



Approved

**MEETING MINUTES
MAY 27, 2025**

Present: Mayor Jeremy Dresel, Council members, Marie Rivers, Nikki Battles, Mark Anderson, and Craig Meyer.

Absent: None

Staff: City Administrator John Pechman, Associate Planner Leah Nelson, and Police Chief Bill Schlumbohm

Public Attendance: Leilani Freeman, Tim Cryer, Tim and Anita Whalen, Sean Johnson, Peter Lukasik, Rachel Lukasik, and Tim Libertini

1. REGULAR MEETING-CALL TO ORDER 6:30

Mayor Dresel called the meeting to order at 6:30pm

1a. "Pledge of Allegiance"

The Pledge of Allegiance was recited

1b. Roll Call

All members are present.

2. AGENDA

Mayor Dresel asked if there were any additions to the agenda. Council member Meyers made a motion to approve the agenda; Council member Anderson seconded; all ayes; motion carried.

3. CONSENT AGENDA

3a. Minutes of April 22, 2025

3b. Payment of Bills-Finance Information

3c. Committee Reports

3d. Resolution 25-03-02 Solar Farm IUP w/variance amendment

3e. Resolution 25-04-01 Clutch Golf Variances

Council member Meyers updated the council on the Highway 8 project. Mayor Dresel stated at the police commission meeting Officer Merkowitz was acknowledged for his 30 years of service with the LAPD, he also gave an update on the workshop for the new police building.

Council member Rivers made a motion to approve the consent agenda; Council member Anderson seconded; all in favor, all ayes; motion carried.

4. PUBLIC COMMENT-AGENDA PLACEMENT

5. PETITIONS, REQUESTS, COMMUNICATION

5a. Lakes Center for Youth and Family

Tim Cryer the new Executive Director for the Lakes Center for Youth and Family spoke to council about the programs that they provide. Federal cuts have impacted programming; there have been over \$60,000 cut from the Education and Engagement Program. Cryer is looking for continued support from the city.

6. PUBLIC HEARINGS

7. NEW BUSINESS

7a. Interim Use Permit Application-29800 Habel Lane-Lakes Area Golf Cart

Associate Planner Nelson explained that Sean Johnson owner and president of Lakes Area Golf Carts LLC is applying for an Interim Use Permit at 49800 Habel Lane to conduct minor repairs to golf carts and low speed vehicles and to park golf carts and low speed vehicles for sales and display purposes outside along Highway 8. The business activities proposed include outside display of merchandise, sales, repairs, rentals and customizations of golf carts and low speed vehicles. He is also proposing to store these vehicles outside to the east of the property. The Planning Commission held a duly notified public hearing on May 1st. Sean Johnson explained he acquired both properties during the public hearing. No public comments for or against were received. Commissioners felt it was a good fit for the area and were in favor of the business. Planning Commission voted to recommend approval with city staff recommended conditions. The property is zoned Highway Commercial (HC). Retail businesses are permitted within the zoning district. Outside sales areas and minor repair work are permitted as conditional uses. An IUP may be considered for conditional uses in the respective zoning district. Staff recommend approval of the proposed IUP with conditions to allow minor repair work indoors to golf carts and low speed vehicles and the outdoor storage, display and sales of golf carts and low speed vehicles at 29800 Habel Lane, PIN 13.00006.01 along Highway 8. Also, to allow outdoor storage of golf carts, low speed vehicles and trailers at PIN 13.00006.02. If approved, authorize City staff and mayor to execute resolution number 25-05-01.

Council member Meyer explained to council the use of the additional lot for storage and future trailer sales, and that the area would be fenced in, Mr. Johnson confirmed this information to council.

Council member Meyer made a motion to approve the IUP for 29800 Hable Lane, Lakes Area Golf Cart; Council member Rivers seconded; all in favor, all ayes; motion approved.

7b. Variance Application-27930 Kent Ave.

