

**MINUTES  
MINNETONKA CITY COUNCIL  
REGULAR MEETING, MONDAY, DECEMBER 15, 2003**

**1. CALL TO ORDER.**

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

**2. PLEDGE OF ALLEGIANCE.**

All joined in the Pledge of Allegiance.

**3. ROLL CALL.**

City Clerk Kathleen Magrew called the roll. Council members Brad Wiersum, Terry Schneider, Al Thomas, Jan Callison, Dick Allendorf, Ken Tauer, and Karen Anderson were present.

**4. APPROVAL OF AGENDA.**

City Manager John Gunyou reviewed the addendum materials:

- Revised language for item #5, the minutes of the November 24, 2003 council meeting.
- Item #6, designation of the official newspaper for 2004, was withdrawn at staff's request.
- A new condition 3E for item #11A, a preliminary plat for Kris & Peter Maritz.
- Elimination of a section in the Neighborhood Matching Grant Program, item #14C, to allow any interested party to apply for the program.
- Two changes to item #15A, appointments: The first was that Andrea Fiterman would be appointed, rather than reappointed, to the park board. The second change was to add the appointment of Terri Bonoff to the planning commission.

Wiersum moved, Tauer seconded a motion to accept the agenda as amended. All voted "yes." Motion carried.

**5. APPROVAL OF MINUTES.**

Allendorf moved, Thomas seconded a motion to approve the minutes of the November 24, 2003 Minnetonka City Council meeting with the change noted in the addendum. All voted "yes." Motion carried.

**6. SPECIAL MATTERS:**

**A. Community Action Recognition awards.**

Anderson introduced the item, noting that members of the Mini-Hops teams were present. Callison recognized Brad and Madge Thorsen for their work with the Mini-Hops program. Mrs. Thorsen said that scores of people make the program work, including volunteer coaches. Mr. Thorsen thanked the city for recognizing the program's athletes, families and coaches.

Schneider recognized the Rake-a-thon Program (MCES), represented by Dan Kuzlik, Director of Minnetonka Community Education Services, and Amy Mitchell, Coordinator of the program. Anderson thanked them for the work done through the program. Kuzlik said that there were 900 participants in the program this past year, and the program has been active for 17 years. Mitchell thanked the program's sponsors, and noted the involvement of middle school students.

**B. Designation of the City's Official Newspaper for 2004.**

This item was withdrawn at staff's request.

**7. REPORTS FROM CITY MANAGER & COUNCIL MEMBERS.**

Gunyou reported that the next city council meeting would be held on January 5, 2004. He also invited the public to a reception for outgoing council members Tauer and Allendorf on January 5, 2004 from 4:30 pm. to 6 p.m.

Anderson reported that she, Callison and Allendorf attended the National League of Cities' Congress of Cities in Nashville, TN the previous week. The program provided good information for cities struggling with the economy while trying to provide more efficient services. Callison appreciated getting a national perspective on municipal issues, and Allendorf commended Cokie Roberts for giving the perspective from Washington, D.C. Anderson said that the NLC has had success with Congress on issues important to cities, such as Internet tax issues.

**8. CITIZENS WISHING TO DISCUSS MATTERS NOT ON THE AGENDA.**

None.

**9. BIDS AND PURCHASES: None.****10. CONSENT AGENDA (Items Requiring a Majority Vote):**

**A. Claims for council authorization.**

Tauer moved, Schneider seconded a motion to approve the December 15, 2003 claims list, including checks numbered 178823 through 179057 totaling \$590,437.85. All voted "yes," with Callison abstaining on check #179051. Motion carried.

**B. Resolution receiving a petition and waiver of rights to a public hearing, ordering the improvement, and declaring the cost to be assessed for the construction of a fire sprinkler system retrofit and related improvements to serve the building at 15400 State Highway 7.**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-116 receiving a petition and waiver of rights to a public hearing, ordering the improvement, and declaring the cost to be assessed for the construction of a fire sprinkler system retrofit and related improvements to serve the building at 15400 State Highway 7. All voted "yes." Motion carried.

**C. Authorization of formal agreement with the Learning for Life Program of the Viking Council for a community-based juvenile diversion program for 2004.**

Tauer moved, Schneider seconded a motion approving renewal of the agreement with the Learning for Life Program of the Viking Council for a community-based juvenile diversion program for 2004. All voted "yes." Motion carried.

