

**DEEPHAVEN CITY COUNCIL MEETING
MONDAY, AUGUST 6, 2018
MINUTES**

1. **CALL MEETING TO ORDER:** Mayor Paul Skrede called the meeting to order at 7:00 p.m.

PRESENT: Mayor Paul Skrede, Councilmember's Steve Erickson and Tony Jewett

ABSENT: Councilmember's Kent Carlson and Darel Gustafson

STAFF: Police Chief Cory Johnson, Zoning Coordinator Dale Cooney, and City Administrator Dana Young

2. **PLEDGE OF ALLEGIANCE**

The Council recited the Pledge of Allegiance.

3. **APPROVE CONSENT AGENDA**

Motion by Councilmember Erickson to approve the Consent Agenda, consisting of the following items:

- A. Approve July 16, 2018 Council Minutes
- B. Approve Verifieds
- C. Approve June 2018 Treasurer's Report
- D. Approve Final Payment to St. Croix Recreation for Village Hall Play Equipment

Seconded by Councilmember Jewett. Motion carried 3-0.

4. **MATTERS FROM THE FLOOR**

There were no Matters from the Floor this evening.

5. **PLANNING & ZONING REQUESTS**

- A. **Variance request of Mike Herbst to encroach into the front yard setback for a covered porch at 20545 Carson Road**

Zoning Coordinator Dale Cooney presented the staff report. He said that Mike Herbst, property owner, is requesting a variance to build a covered porch for his house. Cooney noted that Section 1302.05(3) of the zoning ordinance requires a front yard setback of 35 feet. He said that the applicant proposes a front yard setback of 24.1 feet and is seeking a variance of 10.9 feet from the minimum required front yard setback.

Cooney said that the proposal would expand an already nonconforming front entryway which currently encroaches 8 feet into the front setback. He said that the house, built in 1950, has nonconforming front and exterior side yard setbacks. Cooney said that the applicant will build a 9 foot x 17 foot covered porch around the existing nonconforming 4.75 foot x 8.1 foot entry area. He said that the applicant has stated that the purpose of the covered porch is to provide shelter from the elements that the current entry area does not provide.

Cooney stated that the property is a corner lot with a large curved property line. He said that the curvature of the property line creates a situation where a portion of the proposed expansion encroaches into the front setback, but the setback quickly becomes compliant as it reaches the front yard. Cooney said that the city right-of-way also claims a large portion of the corner yard of the property, but the road is set back substantially from the property line.

Cooney said that he recommends approval of the variance request to encroach 10.9 feet into the minimum required front yard setback for the proposed front porch at 20545 Carson Road, as proposed, based on the following findings:

(a) Is the variance in harmony with the purpose and intent of the ordinance?

Yes. The applicant is seeking to vary from the stated setback standards of the ordinance to improve an existing non-conforming house constructed in 1950, per Hennepin County tax records.

(b) Is the variance consistent with the comprehensive plan?

The request is consistent with the Comprehensive Plan's Housing Elements Goals and Policies which encourage residents to maintain and/or improve older homes which will promote diversity of housing in Deephaven.

(c) Does the proposal put property to use in a reasonable manner?

The minor expansion of the non-conforming footprint of the house is reasonable, and the additions remain within the scope and scale of surrounding properties.

(d) Are there unique circumstances to the property not created by the landowner?

Yes. The existing house was constructed in 1950 and has a legal non-conforming front and exterior side yard setback. The proposed encroachments are also due to the uniquely curved property line.

(e) Will the variance, if granted, alter the essential character of the locality?

The proposal would not alter the essential character of the locality. The proposed project is a very minor expansion of existing conditions.

Cooney said that the Planning Commission held a public hearing at their July 17 meeting and, on a 7-0 vote, recommended approval of the request based on the recommendation and findings of staff.

Cooney concluded his staff report.

Councilmember Jewett said that it is helpful to have the table on the staff report that summarizes the property setbacks. Cooney said that he would do that for all requests in the future.

