

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
AUGUST 2, 2023**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Cadenhead called the meeting to order at 7:00 pm.

PRESENT: Mayor Charles Cadenhead and Councilmembers Katrina Beckstrom, Matt Hirn, Jeff Holtz and Lisa McGinn.

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, Public Works Director Powers, Fire Chief Kalis and City Clerk Johnson

APPROVAL OF AGENDA

Item 9, “Approve Job Description for Financial Coordinator and Authorize Posting” was moved to the end of the Regular Agenda.

Councilmember Holtz, seconded by Councilmember Beckstrom, moved TO APPROVE THE AGENDA AS AMENDED. Motion passed 5 – 0.

ACCEPT MINUTES

Councilmember Holtz, seconded by Councilmember Hirn, moved TO ACCEPT THE MINUTES OF THE JULY 18, 2023 CITY COUNCIL MEETING AS PRESENTED. Motion passed 5 – 0.

PUBLIC COMMENTS/INQUIRIES

Nicky Tolscher, Minnesota’s Best Cannabis, commented on cannabis legislation and a store he is planning to open to sell cannabis.

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payments and Disbursements
3. Approve Village Design Review Zoning Text Amendment *Ordinance 2023-XX; Resolution 2023-067*
4. Approve Final Plat Extension - DPS 3rd Addition; *Resolution 2023-068*
5. Approve Resolution in Support of CSAH 15 Designation – *Resolution 2023-069*
6. Accepts Bids and Award Contract for the 2023 Street Maintenance Project.

7. Approve City Center/Public Works Pay Request #18
8. Approve Lake Elmo Lake Association AIS Grant
9. Approve Job Description for Financial Coordinator and Authorize Posting

Councilmember Holtz, seconded by Councilmember Hirn, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 5 - 0.

ITEM 10: Personnel Policy Updates

Administrative Services Director Goers presented updates to the Personnel Policy. Discussion was held regarding implementation, notice to employees, reporting period for complaints and holiday/PTO accrual.

Councilmember Holtz, seconded by Councilmember Hirn, moved TO ADOPT THE CITY OF LAKE ELMO PERSONNEL POLICY UPDATES AS PRESENTED. Motion passed 5 – 0.

ITEM 9: Approve Job Description for Financial Coordinator and Authorize Posting

Councilmember Beckstrom stated she moved this item from the Consent Agenda for discussion regarding the minimum qualifications for the position. Discussion was held concerning the education requirements.

Councilmember Beckstrom, seconded by Councilmember Hirn, moved TO APPROVE THE JOB DESCRIPTION FOR FINANCIAL COORDINATOR AND AUTHORIZE POSTING WITH THE LANGUAGE REGARDING EDUCATION REQUIREMENTS AMENDED TO BE CONSISTENT WITH PREVIOUS JOB DESCRIPTIONS. Motion passed 5 – 0.

COUNCIL REPORTS

Mayor Cadenhead: Thanked staff, volunteers and vendors for putting together the National Night out event.

Councilmember Hirn: Commented on the National Night Out event.

Councilmember Holtz: Thanked everyone who helped with National Night Out.

Councilmember McGinn: Reported on a meeting with Met Council and City Administrator Handt and suggested that Administrator hand should step in as the City's representative on the White Bear Lake water group as she is most educated on the issue.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Noted that the August 8th City Council Workshop is canceled due to lack of agenda items.

**LAKE ELMO CITY COUNCIL MINUTES
AUGUST 2, 2023**

Councilmember Holtz, seconded by Councilmember Hirn, moved TO ADJOURN TO CLOSED SESSION PURSUANT TO MINNESOTA STATUTES SECTION 13D.05, SUBDIVISION 3 (B), ATTORNEY-CLIENT PRIVILEGE TO REVIEW LITIGATION RELATED TO OAH MASTER DOCKET NO. OAH 8-2002-37733, VARIOUS AMENDMENTS TO WATER APPROPRIATION PERMITS. Motion passed 5 – 0.

Closed session held.

Councilmember Beckstrom, seconded by Councilmember Holtz, moved TO RETURN TO OPEN SESSION. Motion passed 5 – 0.

Meeting adjourned at 8:46 p.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Charles Cadenhead, Mayor

Julie Johnson, City Clerk