4(b):*

4(b) If a bicycle is traveling on a shoulder of a roadway, the bicycle shall travel in the same direction as adjacent vehicular traffic.

10. May bicyclists ride two abreast?

Although riding single-file is often safest, bicyclists are allowed to ride two-abreast on roads. *Minnesota Statute 169.222, Subdivision 4:*

(c) Persons riding bicycles upon a roadway or shoulder shall not ride more than two abreast and shall not impede the normal and reasonable movement of traffic and, on a laned roadway, shall ride within a single lane.

11. Must a bicyclist ride on the sidewalk?

No. Minnesota law does not require bicyclists to ride on the sidewalk and BikeMN does not generally recommend it because of safety hazards to the bicyclist and to pedestrians. Most importantly, sidewalks are not designed for bicycle travel speed. (BikeMN recommends that children 10 and under ride on the sidewalk and under the leadership of an adult as they may not yet have developed the physical skills and cognitive ability to navigate roadways.)

169.225 MOTORIZED FOOT SCOOTER

Subd. 2. **Sidewalk and passenger prohibition.** No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person may operate a motorized foot scooter that is carrying any person other than the operator.

12. Is it legal for a bicyclist to ride on the sidewalk?

Sometimes. *Minnesota Statute 169.222, Subdivision 4:*

Minnesota law does not prohibit sidewalk riding unless in a business district or where prohibited by city ordinance. In Minnesota, a business district, defined by a block with more than 50 percent business use. Additionally, a person lawfully operating a bicycle on a sidewalk, or across a roadway or shoulder on a crosswalk, shall have all the rights and duties applicable to a pedestrian under the same circumstances. This means that the bicyclist must not enter a crosswalk if a vehicle is approaching and it is impossible for the driver to stop. While riding on a sidewalk a bicyclist should move at pedestrian speeds and must also continue to give an audible signal when passing other pedestrians and yield to other pedestrians on the sidewalk. (BikeMN recommends that children 10 and under ride on the sidewalk and under the leadership of an adult as they may not yet have developed the physical skills and cognitive ability to navigate roadways.)

13. Does a bicyclist have to wear a helmet?

Minnesota state law does not require bicyclists to wear helmets. The Bicycle Alliance of Minnesota strongly recommends wearing one because they can prevent or reduce the severity of head and brain injuries in the event of a crash.

169.225 MOTORIZED FOOT SCOOTER

Subd. 4. **Protective headgear.** No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of public safety.

14. Does a bicyclist have to use lights when it's dark?

Yes. *Minnesota Statute 169.222, Subdivision 6:*

(a) No person shall operate a bicycle at night time unless the bicycle or its operator is equipped with (1) a lamp which emits a white light visible from a distance of at least 500 feet to the front; and (2) a red reflector of a type approved by the Department of Public Safety which is visible from all distances from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle. A bicycle equipped with lamps that are visible from a distance of at least 500 feet from both the front and the rear is deemed to fully comply with this paragraph.

15. Does a bicyclist have to signal their turns or lane changes?

Yes, but not always. *Minnesota Statute 169.222, Subdivision 8:*

An arm signal to turn right or left shall be given continuously during the last 100 feet traveled by the bicycle before turning, unless the arm is needed to control the bicycle, and shall be given while the bicycle is stopped waiting to turn.



Real People. Real Solutions.

MEMORANDUM

Date: October 9th, 2025

To: Mayor Ganfield and the Elko New Market City Council

From: Rich Revering, PE – City Engineer
Luke Wheeler, PE – Assistant City Engineer

Subject: Update on Active Engineering Items
Elko New Market

BACKGROUND

Bolton & Menk along with City staff have actively been working on various engineering items. This memo is to serve as an update on these items.

DISCUSSION

Well and Blending Water System Improvement Project

- Plans and Specifications and Authorization to Bid for the well improvements were approved at the September 25th council meeting.
 - The project was advertised for bidding on 10/3. The bids will be opened on 10/24 and presented to council at the 11/13 council meeting.
- The well blending improvements will be bid separate from the well improvements. Development of those plans are ongoing and updates on final plan approval and bidding will be provided in the near future.

Parkway Meadows

- The improvements are now substantially complete and the development has been released for building permits.
- The contractor is actively working on punchlist work.

Wagner Park Trail Connection

- Survey and wetland delineation is complete and the design is being finalized to better estimate costs and advise the Council on funding.



Sanitary Sewer System Modeling

- No update

Water Tower Siting

- The system model is currently being updated for use in modeling tower location scenarios.

