



**CITY OF OAK GROVE COUNCIL MEETING
CITY COUNCIL CHAMBERS
19900 NIGHTINGALE ST. NW
Monday, July 11, 2022**

**Closed Session – Administrator Performance Review 6:30 PM
Regular Council Meeting 7:00 PM**

CLOSED SESSION Pursuant to Minnesota Statute 13D.05, subd.3(a), the City Council will meet in a closed session for the annual performance review of the City Administrator.

AGENDA

CALL TO ORDER; PLEDGE OF ALLEGIANCE

ROLL CALL:

	Present	Absent
Mayor Denno	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rolf	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember West	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Tradewell	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Wylie	<input type="checkbox"/>	<input type="checkbox"/>

1. PUBLIC FORUM

Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes.

2. ANNOUNCEMENTS

3. SETTING OF REGULAR AGENDA

This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Council members present

4. APPROVAL OF WORK SESSION AND COUNCIL MINUTES FOR JUNE 27, 2022

5. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES

6. 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 22-094 IUP renewal for Justin Lubrant
- C. Resolution 22-095 IUP renewal for Shane Swedeen
- D. Resolution 22-096 appointing Election Judges
- E. Resolution 22-097 closing escrow accounts
- F. Resolution 22-098 Summarizing Administrator Performance Review

7. PARKS

8. PLANNING DEPARTMENT

9. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

A. Administrator Updates

10. MAYOR/COUNCIL REQUESTS/UPDATES

The next Regular Meeting is scheduled for Monday, July 25, 2022, at 7:00 p.m.

11. ADJOURNMENT

OAK GROVE COUNCIL
Work Session Meeting Minutes
Monday, June 27, 2022

The Work Session Meeting of the Oak Grove City Council was called to order by Mayor Denno at 6:00 p.m. on Monday, June 27, 2022. Pledge of Allegiance was said, and roll call taken.

Present: Dan Denno, Mayor
Weston Rolf, Council Member
Mike Wylie, Council Member
Paul Tradewell, Council Member
John West, Council Member

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

1. Facility Needs Study Presentation and Discussion with Buetow 2 Architects, Inc.

Randy Engel from Buetow 2 Architects, Inc presented two Sketch Concept Drawings that describe Concepts D3 and E3. He noted that Concepts D3 and E3 each propose four double drive-through Apparatus Bays, future additional Apparatus Bays, and a future rest/study/sleep suite addition. Concept D3 proposes an addition and remodel, and the estimated project cost is \$10,180,000. Concept E3 proposes a new free-standing building, and the estimated project cost is \$9,130,000.

Respectfully Submitted,

Jessica Rieland
City Clerk

OAK GROVE COUNCIL
Regular Meeting Minutes
Monday, June 27, 2022

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Denno at 7:00 p.m. on Monday, June 27, 2022. Pledge of Allegiance was said, and roll call taken.

Present: Dan Denno, Mayor
Weston Rolf, Council Member
Mike Wylie, Council Member
Paul Tradewell, Council Member
John West, Council Member

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

1. PUBLIC FORUM

Brady Carlson 20160 Poppy St NW asked the council to reconsider the decision they made to remove Poppy St NW from the assessment project.

Julie Braastad Anoka County Commissioner introduced herself and noted that she will begin representing precincts 1, 2, and 3 in January. She noted that due to redistricting, the area she covers has changed and now she will represent part of Oak Grove.

2. ANNOUNCEMENTS

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 JUNE 13, 2022

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

1. ACKNOWLEDGE RECEIPT OF COMMISSION AND COMMITTEE MINUTES

- A. Planning Commission minutes for June 16, 2022

Council acknowledged receipt of commission minutes.

F. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES

- A. Recognition of Bill Smith's years of service.

Mayor Denno presented a card to Bill Smith and congratulated him on his retirement. The council thanked him for his many years of service.

G. PUBLIC HEARINGS

- A. 202nd Lane NW and Vintage Drive NW Improvement Hearing

Mayor Denno opened the public hearing.

Steve Winter from MSA presented the paving project for 202nd Lane NW and Vintage Drive NW. He noted that the addition of these streets reduced the cost of the assessment to \$9,023.

Council Member Rolf asked if the cost per household for the south neighborhood will also be reduced. Mr. Winter replied yes, it will be \$9,023 for both areas.

Brent Lindenberg 20181 Vintage Drive NW voiced opposition to paving Vintage Drive NW.

Jeremy Carlson 3360 202nd Lane NW stated that he has a corner lot on 202nd Lane NW and Poppy Street NW and inquired if he would be assessed again if Poppy Street NW is paved in the future. Mayor Denno replied that residents are only assessed for the road that their driveway takes access from.

