



**Meeting of the City Council
Held at the Elk River City Hall
Monday, October 20, 2025**

Members Present: Mayor John Dietz, Councilmember Cory Grupa, Councilmember J. Brian Calva, Councilmember Mike Beyer, Councilmember Jennifer Wagner

Members Absent: None

Staff Present: City Administrator Cal Portner, City Attorney Richard Hansen, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Environmental Services and Projects Specialist Joe Hale, Street Division Foreman Chris Teff, Deputy Clerk Jolene Richter, and Records Specialist Dawn Robertson.

Others Present: Commissioner Mike Westgaard

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 5-0.

4. CONSENT AGENDA

Moved by Councilmember Grupa and seconded by Councilmember Calva to approve the following consent items as outlined in their respective staff reports. Motion carried 5-0.

4.1 Check Register

4.2 Agreement 25-29: Construction Manager at Risk with Terra Construction for Fire Station #1

4.3 Agreement 25-30: Construction Manager at Risk with Terra Construction for Northbound/Cannabound.

4.4 Agreement 25-28: Lease of Lion John Weicht Park Basketball Courts for Outdoor Ice with Elk River Youth Hockey.

4.5 Agreement 25-26: Professional Services for Preparation of a Significant Industrial User Agreement

4.6 Agreement 25-27: Use Agreement with Minnesota Youth Ski League for Woodland Trails Shed Space

4.7 Resolution 25-60: Finding of Fact for Denial of Variance (Belde)

5. OPEN FORUM

No one appeared for open forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

Mayor Dietz presented the October Volunteer of the Month award to Debra Hjermstad. He highlighted the following:

- Member of Beautification and Public Arts Committee
- Treasurer, Sherburne County Master Gardeners
- Works at the Farmers Market information table
- Maintains the flower garden near Whimsical Windmill
- Co-organizer for Community Garden
- Serves as a Co-Head Election Judge
- Teaches grade school lessons to Junior Master Gardeners
- Very Involved in Maple Grove church before moving to Elk River

7. PUBLIC HEARINGS

7.1 Variance: Setback for Building Expansion, Spikes & Houles Feed, Seed, & Pet Supply - 906 US Highway 10 NW

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 Calva and seconded by Councilmember Grupa to approve, the side yard setback variance request of 15 feet for the following reasons:

- 1. The general purpose and intent of the ordinance are met.**
- 2. The property has a land use guidance of Neighborhood Commercial, and the use is consistent with the Comprehensive Plan.**
- 3. The proposed use is reasonable and is otherwise permitted in the zoning ordinance.**
- 4. The plight of the petitioner is due to circumstances unique to the property, not a consequence of the petitioner's own action or inaction.**

5. The variance will not alter the essential character of the locality.

And with the following conditions:

- 1. A full survey of the property shall be completed for the building permit.**
- 2. The proposed additions shall not be closer than 5 feet to the west property line nor be located in any easement, whichever is greater.**

Motion carried 5-0.

7.2 Resolution 25-61: Easement Vacation, Ricky and Edward Buttweiler - 12891 187th Circle NW

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 Beyer and seconded by Councilmember Wagner to adopt Resolution 25-61 vacating drainage and utility easements, subject to the condition that the lot line adjustment is completed prior to the vacation being recorded. Motion carried 5-0.

7.3 Resolutions 25-62 and 25-63: Approving Easement Vacation and Final Plat of Prairie Haven

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 Calva and seconded by Councilmember Grupa to adopt Resolution 25-62 vacating a portion of the roadway easement for 192 1/2 Ave NW. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 25-63 approving the final plat of Prairie Haven, subject to the following conditions:

- 1. The resolution vacating a portion of 192 1/2 Ave NW is recorded immediately before the plat.**
- 2. The applicant shall pay park dedication for two lots before releasing the final plat for approval.**

Motion carried 5-0.

7.4 Twin Lakes Road Apartment PUD, Pat Briggs - 17379 Twin Lakes Road NW

The staff report was presented. No action required.