**D. Authorization of formal agreement with Sojourner Project, Inc. for domestic services for 2004.**

Tauer moved, Schneider seconded a motion to renew the agreement with Sojourner Project, Inc. for 2004 domestic services. All voted "yes." Motion carried.

**E. Resolution amending the City of Minnetonka Flexible Spending Account Plan**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-117 amending the City of Minnetonka Flexible Spending Account Plan. All voted "yes." Motion carried.

**F. Proposed Order for a Tobacco License Stipulations for Minneapolis Marriott Southwest, Oasis Market #524, and Walgreen's #1490.**

Tauer moved, Schneider seconded a motion to issue the Findings of Fact, Conclusions, and Orders for tobacco license stipulations for Minneapolis Marriott Southwest, Oasis Market #524, and Walgreen's #1490. All voted "yes." Motion carried.

**G. Approval of the 2004 Salary Adjustment for the City Manager.**

Tauer moved, Schneider seconded a motion to approve the 2004 salary adjustment for the city manager. All voted "yes." Motion carried.

**H. Resolution authorizing 2004 nonunion employee salary and benefit adjustments.**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-118 authorizing the 2004 nonunion employee salary and benefit adjustments. All voted "yes." Motion carried.

**I. Authorization for 2004 rent payments of up to \$6,000 for an expanded Advantage Center at Crown Ridge.**

Tauer moved, Schneider seconded a motion to authorize the 2004 rent payments of up to \$6,000 for an expanded Advantage Center programs at Crown Ridge. All voted "yes." Motion carried.

**J. Request from Our Savior Lutheran Church to move a garage located at 3230 Groveland School Road to Shorewood, Minnesota.**

Tauer moved, Schneider seconded a motion to approve a permit to move a garage located at 3230 Groveland School Road to Shorewood, MN, subject to the following stipulations:

- 1) That precautions be taken to protect and minimize the impact on the Silver Maple tree on the north side of the garage and the Spruce tree located at the northwest corner.
- 2) That any tree-trimming that may occur in connection with the garage moving be approved in advance by city staff.

All voted "yes." Motion carried.

**K. Ordinance amending the city's noise ordinance.**

Tauer moved, Schneider seconded a motion to adopt Ordinance No. 2003-29 amending City Code Sections 850.005, 850.010 and 850.015 (noise ordinance). All voted "yes." Motion carried.

- L. Resolution adopting revised precinct boundaries for Ward 4, Precincts C & D, and establishing new polling place locations for Ward 3, Precincts A and B.**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-119 changing the polling places for Ward 3 Precincts A and B, and shifting the boundaries for Ward 4 Precincts C and D to move Minnetonka Heights into Ward 4, Precinct C. All voted "yes." Motion carried.

- M. Authorization of 2003/2004 Insurance Package Policies.**

Tauer moved, Schneider seconded a motion to renew the city's package insurance policies through LMCIT with the following options:

- 1) \$25,000/\$100,000 deductible for the package policies
- 2) 80/20 Open Meeting law coverage
- 3) No waiver of statutory limits

All voted "yes." Motion carried.

- N. Resolution adopting a policy of not fencing storm water ponds and wetlands.**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-120 adopting a policy of not fencing storm water ponds and wetlands. All voted "yes." Motion carried.

- O. Approval of Labor Agreement between the City of Minnetonka and International Union of Operating Engineers.**

Tauer moved, Schneider seconded a motion to approve the 2004 – 2006 labor agreement between the City of Minnetonka and the International Union of Operating Engineers (IUOE) Local 49. All voted "yes." Motion carried.

- P. Resolutions approving conditional use permits for an accessory apartment and an oversized garage at 9597 Sandra Lane for Rich Lee.**

Tauer pulled this item from the consent agenda. He supported the planning commission's decision on this item, but noted that trees were cut down prior to submittal of the application. He suggested that the city's environmental resources coordinator be involved in the replanting plan. He also commended the neighborhood's cooperation.

Tauer moved, Callison seconded a motion to:

Adopt Resolution No. 2003-121A, approving a conditional use permit for an accessory apartment at 9597 Sandra Lane, based on the finding that the proposal meets city code. Approval is subject to the following conditions:

- 1) Record this resolution with the county prior to issuance of a building permit.
- 2) Prior to issuance of a certificate of occupancy, submit proof of having recorded a 16.5-foot conservation easement adjacent to the wetland on the property.
- 3) The city council may reasonably add or revise conditions to address any future unforeseen problems.
- 4) Any change to the approved use that results in a significant increase in traffic or a significant change in character would require a revised conditional use permit.
- 5) The applicant must agree to the above conditions in writing.

