

**OAK GROVE COUNCIL
Regular Meeting Minutes
Monday, October 31, 2022**

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Denno at 7:00 p.m. on Monday, October 31, 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

Via Zoom: Chuck Schwartz, City Engineer

1. PUBLIC FORUM

Richard Klabecek 19519 Lake George Blvd NW asked if the council will be passing a resolution directing Anoka County to turn on the cast vote record tabulator on the DS200 voting machines.

Administrator Wickham replied that there is a resolution prepared for the council to pass and a copy of it is in the public packet at the back of the council chambers.

Guy Farah 970 192nd Ave NW provided an update on the solar speed signs. He mentioned that the city of Coon Rapids purchased two of them recently and they cost \$3,000 a sign.

2. ANNOUNCEMENTS

Council Member West announced that the tree lighting event will be on December 2nd beginning at 6:00 and the lights will go on at 6:30.

Administrator Wickham mentioned that they are still looking for a PA system for the event. Council Member West added that they are also looking for one more food truck.

3. SETTING OF REGULAR AGENDA

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

4. APPROVAL OF WORK SESSION AND REGULAR COUNCIL MINUTES FOR OCTOBER 10, 2022

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

5. ACKNOWLEDGE RECEIPT OF COMMISSION AND COMMITTEE MINUTES

A. Parks Commission minutes for October 21, 2022

Council acknowledged receipt of commission minutes.

6. PUBLIC HEARINGS

A. Delinquent Utilities
1. Resolution 22-148 certifying delinquent utilities

Mayor Denno opened the public hearing.

Administrator Wickham provided a summary of the delinquent utilities. He noted that the total amount to be certified for The Ponds and Lake George systems is \$14,945.90 and the amount for streetlights is \$3,006.55. Residents may make payments on or before November 15th to avoid having the charges assessed to their property.

No comments were made, and the public hearing was closed.

City Council date

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WEST TO ADOPT RESOLUTION 22-148 CERTIFYING DELINQUENT UTILITIES. All in favor.

- B. Mayor and Council Salaries
 - 1. Adopt Ordinance 22-09 Increasing Mayor & Council Salaries

Mayor Denno opened the public hearing.

Administrator Wickham noted that the council had discussed increasing their pay at a budget work session earlier this year and proposed increasing Mayor and Council pay by \$25 a month. This increase would bring the annual salary of the mayor to \$6,920.00 and each councilmember to \$5,540.00.

Council Member Rolf voiced support for the pay increase.

Council Member Tradewell asked what the guidelines are for increasing the pay for planning commissioners.

Administrator Wickham explained that the council can increase the commissioners' pay at any time because they are not elected officials, they are appointed by the council.

Council Member Wylie voiced opposition to the pay increase.

No further comments were made, and the public hearing was closed.

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WEST TO ADOPT ORDINANCE 22-09 INCREASING MAYOR & COUNCIL PAY. Motion carried 4-1. Council Member Wylie opposed.

7. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES

- A. Fire Truck Replacement – Presentation by Fire Truck Committee

Chief Engler introduced the fire truck committee.

Firefighter Curt Hallerman presented the proposal for a new fire truck and noted that the committee is recommending the proposal from Custom Fire in the amount of \$921,042.51.

Council Member West inquired how much the city received in federal funds.

Administrator Wickham replied that the balance of the federal funds received is approximately \$958,000. Administrator Wickham mentioned that the council could use a combination of federal funds and CIP funds to pay for the truck. He noted that the fire asset acquisition fund currently has a balance of \$770,000.

Chief Engler confirmed that if the truck is paid for with cash, they will discount the price by \$36,000.

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WEST TO ADOPT RESOLUTION 22-164 AUTHORIZING PURCHASE OF NEW FIRE TRUCK FROM CUSTOM FIRE IN THE AMOUNT NOT EXCEED \$900,000. 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 22-149 Development Agreement Sims Trail Crossing
- C. Resolution 22-150 approving Final Plat of Sims Trail Crossing
- D. Resolution 22-152 accepting 2023 Agreement for Residential Recycling Program
- E. Resolution 22-153 accepting donation from St. Francis American Legion
- F. Resolution 22-154 merit increase for City Clerk
- G. Resolution 22-155 merit increase for Public Works Director
- H. Resolution 22-156 merit increase for Administrative Assistant
- I. Resolution 22-166 hiring Eugene Lund as a temporary on-call public works employee

City Council date

- J. Resolution 22-167 hiring Erick Boder as a temporary on-call public works employee
- K. Resolution 22-168 hiring Tim Smith as a temporary on-call public works employee – Heavy Equipment Operator

Council Member Tradewell requested to remove E.
Council Member Rolf requested to remove A.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO APPROVE B, C, D, F, G, H, I, J, AND K. All in favor.

Council Member Rolf inquired about the charge from Allina Health.
Administrator Wickham replied that it is for training.

MOTION MADE BY COUNCIL MEMBER ROLF, SECOND BY COUNCIL MEMBER WYLIE TO APPROVE A. All in favor.

Council Member Tradewell thanked the St. Francis American Legion for their donation to the fire department.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER ROLF TO APPROVE E. All in favor.

9. CONSULTING ENGINEER

- A. Resolution 22-151 approving Public Works Design Manual Update

Engineer Schwartz provided a summary of the items that need to be updated to the public works design manual.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER TRADEWELL TO ADOPT RESOLUTION 22-151 APPROVING PUBLIC WORKS DESIGN MANUAL UPDATE. All in favor.

