



AGENDA

City Council Workshop

Workshop

October 10, 2023

HADLEY CONFERENCE ROOM

5:00 PM

- 5:00 PM Environmental Management Commission Interview Candidate: Tim Doolittle**
- 5:10 PM Discussion RE: EMC Applicant**
- 5:15 PM Multiuse Trail Bridge Adjacent to 40th Street Bridge over I-694**
- 5:30 PM Water Tower 3 Reconditioning Project - Logo Discussion**
- 5:45 PM Management Discussion – Communications Manager**
- 6:05 PM Prescription Drug Collection Box**
- 6:25 PM Administrator Update**
- 6:35 PM Council Topics**
- 6:55 PM Recess for Regular Meeting**



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Hannah Dunn, Community Development Specialist
Date:	October 10, 2023
Subject:	Environmental Management Commission Interview Candidate: Tim Doolittle

BACKGROUND

At the October 10, 2023 work session, the City Council will interview Tim Doolittle for consideration to serve on the Environmental Management Commission. At this time, the Environmental Management Commission has three vacancies. Community Development staff has interviewed the applicant ahead of the Council work session.

Application and staff interview materials will be provided to the City Council under separate cover.



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Jesse Farrell, City Engineer
Date:	October 10, 2023
Subject:	Multiuse Trail Bridge Adjacent to 40 th Street Bridge over I-694

BACKGROUND

The 2024 City Budget includes an item within Engineering Professional Services that includes \$15,000 for planning and scoping efforts for the 40th Street Bridge. The existing 40th Street bridge is owned by MnDOT and has no pedestrian accommodations, which results in pedestrians having to walk within the vehicular travel lanes to cross the bridge

There have been past efforts regarding a separate City-owned pedestrian bridge. It would be worthwhile to explore alternative solutions, such as potentially working with MnDOT to replace the current bridge and include proper facilities for pedestrians and non-motorized traffic. A new bridge would be a major improvement as it crosses over I-694 which is a significant physical barrier that bisects the community. An improved crossing would improve access to community amenities such as the Oakdale Nature Preserve and Discovery Center for people living on both sides of the freeway. A project of this magnitude will benefit from assistance with high-level planning and scoping efforts to help evaluate various alternatives, timelines, funding solutions, and both initial and long-term expenses.

COUNCIL DIRECTION REQUESTED

Staff is requesting that Council provide direction and ultimately intent on moving forward with bridge planning and scoping efforts and to what extent.



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Jesse Farrell, City Engineer
Date:	October 10, 2023
Subject:	Water Tower 3 Reconditioning Project - Logo Discussion

BACKGROUND

Water Tower 3 located at 2347 Hallmark Avenue North is scheduled to be reconditioned in the spring of 2024. This water tower is the most visible in Oakdale and this once-in-a-generation recondition allows an opportunity for changes/updates/enhancements.

Discussion will be held with the City Engineer, Jesse Farrell, and City Administrator Volkens to discuss next steps in the redesign of the logo on Water Tower 3.

COUNCIL DIRECTION REQUESTED

Staff is requesting that Council provide direction for the process for logo design/decision on Water Tower 3.



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Lori Pulkrabek, Communications Manager
Date:	October 10, 2023
Subject:	Management Discussion – Communications Manager

BACKGROUND

Discussion will be held with Communications Manager Lori Pulkrabek to discuss items of interest along with projects within the Communications Division, with an opportunity for Council to ask questions.

Below are some items for discussion as time allows:

- **Completed Projects Since Last Workshop Discussion on Aug. 23, 2022**
 - Redesign of Oakdale Update newsletter to more concise and visually appealing layout for the Fall/Winter edition - Sept. 2022
 - Redesign of website launched - Sept. 2022
 - State of the City presentation and video - Oct. 2022
 - Body Worn Cameras video - Oct. 2022
 - Redesign of Oakdale Insider internal digital newsletter - Nov. 2022
 - L.O.S.T. informational campaign with voter approval on both ballot questions - Nov. 2022
 - New website URL transition from ci.oakdale.mn.us to oakdalemn.gov - Dec. 2022
 - Redesign of business cards for consistency with new look and website URL - Jan. 2023