Adopt Resolution No. 2003-121B, approving a conditional use permit for a detached garage exceeding 1,000 square feet and 12 feet in height at 9597 Sandra Lane based on the following findings:

- 1) The garage must maintain a 21-foot setback from the south property line.
- 2) Tree protection/erosion control fencing must be installed and maintained throughout the course of construction. The existing tree lines to the south and west of the proposed garage must be maintained.
- 3) Additional screening must be planted along the south property line. The applicant must work with the environmental resources coordinator to determine a species and location that will not negatively impact the existing vegetation.
- 4) No additional curb cuts are allowed.
- 5) The structure may not be used for commercial activity.
- 6) Building materials must complement the future house.
- 7) The city council may reasonably add or revise conditions to address any future, unforeseen problems.

- 8) Any change to the approved use that results in a significant increase in traffic or a significant change in character would require a revised conditional use permit.
- 9) Record this resolution with the county before the city issues a building permit.
- 10) The applicant must agree to the above conditions in writing.

The applicant, Rich Lee, said that only buckthorn and cottonwood trees were removed and he would do some replanting. Lee said that he has built up a rapport with his neighbors since his previous request to move a house into the neighborhood.

All voted "yes." Motion carried.

**Q. Resolution authorizing the installation of "no parking" signs on both sides of Covington Road between County Road 101 and Covington Terrace.**

Tauer moved, Schneider seconded a motion to adopt Resolution No. 2003-122 authorizing the installation of "no parking" signs on both sides of Covington Road between County Road 101 and Covington Terrace. All voted "yes." Motion carried.

**11. Items requiring Five Votes:**

**A. Preliminary plat, with a rear yard setback variance, for a three-lot subdivision at 15815 Minnetonka Boulevard for Kris and Peter Maritz.**

Allendorf moved, Wiersum seconded a motion to give preliminary approval of the proposed plat, with the rear yard setback variance for Tract A from 40 to 15 feet, at 15815 Minnetonka Boulevard. Approval is based on the following findings:

- 1) Except for the variance, the proposal meets the required standards and ordinances for a preliminary plat.
- 2) The proposal meets the required standards for a variance, because:
  - a. There is a unique hardship to the property caused by the location of the existing home in the middle of the lot. The home would have to be torn down in order to divide the property and meet all minimum code requirements.

Approval is subject to the following conditions:

- 1) Complete the following before final plat approval:
  - a. Show the following on the final plat:



that have not been met as of the release of the plat. These covenants must first be submitted for the city attorney's approval.

These documents must be recorded with the final plat, and a drawing of any easements must be attached to the easement deed.

- 3) The following must be completed before the city issues a grading permit or any site work is started:
  - a. Final grading, drainage and erosion control plans must be submitted for staff approval. If the developer is building the streets and utilities, the developer must submit final street and utility plans for staff approval.
  - b. A letter of credit or cash escrow for 150% of the estimated cost to comply with grading permit requirements and restore the site must be submitted to the city. The city will not release the letter of credit or cash escrow until the developer submits as-built drawings and a letter certifying that the utilities, driveway and grading have been completed according to the plans approved by the city.
  - c. All trees to be preserved must be fenced and erosion control measures must be installed for staff approval.
  - d. A construction management plan must be submitted for staff approval.
  - e. The existing hedge that extends along Wood Knoll Lane must be trimmed back so as not to hang over the paved surface of the street.
- 4) The following must be submitted to the city before the city issues a building permit:
  - a. A grading and tree preservation plan for each lot, subject to staff approval. The plans must be in substantial compliance with the agreed building areas as required with the final plat. The sewer and water services must be shown to minimize impact to the significant trees.
  - b. The installation and maintenance of a temporary rock driveway, erosion control, tree protection and wetland protection fencing for each lot must be installed, subject to review and approval of the city's environmental resources coordinator.
  - c. A copy of the recorded plat and any easements or covenants required to be recorded.
  - d. A hookup fee for sanitary sewer and water.
  - e. A letter from the surveyor stating that boundary and lot stakes have been installed as required by ordinance. If the grading for proposed streets has

not been completed, the planning director may approve a time extension to this requirement.

