

**REGULAR MEETING MINUTES
OAKDALE CITY COUNCIL
July 25, 2023**

CALL TO ORDER

A regular meeting of the City Council of the City of Oakdale was held on July 25, 2023, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Mayor Kevin Zabel at 7:02 PM.

CALL OF ROLL

On a call of roll, the following were present:

Mayor Kevin Zabel

Council Members: Noah Her
Jake Ingebrigtsen
Andy Morcomb
Susan Willenbring

Staff Present: Christina Volkens, City Administrator
Sara Ludwig, City Clerk
Jim Thomson, City Attorney
Jesse Farrell, City Engineer
Andrew Gitzlaff, Community Development Director
Melanie Lee, Human Resources Director
Luke McClanahan, City Planner
Nick Newton, Police Chief
Lori Pulkrabek, Communications Manager
Jim Romanik, Public Works Manager
Julie Williams, Recreation Superintendent
Kevin Wold, Fire Chief
Jason Zimmerman, Finance Director
Kevin Zittel, Facilities Manager

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER, TO APPROVE THE AGENDA AS PRESENTED FOR THE MEETING OF JULY 25, 2023.

5 AYES

**APPROVAL OF MINUTES: Workshop, July 11, 2023
Regular Meeting, July 11, 2023**

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO APPROVE THE WORKSHOP MEETING MINUTES OF JULY 11, 2023.

5 AYES

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO APPROVE THE REGULAR MEETING MINUTES OF JULY 11, 2023.

5 AYES

PUBLIC HEARING

None

OPEN FORUM

Mayor Zabel invited comments from the audience. No comments were heard.

CONSENSUS MOTIONS

Council Member Her pulled consensus item c) for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO APPROVE CONSENSUS MOTIONS a-b, AS PRESENTED.

- a) Request that the City Council waive reading and adopt Resolution 2023-73, electing to not waive the statutory tort limits relating to the liability coverage provided by the League of Minnesota Cities Insurance Trust.

- b) Request that the City Council waive reading and adopt Resolution 2023-74, authorizing publication of Ordinance No. 902, by title and summary.

5 AYES

Consensus c) Request that the City Council authorize the Mayor and City Administrator to enter into the School Resource Officer Agreement with ISD 622 for a two-year term of 2023-2025.

Council Member Her thanked Police Chief Nick Newton for his commitment to the safety of the students at Tartan High School by working in partnership with Independent School District 622's administrative team to develop a contract that both sides can accept which will address the rising challenges that schools are facing.

A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO THE SCHOOL RESOURCE OFFICER AGREEMENT WITH ISD 622 FOR A TWO-YEAR TERM OF 2023-2025.

5 AYES

ADVISORY BOARDS AND COMMISSIONS

Economic Development Commission (no meeting, Council Liaison Her)

Environmental Management Commission (met on 7/17/23, Council Liaison Zabel)

Mayor Zabel reported that the Environmental Management Commission reviewed the Bicycle and Pedestrian Plan and also heard the results from the electrical vehicle study for the first time.

Planning Commission (met on 7/6/23, Council Liaison Ingebrigtson)

Council Member Ingebrigtson reported that two items were discussed, and both are on the City Council agenda this evening. The first was a Valvoline site plan at 7039 10th St N. The second was a conditional use permit for a home occupation for popcorn production in a commercial kitchen at 2867 Hamlet Ave N.

Parks and Recreation Commission (met on 7/18/23, Council Liaison Morcomb)

Council Member Morcomb reported that the Parks and Recreation Commission (PRC) discussed the Capital Improvement Plan as it relates to the parks across the City, and provided feedback. He said anyone interested in learning more can do so by visiting the City's website. Also, the PRC will be doing park tours to look at the state of the equipment and asking residents in the neighborhood for feedback on park improvements and current park amenities.

Tree Board (no meeting, Council Liaison Willenbring)

AWARD OF BID

None

STAFF REPORTS

COMMUNITY DEVELOPMENT

a) Valvoline Site Plan at 7039 10th Street North

City Planner Luke McClanahan addressed the Council by stating Valvoline, LLC, the developer and applicant, is proposing an oil change business at 7039 10th St N. The property is located within Bergen Plaza, south of 10th St N. It is currently a 1.2-acre parcel that contains a vacant commercial building. If approved, the Site Plan request would allow the applicant to remove the existing structure and construct a 2,080 square foot building for their oil change business. Mr. McClanahan said the Site Plan requirements for the request have been met with the exception of lighting in which the applicant will have to provide a minor update. He concluded by summarizing the conditions set forth in the attached resolution.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO WAIVE READING AND ADOPT RESOLUTION 2023-70, APPROVING THE SITE PLAN FOR VALVOLINE, LLC AT 7039 10TH STREET NORTH, WITH CONDITIONS INCLUDED IN THE ATTACHED RESOLUTION.