Administrator Wickham reiterated that the city does not charge multiple assessment for corner lots.

Mayor Denno closed the public hearing.

1. Resolution 22-087 ordering the 202nd Lane NW and Vintage Drive NW Improvement

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WEST TO ADOPT RESOLUTION 22-087 ORDERING THE 202ND LANE NW AND VINTAGE DRIVE NW IMPROVEMENT. All in favor.

Administrator Wickham noted that a motion should be made authorizing the City Administrator to make application to Minnesota Rural Water for their micro loan financing for the 2022 assessment projects.

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 22-093 AUTHORIZING THE CITY ADMINISTRATOR TO MAKE APPLICATION TO MINNESOTA RURAL WATER FOR THEIR MICRO LOAN FINANCING FOR THE 2022 ASSESSMENT PROJECTS. All in favor.

2. Resolution 22-092 approving Change Order #1 for the 2022 Street Improvement Project

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER ROLF TO ADOPT RESOLUTION 22-092 APPROVING CHANGE ORDER #1 FOR THE 2022 STREET IMPROVEMNET PROJECT. All in favor.

H. 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 22-088 approving Variance for Rex and Teresa Greenwald
- C. Resolution 22-089 approving liquor license renewal for ECE, Inc.
- D. Resolution 22-090 changing the status of Adam Johnson
- E. Resolution 22-091 accepting resignation from Bill Smith from the Planning Commission

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER ROLF TO APPROVE THE CONSENT AGENDA AS WRITTEN. All in favor.

I. CONSULTING ENGINEER

J. FIRE DEPARTMENT

Chief Engler stated that year-to-date there have been 278 calls for service which is an increase of 50 calls from this time last year. They include 26 fires, 164 EMS rescues with motor vehicle accidents, 23 hazardous conditions, 7 service calls, 47 good intent calls, 6 false alarms and 5 special type calls.

Council Member Wylie inquired about the false alarm calls.

Chief Engler replied that 2 alarm systems sounded due to malfunction, 1 fire alarm and 3 false calls.

Council Member West asked what a special type of call is.

Chief Engler replied that it is any call that does not fit in a category.

Administrator Wickham mentioned that there was an incident with a car that went off the road and crashed into someone's pole building which resulted in a large oil spill. The city worked with the property owner and the Minnesota Pollution Control Agency (MPCA) to get it cleaned up and we can report that the issue has been resolved.

Mayor Denno asked why the resident had so much oil. Chief Engler replied that the resident changes a lot of oil and had a 150-gallon barrel outside his pole building.

K. PUBLIC WORKS DEPARTMENT

Director Anderson noted that the first phase of the assessment project has been prepped and is ready for pavement. The pickle ball court area has been prepped and is ready for construction next week. Public Works has been busy mowing grass and ditches, and patching and paving roads.

L. PARKS

M. PLANNING DEPARTMENT

N. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

A. Administrator Updates

Administrator Wickham explained that the city is constructing a Pickle Ball court at Oak Grove Preserve Park and once the base coat is installed it must sit for two months before the surface can be installed. The court will be ready to use once the surface is installed.

He noted that early in-person voting began on Friday and is available at City Hall during normal business hours until the primary election in August. He mentioned that the nuisance complaint for 20220 Eidelweiss Street NW was taken to court and the residents pleaded guilty. They will still be required to bring the home into compliance in addition to paying the fine. They have 60 days to complete the repairs. Administrator Wickham mentioned that Staff is preparing the next newsletter and articles are due this week. He noted that at the last meeting the city entered into an agreement with the Animal Humane Society of Coon Rapids to accept animals from the city. It is a one-year agreement, and the city can reassess animal control again next year. Night to Unite has been scheduled for Tuesday, August 2nd and if you are interested in hosting a neighborhood party you will need to contact the sheriff's office. Administrator Wickham noted that the first budget work session will be scheduled for the second meeting in July.

O. MAYOR/COUNCIL REQUESTS/UPDATES

Council Member Rolf asked for an update on the Accessory Dwelling Unit (ADU) ordinance. Administrator Wickham replied that the council requested a work session to discuss the ordinance and he noted that the fire station work session and the budget work session took precedence over the ADUs and that a work session for that will be scheduled at an upcoming meeting.

Mayor Denno encouraged residents to do their research before giving their children the COVID-19 vaccination.

The next Regular Meeting is scheduled for Monday, July 11, 2022, at 7:00 p.m.

