

OAK GROVE COUNCIL
Regular Meeting Minutes
Monday, January 30, 2023

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 7:00 p.m. on Monday, January 30, 2023. Pledge of Allegiance was said, and roll call taken.

Present: Weston Rolf, Mayor
 Angie Bray Johnson, Council Member John West, Council Member
 Paul Tradewell, Council Member Mike Wylie, Council Member

Also Present: Loren Wickham, City Administrator Chuck Schwartz, City Engineer
 Jessica Rieland, City Clerk Rob Engler, Fire Chief
 Matt Anderson, Public Works Director

1. PUBLIC FORUM

Ben Magnuson 1540 Old Sims Rd NW spoke on behalf of the St. Francis Track and Field Cross Country Booster Club and asked for a donation of \$2,000 to purchase a team tent for outdoor sporting events. The tent would be shared with cross county, football, softball, baseball, tennis, and soccer.

Brad Johnson 3865 193rd Ln NW stated that he was a track and cross county athlete in high school and offered to match any donation made by residents up to \$200.

2. ANNOUNCEMENTS

Mayor Rolf announced that Anoka County will be here on Tuesday, February 7th from 5:00 pm – 7:00 pm to host an open house to discuss the improvements planned for County Rd 7 and 22.

3. SETTING OF REGULAR AGENDA

MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER TRADEWELL TO APPROVE THE REGULAR AGENDA. All in favor.

4. APPROVAL OF COUNCIL MINUTES FOR JANUARY 9, 2023

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE THE REGULAR MEETING MINUTES. All in favor.

5. ACKNOWLEDGE RECEIPT OF COMMISSION AND COMMITTEE MINUTES

- A. Parks Commission minutes for January 18, 2023
- B. Planning Commission minutes for January 19, 2023

Council acknowledged receipt of commission minutes.
Council Member Wylie mentioned that the Parks Commission is starting the Veterans' Memorial project and has started collecting prices from vendors.

6. PUBLIC HEARINGS

- A. Vacating Certain Road, Drainage & Utility Easements

Administrator Wickham provided an overview of the easement vacation needed for the final plat of Sims Trail Crossing.

Mayor Rolf opened the public hearing; no comments were made, and the public hearing was closed.

- B. Resolution 23-021 approving Vacation of Certain Road, Drainage & Utility Easements

MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER TRADEWELL TO ADOPT RESOLUTION 23-021 APPROVING VACATION OF CERTAIN ROAD, DRAINAGE & UTILITY EASEMENTS. All in favor.

7. DISCUSSION ITEM

City Council date

A. Charitable Gambling

Mayor Rolf mentioned that he requested more information about the charitable gambling fund because those funds can be used to donate to local youth programs. He voiced support for donating to the St. Francis Track and Field Cross Country Booster Club. He noted that these funds come from residents playing pull tabs at local businesses. Mayor Rolf stated that the current balance in the fund is \$44,437.24 as of December 1, 2022. He suggested donating 1/3 of these funds going forward and keeping a balance of \$15,000.

Council Member Wylie suggested using the funds for the fire department.

Council Member Tradewell voiced support for donating but was unsure about the percentage.

Council Member West voiced support for donating to the Track and Field Cross Country Booster Club. He also suggested that they contact the St. Francis American Legion for future donation requests.

Council Member Bray Johnson supports donating but does not want to set a specific amount that would be donated each year.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER TRADEWELL TO ADOPT RESOLUTION 23-022 APPROVING A DONATION OF \$2,000 TO ST. FRANCIS TRACK AND FIELD CROSS COUNTRY BOOSTER CLUB. All in favor.

8. CONSENT AGENDA

The Consent Agenda contains several items, which are acted upon by the Council in one motion. Upon request by any one Councilmember, City staff, or the public a consent agenda item may be removed and put on the regular agenda for discussion and consideration.

- A. Claims and Accounts
- B. Resolution 23-014 approving Tobacco License renewals
- C. Resolution 23-023 accepting retirement of Mark Masica
- D. Resolution 23-024 approving Minor Subdivision for Korin
- E. Resolution 23-025 approving Garbage Hauler License for Republic Services

Council Member West requested to remove item C.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO APPROVE A, B, D, AND E. All in favor.

