



**Meeting of the City Council
Held at the Elk River City Hall
Monday, August 18, 2025**

Members Present: Acting Mayor Cory Grupa, Councilmembers J. Brian Calva, Mike Beyer, and Jennifer Wagner

Members Absent: Mayor John Dietz (due to Elk River Municipal Utilities Conference)

Staff Present: City Administrator Cal Portner, City Attorney Jared Shepherd, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Community Development Director Zack Carlton, Senior Communications Coordinator Starr Sorheim, Engineering Project Manager Ryan Sandhoefner, FT Center Manager Katie Harstad, FT Center Assistant Manager Jennifer Katke, and City Clerk Tina Allard

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

Moved by Councilmember Beyer and seconded by Councilmember Wagner to approve the following consent items as outlined in their respective staff reports. Motion Carried 4-0.

4.1 August 4, 2025, Minutes

4.2 Check Register

4.3 Hire Part-time Community Service Officer

4.4 Hire Paid On-Call Firefighters

4.5 Professional Engineering Services for the Downtown Reconstruction Project

5. OPEN FORUM

No one appeared for open forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Introduction of New Employee

Multimedia Specialist Amanda Plude discussed her background and thanked the Council for the opportunity to work with the city.

6.2 City of Elk River Volunteer of the Month

Acting Mayor Grupa presented the August Volunteer of the Month award to Katie Harstad. He highlighted the following:

- Chair of Taste of Elk River for Elk River Rotary Club
- Marketing Chair for Otsego Lions Club
- Park and Road clean up for Otsego Lions and Elk River Rotary
- Named Chamber's Young Professional of the Year 2022
- Volunteer for ISD 728 in various capacities

6.3 Communications Awards

Ms. Sorheim highlighted the top awards received for two city communication initiatives: Highway 169 Ribbon Cutting and the Play My Way Campaign. She reviewed the projects and highlighted the team members who made the projects a success.

7. PUBLIC HEARINGS

7.1 Conditional Use Permit: Amend CU 23-02 to allow vehicle repair and storage, Skyline Motors and Collision - 17242 Ulysses St NW

The staff report was presented.

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

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

- 1. A code analysis finding building code compliance for the areas approved for use under this CUP shall be prepared by an appropriate registered professional.**
- 2. Fencing shall be installed as shown on the Staff Site Plan dated 8-18-2025.**
- 3. The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 8-18-2025.**

4. **Five signs shall be installed indicating “For Sale” vehicles as shown on the Staff Site Plan dated 8-18-2025.**
5. **The Conditional Use Permit shall not be recorded until all conditions have been completed.**
6. **The number of motor vehicle sales dealers shall be limited to one (1).**
7. **No more than 5 “for sale” vehicles may be displayed on the subject property.**
8. **All motor vehicle repairs, body work, or detailing shall only occur inside the building.**
9. **Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.**
10. **The damaged vehicle storage area shall be limited to the area identified on the Staff Site Plan dated 8-18-2025.**
11. **Conditions 1-4 must be completed by October 15, 2025, or the CUP will be brought to the City Council on November 3, 2025, to discuss revocation.**
12. **An amendment to this Conditional Use Permit (CUP) will be required for future changes/additions not shown on the Staff Site Plan dated 8-18-2025.**
13. **Conditional Use Permit CU 23-02 shall become void.**

Motion Carried 4-0.

7.2 Interim Use Permit: Residential Occupation, Robert Kendrick - 11473 199th Ave NW

The staff report was presented.

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

Moved by Councilmember Beyer and seconded by Councilmember Calva to approve the Interim Use Permit with the following conditions:

1. **All openings to the accessory structure shall be closed when the business is in operation.**
2. **There shall be no outdoor storage of any business products or equipment.**
3. **The building must meet all commercial building requirements.**
4. **There shall be no customers/retail sales on site.**
5. **The IUP will expire upon the sale of the property.**

Motion Carried 4-0.