Associate Planner Nelson stated that Tim Libertini & Rachel Lukasik, owners of 27930 Kent Avenue, PIN 13.00634.61, have submitted a variance application for a proposed new house on the property. The variance application applies to the required setback to bluff. The applicant is proposing to remove an existing house and build a new house. The required setback to the top of bluff is 30' the applicant is proposing a 0' setback to the top of bluff. The variance application is for a 0' top of bluff setback and encroachment into the bluff impact zone. The Planning Commission held a public hearing on 05/01/2025. Pete Lukasik of 27950 Kent Avenue stated both he and the other neighbor are in favor of the variance and feel it will not impact them. It appears the houses would line up and he was fine with that. DNR recommended to push the house to the east to lessen the variance but did not oppose. No other comments were received. Planning Commission voted to recommend approval with city staff recommended conditions. The property is zoned Low/Medium Density Residential (R-2) and is in the Shoreland Overlay District (SLOD). The property is being used for residential purposes, and that use is permitted. The variance applies to setbacks. Zoning Code Chapter 4.7.3.3 & 4 outlines the setback requirements for the top of bluff and the restriction of structures in the bluff impact zone. The proposed house does not meet the 30' setback requirement to the top of bluff as it is proposed to have a 0' setback to the top of bluff with both the house and deck encroaching into the bluff impact zone. City staff is recommending approval with conditions. Council is asked to approve or deny the variance application to construct a house and deck at 27930 Kent Avenue, as depicted in the attached survey, to have a 0' setback from the top of bluff and bluff impact zone. If approved, authorize City staff and mayor to execute resolution number 25-05-02.

Council member Meyer stated that during the Planning Commission meeting the commission learned that the bluff line was mechanically altered at one point in time, an old survey showed the bluff line in front of the neighboring property. Where the applicants would like to put the home is in line with the neighboring properties. Mayor Dresel pointed out that the side yard setbacks are within the 10 foot allowance.

Council member Meyer made a motion to approve the variance application for 27930 Kent Ave, Council member Anderson seconded; all in favor, all ayes; motion approved.

7c. Variance Application- 8925 Parkview Circle

Associate Planner Nelson explained that Tim & Anita Whalen, owners of 8925 Parkview Circle, have submitted a variance application for a proposed new deck on the property. The variance application applies to the required setback to the rear yard and encroachment into the drainage and utility easement in the rear yard. The variance application is for a 2' rear yard setback and encroachment into the drainage and utility easement.

The Planning Commission held a public hearing on 05/01/2025. During that meeting Tim Whalen explained the plan and the purpose of the deck for overlooking the nature area. They would like to put three footings in or next to an easement area and the deck will be over the easement. It will be open, not covered, aluminum railing, nothing will change with the drainage area. Commissioner Meyer asked about the easements in this area. Administrator Pechman stated the city owns this property for drainage, it is a unique piece of property and there are no future plans for the development of the property. Chairperson Dresel stated putting in this type of footing will be little disturbance to the easement area. Planning Commission voted to recommend approval with city staff recommended conditions. The property is zoned Low/Medium Density Residential (R-2). The property is being used for residential purposes. Hidden Forest Plat outlines the setback requirements to the rear yard setback. The required setback to the rear property line is 10' the applicant is proposing a 2' setback to the rear property line. The applicant is proposing three foundation locations for the deck either in contact with or within the drainage and utility easement. Typically, nothing is permitted to be constructed within a drainage and utility easement. Staff are recommending approval of the variance with two conditions. Applicants are to record resolution of City Council's determination and provide an attested copy to city staff, and to obtain a building permit prior to any construction. Council is asked to approve or deny the variance application to construct a deck onto the rear of the house at 8925 Parkview Circle, as depicted in the attached survey, to have a 2' rear yard setback and to encroach into the drainage and utility easement. If approved, authorize City staff and mayor to execute resolution number 25-05-03.

Council member Anderson asked about the utility portion of the easement, Administrator Pechman explained that all plats are labeled drainage and utility easements and are not separated, there are 15 required on a standard plat. Mayor Dresel would like a condition stated that the city is not required to repair any damage to the easement if future work needs to be done in that area.

Council member Meyers stated that the Planning Commission did visit the site to look at the property and easement.

Council member Meyer made a motion to approve the variance application for 9825 Parkview Circle with the condition that if any work needs to take place in the easement by the city, the city is not responsible for the deconstruction or reconstruction of the deck or grounds in the easement area, Council member Rivers seconded; all in favor, all ayes; motion approved.

7d. Refuse Hauler License Application for Waste Management

Associate Planner Nelson explained that Waste Management submitted a refuse hauler license application on May 16th, 2025. The application is for a license to haul commercial and residential refuse within Chisago City limits. Per Municipal Code 153 garbage haulers licenses must be approved by the Council and are good for a term of five years.