Council Member West thanked Mark Masica for his 29+ years of the service on the fire department.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE C. All in favor.

9. CONSULTING ENGINEER

- A. Resolution 23-026 Final Pay Request for 207th Ave NW and 217th Ave NW

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 23-026 FINAL PAY REQUEST FOR 207TH AVE NW AND 217TH AVE NW. All in favor.

- B. Resolution 23-027 Final Pay Request 2022 Street Improvements

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT 23-027 FINAL PAY REQUEST 2022 STREET IMPROVEMENTS. All in favor.

- C. Engineer Updates

Engineer Schwartz mentioned that the plan for the 2023 street improvements will be presented at the next meeting.

10. FIRE DEPARTMENT

A. Chief Updates

Chief Engler presented the calls for service for 2020, 2021, and 2022. He mentioned that the budget for the Heart Safe Program will be \$12,000 and not \$8,000 that was originally estimated. Administrator Wickham noted that Charitable Gambling funds could be used for the program. Mayor Rolf suggested having more information presented to the council and public before moving forward with the program.

Chief Engler mentioned that he received a request to donate used gear that is out of service to Ukraine. He noted that Plymouth will be donating a fire truck.

Council Member West inquired what is currently being done with the expired gear. Chief Engler replied that expired gear must be thrown away.

Council Member Bray Johnson asked if the expired gear could be used for training. Chief Engler replied no, it cannot.

Mayor Rolf voiced support for looking into donating it.

Council Member Bray Johnson asked if it would cost anything to ship the gear. Chief Engler replied no.

Council Member West suggested filling the Plymouth fire truck with the expired gear from Oak Grove.

Council Member West noted that he is the liaison for the Anoka County Fire Protection Council (ACFPC) and at the first meeting of the year they voted to update their Records Management System (RMS). ACFPC currently pays \$85,000 a year for the RMS and the upgraded version will cost \$153,000 the first year and will increase incrementally over five years for a total cost of approximately \$803,000. He explained he supports upgrading the system but did not agree with taking a vote on the first meeting of the year and giving the Chair the authority to move forward with the contract without bringing it back to the council for review.

Administrator Wickham added that the city has a joint powers agreement with all the cities in Anoka County and there is a formula that determines what each city will pay for the new system.

11. PUBLIC WORKS DEPARTMENT

A. Resolution 23-028 approving purchase and installation of a Lift Station Cabinet

Director Anderson provided an update on Public Works.

Council Member West asked if they have an adequate supply of salt for the remainder of winter. Director Anderson replied that the shed is full, and they will have an adequate supply for the rest of winter.

Director Anderson presented a proposal to purchase a new cabinet for the west side of Lake George. The cabinet that is there now was installed with the original sewer system in 1983. The pumps were updated when the sewer plant was built. In 2020, the pipes and valves inside the wet well of both lift stations were replaced since the slide gates and check valves were inoperable. He noted that this cabinet has been having electrical issues for some time. The 1983 electrical components are obsolete, and the cabinet is too small for a rehab and addition of an alarm dialer. There is no alarm dialer with this station to monitor for faults. It requires frequent site visits to ensure it is working. The new cabinet will consist of all updated controls, pump starters, alarm capabilities and can be remotely monitored for alarms, levels, run times, phase and power fails.

Equipment for the cabinet takes 3-4 months to acquire and build and Staff is hoping to have it installed by late summer. Director Anderson added that these expenses were budgeted for in 2023.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT 23-028 APPROVING PURCHASE AND INSTALLATION OF A LIFT STATION CABINET. All in favor.