Highlands at Eagle View

- Rough grading for phase 1 is complete. Mass grading on future phases is ongoing.
- The lift station structure has been installed and they have begun constructing the gravity sanitary sewer through the development.
- The watermain and forcemain construction within Nevada is nearly complete. The sewer and water throughout the rest of the first phase is ongoing. The contractor anticipates approximately 4 more weeks of utility construction.
- Roadway grading/ construction is expected to begin within 2-3 weeks.



Interstate 35 Industrial Park

- All punchlist work is satisfactorily complete. We anticipate project closeout by the October 9th council meeting.

Well Interference and Water Quality Plans

- Following the presentation at the 9/25 council meeting, staff have begun work on the following tasks:
 - Staff are compiling additional content to be posted to the City's website regarding water quality. Four short presentations/videos are being developed that provide information on efforts to collect water quality data as well as the results from the collections.
 - Creating a mailing to area well-owners that will include:
 - An invite to an upcoming informational meeting regarding findings from the water quality investigation
 - A description of and links to content to be posted on the City's website related to private wells, the City's system, well interference, and findings of the WQ Complaints investigation .
 - Notice of the upcoming pumping event to trigger round 2 of water quality sampling, including details on how this event will compare to 2023 aquifer pump test and pumping the City does on recent average days.

Name: Update on Active Engineering Items

Date: 10/06/2025

Page: 3

- Coordinating with Braun on the next two rounds of sampling including what sampling is required and what supplemental supplementing the City is interested in completing
- Compiling questionnaires to be sent to additional well-owners that were initially outside of the 2.5-mile mailing area, but are now within the 3.5-mile area and have indicated potential water quality issues.
- Compiling/organizing the results from the first round of sampling in preparation of distributing the results to the respective owners of the wells sampled.

Building Permit Grading Reviews

- Engineering has been supporting Community Development Building Permit application reviews by reviewing proposed home permit grading plans against the development master grading plan, then reviewing as-built home grading plans against the proposed. This process is intended to reduce the number of post-occupancy complaints about grading and drainage issues. There has been a lot of activity on this – multiple applications per week. While it does take staff bandwidth, it is easier to prevent these issues with extra scrutiny before release of escrows than it is to resolve them when a new homeowner has moved in and is unhappy.

RECOMMENDATION

No action associated with this item.



Parks Commission Update

October 1, 2025

Parks & Trails

1. Boulder Heights

Public Works transplanted four trees from the Public Works Campus: one evergreen, one maple, and two oaks. Public Works also aerated and overseeded the grass around the park in order to build a thicker turf.

2. Wagner Park

Public Works transplanted three oak trees and one pine tree from the Public Works Campus to replace the dead ash trees that were removed.

Recreation

At their September Parks Meeting, the Commission decided not to pursue temporary pickleball equipment at Rowena Pond Park. Instead, the Commission asked Staff to bring back the pickleball discussion to the October Parks Meeting. Rather than temporary equipment, the Commission asked Staff to research two alternative options – semi-permanent heavy-duty nets and semi-permanent in-ground nets at Rowena Pond Park.

Community

None.

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, October 8, 2025

Time: 6:00 PM

Location: City Hall, Council Chambers

1) CALL TO ORDER

The meeting was called to order by Chair Sutton at 6:00 PM
Members Present: Chair Sutton, Commissioners Jones, Hokeness, Vernon and West
Members Absent: None
Also Present: City Administrator/Clerk Terry, Public Works Lead Derek Cavanaugh, and Planner Malecha

2) PLEDGE OF ALLEGIANCE

Chair Sutton led the Commission and audience in the Pledge of Allegiance.

3) ADOPT/APPROVE AGENDA

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

MOTION by Commissioner Vernon, second by Commissioner Jones to approve the agenda.

MOTION CARRIED: 5-0

4) PUBLIC COMMENT

None.

5) APPROVAL OF MINUTES

MOTION by Chair Sutton, second by Commissioner West to approve the minutes of the August 13, 2025 meeting as presented.

MOTION CARRIED: 5-0

6) GENERAL BUSINESS

a. Wagner Park Trail Connection

City Administrator/Clerk Terry reiterated the Commission's ongoing support for the Wagner Park Trail Connection, noting that the project recently went through the public engagement phase. Terry gave a summary of the open house that was held at Wagner Park in June by City Staff. He stated that the open house meeting was productive and that attendees were there to gather information. The comments were outlined in the memorandum. Terry explained that Staff researched grant opportunities but concluded that this scale of project was not conducive to seeking grant funding. A secondary reason Staff did not pursue grant opportunities is because the project would have to go through the formal bidding process, thus the City losing the opportunity to do some, or most, of the work in house with the use of the Public Works team, which provides for substantial savings.

