

**REGULAR MEETING MINUTES
OAKDALE CITY COUNCIL
October 24, 2023**

CALL TO ORDER

A regular meeting of the City Council of the City of Oakdale was held on October 24, 2023, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Mayor Kevin Zabel at 7:03 PM.

CALL OF ROLL

On a call of roll, the following were present:

Mayor Kevin Zabel

Council Members: Noah Her
Jake Ingebrigtsen
Susan Willenbring

Absent: Council Member Andy Morcomb

Staff Present: Christina Volkens, City Administrator
Sara Ludwig, City Clerk
Jim Thomson, City Attorney
Jesse Farrell, City Engineer
Andy Gitzlaff, Community Development Director
Nick Newton, Police Chief
Lori Pulkrabek, Communications Manager
Jim Romanik, Public Works Manager
Kyle Stasica, Accounting Manager
Julie Williams, Recreation Superintendent
Kevin Wold, Fire Chief
Kevin Zittel, Facilities Manager

Others Present: Mikaela Huot, Director, BakerTilly
Lauren Volz, Manager, BakerTilly

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 OCTOBER 24, 2023.

4 AYES

**APPROVAL OF MINUTES: Workshop, October 10, 2023
Regular Meeting, October 10, 2023**

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO APPROVE THE WORKSHOP MEETING MINUTES OF OCTOBER 10, 2023.

4 AYES

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 10, 2023.

4 AYES

PUBLIC HEARING

a) Certification of Delinquent Utilities and Inactive Accounts to Washington County for Inclusion on 2024 Property Taxes

Accounting Manager Kyle Stasica explained that the City annually completes a certification process for unpaid delinquent utilities and inactive accounts. This process protects the City and serves as the City's collection process. Mr. Stasica reported that there are 256 accounts with a total amount for the proposed certification of \$172,137.85. Because payments will be accepted until December 15, 2023, the number of accounts could decrease. Any remaining balances after that date will be submitted to Washington County to be levied on the 2024 property tax statements.

Mayor Zabel opened the public hearing and welcomed comments from the audience. No comments were heard. Mayor Zabel closed the public hearing.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WLLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-105, CERTIFYING OUTSTANDING DELINQUENT UTILITY AND INACTIVE ACCOUNTS TO WASHINGTON COUNTY FOR INCLUSION ON 2024 PROPERTY TAXES.

4 AYES

b) Public Assessment Hearing for City Project R2022-03; County State Aid Highway (CSAH) 13 (Ideal Avenue North)

City Engineer Jesse Farrell presented the project details including photos of the completed project, the funding sources, and the details of the special assessments.

City Attorney Jim Thomson explained the assessment appeal process which requires filing a written objection with the City Clerk prior to the closing of the assessment hearing. Once the written appeal is filed with the City Clerk then a notice of appeal would need to be filed in court within 30 days of the approval of the assessment roll by resolution. Mayor Zabel noted that there are assessment appeal forms on the back counter in Council Chambers.

Mayor Zabel opened the public hearing and welcomed comments from the audience. No comments were heard. Mayor Zabel closed the public hearing.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WLLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-107, ADOPTING THE ASSESSMENT ROLL FOR CITY PROJECT R2022-03; CSAH 13 (IDEAL AVENUE NORTH), IN THE AMOUNT OF \$256,602.93.

4 AYES

Note: The presentation shown at the meeting was immediately uploaded to the City Council agenda packet.

c) Public Assessment Hearing for City Project R2022-02; 40th Street North Reconstruction

Mr. Farrell presented the project details including plan sheets, photos of the completed project, the funding sources, and the details of the special assessments.

Mayor Zabel reiterated that the appeal instructions for the prior assessment hearing apply to this hearing as well.

Mayor Zabel opened the public hearing and welcomed comments from the audience. No comments were heard. Mayor Zabel closed the public hearing.

A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER WLLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-108, ADOPTING THE ASSESSMENT ROLL FOR CITY PROJECT R2022-02; 40TH STREET NORTH RECONSTRUCTION, IN THE AMOUNT OF \$1,685,772.21.

4 AYES

Note: The presentation shown at the meeting was immediately uploaded to the City Council agenda packet.

OPEN FORUM

a) Proclamation: First Responders Day

Mayor Zabel proclaimed October 28 as “First Responders Day”, in the City of Oakdale.

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

CONSENSUS MOTIONS

- a) Request that the City Council waive reading and adopt Ordinance No. 911, Amending the City of Oakdale Code of Ordinances, Chapter 9, Article 17, Sections 9-176 and 9-177 Pertaining to the Sale of Licensed Products.
- b) Request that the City Council waive reading and adopt Ordinance No. 910, amending the Oakdale MN Code of Ordinances, Chapter 6 – Article III, “Solid Waste and Recycling Hauler License Regulations” relating to the license term.
- c) Request that the City Council appoint Tim Doolittle to the Environmental Management Commission to fill a vacancy for the period of October 25, 2023 to June 30, 2025.
- d) Request that the City Council authorize the Mayor and City Administrator to execute the Encroachment Agreement with Continental for Outlot A, Willowbrooke Third Addition.
- e) Request that the City Council approve a one-day charitable gambling license to the Knights of Columbus Council #4374 which will host bingo at Transfiguration Church located at 6133 15th Street North on Saturday, November 11, 2023.

- f) Request that the City Council approve the proposed changes to City Policy EPB-021: Housing Assistance – Housing Improvement Areas (HIA).
- g) Request that City Project U2023-02; Lift Station 14 Rails and Piping Replacement project be awarded to General Repair Service in the amount of \$27,632.86, and that the City Council authorize the Mayor and City Administrator to enter into a contract with General Repair Service. It is further requested that the City Council rescind their October 10, 2023 approval for a contract with Electric Pump for same.
- h) Request that the City Council authorize the Mayor and City Administrator to sign the Master Service Agreement for Professional Water Engineering Services between Bolton & Menk, Inc. and the City of Oakdale.