- 5) During construction, the streets must be kept free of debris and sediment, and the tree protection fencing and erosion control fencing must be maintained.
- 6) Trees must be planted to compensate for significant trees removed from each site that would be outside of the building pad and driveway area. The trees must be primarily species native to the area. They must be at least 2 1/2 inches in diameter for deciduous trees and 6 feet tall for coniferous trees. The property owner or original developer must replace the required trees if they die within one year after installation.
- 7) The city must approve the final plat within one year of preliminary approval or receive a written application for a time extension or the preliminary approval will be void.

All voted "yes." Motion carried.

## 12. INTRODUCTION OF ORDINANCES.

### A. **Ordinance rezoning 11907 Minnetonka Boulevard from PUD, planned unit development, to R-3, low or medium density residential.**

Planning Director Geoff Olson presented the staff report.

Anderson said that it made sense to require the townhouses to use the same access, and she could not understand why the townhomes would oppose that. She thought that the adjacent property could possibly redevelop in the future with townhouses, and suggested that if that happens that the city ensure joint access to avoid multiple driveways onto Minnetonka Boulevard. Olson said that staff shared that concern. He said that the property is guided for mid-density in the Comprehensive Guide Plan. Olson was not sure of the legal issues, but said that perhaps a stipulation could state that when and if the adjacent property develops that there would be common access.

Anderson asked if the drive from Windmill Ridge to Minnetonka Boulevard was completely private. Olson said that it was. He said that the two single-family homes have access to that drive now, but he was not sure how that was accomplished.

Olson said that the developer told staff that the townhome owners were not interested in joint access. Allendorf said that joint access would be a benefit to the townhome residents as well. At Allendorf's

suggestion, Olson said that he would follow-up directly with the townhome owners on this issue.

Callison moved, Thomas seconded a motion to introduce an ordinance rezoning 11907 Minnetonka Boulevard from PUD, planned unit development, to R-3, low or medium density residential and refer it to the planning commission. All voted "yes." Motion carried.

**B. Introduction of ordinances relating to water resources management:**

- 1) **Ordinance amending Section 300 of the City Code regarding the Water Resources Management Plan.**
- 2) **Ordinance amending Section 500.25 and Section 1205.005 of the City Code regarding drainage and storm water.**

Gunyou provided a brief introduction to this item.

Schneider moved, Wiersum seconded a motion to introduce ordinances amending Section 300 of the City Code regarding the Water Resources Management Plan and amending Section 500.25 and Section 1205.005 of the City Code regarding drainage and storm water and refer the ordinance concerning Section 300 to the planning commission. All voted "yes." Motion carried.

**C. Introduction of an ordinance prohibiting boathouses at or below the ordinary high water mark in shoreland areas.**

Gunyou introduced this item, noting that the proposed change would bring the ordinance into alignment with the proposed floodplain ordinance, and would be consistent with the rules of the Minnesota Department of Natural Resources. He noted that the city is very proactive in the area of environmental issues, and that there will be an upcoming *Minnetonka Memo* article about these efforts. Gunyou said that staff will also offer a workshop for property owners to provide guidance about how to follow sound environmental practices on their properties.

Callison moved, Tauer seconded a motion to introduce an ordinance amending City Code 300.25, subd. 4 regarding conditional uses in the shoreland district and refer it to the planning commission. All voted "yes." Motion carried.

**13. PUBLIC HEARINGS:****A. Public hearing to consider increasing storm water utility fees.**

Gunyou gave the staff report for this item.

Callison noted that the annual fee would be \$42/per resident. Gunyou said that there would be a flat fee for residential properties, and an acreage fee for commercial and industrial properties.

Anderson opened the public hearing at 7:13 p.m.

Robert C. Schmidt, Tonkawood Court, viewed the fee increase as a disguised tax. He told the council last year that he would campaign against council members who supported such efforts, but the local papers would not publish his letters. He was dismayed that Allendorf had not been re-elected because he opposed disguised taxes, and the Sanctuary and Meadowwoods projects. He expressed his hope that Allendorf would also oppose this increase, and presented him with a tea bag symbolic of the Boston Tea Party.

Anderson closed the public hearing at 7:16 p.m.

