

**OAK GROVE COUNCIL  
Regular Meeting Minutes  
Monday, March 27, 2023**

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 7:00 p.m. on Monday, March 27, 2023. Pledge of Allegiance was said, and roll call taken.

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

Also Present:     Loren Wickham, City Administrator  
                    Jessica Rieland, City Clerk                                 Rob Engler, Fire Chief

Via Zoom:         Chuck Schwartz, City Engineer

**1. PUBLIC FORUM**

Destinee Working 22529 Zion Pkwy NW spoke on behalf of the Parent Teacher Organization (PTO) for East Bethel Elementary and requested a charitable donation to help fundraise for new/repared playground equipment. She also mentioned that they are looking for volunteers to help demo the old equipment.

Mayor Rolf asked if they are requesting a specific dollar amount and suggested that she fill out the donation request form.

Ms. Working replied that any amount would be appreciated.

Administrator Wickham replied that he would provide the form to Ms. Working.

**2. ANNOUNCEMENTS**

**3. SETTING OF REGULAR AGENDA**

Administrator Wickham noted that he revised Resolution 22-046 and added it under Administrator Updates.

**MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE THE REGULAR AGENDA AS AMENDED. All in favor.**

**4. APPROVAL OF COUNCIL MINUTES FOR MARCH 12, 2023**

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

**5. ACKNOWLEDGE RECEIPT OF COMMISSION AND COMMITTEE MINUTES**

A. Parks Commission Minutes for March 15, 2023

The council acknowledged receipt of commission minutes.

**6. SHERIFF'S REPORT FOR JANUARY AND FEBRUARY 2023**

A. Meet the Deputies

Commander Knotz explained that his title has changed back to Lieutenant due to the shift that occurred when the new Sheriff was elected.

Lieutenant Knotz introduced the deputies assigned to the Oak Grove contract. They include Sgt. Justin Nelson, Investigator Chris Beck, Deputy John Drangeid, Deputy Curt Grabmeier, Deputy Mike Seafolk, and Deputy Steve Strecker.

Mayor Rolf voiced support for law enforcement and noted that the council is here for them if they ever need anything.

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Lieutenant Knotz reported that in January there were 184 calls for service, including 8 thefts, 1 criminal sexual conduct, 1 assault, 1 personal injury accident, 14 property damage accidents, 26 medicals, 17 animal complaints, 8 alarms, 2 felony arrests, 2 gross misdemeanor arrests, 4 misdemeanor arrests, 3 DUI arrests, 2 domestic assault arrests, 157 traffic stops and 30 traffic arrests.

Lieutenant Knotz reported that in February there were 213 calls for service, including 4 thefts, 1 harassing communication, 1 personal injury accident, 12 property damage accidents, 27 medicals, 21 animal complaints, 18 alarms, 3 gross misdemeanor arrests, 2 misdemeanor arrests, 1 DUI arrest, 3 warrant arrests, 129 traffic stops and 22 traffic arrests.

Council Member Bray Johnson asked about the animal complaint calls.

Lieutenant Knotz replied that calls can range from domestic animals to wild animals, such as a dog at large or a wild turkey causing problems.

Mayor Rolf praised Lieutenant Knotz for his hard work and dedication to the city and asked Sheriff Wise if there was a chance that Lieutenant Knotz may be moved from the liaison position.

Sheriff Wise replied that there are no plans to change the liaison to the city at this time.

## **7. PUBLIC HEARINGS**

## **8. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES**

## **9. 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 23-047 Waiver of Statutory Tort Liability Limits
- C. Resolution 23-048 closing Escrow Accounts
- D. Resolution 23-049 accepting resignation of Levi Hillman

**MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE THE CONSENT AGENDA. All in favor.**

## **10. CONSULTING ENGINEER**

- A. Resolution 23-050 approving Plans and Specification and ordering advertisement for bid for University Ave NW

Engineer Schwartz provided an overview of the plans and specifications for the University Ave NW project that will be shared with East Bethel.

