



**Approved  
07/25/23**

**MEETING MINUTES  
CITY COUNCIL  
June 27, 2023**

**Present:** Mayor Gustafson, Council Member Dresel, Battles, Rivers, and Meyers

**Absent:** None

**Staff:** City Administrator Pechman

**Public Attendance:** Leilani Freeman,

**REGULAR MEETING-CALL TO ORDER 6:30**

Mayor Gustafson called the meeting to order at 6:30 p.m.

**1a. "Pledge of Allegiance"**

The Pledge of Allegiance was recited.

**Action**

**1b. Roll Call**

All members present except Mayor Gustafson.

**Action**

**AGENDA**

Administrator Pechman stated he had no additions to the agenda.

Council Member Meyer added 7i Highway 8 Discussion

Council Member Rivers made the motion to approve the agenda as amended, Council Member Dresel seconded, all in favor, all ayes, motion carried.

**CONSENT AGENDA**

**3a. Minutes of May 23, 2023**

**Action**

**3b. Payment of Bills/Finance Information**

**Action**

**3c. Committee Reports**

**Discussion**

**3d. Pay Request 2023 Street and Utility Improvement Project**

**Action**

Council Member Dresel made the motion to approve the consent agenda, Council Member Rivers seconded, all in favor, all ayes, motion carried.

**PUBLIC COMMENT/AGENDA PLACEMENT**

Mayor Gustafson asked if anyone had any comments or concerns on anything which was not on the agenda.

Daniel Miller 11845 302<sup>nd</sup> Street and wondered what's going on; he has not seen anything going on but there is a mess over there.

Mayor Gustafson said City Administrator Pechman will follow up with this, there is no city engineer present tonight.

**PETITIONS, REQUESTS, COMMUNICATION**

**PUBLIC HEARINGS**

None.

**NEW BUSINESS**

**7a. City Standard Plates – City Engineer**

**Action**

Administrator Pechman stated City Staff has been working with Bolton & Menk on revising the city Standard Plates; last update was April 27, 2021. The Standard Plates are given to developers to answer a lot of the technical questions on design standards. The original plates were done in 2006 and updated in 2019. They updated the standard plates. A complete set is available to review at city hall. Revised dates will be updated once they are approved by City Council; we are seeking a motion of approval.

Council Member Meyer suggested adding swing away mailbox arms to the next update.

Council Member Meyer made the motion to approve the update of the standard plates, Council Member Rivers seconded, all in favor, all ayes, motion carried.

**7b. Establish Election Precincts**

**Action**

Administrator Pechman stated the City Council at its meeting in December approved Resolution 22-12-03 establishing two voter precincts for the city. Staff has been working with the County GIS Specialist on a couple of precinct boundary options. There was one choice that seemed to make the most sense and achieved a pretty good balance of voters in each precinct. Staff is proposing **Precinct A** which is generally the north side of Highway 8 would be located at Chisago Lakes Baptist Church. **Precinct B** which is generally the south side of Highway 8 will have Lord of the Lakes Lutheran Church as their voting precinct. Staff believes wherever the line is drawn it won't be perfect for each voter, but a clear delineating line is Highway 8. If the council is not happy with the precinct boundaries, staff can certainly continue to look for different options. If the council approves the precinct boundaries, we ask for authorization to approve a proper resolution for signature of the Mayor and Administrator.

Council Member Meyer made the motion to approve and authorize the Mayor and Administrator to sign off on a resolution and complete the necessary paperwork, Council Member Dresel seconded, all in favor, all ayes, motion carried.

**7c. Accept Retirement of Dawn Meredith – DMV**

**Action**

Administrator Pechman stated DMV employee Dawn Meredith has submitted a letter of retirement her planned retirement is September 28, 2023. Dawn has worked for the city for a better part of 4 years. We appreciate her

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dedication to the job and her pleasant attitude. The city appreciates her willingness and ability to give us this much notice. Early this year staff had initiated a hiring process to replace Karla Fiorela in the License Bureau. Staff is requesting to reach out to the 2<sup>nd</sup> candidate to find out if they are still interested in the position; Emily Nichols. The job will be reduced from 30 hours per week to 25 hours to fill the afternoon shift.

Council Member Rivers made the motion to accept the resignation of Dawn for retirement and a conditional offer to Emily, Council Member Dresel seconded, all in favor, all ayes, motion carried.

**7d. 1<sup>st</sup> Reading of Chapter 31 – Parks Commission**

**Action**

Administrator Pechman stated we are looking at the first reading of Chapter 31 of the city’s municipal code deals with the establishment of the Park Commission. The chapter was reviewed and changed in 2018. Those changes mainly dealt with renaming of the Board to a Commission and how attendance would be tracked. The Park Commission has had trouble the last several months with having a quorum for their meetings. The lack of a quorum has been frustrating to those who have committed to showing up for the meetings. Staff would like to recommend a first reading to hold a public hearing in July. The main purpose would be to recommend the Park Commission be resized from 7 members down to 5 with the ability to add 2 alternates. The youth position would also be eliminated.