CLOSED SESSION

Pursuant to Minnesota Statute 13D.05, subd. 3(c)(3), the City Council will meet in a closed session to discuss the development of an offer to sell the following property: PID: 26-33-24-41-0020. The council went into closed session at 7:49 pm. The public meeting was resumed at 7:54 pm.

1. ADJOURNMENT

MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER ROLF TO ADJOURN. Motion carried 5-0. The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,
Jessica Rieland
City Clerk

City Council date



OAK GROVE, MN

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*Check Summary Register©

7/11/2022

Name	Check Date	Check Amt
10100 Primary Account		
Unposted	ABDO FINANCIAL SOLUTIONS	7/7/2022 \$10,058.00
Unposted	BERGLUND, BAUMGARTNER, KI	7/7/2022 \$3,979.06
Unposted	BOUND TREE MEDICAL LLC	7/7/2022 \$9.79
Unposted	BUETOW 2 ARCHITECTS, INC.	7/7/2022 \$1,800.00
Unposted	CENTRAL WOOD PRODUCTS	7/7/2022 \$598.00
Unposted	CINTAS	7/7/2022 \$117.60
Unposted	CITY OF ST. FRANCIS	7/7/2022 \$34,434.08
Unposted	CONNEXUS ENERGY	7/7/2022 \$2,970.11
Unposted	ELITE SANITATION	7/7/2022 \$553.86
Unposted	GOPHER STATE ONE- CALL	7/7/2022 \$27.00
Unposted	GRANICUS, INC.	7/7/2022 \$858.33
Unposted	HEALTH STRATEGIES	7/7/2022 \$343.00
Unposted	LEAGUE OF MN CITIES INSURA	7/7/2022 \$39,058.00
Unposted	MACQUEEN EMERGENCY	7/7/2022 \$204.33
Unposted	MARTIN-MCCALLISTER CONSUL	7/7/2022 \$600.00
Unposted	MINNESOTA EQUIPMENT	7/7/2022 \$265.60
Unposted	MN FIRE SVC CERTIFICATION B	7/7/2022 \$240.00
Unposted	MSA PROFESSIONAL SERVICES	7/7/2022 \$23,618.88
Unposted	OSI BATTERIES	7/7/2022 \$128.82
Unposted	PACE ANALYTICAL SERVICES IN	7/7/2022 \$245.00
Unposted	PC2 SOLUTIONS	7/7/2022 \$400.00
Unposted	PLAISTED COMPANIES	7/7/2022 \$11,001.16
Unposted	RUM RIVER CONSTRUCTION	7/7/2022 \$38,309.44
Unposted	ZIEGLER INC.	7/7/2022 \$321.69
Total Checks		\$170,141.75



***Check Detail Register©**

7/11/2022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary Account					
0	07/06/22	ABDO FINANCIAL SOLUTIONS, LLC			
E 101-41500-302		Accounting Services	\$3,000.00	459347	SCOPE SVC 22
E 101-41500-302		Accounting Services	\$6,233.00	459540	JULY 2022 SVC
E 101-41500-302		Accounting Services	\$825.00	459841	STATE AUDITOR REPORTS
		Total	\$10,058.00		
0	07/06/22	BERGLUND, BAUMGARTNER, KIMBALL			
E 101-41600-305		Legal Fees - Prosecutions	\$3,979.06	20220706	JUNE 2022 SVC
		Total	\$3,979.06		
0	07/06/22	BOUND TREE MEDICAL			
E 101-42200-210		Operating/Office Supplies	\$9.79	84578119	CURAPLEX OB KIT
		Total	\$9.79		
0	07/06/22	BUETOW 2 ARCHITECTS, INC.			
E 208-49990-430		Miscellaneous	\$1,800.00	20102-2215	FIRE ST #1-NEEDS STUDY INV #3
		Total	\$1,800.00		
0	07/06/22	CENTRAL WOOD PRODUCTS			
E 101-45100-210		Operating/Office Supplies	\$598.00	495072	WOOD CHIPS FOR PLAYGROUNDS
		Total	\$598.00		
0	07/07/22	CINTAS			
G 101-21710		Uniforms	\$9.70	4121769240	UNIFORM
E 101-43100-210		Operating/Office Supplies	\$107.90	4121769240	TOWELS
		Total	\$117.60		
0	07/06/22	CONNEXUS ENERGY USAGE			
E 101-41940-380		Utility Services	\$842.31	20220624	19900 NIGHTINGALE ST NW
E 101-41940-380		Utility Services	\$279.70	20220624	STREET LIGHTS
E 611-49450-380		Utility Services	\$20.07	20220624	21260 OLGB LIFT STATION
E 611-49450-380		Utility Services	\$36.87	20220624	21513 LK GEO DR
E 202-44000-380		Utility Services	\$25.32	20220624	19045 MAIN ST-RECYCLING
E 101-41940-380		Utility Services	\$155.35	20220624	815 VIKING BLVD
E 101-41940-380		Utility Services	\$5.00	20220624	SIRENS 21820 RUM RIVER RD
E 101-41940-380		Utility Services	\$5.00	20220624	SIRENS 20360 WALDEN BLVD
E 101-41940-380		Utility Services	\$5.00	20220624	SIRENS 3610 VIKING BLVD
E 101-41940-380		Utility Services	\$5.00	20220624	SIRENS 21951 NIGHTINGALE
E 601-49660-380		Utility Services	\$43.50	20220624	ST LTS-NIGHTINGALE KNOLL
E 601-49660-380		Utility Services	\$9.34	20220624	ST LTS-RAILSIDE MEADOWS
E 601-49660-380		Utility Services	\$335.83	20220624	ST LTS-THE PONDS
E 601-49660-380		Utility Services	\$31.51	20220624	ST LTS-MILESTONE MEADOWS
E 601-49660-380		Utility Services	\$23.63	20220624	ST LTS-WASNICK HILLS
E 601-49660-380		Utility Services	\$31.51	20220624	ST LTS-MILESTONE PRAIRIE
E 621-49510-380		Utility Services	\$379.13	20220624	21210 OLGB WELL
E 601-49660-380		Utility Services	\$18.67	20220624	ST LTS-MILESTONE CROSSING
E 101-45100-380		Utility Services	\$31.49	20220624	2741 221ST-PUMP IRREG
E 611-49450-380		Utility Services	\$276.45	20220624	21042 OLGB SEWER
E 101-41940-380		Utility Services	\$276.18	20220624	19720 KIOWA - STA #2