Motion by Councilmember Erickson to approve the request based on the recommendation and findings of the Planning Commission. Motion was seconded by Councilmember Jewett. Motion carried 3-0.

B. Variance requests of HP Holdings, LLC to exceed the maximum permitted principal structure height, to exceed the maximum permitted grade alteration, to encroach into the front yard setback, and to exceed the maximum allowable impervious area in conjunction with the construction of a new house at 19370 Lake Avenue

Cooney presented his staff report. He said that HP Holdings, LLC, property owner at 19370 Lake Avenue, is requesting variances to build a new house to replace the existing nonconforming house on the property. He said that, as proposed, the property would exceed the maximum permitted principal structure height, exceed the maximum permitted grade alteration, exceed the maximum allowable impervious area, and encroach into the minimum required front yard setback. Cooney noted that the property is a 9,467 square foot R-3 lot, which is 47% of the minimum lot size for the zoning district.

Cooney said that Section 1312.04 of the zoning ordinance requires a variance for any grade alteration greater than three feet at any point. He said the applicants are proposing land alteration of up to 7 feet, and are seeking a variance of 4 feet from the maximum permitted grade alteration. Cooney said that much of the front yard and the west side yard towards the front of the house will exceed the maximum allowable grade alteration.

Cooney said that the site has negative drainage, meaning that the existing grades drain towards the house which has the tendency to create water issues. He said new construction sites are typically graded such that the house is elevated and the water drains away from the house. Cooney noted that current conditions have the front of the house as much as 6 feet lower than the street grade, and since the applicants cannot lower the street they must elevate the grade of the property. He said the applicants appear to be elevating the property to the minimum extent required to create positive drainage from the house to the street. Cooney stated that much of the front yard, particularly in the driveway area, will be elevated by up to 7 feet. He said that the applicant has also stated that they have reached out to the property owner at 19380 Lake Avenue to ensure that the grades on the west side of the property appropriately tie into the grades for that property.

Cooney said that Section 1302.05(4) of the zoning ordinance limits the height to 30 feet for properties up to 10,000 square feet in size. He said properties with a lookout or walkout level are allowed an extra 5 feet on the walkout side from the lowest adjoining grade (so long as the highest adjoining grade is still under the 30 foot limitation). Cooney said that the applicant proposes a walkout elevation of 38.8 feet and is seeking a variance of 3.8 feet from the maximum allowable principal structure height.

Cooney said that the applicant has stated verbally that their preference is to build a gabled roof house, but the applicant did present a flat roof alternative at the Planning Commission meeting in order to demonstrate that they are willing to meet the code requirements. The Planning Commission recommended approval of the gabled roof proposal.

He said that the grading issue and the height issue are closely linked since the elevation at the street level is 946, and the elevation in the existing rear yard is 932—14 feet lower than street level. He said that, for a gabled roof home, avoiding a variance would require that the proposed height of the home at street level not exceed 21 feet, which would limit the height of the house to 1-story. Cooney said that the applicants are proposing street side elevation of 27.2 feet. He said the street level height is reasonable, and the walkout proposal works with the elevation change on the property.

Cooney said that Section 1302.05(3) of the zoning ordinance requires a front yard setback of 35 feet. He said the applicant proposes a front yard setback of 20 feet and is seeking a variance of 15 feet from the minimum required front yard setback. Cooney said that the existing house sits 19.2 feet from the front property line and proposed setback is comparable to the adjacent properties.

He said the applicant had originally proposed a zoning code compliant 35 foot front yard setback but that the neighbors to the east expressed concerns that the proposed setback would impact their view. Cooney said the applicant has attempted to address these concerns by moving the house closer to the existing front setback. Cooney noted that the 20 foot setback helps to minimize impervious areas and the amount of fill required to create positive drainage for the front yard.