Council Member Meyer made the motion to approve the public hearing at the July meeting, Council Member Rivers seconded, all in favor, all ayes, motion carried.

**7e. 1<sup>st</sup> Reading of Chapter 30 – Planning Commission**

**Action**

Administrator Pechman stated we are looking at the first reading of Chapter 30 of the city’s municipal code deals with the establishment of the Planning Commission. The Planning Commission has had trouble the last several months with having a quorum for their meetings. Staff is concerned with State Statutes on time frames for approval being in jeopardy if meetings are cancelled. Staff would like to recommend a first reading to hold a public hearing in July. The main purpose would be to recommend the Planning Commission be resized from 7 members down to 5 with the ability to add 2 alternates.

Council Member Rivers asked if the Council Liaison could fill in for a vote if needed.

Council Member Dresel would prefer to keep 7 especially planning and have the liaison becoming a member.

Administrator Pechman stated they could have the alternate also be the Council Liaison for the meetings if needed.

Council Member Dresel made the motion to approve the public hearing at the July meeting, Council Member Rivers seconded, all in favor, all ayes, motion carried.

**7f. Scooters Parade Request**

**Action**

Administrator Pechman stated City Staff has received a request from Scooter Pub and Grill owner Mandy for outdoor seating during Ki-Chi-Saga days the same as last year. She is requesting being able to rope off the area next to her building. They would like to accommodate their patrons to be able to watch the parade and have their drinks. Also, the road easement cannot be blocked. Currently their alcohol is extended to the patio area only; this would be a temporary extension during the parade. Also, the establishment has been known for having a bags area on the side off the patio which is not considered their premise for having alcohol and would need to be added if they want to continue with this event allowing alcohol.

Mayor Gustafson asked the Chief of Police Schlumbohm his feelings on this.

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Police Chief Schlumbohm stated this would be allowed if added to their license. They would need to make sure the alcohol is contained within their premise and entrance into the area is only allowed through the bar. We allow this for any type of events street dances and such; they need some type of containment for the area.

Council Member Meyer stated so some type of containment of the area would be allowed.

Council Member Dresel asked should we be having this be addressed with the property owner or should staff work with them.

Mayor Gustafson said we will leave this up to staff to deal with.

Council Member Battles said she would like to see some specific times associated with the request.

Council Member Meyers made the motion to approve the request, Council Member Dresel seconded, all in favor, all ayes motion carried.

**7g. Assessment Deferral Request**

**Action**

Administrator Pechman stated City Staff had received a written deferral request from James & Carol Smothers for a deferral of the upcoming assessment. The Smothers are located at 10825 Railroad Avenue and under Statute 435.193 qualify for the deferral. The paper work has been filled out and reviewed by staff; the deferral only defers the principal not the interest amount; which is spread over the 15 years.

Council Member Meyer made the motion to approve the deferral Resolution 23-06-01, Council Member Dresel seconded, all in favor, all ayes, motion carried.

**7h. Utility Extension Quotes**

**Action**

Administrator Pechman stated the City Council at their last regular meeting authorized the city engineer and staff to seek quotes on the extension of water and sewer utilities to serve the southside of the city’s property that the public works building and fire department are located on. The quote was sent out to 11 different contractors. The engineer’s estimate on the project is \$175,000. CW Houle was the low quote at \$150,429.00 and are recommending the approval.

Council Member Meyer made the motion to approve the lowest bid, Council Member Battles seconded, all in favor, all ayes, motion carried.

Council Member Meyer said he had a Highway 8 meeting last night. The County has secured the funding and needs The City to meet and get the designs finalized. He feels we should possibly have a work group or work session to get in front of the designs.

Council Member Dresel said yes since we have the money now, we need to tighten up the plans.

Administrator Pechman stated they should possibly have a special meeting to review the most up to date road plan.

Council Member Dresel said possibly a workshop before the next meeting.

Council Member Battles said since we have the 2<sup>nd</sup> Tuesday for meetings if needed and could have a workshop then for the Highway 8 meeting.

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They feel that Tuesday, July 11 for a workshop at 6:00 pm, they will contact Joe Triplett Chisago County Public Works Director to see if he can attend.

Council Member Dresel made the motion to approve the Hwy 8 Workshop on Tuesday July 11, at 6:00 p.m., Council Member Meyer seconded, all in favor, all ayes, motion carried.

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Council Member Rivers asked if we needed to talk about the place over by O'Rielys.

Administrator Pechman stated they are coming for preliminary plat in July.

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Administrator Pechman stated we did get the grant for the trail extension to Ojiketa from the DNR for 250,000.

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**UNFINISHED BUSINESS**

None.

**ADJOURN**

Council Member Meyer made the motion to adjourn, Council Member Rivers seconded, all in favor, all ayes, motion carried.

Respectfully Submitted by:  
Paula Oehme,  
Deputy City Clerk