

OAK GROVE COUNCIL
Regular Meeting Minutes
Monday, April 29, 2024

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 6:00 p.m. on Monday, April 29, 2024. Pledge of Allegiance was said, and roll call taken.

Present: Weston Rolf, Mayor
 Angie Bray Johnson, Council Member
 Paul Tradewell, Council Member
 John West, Council Member
 Mike Wylie, Council Member

Also Present: Loren Wickham, City Administrator
 Billi Larson, City Clerk
 Chuck Schwartz, Engineer
 Joe Sathe, Attorney
 Karri Thorsten, Finance

1. PUBLIC FORUM

Mayor Rolf opened the Public Forum. He called for anyone wishing to speak to Council. Hearing none, he closed the Public Forum.

2. ANNOUNCEMENTS

Council member West shared that he observed the Public Works Director, Matt Anderson, while patching roads and he was impressed by the way that Matt leads by example.

Council member Bray Johnson mentioned that the West Oak Grove Cemetery Association will have their annual meeting on May 4, 2024 at Oak Grove City Hall.

3. SETTING OF REGULAR AGENDA

MOTION MADE BY COUNCIL MEMBER WYLIE TO APPROVE THE REGULAR AGENDA. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. 5-0.

4. APPROVAL OF COUNCIL MINUTES FOR APRIL 8, 2024

MOTION MADE BY COUNCIL MEMBER WEST. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED (5-0).

5. ACKNOWLEDGEMENT OF COMMISSION MINUTES

Mayor Rolf acknowledged the commission minutes presented and asked the Council members for feedback. Hearing none. He moved forward with the agenda.

6. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES

A. Presentation of 2023 Audited Financial Statements by Andrew Grice – BerganKDV

a. Consider accepting the 2023 Audit Report

Mr. Grice gave an overview of the 2023 Financial audit. He highlighted that the expenditure budget of \$3,254,881 had a variance of \$199,816, or 6.1%, when compared to actual expenditures of \$3,454,697. The largest variance was in Public Safety expenditures, which were \$159,981 over budget, due primarily to the conservative budgeting for building inspection service expenditures and expenditures related to state fire aid passed through to the fire relief association not being budgeted for. Public Works came in \$77,175 over budget due in part to full-time employee wages and repair and maintenance costs coming in higher than anticipated. General Government expenditures were \$61,343 over budget due in part to additional accounting service fees needed with changes in City personnel during 2023. Capital outlay expenditures were \$97,568 below budget as public safety equipment and street improvement costs came in under budgeted amounts for the General Fund.

No budget amendments were made during the year. Actual revenues were over budget by \$316,911, and expenditures were over budget by \$199,816. Some of the significant variances can be briefly summarized as follows: License and permits revenues resulted in a surplus of \$199,012 due to increased development in the city. Intergovernmental revenues resulted in a surplus of \$105,269 primarily due to Municipal State aid. Charges for services resulted in a surplus of \$19,693, also due to the increased development. General government expenses resulted in a budget deficit of \$61,343 due to increase consulting costs due to vacant staff positions. Public safety expenses resulted in a budget deficit of \$159,981 due to increased staffing in the Police contract. Public works expenses resulted in a budget deficit of \$77,175 due to increased construction costs and fuel expenses.

The full report is available at www.ci.oak-grove.mn.us.

B. Recognition of Jerry Tri's years of service on the Oak Grove Parks Commission. Council recognized Parks Commission Chair Jerry Tri for his service to the City of Oak Grove for 30+ years. Jerry served on the Commission since the late 1980's when Oak Grove was still a township. Behind the scenes Jerry often transplanted trees, planted wild flowers and repaired playground equipment in City parks. He was involved with the growth and development of most of the parks and trails in Oak Grove. The City Council and members of the Parks Commission posed for a photo with Mr. Tri.

7. 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 24-051 Minor Subdivision – Stewart
- C. Resolution 24-052 Minor Subdivision – Stewart
- D. Resolution 24-054 Step Increase Firefighter – Cheney
- E. Resolution 24-056 Appointing Trent Goodrich to the Parks Commission

Mayor Rolf pulled items A and E.

Council member Wylie stated that in relation to item E, all candidates interviewed were great.

MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE ITEMS B, C, D. SECOND BY COUNCIL MEMBER WYLIE. MOTION CARRIED. (5-0)

MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE ITEM A. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (4-1) MAYOR ROLF ABSTAINED FROM THE VOTE DUE TO AN INVOICE FROM HIS FAMILY BUSINESS BEING ON THE REPORT.

