

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
NOVEMBER 21, 2023**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, Fire Chief Kalis, City Planner Jensen and City Clerk Johnson

APPROVAL OF AGENDA

Mayor Cadenhead, seconded by Councilmember Hirn, moved TO AMEND THE AGENDA BY MOVING ITEM E BEFORE ITEM D. Motion passed 4 – 0.

Councilmember Holtz, seconded by Mayor Cadenhead, moved TO APPROVE THE AGENDA AS PRESENTED. Motion passed 4 – 0.

ACCEPT MINUTES

Councilmember Holtz, seconded by Councilmember McGinn, moved TO ACCEPT THE MINUTES OF THE OCTOBER 24, 2023 SPECIAL CITY COUNCIL MEETING, NOVEMBER 8, 2023 CITY COUNCIL MEETING AND NOVEMBER 14, 2023 CITY COUNCIL WORKSHOP AS PRESENTED. Motion passed 4 – 0.

PRESENTATIONS

Firefighter Mike Schwarz was recognized for his 5 years of service with the Lake Elmo Fire Department.

PUBLIC COMMENTS/INQUIRIES

Mike Funk, Stillwater Public Schools Superintendent, discussed the process for planning for a new elementary school in Lake Elmo and addressed concerns raised at the November 14, 2023 City Council Workshop.

CONSENT AGENDA

2. Approve Payments and Disbursements
3. Approve Final Plat Extension – Amira; *Resolution 2023-115*
4. Approve MPCA Grant Agreement Amendment for the Hamlet on Sunfish Lake Street and Utility Improvements

5. Approve MPCA Grant Agreement Amendment for the 38th-39th Street Neighborhood Street and Utility Improvements
6. Approve Pay Request No. 13 for Water Tower No. 3
7. Approve Pay Request No. 5 for Old Village Phase 7 Street and Utility Improvements
8. Approve Pay Request No. 5 for 2023 Street Improvements
9. Approve Pay Request No. 4 for 2023 Trail Improvements
10. Approve Pay Request No. 11 for Parkview-Cardinal Neighborhood Street and Utility Improvements
11. Accept Public Improvements & Approve Security Reductions for Union Park 1st and 2nd Addition
12. Approve Plan Reviewer Job Description and Authorize Job Posting
13. Approve Bulk Water Meter Purchase
14. Approve City Center Change Order #3
15. Approve City Center/ Public Works Addition Pay Request #22

Councilmember Holtz, seconded by Councilmember Hirn, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 4 - 0.

ITEM 16: Rep. Mark Wiens – Metropolitan Governance Task Force Public Engagement Meeting

Rep. Wiens provided an update on the Metropolitan Governance Task Force meeting coming up on December 14th, 12:00 – 2:00 p.m. at the Lake Elmo City Center.

ITEM 17: Public Improvement Hearing: Order Improvements and Preparation of Plans and Specifications for the 2024 Street and Utility Improvements

City Engineer Griffin reviewed the project background and updates. Engineer Griffin also presented details on the proposed improvements, noting spot replacement of curbs and addition of parking spaces near the park.

Councilmember Holtz, seconded by Councilmember Hirn, moved TO OPEN THE PUBLIC HEARING. Motion passed 4 – 0.

Dave O'Neill, 5168 Marquess Trail, inquired about street elevation after the project is completed.

Cliff Bujold, 12187 Marquess Lane Cove N., asked about a revised project calendar, well 2 contingency plans, cost for the parking bump out and stated he does not support no parking signs in the neighborhood.

J.C. Rivera, 9055 Jamaca Ct. N., commented on the cost of the project, aesthetics of no parking signs and addition of curbs.

Councilmember Hirn, seconded by Councilmember Holtz, moved TO CLOSE THE PUBLIC HEARING. Motion passed 4 – 0.