Cooney said that Section 1302.05(2) of the zoning ordinance limits the maximum allowable impervious surface area on the property to 25%. He said that the applicants propose an impervious surface area of 27.96% and are seeking a variance of 2.96% from the maximum allowable impervious surface area. Cooney said the property is 47% of the minimum lot size and the total hardcover footprint is 2,648 square feet, which he said, in his opinion, is quite reasonable for a property of this size.

Cooney pointed out that the variance triggers the city's stormwater mitigation requirements. He said the property will be required to provide mitigation to the equivalent of 25% impervious surface area and that the applicants are proposing a rear yard drainage trench. Cooney said the City Engineer has reviewed the proposed mitigation plans and determined that the proposed mitigation meets city requirements. He said the property owner will be required to enter into a stormwater maintenance agreement which will be recorded against the property.

Cooney said that he recommends approval with conditions of the variance requests to exceed the maximum permitted grade alteration by 4 feet, to exceed the maximum allowable principal structure height by 3.8 feet, to encroach into the front yard setback by 15 feet, and to exceed the maximum allowable impervious surface area by 2.96% for the property at 19370 Lake Avenue, as proposed. He said that his motion is conditioned that:

- (a) The applicants complete the stormwater management improvements to meet the requirements and specifications of the city engineer.
- (b) The applicants enter into a maintenance agreement with the city to ensure the long-term operation and maintenance of the stormwater management improvements. The maintenance agreement shall be executed and recorded against the parcel.

Cooney said that his recommendation is based on the following findings:

- (a) Is the variance in harmony with the purpose and intent of the ordinance?

The purpose and intent of the ordinance is to allow the orderly development and redevelopment of property within the city and when the ordinance standards cannot be met, it outlines the procedures to vary from these standards. The applicant is seeking to vary from the stated grading and building height standards in order regrade a property with significant both grading issues and elevation change from the street to the rear yard.

They are requesting a variance from impervious standards of the ordinance in build a new home on a significantly substandard lot size for the zoning district. They are seeking to vary from the front setback requirements in order to align the house with the adjacent properties. All of these objectives are in harmony with the purpose and intent of the ordinance.

- (b) Is the variance consistent with the comprehensive plan?

The request is consistent with the Comprehensive Plan's Housing Elements Goals and Policies which encourages safe, healthy and quality housing that respects the natural environment of the community.

- (c) Does the proposal put property to use in a reasonable manner?

The proposal puts the property to use in a reasonable manner. The scale of the single-family house is consistent with zoning limitations for the property. The grading and walkout height are reasonable based on the challenging topography for the lot. The expanded hardcover is reasonable relative to the substandard size of the property. The front setback is reasonable based on the neighboring properties as well as reducing the need for importing fill on the property.

- (d) Are there unique circumstances to the property not created by the landowner?

Yes. The property is steeply graded, with negative drainage towards the existing house, and resolving this problem impacts the walkout elevation for the house. At 9,467 square feet, the property is only 47% of the minimum lot size for the zoning district, which creates challenges to meeting the impervious surface limitations. The front setback of the existing house is 19.1 feet and comparable to that of adjacent properties. All of these are existing conditions for the property.

- (e) Will the variance, if granted, alter the essential character of the locality?

The proposal would not alter the essential character of the locality. The proposal is consistent with the single-family character of the neighborhood, is of a similar size and scale to other houses within the area.

Cooney said that the Planning Commission held a public hearing at their June 19 meeting, and that based on the negative comments received at that meeting, the applicant asked the Planning Commission for a continuance on the proposal. Cooney noted that the Planning Commission did not make a recommendation at the June 19 meeting. He said that the applicant submitted a revised application for the July 17 meeting and, on a 7-0 vote, the Planning Commission recommended approval of the revised request with the following conditions:

- That gutters and downspouts be installed on the house
- That a physical connection (i.e. draintile) is made between the downspouts and the mitigation system
- That the driveway remains in its current configuration with the 10 foot entry.
- The applicants complete the stormwater management improvements to meet the requirements and specifications of the city engineer.
- The applicants enter into a maintenance agreement with the city to ensure the long-term operation and maintenance of the stormwater management improvements. The maintenance agreement shall be executed and recorded against the parcel.