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49660-380		Utility Services	\$18.67	20220624	ST LTS-PRSRV AT CEDAR CRK
E 101-45100-380		Utility Services	\$13.76	20220624	HOCKEY-19900 NIGHTINGALE
E 101-45100-380		Utility Services	\$43.06	20220624	NE IRRIG PUMP-19900 NIGHTINGAL
E 101-41940-380		Utility Services	\$57.76	20220624	3150 VIKING SIGNAL
		Total	\$2,970.11		
0	07/06/22	ELITE SANITATION			
E 101-45100-410		Rentals/Leases	\$553.86	28751	5/29-6/25/22 PORTABLES
		Total	\$553.86		
0	07/07/22	GOPHER STATE ONE-CALL			
E 101-43100-300		Professional Svcs	\$27.00	2060642	JUNE 2022
		Total	\$27.00		
0	07/06/22	GRANICUS, INC.			
E 101-41920-309		Computer Services	\$858.33	152860	JULY 2022 SVC
		Total	\$858.33		
0	07/06/22	HEALTH STRATEGIES			
E 101-42200-491		Physicals	\$343.00	122895	PRE EMPLOYMENT PHYSICAL MK
		Total	\$343.00		
0	07/07/22	LEAGUE OF MN CITIES INSURANCE			
E 101-41400-152		Worker s Comp Ins	\$39,058.00	22WC 10032	6/1/22-6/1/23 WORKER'S COMP INS
		Total	\$39,058.00		
0	07/06/22	MACQUEEN EQUIPMENT, INC.			
E 101-42200-403		Repairs/Maint Veh & Equi	\$204.33	P07228	SWITCH
		Total	\$204.33		
0	07/06/22	MARTIN-MCCALLISTER CONSULTING			
E 101-42200-491		Physicals	\$600.00	14709	NEW EMP EVALUATION-FIRE MK
		Total	\$600.00		
0	07/07/22	MN EQUIPMENT			
E 101-45100-210		Operating/Office Supplies	\$265.60	P76646	MOWING BLADES-BIG MOWER
		Total	\$265.60		
0	07/06/22	MN FIRE SVC CERTIFICATION BRD			
E 101-42200-434		Conferences/Training	\$240.00	10352	FF1 & 2 LH
		Total	\$240.00		
0	07/07/22	MSA PROFESSIONAL SERVICES INC			
E 101-43300-303		Engineering Fees	\$690.00	20220627	R10154091 2022 OG GENERAL
E 101-41910-300		Professional Svcs	\$287.00	20220627	R10154091 WCA LGU REPORTING
E 101-41910-303		Engineering Fees	\$220.00	20220627	R10154091 MS4
E 801-42400-430		Miscellaneous	\$475.00	20220627	BURMAN MINOR SUB
E 101-41910-303		Engineering Fees	\$1,320.00	20220627	R10154081 PLANNING SVC-RECLASS
E 801-42400-430		Miscellaneous	\$797.72	20220627	R10154086 PREMIER ESTATES
E 801-42400-430		Miscellaneous	\$475.00	20220627	HANSONS OAK HOLLOW
E 402-43100-303		Engineering Fees	\$3,261.33	20220627	R10154099 207TH AVE SAP223-106-010