Gunyou said that the State's revenue cuts impacted the city's operating budget. He noted that the stormwater utility fund is almost exclusively used for capital projects. These fees go toward capital improvement projects, not the city's operating budget, which is primarily supported by property taxes. The fee would raise about \$1.3 million for 2004, which is approximately the budget for 2004 capital projects. Gunyou said that many cities issue bonds or assess property owners for capital projects.

Tauer suggested that this should have never been part of the general property tax, because it is a fee for a specific purpose. He acknowledged that the public could view the fee differently.

Schneider said that the council discusses how to raise revenues through taxes or fees, but they all come from the pockets of residents. He noted that taxes are deductible, but fees are not. Schneider said that Minnetonka has a long history of trying to use property taxes to meet all the needs of the city. Minnetonka is the only city in the metropolitan area that covers road reconstruction with its general tax revenue. Other cities assess at least a portion of those costs. If it wasn't for the draconian levy limits that the state established, Schneider would have looked at ways to raise the levy

as opposed to raising a fee. The State Legislature specifically authorizes storm water utility fees. Schneider said that the city also faces fairly onerous water quality issues to clean up the groundwater. This fee is needed to respond directly to pressures from outside the city. He supported the fee increase. If there was an alternative, he would have supported that as well.

Tauer moved, Callison seconded a motion to adopt Resolution No. 2003-123 increasing storm water utility fees. All voted "yes." Motion carried.

#### 14. OTHER BUSINESS:

- A. Ordinance amending Section 710 of the City Code regarding building, electrical, plumbing, and mechanical permit fees, certain planning fees, other related fees, and authorization to publish a summary of the ordinance.**

Gunyou gave the staff report for this item. He noted that staff recommended reduction of the fee proposed for residential conditional use permits. The proposed fees had been posted in city hall and on the Web site.

Allendorf moved, Thomas seconded a motion to adopt Ordinance No. 2003-30 amending Section 710 of the City Code regarding building, electrical, plumbing, and mechanical fees, certain planning fees, and other related fees and to make a finding that the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance, approve the text of the summary, and authorize its publication. All voted "yes." Motion carried.

- B. Items relating to the 2004 Operating Budget, including resolutions adopting the budget and setting tax levies.**

Anderson reviewed the annual process for preparation and adoption of the budget.

Gunyou provided the staff report. He noted that budget growth would be limited to two percent, about half of the city's normal increase. The property taxes that fund police, fire, streets and parks would go down by one percent, so city services will cost less. He said that the city council and staff had been responsible stewards over the years, and continue to provide good service value for the money.

Callison seconded the manager's comments about responding to the conditions that have made it much more difficult to maintain the quality of services.

Anderson noted the additional resolution for the tax levy for the Bassett Creek Watershed Tax District.

Callison moved, Allendorf seconded a motion to adopt Resolution No. 2003-124 adopting a budget for the year 2004, a revised budget for 2003, and setting a tax levy for the year 2003, collectable in 2004 and Resolution No. 2003-125 setting a tax levy in the Bassett Creek Watershed Management Tax District for the year 2003, collectable in 2004. All voted "yes." Motion carried.

**C. Neighborhood Matching Grant Program for Open Space Preservation.**

Gunyou introduced this item, noting that the open space preservation program focuses more on larger properties of general interest to the entire community. The council previously asked that a program be developed for matching grants for smaller parcels within neighborhoods. Gunyou said that staff worked with the park board to create the proposed matching grant program. Gunyou noted the change in the addendum to allow non-residents or community groups to participate.

Assistant City Manager Geralyn Barone provided the staff report, outlining the program.

Tauer noted that the council's preservation policy listed specific criteria. At his request, Barone reviewed the four criteria: sensitive environmental features, buffer, visibility, and size and linkage to other areas.

Tauer said that he did not want to see the grant program used for flat vacant lots that would just give one neighbor more privacy. He would like to see the program used to preserve trees and hills. Barone noted that the sensitive environmental feature criteria would address his concern.

Schneider said that the program would provide an excellent opportunity for citizen participation. He would like staff to develop a model for residents to follow. He said that these lots would likely be difficult to develop due to steep slopes and trees. He suggested that staff coach developers to recognize the true value of conservation easements versus acquisition, because the remaining

lots will increase in value. He said that this information might make the program more palatable for developers. He also wanted to consider the reasonable and ongoing maintenance costs. Schneider suggested that the program be reviewed as it moves forward, and adjustments be made as needed.