7.3 Resolution 25-44: Land Use Amendment, Business Park (BP) to Mixed Residential (MR) - City of Elk River

The staff report was presented.

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

Moved by Councilmember Beyer and seconded by Councilmember Calva to adopt

Resolution 25-44 amending the Comprehensive Plan, changing the land use for certain parcels from Highway Business to Mixed Residential. Motion Carried 4-0.

7.4 Ordinance 25-13: Zone Change, Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) - City of Elk River

The staff report was presented.

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

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adopt Ordinance 25-13 rezoning certain properties from Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c), as shown on the existing and proposed exhibit. Motion Carried 4-0.

7.5 Conditional Use Permit: Renewable Natural Gas Facility, Elk River Landfill/Waste Management - 22460 Highway 169

The staff report was presented.

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

The Council asked how long the site would produce gas and if there would be any odor. Mike Miller, Senior District Manager - Waste Management, stated it would produce gas for 30 years after the site is capped, and the odor would be minimal as this type of installation should harvest the gas to send and sell it offsite.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the Conditional Use Permit for a renewable natural gas processing facility on the Elk River Landfill site, subject to the following conditions:

- 1. Waste Management must receive all required land use and zoning approvals from Sherburne County for the portion of the operation within their jurisdiction.**
- 2. Approval of the associated variance (V 25-10) approving a zero-foot lot line setback.**
- 3. Any work within MnDOT right-of-way, including underground utility work, will require additional permitting from the state.**
- 4. Utility work within the city's right-of-way requires separate permitting and is in addition to all commercial building permit requirements.**

Motion Carried 4-0.

8. GENERAL BUSINESS

8.1 Essential Services Facility: Renewable Natural Gas Operation, Minnesota Municipal Power Agency - PID 75-00102-2000

The staff report was presented.

Moved by Councilmember Calva and seconded by Councilmember Beyer to approve the essential services facility proposed by the Minnesota Municipal Power Agency. Motion Carried 4-0.

8.2 Communications Policy and Procedure Updates

The staff report was presented. Ms. Sorheim discussed the Department of Justice's WCAG standards for online accessibility, artificial intelligence, and First Amendment rights on social media.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to accept the Communications Policies and Procedures. Motion Carried 4-0.

8.3 Agreement 25-17: FT Center Field House Naming Rights

The staff report was presented. Ms. Katke highlighted the sponsorship partnership with Rinks and Links and introduced Sam Tukey.

The Council congratulated Rinks and Links on their new venture, noting it will be a positive program for our community.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to approve Agreement 25-17 for Elk River Community Event Center Facility Field House Naming Rights. Motion Carried 4-0.

9. MOTION TO ADJOURN REGULAR MEETING

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

The meeting adjourned at 6:44 p.m.

10. WORK SESSION

Pursuant to due call and notice thereof, the meeting was called to order at 6:46 p.m.

10.1 Traffic Control Configuration at 193rd/Evans and Elk Hills/Dodge

The staff report was presented.

The Council agreed that some type of improvement is needed at these intersections. Councilmember Wagner stated it can be confusing for drivers to know when to move through a 3-way intersection after all the traffic flows through from the non-sign-controlled direction. She stated she would be okay with a roundabout at the Dodge Avenue intersection. Councilmember Calva expressed concerns about the school season and how it may affect traffic patterns. Councilmember Grupa stated he is not a fan of the 3-way intersection. The Council discussed the various options available and traffic pattern scenarios.

The Council's consensus is to direct staff to provide data on roundabout costs and design options

before making any other changes.

11. MOTION TO ADJOURN

Moved by Councilmember Calva and seconded by Councilmember Wagner to adjourn the meeting of City Council. Motion Carried 4-0.

The meeting adjourned at 7:07 p.m.

Minutes prepared by Tina Allard.

12. INFORMATION

12.1 Investment report - 2nd quarter

12.2 June Financial Reports

12.3 July Financial Reports



John J. Dietz, Mayor



Tina Allard, City Clerk