

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
JUNE 20, 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, Administrative Services Director Goers, Finance Director Hadler, City Engineer Isakson, City Planner Jensen, City Clerk Johnson, Fire Chief Kalis, Public Works Director Powers, City Attorney Sonsalla and Assistant Public Works Director Swanepoel.

**APPROVAL OF AGENDA**

*Mayor Cadenhead, seconded by Councilmember Holtz, moved TO MOVE #13, "APPROVE DESIGN CHANGE FOR 2023 STREET IMPROVEMENTS" TO THE REGULAR AGENDA. Motion passed 5 – 0.*

*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 JUNE 6, 2023 CITY COUNCIL MEETING AND JUNE 13, 2023 CITY COUNCIL WORKSHOP AS PRESENTED. Motion passed 5 – 0.*

**PUBLIC COMMENTS/INQUIRIES**

None

**PRESENTATIONS**

Firefighter Doug Lovett received an award for his five years of service with the City of Lake Elmo Fire Department.

**CONSENT AGENDA**

2. Approve Payments and Disbursements
3. Approve City Center/Public Works Pay Request #17
4. Approve Permitted Encroachments Zoning Text Amendment *Ordinance 2023-14; Resolution 2023-062*

5. Approve Land Exchange Agreement between the City of Lake Elmo and Drake Motor Partners LE - *Resolution 2023-064*
6. Approve DNR Gateway State Trail Cooperative Agreement for DeMontreville Park Trail Connection – *Resolution 2023-065*
7. Approve Release of Warranty Security Boulder Ponds 4th Addition.
8. Approve Release of Warranty Security for Savona 1st and 2nd Addition.
9. Approve Release of Warranty Security for Hammes Estates 3rd Addition.
10. Approve Release of Warranty Security for Union Park 1st Addition.
11. Approve Pay Request No. 9 and 10 for Water Tower No. 3.
12. Approve Pay Request No. 8 for Parkview-Cardinal Neighborhood Street and Utility Improvements.
13. ~~Approve Design Change for 2023 Street Improvements~~
14. Approve Utility Financial Planning Agreement with Northland Securities, Inc.

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

**ITEM 15: 2022 Audit Presentation**

Jon Archer, Schlenner Wenner, presented the city’s financial statements and audit report, noting that the City received a clean opinion on the audit. Mr. Archer also reviewed fund balances and debt obligations.

***Councilmember Holtz, seconded by Councilmember McGinn, moved TO ACCEPT THE 2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT. Motion passed 5 – 0.***

**ITEM 16: 4708 Larkspur Lane Variance**

City Planner Jensen presented an overview of the application for a variance to allow construction of a new single family home on a lot in the shoreland district. The applicant requested a 3.8% variance to allow 18.8% impervious surface.

***Councilmember Hirn, seconded by Councilmember Holtz, moved TO APPROVE THE VARIANCE REQUEST FROM BOB APPERT TO ALLOW AN IMPERVIOUS SURFACE COVERAGE OF 18.8% AT 4708 LARKSPUR LANE NORTH WITH THE CONDITIONS LISTED IN THE STAFF REPORT. Motion passed 5 – 0.***

**ITEM 17: Baseball Field Design Responses to Request for Proposals**

Assistant Public Works Director Swanepoel presented responses to the request for proposals for baseball field design at Reid Park, Ridge Park and Pebble Park. Discussion was held concerning costs and parking capacity at each park.

*Councilmember Hirn, seconded by Councilmember Holtz, moved TO REQUEST BIDS FOR PROPOSED WORK AT REID PARK WITH THE REMOVAL OF THE WORK ON THE OUTFIELD FENCE AND CONCRETE. Second withdrawn; motion failed for lack of a second.*

Councilmember Holtz stated he withdrew his second because he feels there are better funding mechanisms for getting needed fields.

*Mayor Cadenhead, seconded by Councilmember Hirn, moved TO NOT PURSUE DESIGN AT THIS TIME AND TO DISCUSS THE CURRENT ITEM AT A FUTURE COUNCIL WORKSHOP. Motion passed 5 – 0.*

**ITEM 13: Approve Design Change for 2023 Street Improvements**

Mayor Cadenhead stated he has received strong feedback from residents regarding curbs and requests for surmountable curbs. Discussion was held regarding staff proposed changes to planned curbing in the Tana Ridge neighborhood.

*Mayor Cadenhead, seconded by Councilmember Hirn, moved TO APPROVE THE PLAN PROPOSED BY STAFF WITH A CHANGE FROM FOUR INCH HIGHBACK CURB AROUND THE SOUTH ISLAND TO SURMOUNTABLE CURB AND AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE A CHANGE ORDER. Motion passed 3 – 2.  
(Beckstrom, McGinn – nay)*

**STAFF REPORTS AND ANNOUNCEMENTS**

**Administrator Handt:** Provided a reminder that there is no Council Meeting the first week of July.

**Fire Chief Kalis:** Reported four new firefighters have completed training.

**Public Works Director Powers:** Commented on water demand and supply challenges.

Meeting adjourned at 8:45 p.m.

LAKE ELMO CITY COUNCIL

ATTEST:

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Charles Cadenhead, Mayor

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Julie Johnson, City Clerk