A MOTION WAS MADE BY COUNCIL MEMBER WILLENBRING, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPROVE CONSENSUS MOTIONS A-H, AS PRESENTED.

4 AYES

ADVISORY BOARDS AND COMMISSIONS

Economic Development Commission (no meeting, Council Liaison Her)

Environmental Management Commission (10/16/23 meeting cancelled, Council Liaison Zabel)

Planning Commission (no meeting, Council Liaison Ingebrigtsen)

Parks and Recreation Commission (met on 10/17/23, Council Liaison Morcomb)

Mayor Zabel noted Council Member Morcomb’s absence and said he will present his update at the subsequent Council meeting.

Tree Board (no meeting, Council Liaison Willenbring)

AWARD OF BID

None

STAFF REPORTS

COMMUNITY DEVELOPMENT

- a) **Approving a Continuing Affordable Senior Housing Agreement with PHS/Oakdale, Inc.**

Community Development Director Andy Gitzlaff explained that Presbyterian Homes is the owner and property manager of Echo Ridge Senior Living Community. The 100-unit senior apartment building includes 80 market rate units and 20 income-restricted affordable units. They have an existing affordability contract with the City dated January 1, 1998 that is expiring at the end of 2023, and they would like to renew the contract with the City. Mr. Gitzlaff noted that Presbyterian Homes is seeking 4d tax classification from Minnesota Housing. He reviewed staff’s recommendations for approval and conditions of the agreement.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE CONTINUING AFFORDABILITY SENIOR HOUSING AGREEMENT WITH PRESBYTERIAN HOMES FOR ECHO RIDGE SENIOR LIVING COMMUNITY AT 1033 GERSHWIN AVENUE NORTH.

3 AYES

1 NAY – Zabel

ENGINEERING

a) Initiate City Project R2024-01; Street Reconstruction, and City Project R2024-02; Street Overlay Program

Mr. Farrell reviewed the affected neighborhood and streets, and the estimated project costs. He noted that City Project R2024-02; Street Overlay may get pushed out due to construction timeline conflicts with the METRO Gold Line bus rapid transit project.

Mayor Zabel asked if the fate of City Project R2024-02 will be known by the time the City requests bids for the project. Mr. Farrell stated that this project will be included in the Feasibility Report, but the City will know the timeline information prior to requesting bids.

A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER WILLENBRING TO WAIVE READING AND ADOPT RESOLUTION 2023-106, INITIATING CITY PROJECT R2024-01; STREET RECONSTRUCTION, CITY PROJECT R2024-02; STREET OVERLAY PROGRAM, AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A SERVICE CONTRACT, WITH AN ENGINEERING CONSULTANT FOR THE PREPARATION OF FEASIBILITY REPORTS TO IMPROVE THE PAVEMENT, UTILITY, AND LIGHTING CONDITIONS ON THE FOLLOWING ROADWAYS; WITH THE ASSUMPTION THAT THESE PROJECTS WILL BE APPROVED IN THE 2024 CIP.

4 AYES

FINANCE

a) Results of Bond Sale Series 2023A

Mr. Stasica explained that part of the total cost for City Project R2023-01; 2023 Street Improvements, \$3,705,000, was projected to be funded by bonds. Resolution 2023-91, adopted by the City Council on September 26, 2023, authorized the sale of General Obligation Improvement Bonds, Series 2023A, subject to certain parameters, to cover this projected cost. Mr. Stasica reviewed the parameters and the decrease in the overall project cost, resulting in the need for less bonding.

Mikaela Huot, Director with BakerTilly, provided details about the bond sale that took place earlier in the day. The details included the final par amount, the final true interest cost, the maturity date, and the low bidder. Ms. Huot continued, giving an update on the City's bond rating call with Moody's. The City received an Aa1 credit rating.

City Administrator Chris Volkers stated that the original anticipated bond amount was \$3,705,000, but due to the City's bond rating and favorable market and project cost savings beyond projected, the actual bond amount was reduced to \$2.86 million.

Although unnecessary to perform an action, the City Council agreed to affirm the award of General Obligation Improvement Bonds, Series 2023A, in the amount of \$2,860,000 million, to TD Securities, LLC.

A MOTION WAS MADE BY MAYOR ZABEL, SECONDED BY COUNCIL MEMBER WILLENBRING TO AFFIRM THE AWARD OF GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2023A, IN THE AMOUNT OF \$2,860,000 MILLION, TO TD SECURITIES, LLC.

4 AYES

CITY ATTORNEY

No report

ADMINISTRATOR'S REPORT

No report

COUNCIL PRESENTATIONS

Mayor Zabel made announcements about the following:

- Nominations for Oakdale's Volunteer of the Year Award are now open. Help recognize a deserving volunteer by completing an online nomination form at www.oakdalemn.gov by October 31st.
- The City is hiring Ice Rink Attendants for this winter! Learn more and apply at www.oakdalemn.gov.
- The first Oakdale Indoor Market of the season will be held at the Discovery Center on Saturday, November 11th from 9 AM – 1 PM.
- Halloween is one week from today. On behalf of the City, have a safe and fun Halloween!

CLAIMS

A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER WILLENBRING TO APPROVE CLAIMS FOR THE PERIOD OCTOBER 11, 2023 TO OCTOBER 24, 2023, IN THE AMOUNT OF \$2,008,120.97.

4 AYES

ADJOURNMENT

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO ADJOURN THE MEETING AT 7:48 PM.

4 AYES

Respectfully submitted,

Sara Ludwig, City Clerk