B. Resolution 23-029 approving purchase and installation of a Generator for the Lake George Water Plant

Director Anderson presented a proposal from Kodiak Power Solutions for an on-site standby generator for the Lake George Water Plant. The generator will have an automatic transfer switch to turn on the generator and transfer power in the event of a power outage. He explained that it is critical to maintain power to the Lake George Water System since there is no water tower to keep the system pressurized at all times. The plant has large pressure tanks and pumps that cycle frequently to maintain system pressure. In the event system pressure is lost, a boil order on the drinking water must be implemented until the system can be flushed and retested. Director Anderson stated that it can take 18-24 hours to get the bacteria test results. He noted that Public Works has one portable generator that is shared between the Lake George Water Plant, Lake George Sewer plan, two sewer lift station, Fire Station 2 and the Public Works building. The generator alarms will be tied into the existing water plant alarms for monitoring.

Staff is recommending using American Rescue Plan Act Funds (ARPA) to purchase the generator. The city was allocated \$974,469.71 in ARPA funds. The current balance is \$80,450.51. If ARPA funds are used the city's remaining balance will be \$18,391.51.

The council is not in favor of using ARPA funds and requested more funding options to consider at an upcoming meeting.

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WEST TO TABLE 23-029 APPROVING PURCHASE AND INSTALLATION OF A GENERATOR FOR THE LAKE GEORGE WATER PLANT. All in favor.

C. Resolution 23-030 approving purchase of a Heating and Ventilation Control System

Director Anderson explained that Fire Station 2 was constructed with a heating and ventilation control system and this system controls several components of the in-floor heat system, the hanging furnaces, ventilation fans, air makeup system, CO/NO2 monitors, and many temp sensors. He noted that they currently cannot access the controller to adjust or monitor the functions of the heating and ventilation system. Director Anderson presented a quote from Minnesota Control Solutions, LLC for \$6,180 to replace the controller and enable them to connect to the systems again to monitor and adjust and repair the systems as needed.

This purchase was budgeted for in 2023 and will come out of the Building Repair and Maintenance fund.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT 23-030 APPROVING PURCHASE OF A HEATING AND VENTILATION CONTROL SYSTEM. All in favor.

12. PARKS

Jerry Tri, Parks Commission Chair mentioned that the commission is working on the Veterans' Memorial at City Hall. They have been meeting with vendors and collecting prices.

13. PLANNING DEPARTMENT

Brad Johnson, Planning Commission Chair mentioned that the commission is waiting to discuss the THC ordinance until after the legislative session and that there will not be a planning application brought forward for consideration until the end of February.

Administrator Wickham noted that the city has a purchase agreement with Cedar Manufacturing Solutions to purchase the city-owned lot next to his current location. The applicant plans on applying for a Site Plan Review and Variance and the purchase agreement is contingent on zoning approval.

14. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

A. Administrator Updates

Administrator Wickham mentioned that at the last meeting the council appointed two new planning commissioners, however, a third applicant, Matthew Korsmo, was unable to attend the meeting. Since then he has contacted the city to inquire if the council would consider adding him to the planning commission as well.

The council is not in favor of adding a seventh seat at this time.

Administrator Wickham noted that in the past the council has added backup liaison positions for committees and asked if the council would be interested in doing that again.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WEST TO APPOINT MAYOR ROLF AS BACKUP LIAISON FOR THE ANOKA COUNTY FIRE PROTECTION COUNCIL. All in favor.

Administrator Wickham mentioned that Meet the Deputies and Attorney Baumgartner are scheduled for the next meeting on February 13th.

Mayor Rolf requested that those items be rescheduled because Council Member West, Council Member Tradewell and Council Member Wylie will not be present.

Administrator Wickham agreed to reschedule Meet the Deputies and the visit from Attorney Baumgartner.

15. MAYOR/COUNCIL REQUESTS/UPDATES

Council Member West voiced interest in featuring the deputies assigned to Oak Grove on the website or with a picture on the wall in the council chambers.

Administrator Wickham noted that a group picture of the deputies was put in the newsletter last year.

Council Member Tradewell noted that he attended the school board meeting for ISD 15 last week and it went well.

Mayor Rolf would like to add pictures and bios of council members to the website.

The next Regular Meeting is scheduled for Monday, February 13, 2023, at 7:00 p.m.

14. ADJOURNMENT

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO ADJOURN. Motion carried 4-1. Council Member West opposed. The meeting was adjourned at 9:50 p.m.

Respectfully Submitted,

Jessica Rieland
City Clerk