Council member Meyer asked if the refuse haulers were already approved, Pechman stated that the zoning ordinance was recreated some years ago and as part of that change the ordinance was amended to include two commercial haulers. Council member Rivers asked if the city is adding an additional commercial hauler or if the license was transferred with a change in ownership. When the ordinance was reviewed it was discussed that the current residential owners may want to get into the commercial side of the business, so this opened an additional commercial license to an existing hauler. When SRC sold to Waste Management, they inquired about commercial hauling. Pechman stated that there are several corporate businesses in the city that have exclusive licenses with Waste Management, and they were not allowed to use them when there was one license, those business may switch back.

Council member Meyer made a motion to accept the license application for Waste Management; with the requirement they must use East Central Regional Waste, Council member Anderson seconded, all ayes; motion carried.

7e. Accept Retirement Notification of Paula Oehme

Administrator Pechman stated that the city has benefited from close to 25 years of service from Deputy Clerk Paula Oehme. She has coordinated many elections over the years with few if any major issues. Paula has been a steady force in the front office as a reliable employee. She will be missed, but staff are excited for her next

chapter in retirement. Administrator Pechman asked the council to accept her formal letter of retirement.

Council member Meyer made a motion to accept the resignation with regrets of Deputy Clerk Oehme, Council member Rivers seconded, all ayes; motion carried.

7f. Approve Promotion of Alisa Bodell to Deputy City Clerk

Administrator Pechman explained that city staff meet with the personnel committee to review the retirement of Deputy Clerk Oehme. The committee discussed directions moving forward and staff are recommending the promotion of Alisa Bodell from Executive Assistant to Deputy Clerk. The committee also discussed the replacement of the Executive Assistant position. A review of the job description was done, and some duties were shifted to Deputy Clerk. Staff proposed reclassifying the Executive position to an Administrative Assistant position. Staff are also recommending the full-time position become a 30 hour a week part-time position. If approved staff will begin the process of advertising for the Administrative Assistant position.

Council member Meyer made a motion to approve the promotion of Alisa Bodell to Deputy City Clerk and the process of hiring a part time Administrative Assistant, Council member Anderson seconded, all ayes; motion carried.

7g. Approve a new City Logo Design

Administrator Pechman stated that the city has had various logos over the past several years, the railroad caboose, the bass, and the current woods and water. The woods and water logo was created around 2003. City staff would like to have an updated logo for staff, volunteers, letterhead, flag and for gifting. The Parks staff have been designing ideas for over a year. Many different designs were created and reviewed based on input from staff members. Staff had input on several different designs and ideas. The design that was voted on by majority was the loon with the northern lights.

Council member Meyer asked if the logo needed to be changed, council members discussed options and gave their input. Pechman stated that the new logo would be phased in and items with the old logo would continue to be used. Mayor Dresel asked if the council members would like to have a workshop to discuss the logo in more detail and come up with options.

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Mayor Dresel made a motion to table the City Logo Design and schedule a workshop prior to the next council meeting to discuss options. Council member Meyer seconded; all ayes; motion carried.

7h. Holmquist Land Purchase

Administrator Pechman explained that the city in late 2024 acquired approximately 5.75 acres of land from Steve and Pamela Holmquist. The city has long identified that area for industrial expansion. The city was recently made aware of a right of way issue on East Viking Blvd. which could affect the property. The city has also been in limited discussions with a probable business for that location. City staff went back and met with the Holmquist's about acquiring additional property to resolve the East Viking Blvd. ROW issue but also the possibility of obtaining additional easement property for the purpose of planning a road and utilities. The Holmquist seemed amenable to the purchase of the additional property. Staff are asking for council to approve the purchase of additional property, purchase price would be the same cost per acre as the previous acquisition. If approved the funds would be taken from the Capitol Street Fund budget. The fund is intended to be used for ROW purchases and utilities. This will also allow city staff to seek grant money through the Department of Economic Development.

Mayor Dresel stated the EDA authorized an engineering preliminary design review for this location. Pechman also has preliminary approval from Xcel Energy for utilities and a road in their easement subject to approval and conditions.

Council member Meyer made a motion to approve the purchase of the additional Holmquist land, Council member Anderson seconded; all ayes; motion carried.

8. UNFINISHED BUSINESS

9. ADJOURN

Council member Rivers made the motion to adjourn, Council member Anderson seconded, all in favor; all ayes; motion carried.

Respectfully Submitted by:

Alisa Bodell,

Deputy City Clerk