OAK GROVE, MN

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***Check Detail Register©**

7/11/2022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 403-43100-303		Engineering Fees	\$7,765.07	20220627	R10154100 2022 PAVING ASSESS PROJ
E 402-43100-303		Engineering Fees	\$2,222.40	20220627	R10154101 217TH AVE SAP 223-113-10
E 403-43100-303		Engineering Fees	\$6,105.36	20220627	R10154103 2022 STREET IMP
		Total	\$23,618.88		
0	07/06/22	OSI BATTERIES			
E 101-42200-210		Operating/Office Supplies	\$128.82	34410	BATTERIES
		Total	\$128.82		
0	07/06/22	PACE ANALYTICAL SERVICES INC			
E 611-49450-407		SW-Monitoring and Mainte	\$245.00	22100379538	5/20/22 SAMPLE
		Total	\$245.00		
0	07/06/22	PC2 SOLUTIONS			
E 101-41920-309		Computer Services	\$400.00	62522009	6/16/22 SVC
		Total	\$400.00		
0	07/06/22	PLAISTED COMPANIES			
E 101-43100-590		Street Improvements	\$5,809.19	52336	CLASS 5 GRAVEL
E 101-43100-590		Street Improvements	\$3,403.92	52561	CLASS 5 GRAVEL
E 101-43100-590		Street Improvements	\$1,788.05	53271	CLASS 5 GRAVEL
		Total	\$11,001.16		
0	07/06/22	RUM RIVER CONSTRUCTION CONSULT			
E 101-42400-310		Building Inspection Servic	\$38,309.44	509	MAY 2022 SVC
		Total	\$38,309.44		
0	07/06/22	ST FRANCIS, CITY OF			
E 612-49460-380		Utility Services	\$12,343.38	20220706	6/1-7/1/22 USAGE
E 622-49520-382		Water residential	\$22,090.70	20220706	6/1-7/1/22 USAGE
		Total	\$34,434.08		
0	07/06/22	ZIEGLER INC.			
E 101-43100-403		Repairs/Maint Veh & Equi	\$378.46	583120	TRACTOR BATTERY
E 101-43100-403		Repairs/Maint Veh & Equi	(\$56.77)	CM70825	15% DISCOUNT ON TRACTOR BATTERY
		Total	\$321.69		
		10100 Primary Account	\$170,141.75		



***Check Detail Register©**
7/11/2022

Check # Check Date Vendor Name Amount Invoice Comment

Fund Summary

10100 Primary Account

101 GENERAL FUND	\$111,310.29
202 RECYCLING	\$25.32
208 PUBLIC BENEFIT	\$1,800.00
402 MSAS CONSTRUCTION FUNDS	\$5,483.73
403 ROAD IMPROVEMENTS/SEALING	\$13,870.43
601 STREET LIGHTS	\$512.66
611 SEWER - LAKE GEORGE	\$578.39
612 SEWER - THE PONDS	\$12,343.38
621 WATER - LAKE GEORGE	\$379.13
622 WATER - THE PONDS	\$22,090.70
801 DEVELOPMENT ESCROWS	\$1,747.72
	<hr/>
	\$170,141.75



CITY OF OAK GROVE REQUEST FOR COUNCIL ACTION

DEPARTMENT: Consent Agenda/Planning

MEETING DATE: July 11, 2022

TITLE OF REQUEST: Interim Use Permit (IUP) Renewal – Justin Lubrant

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Justin Lubrant has applied to renew his IUP to operate a mobile home transport business at 1872 Sims Rd NW. This IUP was originally issued on November 8, 2021 and has operated with no issues or concerns.

The applicant removed the shipping containers to comply with the original conditions so that condition will be removed with the renewal.

Staff has inspected the property and no valid complaints have been received so staff recommends renewing the IUP until July 31, 2027.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:

Consider Resolution 22-094 renewing the IUP for Justin Lubrant allowing a mobile home transport business at 1872 Sims Rd NW until July 31, 2027 (five years).