Councilmember McGinn, seconded by Councilmember Hirn, moved TO ADOPT RESOLUTION NO. 2023-116 ORDERING THE 2024 STREET AND UTILITY IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE RECOMMENDED STREET AND DRAINAGE IMPROVEMENTS AS OUTLINED IN THE REVISED FEASIBILITY REPORT APPROVED ON NOVEMBER 8, 2023. Motion passed 4 – 0.

Councilmember McGinn, seconded by Councilmember Holtz, moved TO APPROVE A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT TO BOLTON AND MENK, INC. IN THE NOT TO EXCEED AMOUNT OF \$131,658 FOR THE 2024 STREET AND UTILITY IMPROVEMENTS. Motion passed 4 – 0.

ITEM 18: Washington County’s Proposed Projects for Regional Funding Solicitations

Washington County Design Engineer Kevin Peterson reviewed regional funding processes and specific projects including improvements to Lake Elmo Avenue, Manning Avenue and traffic signal battery backup systems.

Councilmember Holtz, seconded by Councilmember Hirn, MOVED TO DIRECT THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT LETTERS OF SUPPORT TO WASHINGTON COUNTY ON BEHALF OF THE CITY OF LAKE ELMO FOR REGIONAL FUNDING APPLICATIONS FOR IMPROVEMENTS TO LAKE ELMO AVENUE (CSAH 17) FROM STILLWATER BLVD (CSAH 14) TO 43RD STREET, FOR IMPROVEMENTS TO MANNING AVENUE (CSAH 15), FROM STILLWATER BOULEVARD (CSAH 14) TO STILLWATER HIGH SCHOOL, AND FOR TRAFFIC SIGNAL BATTERY BACKUP SYSTEMS. Motion passed 4 – 0.

ITEM 19: Old City Facilities Comprehensive Plan Amendment and Zoning Map Amendment

City Planner Jensen presented proposes updates to the comprehensive plan and rezoning of nine city owned parcels to make them consistent with surrounding zoning for possible future sale.

Councilmember Hirn, seconded by Councilmember Holtz, moved TO ADOPT RESOLUTION 2023-117 APPROVING OF THE COMPREHENSIVE PLAN AMENDMENT OF THE NINE PARCELS THAT COMPRISE THE OLD FIRE HALL AND PARKS BUILDING

FROM INSTITUTIONAL TO VILLAGE MIXED USE BASED ON THE FINDINGS LISTED IN THE STAFF REPORT. Motion passed 4 – 0.

Councilmember Hirn, seconded by Councilmember Holtz, moved TO ADOPT ORDINANCE 2023-22 APPROVING THE ZONING MAP AMENDMENT OF THE NINE PARCELS THAT COMPRISE THE OLD FIRE HALL AND PARKS BUILDING FROM PUBLIC FACILITIES TO VILLAGE MIXED USE BASED ON THE FINDINGS AND SUBJECT TO THE CONDITIONS LISTED IN THE STAFF REPORT. Motion passed 4 – 0.

Councilmember Hirn, seconded by Councilmember Holtz moved TO ADOPT SUMMARY OF PUBLICATION OF ORDINANCE 2023-22 WITH APPROVAL OF RESOLUTION 2023-118. Motion passed 4 – 0.

ITEM 20: Summary of Closed Session on November 14, 2023

Mayor Cadenhead reported that the closed session was held for a performance review of the City Administrator and noted items covered.

Councilmember Holtz, seconded by Councilmember Hirn, moved TO NOT RENEW THE CITY ADMINISTRATOR'S CONTRACT AND AUTHORIZE THE MAYOR AND LEGAL TO RECRUIT AND BRING TO COUNCIL A CANDIDATE FOR INTERIM ADMINISTRATOR FOR APPROVAL. Motion passed 3 – 1. (McGinn – nay)

Councilmember McGinn offered her resignation. Mayor Cadenhead accepted the resignation.

COUNCIL REPORTS

Councilmember Holtz: Reported that the Stillwater High School choir recently performed the National Anthem at a Minnesota Timberwolves game.

Meeting adjourned at 8:51 p.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Charles Cadenhead, Mayor

Julie Johnson, City Clerk