

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
JANUARY 7, 2025**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

**PRESENT:** Mayor Charles Cadenhead and Councilmembers, Nick Dragisich, Matt Hirn, Jeff Holtz and Nick Kragness.

Staff present: Administrator Miller, Administrative Services Director Goers, Public Works Director Powers, Fire Chief Kalis, Finance Director Hadler, City Attorney Sonsalla, City Engineer Griffin and City Clerk Johnson

**APPROVAL OF AGENDA**

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

**ACCEPT MINUTES**

*Councilmember Hirn, seconded by Councilmember Holtz, moved TO ACCEPT THE MINUTES OF THE DECEMBER 17, 2024 SPECIAL MEETING AND REGULAR MEETING AS PRESENTED. Motion passed 5 – 0.*

**PUBLIC COMMENTS/INQUIRIES**

None

**PRESENTATIONS**

Councilmember Kragness was sworn in by City Clerk Johnson.

City Administrator Miller introduced Washington County Sergeant Ty Jacobson as the newly assigned Sergeant for Lake Elmo.

**CONSENT AGENDA**

2. Approve Payment of Disbursements and Payroll
3. Designate Official Depositories of Funds - *Resolution 2025-001*
4. Designate Official Publication Newspaper of Record – *Resolution 2025-002*
5. Adopt Resolution Designating Data Practice Officials and Approving City's Data Practice Policy - *Resolution 2025-003*
6. Designate Authority for EFT Payments – *Resolution 2025-004*
7. Approve Security Reduction for Legacy at Northstar 2nd Addition

8. Approve Security Reduction for Launch-Crossroads Development
9. Approve Pay Requests No. 1 for Well 2 PFAS Removal Equipment
10. Approve Pay Request No. 3 for the Hudson Boulevard Improvements -Segment A
11. Approve Pay Request No. 2 (FINAL) for the 15th Street North Improvements
12. Approve Pay Request No. 6 (FINAL) for the 2024 Street and Utility Improvements
13. Approve Replacement of Backhoe
14. Approve Replacement of V-Plow
15. Approve Replacement of ToolCat & Broom
16. Approve CIP Project F-021 – Equipment Decon Cleaning System Purchase
17. Approve CIP Project F-004 – Rescue 1 Hose Storage and Equipment Refurbish
18. Approve CIP Project F-031 – Station Alerting System Purchase
19. Appoint City Attorney (Civil and Prosecution)
20. Appoint Deputy Clerk
21. Approve NCJA JPA Between MN BCA and the City of Lake Elmo
22. Approve Prairie Skies Final Plat Extension – *Resolution 2025-006*

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

**ITEM 23: Appoint 2025 Acting Mayor**

***Councilmember Hirn, seconded by Councilmember Dragisich, moved TO APPOINT COUNCILMEMBER HOLTZ AS ACTING MAYOR FOR 2025. Motion passed 5 – 0.***

**ITEM 24: Ramsey Washington Cable Commission Appointment**

***Mayor Cadenhead, seconded by Councilmember Dragisich, moved TO APPOINT COUNCILMEMBER HIRN AS THE COUNCIL REPRESENTATIVE TO THE CABLE COMMISSION. Motion passed 5 – 0.***

**ITEM 25: Council School Liaison Appointment**

***Councilmember Dragisich, seconded by Councilmember Holtz, moved TO APPOINT MAYOR CADENHEAD AS THE COUNCIL SCHOOL LIAISON. Motion passed 5 – 0.***

**ITEM 26: Lake Elmo Airport Advisory Commission Appointment**

Brief discussion held concerning the appointment. Councilmember Kragness stated that he would be willing to get further information and consider an appointment to the Lake Elmo Airport Advisory Commission.

***Mayor Cadenhead, seconded by Councilmember Dragisich, moved TO TABLE FOR MORE TIME TO GATHER INFORMATION. Motion passed 5 – 0.***

**ITEM 27: Appoint City Engineer and Approve Amendment to Bolton & Menk Professional Services Agreement**

City Administrator Miller reported that the City's engineering consultant, FOCUS Engineering has been purchased by Bolton & Menk and reviewed the proposal to amend the FOCUS contract and approve the Bolton & Menk Professional Services Agreement.