RESOLUTION 22-094

**CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA**

**A RESOLUTION APPROVING THE RENEWAL APPLICATION OF
JUSTIN LUBRANT FOR AN INTERIM USE PERMIT FOR A HOME OCCUPATION TO
OPERATE REGGIE'S MOBILE HOME TRANSPORT**

WHEREAS, the City of Oak Grove (the City) allows certain uses by Interim Use Permit pursuant to Section 109-195 (c) and 109-136 of the City of Oak Grove Code of Ordinances (the City Code); and

WHEREAS, Justin Lubrant (the Applicant) made application for renewal of an Interim Use Permit for a mobile home transport business at 1872 Sims Rd NW, further identified by Property Identification Number 15-33-24-13-0004 (the Property); and

WHEREAS, the City of Oak Grove Planning Commission conducted a public hearing at its regular meeting on October 21, 2021 to review the request for an Interim Use Permit for a mobile home transport business at 1872 Sims Rd NW, which public hearing resulted in finding the application in conformance with the requirements necessary for granting approval of an Interim Use Permit; and

WHEREAS, the Oak Grove City Council, at its regular meeting of November 8, 2021, considered and heard the Applicants request for an Interim Use Permit for a mobile home transport business, advice from its staff and upon consideration of such testimony, approved Resolution 21-144 for an Interim Use Permit subject to the conditions;

WHEREAS, City Staff has reviewed the application, inspected the site, and supports the Applicant's request for renewal of an Interim Use Permit to operate Reggie's Mobile Home Transport and it meets the standards and criteria for renewal of an Interim Use Permit set out in Section 109-195 (c) (3) of the City Code; and

WHEREAS, the applicant has been permitted to operate in this location since November 8, 2021; and

WHEREAS, Section 109-195 (c) (3) of the Oak Grove City Code allows for renewal of an Interim Use Permit for a home occupation administratively by the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Grove hereby finds the Applicants request for an Interim Use Permit for a mobile home transport business at 1872 Sims Rd NW meets the standards and criteria for approval of an Interim Use Permit set out in Section 109-195 (c) and 109-136 of the City Code, subject to the following conditions:

1. The Interim Use Permit is granted only to Justin Lubrant and expires if he moves from the site, sells the property or if the business ceases to exist for six months. The Permit is granted until July 31, 2027. The City Council may revoke this permit for good cause including but not limited to

non-compliance with conditions of approval and the city may at any time impose additional conditions on applicant to address unforeseen issues. Applicant may apply for renewal of this permit prior to its expiration on July 31, 2027.

2. City Staff may enter onto the property and inspect the site with or without notice.
3. The applicant shall allow the Fire Department to inspect the site and comply with any Fire Department requirements and recommendations.
4. Outside storage is limited to existing outside storage areas as depicted in Exhibit A Site Plan.
5. Applicant must conform to the requirements of the City Code and State Law at all times.

Passed and adopted this 11th day of July 2022.

Dan Denno, Mayor

ATTEST:

Jessica Rieland, City Clerk

(Seal)



CITY OF OAK GROVE REQUEST FOR COUNCIL ACTION

DEPARTMENT: Consent Agenda/Planning	MEETING DATE: July 11, 2022
TITLE OF REQUEST: Interim Use Permit (IUP) Renewal – Shane Swedeen	
BACKGROUND AND SUPPLEMENTAL INFORMATION: Shane Swedeen has applied to renew his IUP to operate a marketing, research and development, and online sales business at 20323 Rum River Blvd NW. This IUP was originally issued in 2021 and has not received any business complaints. Staff has inspected the property and no valid complaints have been received so staff recommends renewing the IUP until July 31, 2027 (5 years).	
SOURCE OF FUNDING: N/A	
REQUESTED COUNCIL ACTION: Consider Resolution 22-095 renewing the IUP for Shane Swedeen allowing a marketing, research and development, and online sales business at 20323 Rum River Blvd NW until July 31, 2027 (five years).	

RESOLUTION 22-095

**CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA**

**A RESOLUTION APPROVING THE RENEWAL APPLICATION OF SHANE
SWEDEEN FOR AN INTERIM USE PERMIT FOR A HOME OCCUPATION TO
OPERATE A MARKETING, RESEARCH AND DEVELOPMENT, AND ONLINE SALES
BUSINESS**

WHEREAS, the City of Oak Grove (the City) allows certain uses in the Agriculture (A) zoning district by Interim Use Permit pursuant to Section 109-92 (d) (12) and 109-195 (c) (1) of the City of Oak Grove Code of Ordinances (the City Code); and

WHEREAS, Shane Swedeen (the Applicant) made application for renewal of an Interim Use Permit for a home-based marketing, research and development, and online sales business at 20323 Rum River Blvd NW, further described by Property Identification Number 19-33-24-13-0002 (the Property); and

