

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
MARCH 19, 2024**

**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, Nick Dragisich and Jeff Holtz. **ABSENT:** Councilmember Matt Hirn.

Staff present: Interim Administrator Schroeder, City Attorney Sonsalla, City Engineer Griffin, Community Development Director Stopa, Assistant Public Works Director Swanepoel and City Clerk Johnson

**APPROVAL OF AGENDA**

Item 8, “Approve Engineering Task Order for MDH Lead Service Line Inventory” was removed from the agenda and Item 9, ‘Approve Senior Planner Job Description and Job Posting” was moved from the Consent Agenda to the Regular Agenda.

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

**ACCEPT MINUTES**

*Councilmember Dragisich, seconded by Councilmember Holtz, moved TO ACCEPT THE MINUTES OF THE MARCH 6, 2024 AND MARCH 12, 2024 CITY COUNCIL MEETING AS PRESENTED. Motion passed 4 – 0.*

**PUBLIC COMMENTS/INQUIRIES**

Robert Mohar, 3520 Laverne Avenue North, commented on the Old Village moratorium and explained that it has hindered his ability to sell his family’s property in that area.

David Meyer, Real Estate Agent for the Mohar family property, explained the difficulty he has encountered in trying to sell the property with the moratorium in place and suggested the city consider case by case exceptions to the moratorium.

**PRESENTATIONS**

Lake Elmo Jaycees President Stacey Meyers and Chapter Charitable Gambling Manager Emily Carlson presented the city with a donation of \$7,600 from proceeds of charitable gambling in the city.

**CONSENT AGENDA**

2. Approve Payment of Disbursements
3. Accept Donation from Lake Elmo Jaycees – *Resolution 2024-032*
4. Approve Union Contract Tentative Agreement
5. Approve Easton Village 6<sup>th</sup> and 7<sup>th</sup> Development Agreement – *Resolution 2024-033*
6. Approve Northstar 1<sup>st</sup> Addition Development Agreement – *Resolution 2024-034*
7. Approve Plans and Specs and Order Advertisement for Bids for the 30<sup>th</sup> Street North Gap Segment Improvements
8. ~~Approve Engineering Task Order for MDH Lead Service Line Inventory~~

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

**ITEM 10: Accept Feasibility Report and Call for Improvement Hearing; and Approve Plans and Specifications and Order Advertisement for Bids for the 15<sup>th</sup> Street North Improvements**

City Engineer Griffin reviewed the project area, proposed improvements, schedule and estimated project costs.

***Councilmember Holtz, seconded by Councilmember Dragisich, moved TO APPROVE RESOLUTION NO. 2024-035, RECEIVING THE FEASIBILITY REPORT, CALLING HEARING ON IMPROVEMENT, APPROVING THE PLANS AND SPECIFICATIONS, AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE 15TH STREET NORTH IMPROVEMENTS. Motion passed 4 – 0.***

**ITEM 11: Conduit Bonding Discussion**

Interim Administrator Schroeder and Attorney Jenny Bolton, Kennedy & Graven, provided an overview of the conduit bonding process. Discussion was held regarding potential benefits and risks to the city.

Ben Roth, 10819 3<sup>rd</sup> Street Place North, spoke against conduit bonding and asked the city to not pursue it.

***Councilmember Dragisich, seconded by Councilmember Holtz, moved TO REFER CONDUIT BONDING DISCUSSION TO THE EDA FOR FEEDBACK. Motion withdrawn.***

***Mayor Cadenhead, seconded by Councilmember Holtz, moved TO DIRECT STAFF TO PREPARE A STATEMENT REGARDING THE CITY'S POSITION ON CONDUIT BONDING. Motion passed 4 – 0.***

**ITEM 12: Review Mini Resumes and Select Semi-Finalists for City Administrator Position**

Brief discussion held regarding applications received for the City Administrator position.

***Mayor Cadenhead, seconded by Councilmember Beckstrom, moved TO ADVANCE CANDIDATES 1, 4, 6, 9, 10, 14 AND 15 TO SEMI-FINALISTS. Motion passed 4 – 0.***

**ITEM 13: Appoint Commissioner**

***Councilmember Holtz, seconded by Councilmember Dragisich, moved TO APPOINT TAMMY STURTZ TO THE PARKS COMMISSION FOR A TERM ENDING 12/31/2026 AND SAM DEAN TO THE PLANNING COMMISSION. Motion passed 4 – 0.***

**ITEM 9: Approve Senior City Planner Job Description and Authorize Posting**

Community Development Director Stopa reviewed the job description for Senior City Planner and noted revisions made based on City Council input to update the minimum qualifications.

***Councilmember Dragisich, seconded by Mayor Cadenhead, moved TO APPROVE THE SENIOR CITY PLANNER JOB DESCRIPTION AND AUTHORIZE ADVERTISING THE POSITION. Motion passed 4 – 0.***

**STAFF REPORTS AND ANNOUNCEMENTS**

**Administrator Schroeder:** Noted that the new city utility billing online payment portal is active.

**City Engineer Griffin:** Reported that staff will seek grant funds for the lead line agenda item that was removed from the agenda.

Meeting adjourned at 8:45 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

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Charles Cadenhead, Mayor

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Julie Johnson, City Clerk