- B. Resolution 22-157 2022 MNDOT Master Contract

Engineer Schwartz explained the MNDOT Master Contract.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 22-157 2022 MNDOT Master Contract. All in favor.

- C. Resolution 22-158 Partial Pay Request #4

Engineer Schwartz presented partial pay request #4 from North Valley in the amount of \$54,733.69.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT 22-158 PARTIAL PAY REQUEST #4. All in favor.

- D. 2023 Road Improvements

Administrator Wickham noted that the 2023 road improvement memo summarizes what the annual costs would be for various road improvement cycles.

20 Years: \$755,000
22 Yeas: \$686,000
25 Years: \$604,000
30 Years: \$503,000

- E. Engineer Updates

Engineer Schwartz mentioned that he attended a kick-off meeting with the Anoka County Highway Department. They will be reconstructing County Road 7 (Rum River Blvd NW) to State Highway 47 in
City Council date

Nowthen. At the same time, they will be reconstructing the bridge on Viking Blvd NW and installing a roundabout at the intersection of Viking Blvd NW and Rum River Blvd NW. He added that there will be an Open House in December to learn more about the projects.

10. FIRE DEPARTMENT

- A. Resolution 22-159 authorizing purchase of Tablets
- B. Resolution 22-160 authorizing pump repairs for Engine 21
- C. Resolution 22-161 authorizing purchase of High Visibility Jackets
- D. Resolution 22-162 authorizing purchase of Gas Meters
- E. Resolution 22-163 accepting resignation of Jared Nichols
- F. Resolution 22-164 authorizing purchase of new truck and declaring the old truck as surplus equipment
- G. Resolution 22-169 changing status of Stephen Bohmert
- H. Resolution 22-170 changing status of Shan Ramnath
- I. Resolution 22-171 changing status of Bryce Gilbertson

Council Member West asked if these items were within budget.

Chief Engler replied yes, everything was within budget for this year except the pump repairs. That will cause an overage in the repair and maintenance budget by \$8,860.

Council Member West thanked Jared Nichols for his service.

Chief Engler thanked Council Member West for the donation from the St. Francis American Legion.

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER ROLF TO ADOPT RESOLUTION 22-159, 22-160, 22-161, 22-162, 22-163, 22-164, 22-169, 22-170 and 22-171. All in favor.

11. PUBLIC WORKS DEPARTMENT

12. PARKS

Mayor Denno asked if changing the park dedication fee would require a public hearing.

Administrator Wickham replied yes, the park dedication fee is listed on the fee schedule and that needs to be changed by ordinance which requires a public hearing.

Mayor Denno expressed interest in changing the park dedication fee to a park maintenance fee so that the funds collected from developers could be used for park/trail maintenance. Currently, they can only be used for new parks and trails.

Administrator Wickham replied that he spoke with the city attorney about this, and he did not believe the city has the authority to do that. He noted that he would have Attorney Vose attend an upcoming meeting to discuss the topic further with the council.

13. PLANNING DEPARTMENT

Administrator Wickham provided a summary of the last planning meeting and noted that the minutes and applications will be on the next council agenda.

14. FINANCE

- A. Budget Discussion

Council Member Rolf suggested using the asset acquisition fund balance of \$543,000 for transfers into the CIP for the fire department, public works, and road maintenance. He would like to move the following amounts: \$350,000 into Fire with \$250,000 of that going towards air tanks, \$100,000 into road maintenance and \$93,000 into Public Works. He noted that these transfers would allow the council to reduce the levy by \$200,000.

Council Member West and Mayor Denno voiced support for transferring the money from the asset acquisition fund to reduce the levy by \$200,000.

Council Member Tradewell voiced concern about transferring the fund balance because he believes that the city should be saving money for future purchases. However, he agreed that this would be a good compromise since the city is facing such a large levy increase this year.

Council Member Wylie voiced opposition to reducing the levy and using the asset acquisition fund instead. He believes that the council should be saving for future expenses instead of spending every penny the city has.

Council Member Rolf also suggested changing the merit pay system to a step system.

Council Member Tradewell requested to have updated budget spreadsheets to review at the next meeting.

15. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

A. Resolution 22-165 requesting Anoka County make the Cast Vote Record public

Clerk Rieland provided an update on early voting. She stated that approximately 350 residents have voted so far, and that direct balloting begins tomorrow on November 1st.

Richard Klabecek requested adding a sentence to Resolution 22-165 that states that the cast vote record be made available in a readable, downloadable format.

MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER TRADEWELL TO ADOPT RESOLUTION 22-165 REQUESTING ANOKA COUNTY MAKE THE CAST VOTE RECORD PUBLIC IN A READABLE AND DOWNLOADABLE FORMAT. All in favor.

B. Administrator Updates

Administrator Wickham mentioned that the graphic designer for the city's newsletter is no longer working for the school district and her replacement has not been announced yet.

16. MAYOR/COUNCIL REQUESTS/UPDATES

Council Member Rolf requested that the parks commission consider installing a basketball hoop at the park on Goldenrod St NW.

Council Member Wylie mentioned that he heard from a resident that would like the city to install a stop sign on Poppy St NW.

The next Regular Meeting is scheduled for Monday, November 14, 2022, at 7:00 p.m.

17. ADJOURNMENT

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER ROLF TO ADJOURN. Motion carried 4-1. Council Member West opposed. The meeting was adjourned at 9:21 p.m.

Respectfully Submitted,

Jessica Rieland
City Clerk