City Administrator/Clerk Terry asked the Commission to give a formal recommendation to the City Council on whether the Wagner Park trail connection should be pursued for 2026. Commissioner Hokeness asked Terry what the price estimate was, Terry stated under \$25,000.

Commissioner Jones asked if there would be a crosswalk implemented on County Road 2 as part of this project as he indicated concerns of children potentially riding into traffic on electric scooters. Terry stated that the recommendation is to not have a crosswalk at this time, and that Staff will keep an eye on potential wear lines to see if one may be needed in the future. Terry also stated that it doesn't make sense to have crosswalk mid-block and may cause confusion for motorists as they are not expecting a crosswalk to be at that location.

Commissioner Vernon stated that she had some concerns regarding the comments made by some of the adjacent property owners to the proposed trail such as the concerns about theft and a decrease in property value. Terry stated that those are very common concerns when you install a trail where one had not previously been. He stated that those are legitimate concerns, but in his experience, in this city and other cities, that he has seen no evidence that those concerns will come to fruition. Commissioner Vernon also stated that some of the residents adjacent to the proposed trail are in favor of a privacy fence along it. Terry stated that the cost of the project would go up substantially and the City has not done that with any other trails throughout the City.

Commissioner Hokeness inquired as to the width of the trail. Terry stated that he doesn't believe that level of design has been implemented at this time, but typically the trails in Elko New Market are 10' wide.

Commissioner West brought up concerns of a possible document that exists that would exclude the City from being able to implement this trail in this location. City Administrator/Clerk Terry stated that he was made aware of the concerns earlier in the process, and Planner Malecha stated that Staff researched the document. Malecha stated it was a Resolution adopted by the City of New Market in 1998 that he sent to the concerned citizen and did not get a response to. Both Malecha and Terry stated that the Resolution did not apply to this particular project.

Terry reiterated to the Commission that if they wanted to move forward with the project with this alignment and the inclusion of the project in the 2026 Capital Outlay, funded by Park Dedication funds, Staff is seeking a recommendation to the City Council.

MOTION by Chair Sutton, second by Commissioner Jones to recommend the Wagner Park trail connection project to the City Council.

MOTION CARRIED: 5-0

b. Temporary Pickleball Equipment Discussion

City Administrator/Clerk Terry began the discussion by summarizing past discussions regarding this topic from the Commission. He stated that the Commission had previously stated that they were not in favor of installing semi-permanent poles for pickleball nets in the new asphalt at Rowena Park. At the time, the pickleball lobby stated that they would provide their own nets and that they just needed a playing surface. Thus, Staff adjusted the basketball court and painted lines for three pickleball courts at Rowena Park. Terry continued by saying that Staff receives inquiries from the public asking the City to provide the equipment for

people to be able to play. Former Planner Jake Skluzacek had a discussion with Chair Sutton in early 2025 that this topic should be brought back to the Commission for discussion.

Terry framed the question to the Commission as follows: Do you want to provide rental equipment for people to be able to use those courts? The City would provide a lock box at the park that would include nets and paddles, and the key could be picked up from City Hall.

Commissioner Hokeness summarized the conversation the Commission had regarding this topic when it was first brought up a few years back. He concluded his summary by stating that the Commission was not in favor of it then, and he still is not in favor of it now, for a variety of reasons including lack of City Hall hours and practicality to get/give back keys, ongoing costs associated with damaged nets/paddles, cost of knock box(es), and lack of quality in the less expensive portable nets.

Commissioner Hokeness recommended the possibility of purchasing larger, heavier nets that would be located on the best of the three courts at Rowena Park or purchasing and installing the nets with poles that would go into the asphalt. He also mentioned that these courts have excess amounts of sand and water that pickleball players have to clear off before use. Hokeness concluded by stating that if the City wants to have continued temporary use of the courts at Rowena until a permanent pickleball location is decided upon, the best way to do it is by getting a heavy net to be located on one of the courts, and the other two courts can continue to be utilized as they are today – people bringing their own nets and paddles.

City Administrator/Clerk Terry guided the conversation back to the original question, is the Commission in favor of purchasing and storing temporary nets and paddles?

The Commission stated it is not in favor of implementing temporary nets. The Commission asked Staff to bring research to the October Parks Commission Meeting regarding the option of semi-permanent heavy-duty nets or semi-permanent poles that would be placed in the asphalt.