MOTION MADE BY MAYOR ROLF TO APPROVE ITEM E. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0)

8. ELECTIONS

A. Election Judges – Election Day Overview

Head Election Judge Curt Hayden, Assistant Head Judge John Vilandre, and Election Judge Mark Franzen spoke to Council about the tasks they complete on election day. They provided an overview of the close of polls procedures. They answered questions from Council regarding handling of ballots and the transmittal of the results.

B. Resolution 24-055 Post Election Review

The Council discussed amending resolution 24-055 to include all 4 Oak Grove Precincts and all office with more than one candidate for the November 5, 2024 General Election. Attorney, Joe Sathe, will be updating the resolution based on Council direction.

MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE THE AMENDED RESOLUTION 24-055 POST ELECTION REVIEW. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0)

9. BUILDING

A. 2023 Year End Update

Carri Levitski provided a building and permitting update for 2023.

B. Baseline Introduction and Update

Adam Schreder, Chief Operating Officer of Baseline Technologies provided the City Council a presentation on the city's new permitting software.

C. Rum River Consultants Contract/Agreement

Andy Schreder and Carri Levitski from Rum River Consultants presented to Council the new agreement for 2024.

Council Member Wylie asked about some concerns from community members regarding complaints and customer service.

Council Member Bray Johnson also inquired about a community complaint that is currently under code compliance review.

MOTION MADE BY COUNCIL MEMBER WEST TO TABLE THE AGREEMENT. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (5-0)

10. PUBLIC HEARINGS

A. Ordinance 24-02 Amending Chapter 103

a. Resolution 24-053 Agreement with DLI

B. Ordinance 24-03 Amending 2024 Fee Schedule

Mayor Rolf opened the public hearing on Ordinance 24-02 Amending Chapter 103 at 8:03pm. After calling for public comment and hearing none, he closed the public meeting at 8:04pm.

MOTION MADE BY COUNCIL MEMBER WEST TO TABLE ITEM 10(A) ORDINANCE AMENDMENT TO CHAPTER 103. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0)

MOTION MADE BY COUNCIL MEMBER WYLIE TO TABLE RESOLUTION 24-053. SECOND BY COUNCIL MEMBER WEST. MOTION CARRIED. (5-0)

Mayor Rolf opened the public hearing on Ordinance 24-03 Amending 2024 Fee Schedule at 8:15pm. After calling for public comment and hearing none, he closed the public meeting at 8:15pm.

MOTION MADE BY COUNCIL MEMBER WEST TO TABLE ORDINANCE 24-03. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (5-0)

11. ENGINEER

A. Updates

Chuck Schwartz updated Council on the Bridge project and the deck pour occurring on May 18th. He also confirmed the start of building the roundabout and 2024 Street Improvement projects.

12. OLD BUSINESS

A. Resolution 24-033 Oak Grove Conservation, LLC – Minor Subdivision

B. Resolution 24-040 MNDoT Detour Agreement

Resolution 24-033 has been tabled until further notice at the request of the applicant.

The City Engineer updated the Council that MNDoT took the Council's concerns under advisement and rerouted the detour off city streets and on entirely county roads. No action was needed as MNDoT changed the detour to avoid City streets.

CITY ADMINSTRATOR UPDATES & DISCUSSION ITEMS

A. Fire Station/City Hall Discussion

There was a brief discussion regarding the next steps of the proposed project.

Administrator Wickham stated that if the Council decides to move forward that the design process would come next. The Council directed staff to check with Architect,

Randy Engel for his ability to attend a work session and to work with him to develop costs to remodel and add on to City Hall.

B. Administrator Updates

Administrator Wickham did not have any additional updates.

13. MAYOR/COUNCIL REQUESTS/UPDATES

Council Member Bray Johnson discussed having resolutions to honor Peace Officer Week in Anoka County and Detention Deputies, Correctional officers, and Correctional employee's week in Anoka County. There was brief discussion but no decision was made.

Council Member Wylie discussed the complaint process for residents. He wanted to clarify who residents should contact for information regarding complaints that have been filed.

Mayor Rolf wanted to make sure that Lieutenant Knotz is updated during construction.

14. CLOSED SESSION

Pursuant to Minnesota Statute 13D.05, subd. 3 (c) (3), the City Council met in a closed session to determine the asking price for real property to be sold by the City of Oak Grove: PID: 28-33-24-32-0002.

The next Regular Meeting is scheduled for Monday, May 13, 2024, at 6:00pm

15. ADJOURNMENT

MOTION TO ADJOURN MADE BY COUNCIL MEMBER BRAY JOHNSON. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (4-1 WEST) MEETING ADJOURNED AT 9:30PM