



Council acknowledged receipt of commission minutes.

## **6. SHERIFF'S REPORT FOR OCTOBER 2022**

Commander Knotz reported that in October there were 238 calls for service, including 3 thefts, 2 assaults, 4 felony arrests, 1 gross misdemeanor arrest, 6 misdemeanor arrests, 3 domestic assault arrests, 1 warrant arrest, and 24 traffic arrests.

Council Member Rolf asked about adding a couple of categories to the monthly report beginning in January.

Commander Knotz replied that he is working with his team to create a uniform report for all cities and noted that Oak Grove would like to add the overall traffic stops and crash data to the report.

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

- A. Lake George Improvement District – Juanita Reed-Boniface

Juanita Reed-Boniface presented the annual report for the Lake George Improvement District.

The council suggested adding some of the information from her presentation to the newsletter and city's website.

## **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. Ordinance 22-10 approving Rezone for JP Farms
- C. Resolution 22-173 approving Variance for JP Farms
- D. Resolution 22-174 approving Preliminary Plat of JP Farms
- E. Resolution 22-176 hiring a temporary on-call public works employee
- F. Resolution 22-177 approving Market Rate Adjustment for Administrative Assistant
- G. Resolution 22-178 approving Merit Pay Increase for Steet Maintenance Worker
- H. Resolution 22-179 accepting donation for Annual Christmas Tree Lighting event
- I. Resolution 22-180 approving Market Rate Adjustment for Public Works Director
- J. Resolution 22-181 closing out development project escrows

Council Member Tradewell requested to remove C.

Council Member Rolf requested to remove H.

Mayor Denno requested to remove I.

**MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER WYLIE TO APPROVE A, B, D, E, F, G, J. All in favor.**

Council Member Tradewell provided background information about the variance application and voiced support for its approval.

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

Council Member Rolf thanked Council Member West and the St. Francis American Legion for the donation the tree lighting event.

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

Mayor Denno inquired about the market rate increase for the Public Works Director.

Administrator Wickham replied that he worked with Abdo to determine the market rate adjustment and he recommends increasing Director Anderson's pay to \$98,000/annually which is below the median and mean for that position based off the data they have for comparable cities.

City Council date

Council Member West asked what percent the increase is.  
Administrator Wickham replied that it is a 3-4% increase.

Council Member Rolf suggested that the city move back to a step increase system.

Council Member Wylie asked how much it would cost to have a pay analysis done to switch back to a step system.  
Administrator Wickham replied that it would cost \$10,000-\$15,000.

**MOTION MADE BY MAYOR DENNO, SECOND BY COUNCIL MEMBER WEST TO APPROVE I.  
All in favor.**

## **9. FIRE DEPARTMENT**

A. Resolution 22-182 Cost Sharing for Fire Hydrant on Tamarack St. NW

Chief Engler mentioned that Visu Sewer, a new building off Tamarack St NW in the industrial park, will be installing a 10" well that produces over 400 gallons a minute to supply their sprinkler system. He noted that they are willing to share the cost and grant the city access to the hydrant when the fire department needs water on that side of town. The owner received three bids and the winning bid was \$13,750 from E.H. Renner and Sons. Chief Engler stated that half the cost would be \$6,875.

**MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE  
TO ADOPT 22-182 COST SHARING FOR FIRE HYDRANT ON TAMARACK ST NW. All in favor.**

Council Member Rolf suggested the city consider starting the Heart Safe Program.

Chief Engler noted that the pump was repaired on Engine 21.

B. Fire Chief Update

Chief Engler presented the year-over-year call data.

## **10. PUBLIC WORKS DEPARTMENT**

## **11. PARKS**

Administrator Wickham mentioned that the parks commission will be meeting this Wednesday to prepare for the tree lighting event.

## **12. PLANNING DEPARTMENT**

Administrator Wickham mentioned that the planning commission will be meeting this Thursday to revisit the IUP revocation and discuss the TCH ordinance.

## **13. FINANCE**

A. Budget Discussion

Administrator Wickham provided an updated budget memo and CIP. He noted that Jean McGann from Abdo joined the meeting remotely to answer any questions the council may have.

Council Member Tradewell inquired about the road maintenance transfer in 2023 and going forward. He voiced concern about the amount of money that the city has historically transferred into that fund. He noted that he supports the proposed levy but next year he would like to increase the transfer to keep up with the proposed road maintenance schedule.

Council Member Wylie voiced concern about the city spending all the money in the asset acquisition fund instead of saving for future needs. He noted that he is not comfortable voting on the levy until he sees how the reduced levy amount will affect the next year's budget and levy.

City Council date

Council Member Rolf inquired if there is room in the proposed 2023 budget and levy for the pay analysis so that the city can switch back to the step system for pay increases.

Council Member Tradewell asked if the goal is to come in under or over budget at the end of the year.

Administrator Wickham replied that the reason the city had a budget surplus last year was because of the increase in revenue from building permits. He noted that year-to-date the building permits are half of what they were last year.

Council Member Tradewell rephrased his question and asked if the city will have excess funds at the end of this year that would cover the cost of the pay analysis.

Jean McGann replied that the 3<sup>rd</sup> Quarter Report will be available at the next meeting and that will give the council a better idea of what next year's budget will look like.

Administrator Wickham noted that he would bring back more information about the cost of the pay analysis at an upcoming.

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

##### **A. Administrator Updates**

Administrator Wickham thanked the election judges and Staff for all their hard work during the 2022 elections. He also thanked Marlene Eskelsen and Mark Franzen for working direct balloting the week before election day.

Administrator Wickham mentioned that he has received four applications for the open seat on the planning commission. He suggested waiting to interview the applicants until January so that the new city council can make the decision.

Council Member Tradewell mentioned that there are two existing terms that will expire this year and will need to be reappointed in January as well.

The council discussed the process of appointing residents on the planning commission.

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

Council Member Tradewell congratulated John West, Angie Bray-Johnson, and Weston Rolf for being elected.

Matt Enerson 21615 Killdeer St NW spoke about the Heart Safe Program.

***The next Regular Meeting is scheduled for Monday, November 28, 2022, at 7:00 p.m.***

#### **16. ADJOURNMENT**

**MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER ROLF TO ADJOURN. Motion carried 5-0. The meeting was adjourned at 9:20 p.m.**

Respectfully Submitted,

Jessica Rieland  
City Clerk