Administrator Wickham mentioned that a resident has requested to see the plans for the University Ave project.

Engineer Schwartz replied that he would send Administrator Wickham a link to the plan that he can share with the residents.

**MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT 23-050 APPROVING PLANS AND SPECIFICATION AND ORDERING ADVERTISEMENT FOR BID FOR UNIVERSITY AVE NW. All in favor.**

- B. Engineer Updates

Engineer Schwartz noted that the bids for the 2023 Street Improvements will be opened on April 4<sup>th</sup> and he will provide an update at the April 10<sup>th</sup> meeting.

Administrator Wickham mentioned that he sent a letter to the residents of The Refuge regarding the road improvements. He informed them that the trail system is not part of the project because the trails are not public and located on private property. A couple of the residents have contacted him with questions.

Engineer Schwartz presented the concept plan for The Ponds redevelopment area.

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The council is in favor of retaining land for a sewer/water site in case it is needed in the future. Council Member Bray Johnson asked how much buildable land the site has. Engineer Schwartz replied that there are 20-25 acres.

## **11. FIRE DEPARTMENT**

## **12. PUBLIC WORKS DEPARTMENT**

## **13. PARKS**

## **14. PLANNING DEPARTMENT**

## **15. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS**

### **A. Administrator Updates**

Administrator Wickham mentioned that he will be meeting with two cleaning companies to fill the vacancy left by the part-time public works employee and should have a proposal for the council to consider at the next meeting. He asked for clarification on the planning commission terms that were appointed in January. The council confirmed that both terms will end on 12/31/23.

Staff is working on the renewal for the property, casualty, and workers' compensation insurance through the League of Minnesota Cities. He noted that the audit was completed last week, and Bergan KDV will be present at the April 24<sup>th</sup> meeting to present the results. Laptops were purchased for the Heart Safe program and the fire department.

Administrator Wickham noted that there will be a work session before the next meeting on April 10<sup>th</sup>. He reminded the council to send him a photo for their profile on the website and in the newsletter.

### **B. Resolution 23-046 approving Salary Adjustment for City Clerk**

Administrator Wickham mentioned that Clerk Rieland had recently accepted a new position and submitted her resignation but after meeting with her last Friday she has reconsidered and decided to stay.

Administrator Wickham recommended amending Resolution 23-046 to rescind the resignation language and change it to increase her salary to \$80,000/year effective 3/27/23.

Mayor Rolf noted that the council is making progress on transitioning back to a step program for wage increases and that he is comfortable with the proposed salary increase and is glad that Clerk Rieland is staying in Oak Grove.

**MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO ADOPT 23-046 APPROVING A SALARY ADJUSTMENT FOR CITY CLERK. All in favor.**

## **16. MAYOR/COUNCIL REQUESTS/UPDATES**

Council Member Bray Johnson reminded residents to call the Sheriff for animal complaints and noted that the city contracts with the Humane Society and they do not pick up animals at large, the Sheriff's office is responsible for those calls.

Administrator Wickham noted that a bill to expand early voting hours has been introduced in the legislature and is going to be heard on Wednesday, March 15<sup>th</sup>. Anoka County and Association of Minnesota Counties are working on a joint sign-on letter for city and county elections administrators to send to the bill author expressing our concerns.

The council is in favor of signing the letter to voice concern about the expanded early voting hours.

Mayor Rolf inquired about the letter the city signed in support of the City of St. Francis obtaining funding for improvements to State Highway 47. Administrator Wickham replied that he would contact the City of St. Francis to get an update.

***The next Regular Meeting is scheduled for Monday, April 10, 2023, at 7:00 p.m. and there will be a work session at 6:30 p.m.***

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## **14. ADJOURNMENT**

**MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER TRADEWELL TO ADJOURN. Motion carried 4-0. The meeting was adjourned at 8:04 p.m.**

Respectfully Submitted,

Jessica Rieland  
City Clerk