8. GENERAL BUSINESS

8.1 Northstar Trucking Deadline Extension

The staff report was presented.

Moved by Councilmember Calva and seconded by Councilmember Grupa to direct the applicant to apply for an amendment to their CUP by October 27, 2025, to extend the deadline to allow additional time to satisfy the conditions. Motion carried 5-0.

8.2 Yard Waste Transfer Site Rules, Fees, and Ordinance 25-14 Amendment

The staff report was presented.

Mayor Dietz confirmed that the \$25 fee will go into effect on January 1. He also asked if residents would be able to come into City Hall to buy their passes. Mr. Hale explained that the passes will be through the Citizenserve Portal, which will be online, but residents will be able to come into City Hall, and there will be computers similar to the building department that they can use to complete their passes.

Mayor Dietz asked if the Public Works offices could be open for April to help with the transition when people start using the site more. Mr. Teff stated that they could explore that option to help manage. He went on to explain that it is the idea that the Citizenserve portal will be used, and a lot of the idea is that residents will get them through the mail like they do now, so there will be the same concept. Mr. Teff explained that Sherburne County will be wiping out all the cards in their current system because they believe there are about 15,000-20,000 cards that are not being used, so everyone in the county will need to reapply for a card.

Mayor Dietz asked how many resident cards would need to be renewed. Mr. Teff stated that around 2,000 residents and up to about 50 commercial users.

Mayor Dietz asked if a resident gets an Elk River card to use at Elk River's site, would they be able to still get a card with Sherburne County to use at the county's sites? Mr. Teff stated yes, they could, since they still live in the county.

Mayor Dietz confirmed that the commercial people are on board with the Elk River program. Mr. Teff stated that it will be beneficial for the commercial users, as a lot of commercial companies are running out of places to dump material, so they are excited about the opportunity.

Councilmember Wagner clarified regarding the commercial passes of who will be able to dump. Mr. Teff stated that they would only accept businesses from Elk River.

Councilmember Wagner asked how the information would get out to the public. Mr. Hale stated they would be working with the Communications Department, but some ideas were the web page, an information video, brochures, and an article in the newspaper. Mr. Teff explained they will be working on signage as well.

Mayor Dietz recommended again keeping the public works office open for April to help with the transition to alleviate the frustrations for people needing a card who didn't know beforehand, so they don't have to drive to City Hall and back.

Moved by Councilmember Grupa and seconded by Councilmember Calva to adopt the

Yard Waste Transfer Site Rules and Fees. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Ordinance 25-14 amending City Code Sections 58-31 and 58-39 regarding yard waste. Motion carried 5-0.

9. MOTION TO ADJOURN REGULAR MEETING

Moved by Councilmember Beyer and seconded by Councilmember Grupa to adjourn the meeting of City Council. Motion carried 5-0.

The regular meeting adjourned at 6:33 p.m. Mayor Dietz called the work session to order at 6:34 p.m.

10. WORK SESSION

10.1 Community Event Center Commission

The staff report was presented.

Community Event Center Commission Chair Westgaard stated that they reviewed the commission's duties and explained that there was not enough business to warrant six meetings throughout the year.

Councilmember Wagner clarified that the Council will still have a joint meeting with the Commission. Mr. Stremcha explained that yes, but it would be a special or a joint meeting and would be voluntary. Councilmember Wagner explained that she believes it is essential to receive feedback from the Commission.

Councilmember Beyer explained that it is important to still have that feedback from the commission members.

Commissioner Westgaard stated that if there were ever a staff change, they could be there for them, and if needed, they could always call a special meeting.

The Council agreed to make the recommended changes.

11. MOTION TO ADJOURN

Moved by Councilmember Calva and seconded by Councilmember Wagner to adjourn the meeting of the City Council. Motion carried 5-0.

The meeting adjourned at 6:43 p.m.

Minutes prepared by Jolene Richter.

12. INFORMATION

John J. Dietz, Mayor

Tina Allard, City Clerk