Cooney concluded his staff report.

Councilmember Jewett asked about the stormwater mitigation drawing and the draintile shown in the drawing. Tom Bakritges, representative for the property owner, stated that the draintile would end and the water would just soak into the ground.

Councilmember Jewett asked about cleaning out the system. Bakritges said that the system would be able to be dug out and inspected annually to clean out debris.

Councilmember Jewett asked about the well. Bakritges said that the well will be kept since it works fine.

Bakritges said he held a neighborhood meeting on July 11 and that the resident at 19360 Lake Avenue attended. He said that he realigned the house so that the wide setback would be to the east in favor of this neighbor to create a greater separation and improve drainage.

Mayor Skrede said that the front setback was not an issue for him along this block. He said that the city plans to install storm sewer along this block to replace the existing ditch and that he would like to work in cooperation with the applicant so that they do not have to tear up their new driveway.

Bakritges said that he was open to the suggestion but that he would want to confirm with their engineer.

Mayor Skrede said that he would like to direct water from the alley towards the lake and that they anticipate needing to run some piping in the back yard of this property. He said that the city would be requesting an easement for this project in the future. He said that it will help keep the back yard on this property dry.

Councilmember Erickson said that there is a water issue in this area and the city would contain the water underground and push it towards the lake.

Bakritges said that he would disclose this information to the property owners.

Mayor Skrede said that he would not require that the applicant allow these items as conditions of approval for the application, but that he wanted to be up front with the applicant about the plans of the city.

Mayor Skrede said that he appreciates that the applicant moved the house forward. He said that it would have been helpful if staff had provided the height of the existing building since he was trying to estimate how much taller the proposed house would be.

Mayor Skrede asked Jewett about the discussions at the Planning Commission. Councilmember Jewett said that at the first meeting, in June, there were a lot of questions and concerns. He said that at the July meeting it appeared that most of the concerns had been addressed.

Councilmember Erickson asked about the gabled roof. Councilmember Jewett said that there was some discussion, but that the Planning Commission ultimately favored the gabled roof. Councilmember Erickson said that the gabled roof was his preference as well.

Councilmember Erickson asked about the Planning Commission's condition on the driveway width. Cooney said that it was to show a preference for the reduced hardcover of the narrow driveway neck.

Councilmember Erickson said that he was not in favor of keeping the narrow driveway neck. He asked the applicant if this was their preference or if this was intended to reduce the hardcover on the property. Bakritges said that it was intended to reduce hardcover.

Councilmember Erickson said that this design would make it difficult to back out and the property owners would eventually fill in this narrow area. He said that he would want it to be the full width for the length of the driveway and that the increased hardcover would be minimal.

Motion by Councilmember Erickson to approve the request based on the recommendation and findings of the Planning Commission with the following conditions:

- That gutters and downspouts be installed on the house
- That a physical connection (i.e. draintile) is made between the downspouts and the mitigation system
- That the driveway be 16 feet wide along the entire length of the driveway and that the impervious surface percentage includes the added impervious driveway area.
- That the applicant disclose to the future property owners the city's intention to install stormwater management improvements in the city right-of-way along the street in front of the property, and its desire to install underground stormwater management improvements towards the rear of the property.
- The applicants complete the stormwater management improvements to meet the requirements and specifications of the city engineer.

- The applicants enter into a maintenance agreement with the city to ensure the long-term operation and maintenance of the stormwater management improvements. The maintenance agreement shall be executed and recorded against the parcel.

Motion was seconded by Councilmember Jewett. Motion carried 3-0.

6. UNFINISHED BUSINESS

A. Hire Dan Smith, New Police Officer

Police Chief Johnson stated that he is requesting that the City Council approve the hiring of Dan Smith as our new Police Officer. He stated that Dan has successfully completed the background investigation, medical exam and psychological testing and has previously worked with the South Lake Minnetonka Police Department since 2011 as a Community Service Officer, a reserve volunteer, a park safety officer and Administrative Community Service Officer. He stated that Dan is very familiar with our area and will be a good fit for our department.