*Councilmember Holtz, seconded by Councilmember Hirn, moved TO APPOINT MR. NATE STANLEY OF BOLTON & MENK, INC., AS THE OFFICIAL CITY ENGINEER AND PRINCIPAL PROVIDER OF PROFESSIONAL ENGINEERING SERVICES FOR 2025, AND TO APPROVE THE AMENDMENT TO THE BOLTON & MENK PROFESSIONAL SERVICES AGREEMENT, DATED MARCH 20, 2013.*

*Councilmember Dragisich, seconded by Councilmember Holtz, moved TO AMEND THE PRIMARY MOTION TO INCLUDE THE TERMS OF THE FOCUS CONTRACT ARE IN EFFECT THOROUGH JANUARY 7, 2025. Motion passed 5 – 0.*

Discussion held regarding the fee schedule with Nate Stanley clarifying Bolton & Menk's fees and staffing.

**Primary motion passed 5 – 0.**

**ITEM 28: Approve Professional Services Agreement with Raftelis to Complete Operational Assessment of the Public Works Department**

City Administrator Miller presented the request to enter into a professional services agreement with Raftelis for an operational assessment of the Public Works Department.

*Councilmember Dragisich, seconded by Councilmember Holtz, MOVED TO APPROVE THE HIRING OF RAFTELIS TO CONDUCT AN OPERATIONAL ASSESSMENT FOR THE PUBLIC WORKS DEPARTMENT AND APPROVE PROFESSIONAL SERVICES AGREEMENT FOR ABOVE SERVICES, NOT TO EXCEED \$52,350. Motion passed 5 – 0.*

**ITEM 29: Purchase Agreement for Olson Property**

Special Projects Coordinator Clark Schroeder presented an overview of the properties under consideration for purchase from Ms. Olson and Mr. & Mrs. Jurek. Schroder also reviewed the history and timeline of the search for land to purchase for pinwheel baseball fields.

Discussion was held concerning the location of the properties and the potential for constructing baseball and other sports fields on the property.

***Councilmember Dragisich, seconded by Councilmember Hirn, moved TO ADOPT RESOLUTION # 2025-007 APPROVING A PURCHASE AGREEMENT FOR PROPERTY OWNED BY FONDA OLSON. Motion passed 5 – 0.***

**ITEM 30: Purchase Agreement for Jurek Property**

Special Projects Coordinator Clark Schroeder noted that this property was discussed with the Olson property in the previous agenda item.

***Councilmember Hirn, seconded by Councilmember Dragisich, moved TO ADOPT RESOLUTION # 2025-008 APPROVING A PURCHASE AGREEMENT FOR PROPERTY OWNED BY KATHLEEN AND EDWARD JUREK. Motion passed 5 – 0.***

**COUNCIL REPORTS**

**Mayor Cadenhead:** Welcomed the new Council and noted that goal setting will take place January 15<sup>th</sup> and 16<sup>th</sup>.

**Councilmember Holtz:** Reported he has received positive input on the land being purchased for the athletic fields.

**Councilmember Hirn:** Congratulated Councilmember Kragness on his election and thanked the reelected members for their continuing service.

**Councilmember Kragness:** Introduced himself and expressed gratitude for the opportunity to serve on the Council.

**STAFF REPORTS AND ANNOUNCEMENTS**

**City Administrator Miller:** Thanked staff for their work preparing for the goal setting session.

**Special Projects Coordinator Schroeder:** Thanked Senior Planner Jensen for her work on the ball field land acquisition project.

**Public Works Director Powers:** Department is working on tree trimming, ice rink is in good shape, issues with lights at the ice rink.

**Fire Chief Kalis:** Reported on 2024 as the busiest year ever for the fire department and noted they are working on the annual report. Also reported 7 new hires are starting fire academy.

**City Engineer Griffin:** Thanked the Council, community and staff for the privilege of his years of service working for the city.

Meeting adjourned at 8:30 p.m.

**LAKE ELMO CITY COUNCIL MINUTES**  
**January 7, 2025**

**LAKE ELMO CITY COUNCIL**

ATTEST:

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Julie Johnson, City Clerk

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Charles Cadenhead, Mayor