- **New Activities and Projects**
 - Seasonal Photo Contest launched Nov. 2022 for fall submissions
 - The contest has run through all four seasons; submissions for this fall - Nov. 2023
 - Monday Morning Minute weekly video update launched - Jan. 2023
 - OpenGov Online Forms – Communications took over this initiative Jan. 2023
 - Online Building Permits launched Feb. 2023
 - Online Planning and Zoning Applications launched May 2023
 - Online Business Licensing launched Aug. 2023
 - Additional Forms and Approvals anticipated by end of 2023
 - Update and work with departments on maintaining - Ongoing
 - Paid advertising on Facebook began April 2023
 - State of the City video released Sept. 2023
 - Produced by Suburban Community Channels (SCC)
 - Communications began posting for Recreation via social media - Sept. 2023
 - Developing new templates for Recreation - Sept. 2023
 - Redesign of letterhead for consistency with new look - Oct. 2023
 - Researched video conferencing systems, received quotes and submitted a recommendation; installation anticipated by Nov. 1
 - Community Survey anticipated to go out to residents first quarter of 2024



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Nicholas Newton, Police Chief Christina Volkers, City Administrator
Date:	October 10, 2023
Subject:	Prescription Drug Collection Box

BACKGROUND

In May, 2023, a member of the City Council inquired about the possibility of Oakdale taking part in the prescription drug collection box program through the Washington County Public Health Department. The Washington County Public Health Department in cooperation with the Drug Task Force offer a program for collection of prescription drugs. This program creates an opportunity for residents to dispose of unused medicines that pose risk of accidental poisoning, theft, and drug abuse, and mitigate release of harmful items to the environment.

Currently, citizens who come to the Police Department with prescription drugs are directed by staff to drop their prescription medicine in the Hy-Vee disposal box or at the nearest Washington County site. Prescription collection boxes are located throughout Washington County in the cities of Cottage Grove, Forest Lake, Hugo, Mahtomedi, Stillwater, and Woodbury. The collection boxes are housed in Washington County-owned buildings. Two of the Washington County prescription drop box locations are in close proximity to Oakdale:

- 1) Washington County Service Center, 2150 Radio Drive, Woodbury (5.3 miles from Oakdale City Hall).
- 2) Wildwood Library, 763 Stillwater Road, Mahtomedi (3.4 miles North of Oakdale).

At the request of the City Council, the Police Department had conversations with the Public Health Department and the Sheriff's Office about the potential for housing a prescription collection box in Oakdale. Below are points of interest and consideration from the research/discussions:

- The container needs to be located in a secure area.
- Washington County could potentially pay for the containers and disposal fees, if authorized by the County Board (estimated costs of \$3,000).
- When the drop box containers are full, the contents need to be put in a 30-gallon drum and placed in a secure property room until disposed. The Police Department does not have adequate space in the property room for storing 30-gallon drums.
- As a point of reference, the Woodbury collection site fills three 30-gallon drums a week.
- A licensed Police Officer is required to transport the drum for disposal in a City vehicle. The licensed Police Officer would either bring the drum to the Sheriff's Office property room on a weekly basis, or hold the property for one month and transport the drums to the Barron County incinerator (68 miles from Oakdale). The disposal fee at the incinerator is \$250.00 per ton.
- Transportation of the 30-gallon drums should be in a van, truck with a topper, or securely covered trailer. The Police Department would need to find a solution for transportation.
- A licensed Police Officer is required to witness the burn of drums before they can leave the disposal site. The City of Oakdale would be responsible for the officer's time and costs associated with the transport,
- A license from the Minnesota Pollution Control Agency is required, along with annual reporting.

Based on the above factors, the Police Department recommends not proceeding with taking on this additional workload, cost, and responsibility as we would need to identify licensed officers that would be responsible for the maintenance, security, and transport of the drug storage containers since Washington County Sheriff's Office will not offer the service to a City. Per the recent staffing study completed, Oakdale is already severely understaffed in licensed officers. Considering controlled substances are among the medicines disposed of in the prescription boxes, the Police Department would need to ensure strict standards with accountability measures and legitimate chain of custody procedures. This would require identifying two licensed staff members to share this responsibility while reporting to a supervisor. With police schedules and limited resources, this project will include unfunded overtime costs.

While this project offers convenience for residents, it will be challenging to coordinate the ongoing maintenance and find a transportation solution for the 30-gallon drums. Washington County is fully licensed to handle this and offers many drop off sites accordingly. If the City Council recommends moving forward on this project, the Police Department will make the necessary adjustments and seek an increased budget for 2024. Another option for consideration, per the Washington County Public Health Department, is that the City of Oakdale could ask the Washington County Board to place a prescription drug collection box at the Oakdale County Library and thus keeping with County responsibility.

COUNCIL DIRECTION REQUESTED

The Police Department is requesting direction, input, feedback, and intent on the suggested prescription drug collection box program.