Motion by Councilmember Erickson to hire Dan Smith as a Full Time Probationary Police Officer effective August 7th at a starting salary of \$4,017.28 per month. Seconded by Councilmember Jewett. Motion carried 3-0.

Mayor Skrede administered the Oath of Office to Dan Smith.

B. Approve Special Event Permit for St. Therese Church

Administrator Young stated that St. Therese Church is requesting a Special Event Permit to hold a Parish Fall Festival on October 6, 2018 from 2:00 p.m. until 10:00 p.m. The event will be held on church property at 18323 Minnetonka Blvd.

He stated that the event will include food trucks, games, a band, movie, kickball, kid's carnival, bingo, and a raffle. Unlike Oktoberfest, which was discontinued several years ago, the Fall Festival is not designed to be fundraising event but is intended to be a much more family oriented event. He stated that the Church expects crowds of 1,500, which is considerably less than the 4,000 participants at Oktoberfest.

Chief Johnson stated that he is proposing to handle this event by just doing drive-bys.

Catherine Rupp, representing St. Therese Church, stated that this is likely going to be an ongoing event with the focus on our community and not to attract participants outside of Deephaven.

Mayor Skrede asked if there was going to be a band.

Catherine Rupp stated that the band will be playing from 6:00 p.m. to 9:30 p.m. She added that beer and wine would stop at 9:30 p.m.as well.

Councilmember Erickson stated that the event would likely be inspected by Fire Marshall Kellie Murphy Ringate.

Mayor Skrede stated that he would like Catherine to meet with Chief Johnson after the event for an after action report.

Councilmember Jewett asked if they intended to hire a vendor to provide the beer and wine.

Catherine Rupp stated that they would be hiring a vendor.

Motion by Councilmember Erickson to approve a Special Event Permit for St. Therese Church to hold the Parish Fall Festival on October 6, 2018 from 2:00 p.m. to 10:00 p.m. at 18323 Minnetonka Blvd. Seconded by Councilmember Jewett. Motion carried 3-0.

Mayor Skrede asked Catherine to provide him with the time that the band will stop playing that evening.

C. Approve Temporary Intoxicating Liquor License, St. Therese Church

Administrator Young stated that St. Therese is requesting a permit for a 1 Day Temporary On-Sale Intoxicating Liquor License for their Parish Fall Festival to be held on Saturday, October 6, 2018 from 2:00 p.m. – 10:00 p.m. at 18323 Minnetonka Blvd. He stated that if approval of the liquor license is granted by the City Council, the Application and Permit would be forwarded to the Minnesota Department of Public Safety for approval by the Director of Alcohol and Gambling Enforcement.

Motion by Councilmember Erickson to approve the Application and Permit for a 1 Day Temporary On-Sale Intoxicating Liquor License for St. Therese Church on Saturday, October 6, 2018. Seconded by Councilmember Jewett. Motion carried 3-0.

D. Discuss Speed Monitoring Signs on Linwood Road

Chief Johnson stated that after the initial discussion on this issue was held on July 2nd, further discussion was held at the July 10th Public Safety Committee meeting. He stated that many residents attended the meeting and it was a very productive meeting. He stated that the Committee recommended a reduction in the speed limit on Linwood Road to match the existing speed limit of 25 mph on the eastern half of Linwood Road and to remove the existing cautionary speed limit signs.

In addition, he stated that the Committee discussed the installation of stop signs at Bayview Court and Linwood Road. These signs will help to reduce speeds at this location. He stated that the Committee also discussed the need for temporary speed monitoring signs that can be posted by one individual and that can be used year round.

He stated that the Committee also recommended purchasing the permanent signs purchased by Dan & Jessica Otis and to locate them in areas where they could be better utilized. He stated that the Committee felt that this would be a good start towards addressing the speed concerns on

Linwood Road. He noted that the new stop signs will require a learning curve for the public but police officers will be patrolling the area to remind people.

