



**Members present:** Mayor Dave Brown, Councilwoman Tena Williams, Councilwoman Marsha Martin, Councilwoman Denise Schroedl

**Members absent:** Councilwoman Debbie Manwaring

**Staff present:** Christina Bartlett: Clerk/Treasurer, Randy Ball: Public Works

**Visitors:** Lawren and Teresa Harper, Vicki Buchert, Monty Haskett & Amber Champagne, Susan Jacobson: CCED, JW Ingraham: Elk River Fire Chief, Dave & Kim Burrows, Michelle Bly: Michelle Bly Consulting LLC

1. Call to order

- Mayor Dave called the meeting to order at 9:15 a.m.

2. Pledge of Allegiance

- Was said.

3. Public Hearing for proposed variance permit submitted by Monty Haskett and Amber Champagne, 201 S. 2<sup>nd</sup> Street

a. Open Hearing ~ Comments ~ Close Hearing

- Open Hearing: Mayor Dave opened the hearing at 9:16 a.m.
- Comments: Applicants Monty Haskett and Amber Champagne gave an over view of their variance request. Monty stated that the last support pole would be set back further then what was submitted, he gave supporting documents to the Clerk.

**City Council:** Councilwoman Manwaring was not present at the meeting but submitted concerns and questions via email to the City Clerk as follows: Because there was no diagram submitted detailing placement of the carport on the owner's property I looked at the Clearwater General Map.

1. It appears to me that a 25' carport would extend beyond the owners front property line into the city right of way. The picture below shows cars parked in front of the cabin and extending into the right of way. The garage next to the cabin is partially in the city right of way. Our city streets are 60' in width. Allowing this variance sets up a precedent. There are already many old buildings in Elk River that encroach into the right of way and we can't do anything about those. We need to look forward.

2. If the carport is allowed will it impede vision of traffic at that intersection? Vehicles parked under the carport may cause an obstruction.



**Testimony:** No other testimony was received.

- Close Hearing: Mayor Dave closed the hearing at 9:21 a.m.

4. Approve minutes: April 16, 2025 meeting and May 6, 2025 Special Meeting

- Councilwoman Manwaring submitted an email asking for the minutes of the April 16,

2025 meeting to be amended to the following: “In my absence tomorrow, would you please amend the minutes under my counselor comments to include that I inquired if the city had insurance coverage for personal and/or property damage should anything occur because of allowing public fireworks on Landing Road to which the answer was “yes”?”. Councilwoman Williams made a motion to amend the April 16, 2025 meeting minutes and accept the minutes for the April 16, 2025 meeting and the May 6, 2025 Special Meeting. Councilwoman Schroedl 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

5. Financial Report

- Councilwoman Williams made a motion to accept the financial report. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

a. Pay bills

- Councilwoman Martin made a motion to pay the bills. Councilwoman Schroedl 2<sup>nd</sup>. Roll call vote: Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

6. Visitors:

- Lawren Harper commented that the dust abatement was nice.
- Vicki Buchert asked about the section of the zoning ordinance revisions that stated that duplexes will be permitted in the R-1 district. She was told that they will be and are in the current zoning ordinance.
- Monty Haskett asked about the building height restriction in the draft zoning ordinance.

7. **Reports**

a. Clerk

- Christina went over the Clerk report.

b. Public Works

- Randy went over the Public Works report.

c. Mayor

- Normal taking in water tests and deposits.

d. Council

- Councilwoman Williams reported that that the County received a nationwide grant for wireless communications planning. She asked about a 3 way stop at the intersection of Taft and Front Street to slow traffic down. Randy said they could look at putting a stop sign on the North side of Front of the intersection

e. Fire Department

- Fire Chief Ingraham reported that they made \$ 22,300 at the Fire Department auction to use towards the purchase of new equipment. They made \$1300 on the ATV Fun Run. They will be cooking at the SLORA races Memorial Weekend.

f. Clearwater Highway District

- Two Commissioners were elected. Report included in packet.

g. Ambulance

- The County levy for Ambulance services passed.

**Council Business Items**

8. Variance Permit application submitted by Monty Haskett & Amber Champagne, 201 S. 2<sup>nd</sup> Street: Council will consider the variance permit application and may approve, approve with conditions or deny the application

- Councilwoman Martin made a motion: “Based upon the factual record compiled and testimony received, I move that the City Council, as governing board, approve VAR20250407, a Variance request by Monty Haskett and Amber Champagne with the

following conditions: The last support pole cannot be any further out then the stand alone garage adjacent to their residence. The unenclosed roof structure must always be un-enclosed.” Councilwoman Williams second. Mayor Brown requested a roll call vote – Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

9. Wastewater Facilities Project update

- Clerk Christina reported that she has an update from Terrance Stevenson, Merrick, with an update on the project as he is unable to attend the meeting. We are working on the preliminary engineering report, biosolids management plan, and plans for the wastewater project. IRWA is coming out next week to help measure the sludge in the lagoons so we can wrap up the biosolids management plan and the preliminary engineering report. We will also be grabbing final survey shots either this week or next. We are meeting with the geotechnical engineer this week to discuss lagoon embankment stabilization. Regarding the phone line, I talked to the Highway Department, and they said Ziply just needs to get a utility permit to install the phone line. I spoke with Kyle, the Ziply contractor and he thought Ziply was working on that, but Brent Mulford is supposed to confirm with me.
  - a. Wastewater Project Phase II: Michelle Bly
    - Michelle Bly reported that The City received the CDBG of \$500,000.
    - Councilwoman Martin made a motion to have Mayor Dave sign the determination of exemption for wastewater phase II project. Councilwoman Williams 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

10. Clearwater County Economic Development (CCED): Susan Jacobson

- a. Report on progress
  - Susan Jacobson reported on the different projects and funding she has brought to Clearwater County and the various cities in the County. For Elk River she got the helipad grant, child pedestrian safety grant, advocated for the gazebo grant funding, worked with 3 businesses, working with the Historical Committee that Deb Manwaring is on the Board for. Wants to work out what the priorities are for Elk River. The ones from 2023 have all pretty much been accomplished.
- b. Approve membership pledge
  - Councilwoman Williams made a motion to approve a membership pledge of \$1000.00 to CCED. Councilwoman Schroedl 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

11. Elk River Library District pavilion building permit fee exemption

- Councilwoman Williams made a motion to exempt the Elk River Library District pavilion building permit fee. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

12. Elk River Firework Association request for donation

- Councilwoman Williams made a motion to donate \$100 to the Elk River Firework Association. Councilwoman Schroedl 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

13. Fiscal year ending 2026 “budget talks”

- Christina went over the timeline for this year’s budget. She will have a tentative budget at the June council meeting. If there is anything anyone wants to talk about or bring up that is the time. The tentative budget will be approved at the July council meeting. The budget hearing will be at the August council meeting and it will be adopted then.

#### 14. Review Zoning Ordinance

- The zoning ordinance was gone through page by page by the Mayor, Council and staff. Questions, concerns and suggestions were received by the attending public.
- ❖ Meeting adjourned at 10:24 a.m.