5 AYES

b) Wagner – Home Occupation CUP (Popcorn Production in a Commercial Kitchen)

City Planner Luke McClanahan addressed the Council by stating the conditional use permit (CUP) is for a home occupation for popcorn production in a commercial kitchen at 2867 Hamlet Ave N. The applicant is planning to expand their existing popcorn business by converting one of two existing garages. No customer sales will occur on-site, as the applicant intends to generate revenue exclusively through online and off-site sales at special events. Mr. McClanahan said the Planning Commission recommended approval. He concluded by summarizing the conditions set forth in the attached resolution and recommended the approval of the CUP.

Council Member Morcomb invited the applicant to introduce themselves and let residents know how they can order.

The applicant, Tracy Wagner, explained that the company's information can be found on their website (www.paradisepopcornco.com) or on Facebook and Instagram by the same name.

A MOTION WAS MADE BY COUNCIL MEMBER MORCOMB, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO WAIVE READING AND ADOPT RESOLUTION 2023-75, APPROVING THE CONDITIONAL USE PERMIT – HOME OCCUPATION FOR POPCORN PRODUCTION IN A COMMERCIAL KITCHEN ON THE PROPERTY ADDRESSED 2867 HAMLET AVENUE NORTH, WITH CONDITIONS INCLUDED IN THE ATTACHED RESOLUTION.

5 AYES

ENGINEERING

a) Initiate City Project U2024-01: Water Tower 3 Reconditioning, and Request Proposals for Design and Construction Inspection Services

City Engineer Jesse Farrell explained that Water Tower 3, located at 2347 Hallmark Ave N, is in need of reconditioning as it was last painted in 2003, and has reached the end of its useful life. The Water Tower 3 Project was previously included in the 2023-2027 CIP, estimated at \$2,500,000, but has increased to \$2,600,000 in the preliminary 2024-2028 CIP based on current market conditions.

Council Member Her asked about the communication plan to inform the neighbors about this project and the noise that is associated. Mr. Farrell said staff has discussed a robust communication effort.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO WAIVE READING AND ADOPT RESOLUTION 2023-76, INITIATING CITY PROJECT U2024-01 (WATER TOWER 3 RECONDITIONING) AND AUTHORIZING THE ISSUANCE OF REQUEST FOR PROPOSALS FOR DESIGN AND CONSTRUCTION INSPECTION SERVICES CITY PROJECT U2024-01: WATER TOWER 3 RECONDITIONING, WITH THE ASSUMPTION THAT THESE PROJECTS WILL BE APPROVED IN THE 2024 CIP.

5 AYES

CITY ATTORNEY

No report

ADMINISTRATOR'S REPORT

a) Approving 2023 Minn. Laws Chapter 64, Article 10, Sections 20-24 Allowing the City to Increase the Amount and Duration of the Approved Local Sales Tax which will Fund Specific Capital Improvements

City Administrator Chris Volkens addressed the Council stating that the two resolutions on the agenda give the City the option to go back to the voters for an inflation adjustment to the previously approved local option sales tax terms for one or both projects (a new Public Works and a renovated Police facility), in the next two years. Passing these resolutions also allows

additional time to gather information before deciding on whether to proceed with placing this request on the ballot for the November 2025 general election.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-72, APPROVING 2023 MINN. LAWS CHAPTER 64, ARTICLE 10, SECTIONS 20-24 ALLOWING THE CITY OF OAKDALE TO INCREASE THE AMOUNT AND DURATION OF THE APPROVED LOCAL SALES TAX.

5 AYES

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-77, APPROVING THE AUTHORITY TO INCREASE THE AMOUNT AND DURATION OF THE APPROVED LOCAL SALES TAX WHICH WILL FUND SPECIFIC CAPITAL IMPROVEMENTS.

5 AYES

COUNCIL PRESENTATIONS

Council Member Morcomb expressed his support for new businesses within the City. He said that staff are very helpful and supportive during the process.

Council Member Her encouraged residents to consider serving on a City commission or board.

Mayor Zabel made announcements about the following:

- Thank you to the residents who came out to the Ladders and Squads event; and thank you to the Police and Fire Departments for hosting the event.
- The City Council attended a ribbon cutting on July 25th for a new Eberle Park crosswalk which was proposed by Girl Scout Brownie Troop 57987.
- The Oakdale Farmers Market continues every Wednesday from 2:00 – 6:00 PM in the City Hall parking lot through mid-October. As a reminder, vendors tend to sell out of their products so residents are encouraged to show up as early as they can.
- On Wednesday, July 26th and Thursday, July 27th, Washington County libraries and service centers are available during business hours for those who need time to escape the excessive heat. There is more information available on Washington County's website.
- The City employs an odd-even watering schedule. Residents are asked to abide by that based on their property address.
- *Night to Unite* is one week away on Tuesday, August 1st.

CLAIMS

A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPROVE CLAIMS FOR THE PERIOD JULY 12, 2023 TO JULY 25, 2023, IN THE AMOUNT OF \$3,207,501.19.

5 AYES

ADJOURNMENT

A MOTION WAS MADE BY COUNCIL MEMBER WILLENBRING, SECONDED BY COUNCIL MEMBER MORCOMB TO ADJOURN THE MEETING AT 7:27 PM.

5 AYES

Respectfully submitted,

Sara Ludwig, City Clerk