

**OAK GROVE COUNCIL  
Regular Meeting Minutes  
Monday, September 26, 2022**

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Denno at 7:00 p.m. on Monday, September 26, 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  
Chuck Schwartz, City Engineer

### **1. PUBLIC FORUM**

Richard Klabecek 19519 Lake George Blvd NW inquired if the council had received a response from Tom Hunt at Anoka County regarding the Cast Vote Record function on the voting machines.

Administrator Wickham replied that Staff received a response from Tom Hunt, and he explained that after talking with ES&S, he found out that the Cast Vote Record option is always on. However, the images would need to be directly uploaded to the memory sticks from each DS200 from election day, Direct Balloting and Absentee Balloting. Since the cities modem results, Anoka County has never done this in previous years so they can't go back and get that report for old elections. Going forward, the county is working with the Secretary of State's Office, other counties, and their attorney to decide if it is something they will release in the future. There are some concerns over whether you could tie a ballot back to a voter, especially in small precincts with very few voters.

Administrator Wickham noted that the city has a joint powers agreement with Anoka County, and they own the election machines so they would have to be the ones to make the changes.

Guy Farah 970 192<sup>nd</sup> Ave NW mentioned that he attended the council meeting on September 12<sup>th</sup> and heard about the traffic concerns on Zion Pkwy. He noted that he visited the area and spoke with some of the residents. He suggested using a solar powered sign that can be attached to the existing speed limit signs that will flash the speed of cars passing by. He added that he worked the fall recycling day and there was a good turnout from residents.

Ron Herman 809 Sims Rd NW asked if candidates are allowed to put campaign signs on city property. Mayor Denno replied that campaign signs are not allowed on city, county, or park property. Administrator Wickham added that city code says signs are allowed on private property with permission of the landowner.

### **2. ANNOUNCEMENTS**

Clerk Rieland noted that Fall Recycling Day had approximately 175 residents attend. It was slower than the spring recycling day but still had a very good turnout.

Administrator Wickham mentioned that the candidate forum is scheduled for Thursday, October 13<sup>th</sup> at City Hall beginning at 6:00 pm.

Council Member Rolf mentioned that the fire department is having its annual pancake breakfast on Sunday, October 2<sup>nd</sup> from 8:00 am - noon.

Administrator Wickham added that the tree lighting event will be on Friday December 2<sup>nd</sup> from 6:30 – 8:00 at City Hall. The event starts at 6:00 and the lights go on at 6:30.

### **3. SETTING OF REGULAR AGENDA**

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

**4. APPROVAL OF COUNCIL MINUTES: WORK SESSION AND REGULAR MEETING FOR SEPTEMBER 12, 2022**

**MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER ROLF TO APPROVE THE WORK SESSION AND REGULAR MEETING MINUTES. All in favor.**

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

- A. Planning Commission minutes for September 15, 2022
- B. Parks Commission minutes for September 21, 2022

Council acknowledged receipt of commission minutes.

**2. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES**

**3. 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 22-135 approving Final Plat of Smith Grove Second Addition
- C. Resolution 22-136 correcting Natalie Streich step increase

Council Member West requested to remove A.

**MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER ROLF TO APPROVE B AND C. All in favor.**

Council Member West explained that the city had a service call from his company, IPS, on claims and that he would like to abstain from the vote.

**MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER TRADEWELL TO APPROVE A. Motion carried 4-0. Council Member West abstained.**

**4. CONSULTING ENGINEER**

- A. Resolution 22-137 approving JPA with East Bethel

Engineer Schwartz provided an overview of the University Avenue NW/NE project and presented the joint powers agreement with East Bethel.

**MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER WEST TO ADOPT RESOLUTION 22-137 APPROVING JPA WITH EAST BETHEL. All in favor.**

- B. Resolution 22-138 2022 Street Improvements Pay Request #3

Engineer Schwartz provided an update on the 2022 street improvements.

**MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER ROLF TO ADOPT RESOLUTION 22-138 APPROVING 2022 STREET IMPROVEMENTS PAY REQUEST #3. All in favor.**

- C. Resolution 22-139 207<sup>th</sup> Ave NW and 217<sup>th</sup> Ave NW Pay Request #3

Engineer Schwartz provided an update on the 207<sup>th</sup> Ave NW and 217<sup>th</sup> Ave NW improvements. He added that these two roads are state aid projects.

**MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 22-139 APPROVING 207<sup>TH</sup> AVE NW AND 217<sup>TH</sup> AVE NW PAY REQUEST #3. All in favor.**

## D. Engineer Updates

Engineer Schwartz mentioned that the island cul de sac design update is in the process of being added to the public works design manual and will also affect the permit requirements. It will include a site plan checklist and require proof of a stormwater permit.

Engineer Schwartz noted that there will be minor ordinance revisions regarding the storage of salt and how it is moved from place to place. He will bring those to an upcoming meeting.

The council discussed the improvements made to the state aid roads and addressed the complaint they received from a resident.

Council Member Wylie asked for an update on the Poppy Street project in St. Francis.

Engineer Schwartz replied that they struggled getting the small utilities installed and it caused a delay, but the project should be completed this year.

## 5. FINANCE

### A. Resolution 22-140 approving purchase of Yooz AP Software

Administrator Wickham recommended creating a separate levy for capital improvements instead of transfers from the general fund to the capital funds.

Mayor Denno voiced concern about creating a separate capital fund because it could affect the mobility of the city's money. He prefers the flexibility of moving money around to different accounts when needed.

Administrator Wickham replied that he would find out more information and bring back a definitive answer at an upcoming meeting.

Administrator Wickham presented a proposal to purchase software to automate accounts payable/receivable. He noted that this purchase was budgeted for this year.

**MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 22-140 APPROVING PURCHASE OF YOOZ AP SOFTWARE. Motion carried 4-1. Council Member West opposed.**

## 6. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

### A. Administrator Updates

Administrator Wickham mentioned that the city is looking to borrow a PA system for the tree lighting event. He noted that there will be an Accessory Dwelling Unit (ADU) work session before the regular meeting on October 10<sup>th</sup> and the hearing for the 2022 assessment project will be held during the regular meeting.

## 7. MAYOR/COUNCIL REQUESTS/UPDATES

Council Member Rolf asked about The Ponds redevelopment area and noted that he has heard from many residents that are interested in moving forward with a project there.

Administrator Wickham replied that the proposed development that requested to connect 11 units to St. Francis's sewer and water system has been withdrawn. He noted that he would present the city's concept plan for that area at an upcoming meeting.

Council Member Rolf requested that Staff send campaign and sign information to the candidates running for office in Oak Grove.

Administrator Wickham replied that Staff would send more information to the candidates.

Council Member Rolf inquired when the next budget work session is scheduled for.

The council suggested having the department heads reduce their budget by 5%.

Administrator Wickham replied that the council could add the budget discussion to the regular agenda instead of scheduling another work session.

Council Member Tradewell asked if the city could take out a loan to cover the cost of the assessment project in 2021 and replenish the road improvement fund.

Administrator Wickham replied that he is not sure if they can retroactively fund an assessment project that way, but he would find out more information.

***The next Regular Meeting is scheduled for Monday, October 10, 2022, at 7:00 p.m. with a work session at 6:00 p.m.***

## **8. ADJOURNMENT**

**MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER TRADEWELL TO ADJOURN. Motion carried 4-1. Council Member West opposed. The meeting was adjourned at 8:15 p.m.**

Respectfully Submitted,

Jessica Rieland  
City Clerk