Allendorf said that there could be a tax benefit to neighbors who become involved. He hoped that the neighbors could see the program not only as a value to the neighborhood's character, but also as a way to reduce costs.

Allendorf questioned the March 31, 2006 deadline, and hoped that grants could be used before that date.

Gunyou said that the grants would be awarded as requests were received and approved. He said that the program was intended to be immediate and ongoing, continuing until the funding is gone. The date reflects the time that the city would need to consider reallocating the dollars if they were not used for this purpose. Gunyou said that there was some flexibility on the deadline date. Allendorf suggested rewording the language to clarify that issue.

Thomas supported the program. He noted the success of a similar arrangement on Highland Road, and the benefit of that acquisition. He said that having more funds available for such transactions would be a huge benefit to the neighborhoods.

Tauer liked the concept, but stressed the need for specific criteria to make sure the lots truly need to be preserved. Barone said that the sensitive environmental feature criteria should address his concerns.

In response to Schneider's question, Gunyou said that the city council would be asked to approve each grant. Schneider pointed out that if the grant did not make sense, the council would not have to award it.

Anderson did not support specific language to address the grant awards. She noted that a house could have been built on the Highland Road property, but that lot had steep slopes and was heavily wooded. She said that the proposed language would allow the council to discuss those issues.

Gunyou said that this program would operate much like the larger open space program where the park board and city council are

involved in decisions. This program would be for small lots, with each request initiated by neighborhoods.

Wiersum preferred grants to neighborhood groups rather than individuals. He agreed with Tauer that the city should not subsidize requests to prevent development. He thought that neighborhood involvement would avoid those situations.

Callison said that the answers to Tauer's questions were appropriate. As a member of the open space task force, she believed that for many people, the issue was open spaces, not just trees. She agreed that criteria were needed, but noted that these parcels may not have substantial environmental significance. However, they could provide an intangible feeling of openness for a neighborhood. She was excited by this great opportunity, and acknowledged that it may be difficult to apply the guidelines in some cases.

Anderson said that the program would need explanation and publicity. The first few grants will help improve the process.

Peterson suggested a change to the written program to state that it would be the city acquiring the fee title and permanent conservation easement property, not the neighborhood. Anderson suggested including that change in the motion.

Allendorf moved, Callison seconded a motion to approve the neighborhood matching grant program for open space preservation with the language change suggested by Peterson and the change in the addendum.

Schneider agreed with Peterson, but suggested looking at alternatives whenever title is transferred. He said that the city sometimes retains easements and covenants to avoid the liability and maintenance issues of ownership.

Callison suggested language to require that the property be located in the City of Minnetonka, and there was general concurrence.

Tauer said that he would support the program and said that it is a great idea. He disagreed with Callison that open space per se is desirable in a small neighborhood when it is funded by city dollars. He believed that other benefits are needed, such as preserving difficult sites. The question for him in the Highland Road example was if a house could have been built without disrupting the sensitive environmental features.

All voted "yes." Motion carried.

Anderson said that she will be excited to see how the program is carried out.

**15. APPOINTMENTS and REAPPOINTMENTS.**

**C. Appointments to the community heritage commission, park board and planning commission.**

Anderson introduced this item.

Anderson moved, Allendorf seconded a motion to appoint David Olson, 3817 Williston Road, to the community heritage commission representing Ward 3 and to serve a balance of a two-year term, effective December 15, 2003 and expiring on January 31, 2005. All voted "yes." Motion carried.

Anderson moved, Tauer seconded a motion to appoint Andrea Fiterman, 2525 Cedar Hills Road, to the park board representing Ward 2 and to serve a balance of a two-year term plus and additional two-year term, effective December 15, 2003 and expiring on January 31, 2006. All voted "yes." Motion carried.

Anderson moved, Thomas seconded a motion to appoint Terri Bonoff, 3325 East Eldorado Trail, to the planning commission representing Ward 2 and to serve a balance of a two-year term plus an additional two-year term, effective January 1, 2004 and expiring on January 31, 2006. All voted "yes." Motion carried.

**16. ADJOURNMENT.**

Thomas moved, Wiersum seconded a motion to adjourn the meeting at 7:53 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Kathleen Magrew  
City Clerk