Meeting of the City Council
Held at the Elk River City Hall
Monday, April 15, 2024

Members Present:	Mayor John Dietz, Councilmember Jennifer Wagner, Councilmember Mike Beyer, Councilmember Cory Grupa
Members Absent:	Councilmember Matt Westgaard
Staff Present:	City Administrator Cal Portner, Senior Planner Chris Leeseberg, Public Works Director Justin Femrite, Street and Park Superintendent Tim Sevcik, City Clerk Tina Allard

1. CALL MEETING TO ORDER
   Pursuant to due call and notice thereof, the meeting was called to order at 6:12 p.m.

2. PLEDGE OF ALLEGIANCE
   The Pledge of Allegiance was recited.

3. CONSIDER AGENDA
   Moved by Councilmember Beyer and seconded by Councilmember Wagner to approve the agenda. Motion Carried 4-0.

4. CONSENT AGENDA
   Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve the following consent items as outlined in their respective staff reports. Motion carried 3-0. Councilmember Wagner abstained due to conflict of interest with Item 4.12.

   4.1 March 18, 2024, Regular Minutes

   4.2 April 1, 2024, Regular Minutes

   4.3 April 8, 2024, Board of Appeal Minutes

   4.4 Check Register for the period ending April 15, 2024

   4.5 Parks and Recreation Park Steward Guidelines Policy Update

4.6 Hire Kaitlyn Hennes as Fire Department Administrative Assistant effective April 29, 2024

4.7 Promoting Ryan Sandhoefner to Engineering Project Manager and post for the rehire of a new Engineer I

4.8 Escrow Agreement: Trellis - Clear Sky Apartments

4.9 Pay Estimates

4.10 Wastewater Settlement Agreement 24-9 and 24-10 (Bolton & Menk)

4.11 Employee Resignation/Retirement Severance and Waiver of Claims for Michael Hecker

4.12 Temporary On-Sale Liquor License - Aegir Brewing Co. valid at 19050 Industrial Blvd NW, for May 4-5, 2024

4.13 Hire Caroline Koch as Police Department Secretary/Receptionist effective April 24, 2024.

5. OPEN FORUM

No one appeared for Open Forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Retirement Recognition: Perry Milless

Mr. Sevcik discussed Perry's history with the city.

Mayor Dietz read and presented a plaque to Perry and the Council wished him the best in his retirement.

6.2 City of Elk River Volunteer of the Month

Mayor Dietz presented the April Volunteer of the Month award to Melanie Clemons and highlighted the following:

- Organizes and hosts the Community Thanksgiving Dinner.
- Active in the Elk River Quarterbacks Club.
- Assists with the Kiser Kids Christmas program.
- Worked at the St. Paul Fire Foundation golf tournament.
- Volunteers for the Sherburne County Fair parade, events at the Furniture and Things Community Event Center, and several community fundraisers.

6.3 Energy City Commission Interviews

The Council interviewed Mike Enfield and appointed him to the commission with a term ending February 28, 2025.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to appoint Mike Enfield to the Energy City Commission. Motion Carried 4-0.

6.4 Proclamation: Fair Housing Month

Elk River Realtor Ryan Hardin provided highlights of the Saint Paul Area Association of Realtors and the Fair Housing Act.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to proclaim the month of April as Fair Housing Month. Motion Carried 4-0.

6.5 Introduction of New Employees

Mr. Sevcik introduced the new employees. Mr. Dahl and Mr. Sweat noted they appreciated working for the city. The Council welcomed them.

7. PUBLIC HEARINGS

7.1 Ordinance Amendment: Freestanding Signage Along Highway 169 - City of Elk River

The staff report was presented.

Mayor Dietz opened the public hearing.

Debbie Rydberg, Elk River Area Chamber, stated she appreciated working together with staff on this item due to the highway elevations changing and affecting the local businesses.

Mayor Dietz closed the public hearing.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt, by motion, Ordinance 24-09. Motion Carried 4-0.

7.2 Ordinance Amendment: Lot Line Adjustments and Platting Small Parcels - Ken Beaudry

The staff report was presented.

Mayor Dietz opened the public hearing. There being no one to speak to this matter, Mayor Dietz closed the public hearing.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to adopt Ordinance 24-10. Motion Carried 4-0.

8. GENERAL BUSINESS

8.1 Energy City Commission Appointment

The Council made the appointment earlier in the meeting.

8.2 Consumption and Display License: Pinewood Golf Club

Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve renewal of a Consumption and Display License for Bear Necessities, LLC DBA Pinewood Golf Club, effective April 1, 2024, through March 31, 2025. Motion Carried 3-0. Councilmember Wagner abstained due to conflict of interest.

9. MOTION TO ADJOURN REGULAR MEETING

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adjourn the meeting. Motion Carried 4-0.

The meeting adjourned at 6:34 p.m.

10. WORK SESSION – UPPER TOWN CONFERENCE ROOM

The work session began at 6:38 p.m.

10.1 EAB Draft Management Plan

The staff report was presented. Mr. Sevcik reviewed the draft Emerald Ash Borer (EAB) Plan. He noted there is a 4-6 year window where EAB will have its impact on the community. Discussion at this meeting involved the following topics:

- How to resolve disputes about where a tree may be located; whether on private property or in right-of-way.
- Having an available list of contractors who'd be willing to remove the trees at a reduced rate.
- Utilization of funding sources, such as grants.
- Cost and staff efficiency of mass removal of trees in one neighborhood versus removing a few here and there as they are dying.
- Homeowners concerns with tree being removed when it is not showing symptoms of dying yet.
- Tree replacement policy.
- Prioritization of trees on city properties/parks.

Staff reviewed the engagement plan and noted an open house will be scheduled in May for community feedback.

11. MOTION TO ADJOURN

Moved by Councilmember Wagner and seconded by Councilmember Grupa to adjourn the meeting. Motion Carried 4-0.

The meeting adjourned at 7:04 p.m.

Minutes prepared by Tina Allard.

12. INFORMATION

12.1 Investment report - 1st quarter 2024

12.2 Financial report - March

John J. Dietz, Mayor Tina Allard, City Clerk