Councilmember Jewett asked if the Chief would anticipate any phone calls if the new stop signs are put in.

Mayor Skrede cited the example of the new stop signs that were installed at Carson Road and Cottagewood as an example of the public's involvement in the decision to locate the two stop signs at Carson Road and Linwood Road.

Councilmember Jewett asked if the neighborhood knows about this plan.

Mayor Skrede stated that it has probably been disseminated. He added that we will post cautionary red flags on the new stop signs for a period of time. He asked if the resolution establishing the new speed limit will be published.

Administrator Young stated that the resolution would not be published.

Mayor Skrede stated that we can now actually write tickets for speeds in excess of 25 mph on this section of Linwood Road instead of relying on the cautionary 25 mph signs.

Jessica Otis, 20760 Linwood Road, stated that this issue has caused a lot of tension. She stated that speeding is a problem in Deephaven and felt that the speed monitoring signs would control speeding better than stop signs. She recommended installing T400 radar signs on the 25 mph speed limit signs. She stated that these are far smaller signs and would be a fair solution. She stated that these signs would be far less controversial and much less expensive.

Chief Johnson stated that the T400 signs are the portable speed monitoring signs that are referenced in his memo that the Committee recommended for purchase by the City.

Mayor Skrede stated that he would like to get funding in the budget for these signs and would like to use them throughout the City.

Jessica Otis noted that these signs only come with batteries and are not solar powered.

Mayor Skrede stated that these signs will provide us with data even during cloudy weather.

Jessica Otis stated that she would be willing to purchase the T400 signs for posting on Linwood Road.

Mayor Skrede stated that he doesn't want to consider this offer tonight.

Colin Winkler, 20625 Linwood Road, stated that he doesn't perceive there is a speeding problem on Linwood Road, although he does have some concerns regarding traffic. He stated that he appreciates the review of this issue. He stated that he objects to installing stop signs at Bayview Court due to the fact that stop signs are not recommended as traffic control devices. He stated

that he does appreciate the reduction of the speed limit to 25 mph and the structured approach to this issue.

Mayor Skrede stated that the other aspect of stop signs that he likes is that it gives residents the opportunity to cross the street. He stated that the sole purpose of the stop signs isn't just to slow traffic.

Colin Winkler stated that stop signs are not recommended as a traffic control device. He stated that in regards to process, he recommended giving the public a chance to comment on the stop signs.

Mayor Skrede stated that he appreciated the comments but noted that there are a lot of other neighborhoods in Deephaven besides Linwood Road. He stated that the perception of some is that there isn't a speeding problem in Deephaven. He stated that we have a representative government in which the Council makes the decisions and the public can replace the Council if they don't like their decisions. He stated that if after further evaluation of the situation, we will continue to make adjustments as we go along. He stated that some residents wanted stop signs and some wanted the speed monitors.

Chief Johnson stated that residents in this area know that safety is a huge issue. He stated that we are not just going to put in a stop sign and walk away. We will continue to evaluate whether it works.

Colin Winkler asked if the process for evaluating whether the stop signs work would include public feedback.

Chief Johnson stated that public feedback would be considered along with patrols that would monitor speeds. He stated that he is hopeful that this will change behavior.

Colin Winkler stated that he just doesn't think a stop sign for traffic control works and would like public feedback.

John Dupont, 4590 Linwood Circle, thanked Dan & Jessica Otis for bringing this matter to everyone's attention. He stated that he favors a stop sign to help control speeding. He noted that the speed monitoring sign on Mill Street is effective.

Mayor Skrede stated that he doesn't mind jogging people's attention by issuing a warning ticket or an actual ticket either. He noted that the Police Department also has hand held radar they could use as well.

David Goodwin applauded everyone for working on this issue. He stated that a stop sign is a good idea as part of the overall evaluation of speeding on this street.

Jessica Otis asked if the Council would favor the smaller speed monitor signs if they were donated.