7) UPDATES & REPORTS

a. August Parks Commission Update

Planner Malecha gave the following August Parks update:

- The roofs were repaired on the Boulder Heights Park play equipment, after the roof came off with high winds, Public Works Staff discovered it was not installed correctly.
- Public Works will be transplanting trees from the Public Works campus to work on the landscaping at Boulder Heights Park.
- New picnic tables have been delivered to both Big Windrose and Little Windrose Park.
- Public Works will be transplanting trees from the Public Works campus to Wagner Park to replace the dead ash trees that were removed.
- Garbage cans were purchased to replace some of the old cans in the parks.

Public Works Lead Cavanaugh added clarification to the newly purchased garbage cans that Public Works purchased, stating the City purchased 40 garbage cans from Chanhassen for a total of \$250 at auction.

b. August Parks Commission Financial Report

City Administrator/Clerk Terry stated the report is in the packet and Staff can answer any questions; there were no questions.

8) PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner Hokeness asked if the City had plans to lower the flag as requested from the Federal Government due to the murder of Charlie Kirk. Public Works Lead Cavanaugh stated that the flags will go to half-staff tonight because of 9/11 tomorrow regardless.

Commissioner Jones asked if crack-sealing was planned to continue this year. Cavanaugh stated that the roads that have already been crack sealed went over budget and they are halting continuation of that project until different funding can be utilized.

9) NEXT MEETING

Regular Parks Commission Meeting
Wednesday, October 8, 2025 at 6:00 PM
ENM City Hall Council Chambers

10) ADJOURNMENT

MOTION by Chair Hokeness, second by Commissioner Jones to adjourn the meeting at 6:51 PM.

MOTION CARRIED: 5-0

Respectfully submitted by

Brandon Malecha, Planner I

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
September 16, 2025 Minutes

Meeting was called to order at 5:34 PM.

Members Attending: Terre Larsen, Toni Maat, Sandi Loxton, Nicole Flotterud, Jodi Muelken and Mike Sutton

Others Attending: Recreation Programmer Jessica Davidson.

Absent: Kate Timmerman, Amanda Kettelhut, Matt Pivec, and Amanda Novak

MOTION by Terre Larsen seconded by Jodi Muelken to approve the amended September 16, 2025 agenda. **APIF, MOTION CARRIED.**

MOTION by Sandi Loxton seconded by Jodi Muelken to approve the minutes of the August 19, 2025 meeting. **APIF, MOTION CARRIED.**

Member Updates

Mike Sutton shared that the Parks Department is looking into the possibility of adding nets for the pickleball courts. Jodi Muelken shared that the Fire Department will be having an open house and CPR classes. Terry Larsen shared that the Lions found volunteers to run the Halloween photos. Sandi Loxton gave an update on the upcoming School District Referendum. She also shared that Community Ed was sending out a summer splash postcard and the ECFE preschool offerings will be switching to a one- year catalogue. Nicole Flotterud shared that the scouts are awarding merit badges and passing on a tomahawk during their Court of Honor. Jessica Davidson shared that the Halloween sponsorship letter has gone out, the event is advertised on Facebook and City Website, and that wristbands are now available for purchase.

CCEC Membership Survey –tabled

Planning for Halloween event on October 25th from 10-12pm

The members were given an overview of the CCEC budget along with details about how donations work. Members worked on the Halloween Spreadsheet to identify tasks that were completed and which ones needed to be assigned/completed. This included reaching out for volunteers, taking inventory of the prizes, and ordering candy/prizes. Mike Sutton confirmed that will be 15-16 games and 25 prizes for the raffle. The group also discussed changing the craft to making ghosts.

Christmas Tree Lighting on December 6 at 6pm

Terre Larsen shared that the Lions will not be hosting a breakfast with Santa this year. They are proposing a possible parade the day before the Tree Lighting in conjunction with the CCEC and the Fire Department. Jodi Muelken mentioned possibly including the Police, Scott County, Lions and Scouts (food donations).

Members agreed on inviting the Lakeville South Band to the Tree Lighting. The Lions would like to have a stocking/drawing at the Tree Lighting. Toni Maat suggested that at a future meeting, the group discuss moving the location of the event as parking and space have been an issue at City Hall.

The next meeting of the CCEC will be on Tuesday, October 21, 2025 at 5:30 pm.

There were no additional comments from the Committee members offered.

MOTION by Terre Larsen seconded by Toni Maat to adjourn the meeting at 6:31 PM. **APIF,**
MOTION CARRIED

Respectfully submitted,

Jessica Davidson, Recreation Programmer