WHEREAS, the City of Oak Grove Planning Commission conducted a public hearing at its regular meeting on September 16, 2021 to review the request for an Interim Use Permit for a home-based marketing, research and development, and online sales business, which public hearing resulted in finding the application in conformance with the requirements necessary for granting approval of an Interim Use Permit;

WHEREAS, the Oak Grove City Council, at its regular meeting of December 13, 2021, considered and heard the Applicants request for an Interim Use Permit for a home-based marketing, research and development, and online sales business, advice from its staff and upon consideration of such testimony, approved Resolution 21-173 for an Interim Use Permit subject to the conditions;

WHEREAS, City Staff has reviewed the application, inspected the site, and supports the Applicant's request for renewal of an Interim Use Permit to operate a home-based marketing, research and development, and online sales business and it meets the standards and criteria for renewal of an Interim Use Permit set out in Section 109-195 (c) (3) of the City Code; and

WHEREAS, the applicant has been permitted to operate in this location since December 13, 2021; and

WHEREAS, Section 109-195 (c) (3) of the Oak Grove City Code allows for renewal of an Interim Use Permit for a home occupation administratively by the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Grove hereby finds the Applicant's request for an Interim Use Permit for a home-based marketing, research and development, and online sales business on the Property meets the standards and criteria for approval of an Interim Use Permit set out in Section 109-92 (d) (12) and 109-195 (c) (1) of the City Code, subject to the following conditions:

1. The Interim Use Permit (IUP) is granted only to Shane Swedeen and expires if he moves from the site, sells the property or if the business ceases to exist for six months. The initial permit expires on July 31, 2027. The City Council may revoke this permit for good cause including but not limited to non-compliance with conditions of approval.
2. On November 10, 2021, the applicant provided the City Engineer Material Safety Data Sheets (MSDSs) for certain chemicals that are used to produce general household and vehicular cleaning products for sale to the general public. This IUP is granted for the storage, mixing, and repackaging of these chemicals as well as business operations including sales of general merchandise online, R&D and marketing.
3. Quantities on premise of each chemical is limited to no more than two 55 gallons without further approval.
4. City Staff may enter onto the property and inspect the site with or without notice.
5. The business shall be inspected by the Building Official before operating out of the building.
6. The applicant shall allow the Fire Department to inspect the site and comply with any Fire Department requirements and recommendations.
7. Applicant must always conform to the requirements of the City Code and both State and Federal Law. Comply with OSAH CRF1910.28. Handle all chemicals based upon MSDS requirements.
8. Access to the site is limited to County Road 7 only.
9. Floor drain must be capped at all times that chemicals are not in secondary containment.
10. Secondary containment must be approved by City Engineer and Staff. Secondary containment required for all liquid chemicals that exceed household quantities.
11. Chemical mixing and repackaging are limited to MSDSs submitted to engineer as of the date of this IUP.
12. A spill response plan meeting State and Federal requirements for such plans and a spill kit for proper spill response shall be on the premises at all times during chemical mixing, repackaging, and storage.
13. Provide written documentation confirming proper registration with overseeing County and State Agency.
14. Must report any chemical release as per State reporting requirements.

Passed and adopted this 11th day of July 2022.

Dan Denno, Mayor

ATTEST:

Jessica Rieland, City Clerk

(Seal)



CITY OF OAK GROVE REQUEST FOR COUNCIL ACTION

DEPARTMENT: Administration/Elections	MEETING DATE: July 11, 2022
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TITLE OF REQUEST: Appointment of Election Judges for the Primary and General Election

BACKGROUND AND SUPPLEMENTAL INFORMATION:

State statute MS 204B.21, Sec 2, requires the City Council to officially approve the appointment of election judges. Currently, staff is recommending the approval of election judges for the August 9th Primary and November 8th General Election with the understanding that amendments may be necessary to the appointments to fill vacancies and achieve political party balance.

Election judge compensation is unchanged from 2020.

Head Judge	\$11.25 plus mileage for training and meetings
Assistance Head Judge	\$10.75 plus mileage for training
Election Judge	\$10.25 plus mileage for training

SOURCE OF FUNDING: Elections

REQUESTED COUNCIL ACTION:

Consider adopting Resolution 22-096 appointing election judges for the 2022 Primary and General Election.

RESOLUTION 22-096
CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2022 PRIMARY
AND GENERAL ELECTION**

WHEREAS, The City Council of the City of Oak Grove is required by MS 204B.21, Sec 2, to officially approve the appointment of election judges; and

WHEREAS, the City of Oak Grove City Council hereby adopts the judges listed on Exhibit A, hereto attached, as the official judges for the November General Election, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and achieve political party balance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Grove that the names listed on Exhibit A, hereto attached, are the Official Election Judges for the City of Oak Grove 2020 General Election.