Mayor Skrede stated that we don't need a donation for these signs and the City can pay for them.

Jessica Otis stated that she is willing to try what the City has offered this evening and see how well it works.

Mayor Skrede stated that he would like this in place before school starts.

Motion by Councilmember Erickson to adopt Resolution No. 33-18, a Resolution Establishing a 25 MPH Speed Limit on Linwood Road. Seconded by Councilmember Jewett. Motion carried 3-0.

Motion by Councilmember Erickson to install stop signs at Linwood Road and Bayview Court. Seconded by Councilmember Jewett. Motion carried 3-0.

Motion by Councilmember Erickson to budget \$6,500 in the 2019 Capital Improvement Fund Budget for the purchase of two (2) portable speed signs. Seconded by Councilmember Jewett. Motion carried 3-0.

Motion by Councilmember Erickson to purchase the two fixed speed monitoring signs from Dan & Jessica Otis and use them at a more appropriate location elsewhere in the City. Seconded by Councilmember Jewett. Motion carried 3-0.

E. Approve Pay Estimate No. 1 to B. Streeter & Co. for the Warming House Project

Administrator Young stated that the Deephaven City Council approved the bid submitted by B. Streeter & Company on November 6, 2017 in the amount of \$299,190.00 for the construction of the Thorpe Park Warming House Project. He stated that the contractor has submitted Pay Request No. 1 in the amount of \$78,369.23 for Council approval.

Motion by Councilmember Jewett to authorize Pay Request No. 1 To B. Streeter & Company in the amount of \$78,369.23 for the 2018 Thorpe Park Warming House Project. Seconded by Councilmember Erickson. Motion carried 3-0.

F. Authorize Pay Estimate No. 1 to GMH for the 2018 Street Improvement Project

Motion by Councilmember Erickson to authorize Pay Estimate No. 1 to GMH in the amount of \$15,920.25 for the 2018 Street Improvement Project. Seconded by Councilmember Jewett. Motion carried 3-0.

G. Other

There was no other Unfinished Business this evening.

7. NEW BUSINESS

A. Accept Resignation of Kathryn McCullum, Woodland City Clerk

Motion by Councilmember Erickson to accept the resignation of Kathryn McCullum effective August 1, 2018. Seconded by Councilmember Jewett . Motion carried 3-0.

B. Authorize Hiring New Woodland City Clerk

Administrator Young stated that with the resignation of Kathy McCullum, we need to hire a new clerk for the City of Woodland. Staff has discussed Kathy's resignation with Mayor Skrede and Woodland Mayor Jim Doak and both have concluded that this shared position has worked well for both cities and favor hiring another Deephaven employee to serve as the Woodland City Clerk.

He stated that this position has typically worked 30 hours per week, 24 of those hours as the Woodland City Clerk. Staff would propose a slight increase in the number of hours from 30 to 32 hours per week. He stated that this would really benefit our staff by having someone work the phones and the counter a couple of additional hours per week.

Motion by Councilmember Erickson to authorize hiring a new employee to replace Kathryn McCullum as the new Woodland City Clerk. Seconded by Councilmember Jewett. Motion carried 3-0.

C. Other

There was no other New Business this evening.

8. DEPARTMENT REPORTS

A. Police Department

Police Chief Johnson presented the July Incident Report for Council review and discussed National Night Out block parties to be held on August 7th.

B. Excelsior Fire District

There was nothing new to report regarding the Excelsior Fire District.

C. Public Works

Administrator Young provided an update on recent and upcoming public work activities.

D. Administration

Administrator Young provided a brief summary on the following items:

- 2018 Year to Date Financial Summary Summary
- 2018 Pay Equity Report Update
- Paddleboard Rack Update

9. ADJOURNMENT

Motion to adjourn by Councilmember Erickson, seconded by Councilmember Jewett. Motion carried 3-0. The meeting adjourned at 8:59 p.m.

Respectfully submitted,
Dana H. Young
City Administrator