FURTHER RESOLVED, election judges will be paid based on the following schedule:

Head Judge	\$11.25 plus mileage for training and meetings
Assistance Head Judge	\$10.75 plus mileage for training
Election Judge	\$10.25 plus mileage for training

Adopted by the City Council this 11th day of July 2022.

Dan Denno, Mayor

ATTEST:

Jessica Rieland, City Clerk

(SEAL)

RESOLUTION 22-096 - Exhibit A
Election Judges – August 9, 2022, State Primary
and November 8, 2022, General Election

Precinct 1

Hayden	Curt	Head Judge
Woolard	Sandra	Assistant Head Judge
Denno	Lorraine	Election Judge
Hanson	Debra	Election Judge
Keeney	Duane	Election Judge
Reinardy	Michael	Election Judge
Shoulak	Jacob	Election Judge
Working	Destinee	Election Judge

Precinct 2

Eskelson	Marlene	Head Judge
Vilandre	John	Assistant Head Judge
Dove	Judith	Election Judge
Franzen	Mark	Election Judge
Hodel	Gene	Election Judge
Johnson	Pamela	Election Judge
Johnson	Tamara	Election Judge
Klabecek	Richard	Election Judge
Moon	Timothy	Election Judge

Precinct 3

Franzen	Joan	Head Judge
		Assistant Head
Duerr	Erich	Judge
Chabot	Marlene	Election Judge
Denno	Dan	Election Judge
Eckels	William	Election Judge
Hackbarth	Thomas	Election Judge
Hughes	Michele	Election Judge
Jacoby		
Carlson	Jan	Election Judge
Pretts	Kenna	Election Judge
Tuott	Debra	Election Judge

Precinct 4

Woodbury	Louise	Head Judge
Engler	Rob	Assistant Head Judge
Anderson	Talitha	Election Judge
Brisbois	Sally	Election Judge
Christenson	Annette	Election Judge
Olson	Clifford	Election Judge
Shepherd	Kevin	Election Judge
West	Anette	Election Judge

RESOLUTION NO. 22-097

**CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA**

APPROVING THE CLOSE OUT OF CITY ESCROW PROJECTS

WHEREAS, escrow deposits are required in order to secure applicant’s completion of work in relation to an development projects and to provide for reimbursement of the City’s costs to review and inspect their project and

WHEREAS, any remaining funds after a project is complete are refunded back to the applicant; and

WHEREAS, the projects that are complete and the amount if any to be refunded back to applicant(s) are listed below, and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Grove, Minnesota that the following escrows are hereby approved to be closed out.

PROJECT	APPLICANT(S)	ESCROW BALANCE
Mickman Farms	Chris & John Mickman	\$9,017.95

Adopted by the City Council this 11th day of July 2022.

Den Denno, Mayor

ATTEST:

Jessica Rieland, City Clerk

(Seal)

RESOLUTION 22-098
CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

**A RESOLUTION SUMMARIZING THE CONCLUSIONS
OF THE CITY COUNCIL'S PERFORMANCE REVIEW
OF THE CITY ADMINISTRATOR**

WHEREAS, the City of Oak Grove entered into an Employment Agreement with its City Administrator, Loren Wickham, effective August 1, 2016, and subsequent renewals on August 1, 2017 and August 1, 2020; and

WHEREAS, a provision of the Employment Agreement provides for a performance review; and

WHEREAS, the Council did conduct its performance review of the City Administrator on July 12, 2021; and

WHEREAS, pursuant to M.S. 13d.05, 3 the Council shall summarize at its next open meeting, its conclusions regarding the evaluation of the City Administrator; and

WHEREAS, the City Council has conducted its annual performance review of the City Administrator and has determined that he has met and/or exceeded the expectations of the Council with regard to the eight major areas of accountability utilized for his evaluation and listed below:

1. Organizational Management
2. Fiscal Business Management
3. Program Development and Follow-through
4. Relationship with the City Council
5. Long-Range Planning
6. Relationships with Public and Public Relations
7. Interagency Relations
8. Professional/Personal Development

NOW, THEREFORE, BE IT RESOLVED that based upon the Council's performance evaluation, the City Administrator has performed at a satisfactory level for the period August 1, 2021 – July 11, 2022.

BE IT FURTHER RESOLVED, by the City Council of the City of Oak Grove, Minnesota that the annual salary for City Administrator Loren Wickham shall be increased to \$124,000 effective August 1, 2022.

Adopted this 11th day of July 2022 by the City Council of the City of Oak Grove.

Dan Denno, Mayor

ATTEST:

Jessica Rieland, City Clerk