

**OAK GROVE COUNCIL**  
**Regular Meeting Minutes**  
**Monday, May 13, 2024**

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 6:00 p.m. on Monday, May 13, 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

**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 Bray Johnson stated that the local government official meeting was going to be occurring this week. She also updated the Council that her street was paved last week and it looked great.

Mayor Rolf stated that he met with Joe McPherson, Engineer for Anoka County, regarding the road improvements at Round Lake Blvd and 181<sup>st</sup> Ave NW and Viking Blvd and Nightingale St. NW.

Mayor Rolf asked for an update on the Post Election Review request that the City of Oak Grove submitted to Anoka County. Administrator Wickham stated that there has not been an official response provided. Council Member West stated that he would like next steps on how to not use the poll pads.

Mayor Rolf addressed the audience about receiving an upset phone call regarding the one of the Council members. He stated that he is not the supervisor of the Council members and he encouraged residents to reach out to any Council member when an issue arises.

**3. SETTING OF REGULAR AGENDA**

Mayor Rolf asked to add item B under Planning to have a discussion regarding Code Enforcement.

**MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE THE REGULAR AGENDA AS AMENDED. SECOND BY COUNCIL MEMBER WYLIE. MOTION CARRIED. 5-0.**

**4. APPROVAL OF COUNCIL MINUTES FOR APRIL 29, 2024**

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

**5. SHERIFF'S REPORT APRIL 2024**

Lieutenant Knotz provided an update to Council that included 233 Calls for service. In those stats, there were 4 thefts, 40 medical calls, 3 personal injury calls, 2 DUIs and 192 traffic stops.

**6. 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 24-057 Temporary Liquor License – St. Patrick Church
- C. Resolution 24-058 Retirement of Assistant Fire Chief Johnson
- D. Resolution 24-059 Hiring Seasonal Public Works Employee - Lund
- E. Resolution 24-060 Hiring Seasonal Public Works Employee - Olsen
- F. Resolution 24-061 Election Judge Pay

Council member West requested to pulled item C.

Mayor Rolf requested to pull item F.

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

Council member West wanted to let everyone know that Mr. Johnson spent 24 years on the Oak Grove Fire Department and he wanted to thank him for his dedication and service.

**MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE ITEM C. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (5-0)**

Mayor Rolf pulled item F because the Council realized some things had changed at the State level and wanted to correct the error.

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

## 7. FIRE

Fire Chief Engler provided some updates to Council that included:

New engine 11 is now in service.

That one of his firefighters has completed the HAZMAT training.

The HeartSafe program was completed by 600 students at St. Francis High School.

The Explorer Program has 9 members.

There were 48 calls for service. 37 of those were medical calls.

The Chief asked the Council on the direction they would like to take regarding Old Engine 11. It would cost approximate \$13,000 to fix it.

Mayor Rolf indicated that he would be in favor of selling it. Council member West requested information on fixing it.

It was discussed that Public Works is in need of an AED and the Charitable Gambling Funds could be used to pay for it since it is part of the HeartSafe program. Staff were directed to create Resolution 24-062 to approve the purchase of the AED as part of the HeartSafe Program using Charitable Gambling Funds.

**MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE THE RESOLUTION 24-062 TO APPROVE THE PURCHASE OF AN AED FOR PUBLIC WORKS AS PART OF THE HEARTSAFE PROGRAM USING CHARITABLE GAMBLING FUNDS. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (5-0)**

## 8. OLD BUSINESS

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

This item has been tabled until further notice.

## 9. BUILDING

A. Agreement for Building Official Services – Rum River Consultants

**MOTION MADE BY COUNCIL MEMBER WYLIE TO APPROVE THE AGREEMENT FOR BUILDING OFFICIAL SERVICES. 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

Administrator Wickham clarified that a public hearing was held on April 29, 2024 and it was up to the Mayor on whether he wanted to open it up again.

Mayor Rolf opened the public hearing on Ordinance 24-02 Amending Chapter 103 at 6:32pm. After calling for public comment and hearing none, he closed the public meeting at 6:32pm.

Mayor Rolf asked the Council if they had any questions or comments on Ordinance 24-02, Ordinance 24-03, Resolution 240-53. He invited Andy Schreder, Rum River Consultants, to the podium to be available for any questions.

Council member Tradewell had a follow-up question regarding fees that could better protect residents from building permit trouble. He provided an example about the building inspector signing off on a roof without going up to see it. Andy Schreder explained about virtual inspections and photos/videos provided.

Council member West stated that he wants the visual inspection from the roof not from the ground.

Mayor Rolf commented that Oak Grove fees are higher than other jurisdictions based on the comparison on the presentation.

Council member West asked about doing value-based fees for commercial there and what the formula is.

Mayor Rolf asked about the length of the contract with Rum River and if there was a phase in period for the increased fees.

Mr. Schreder answered that there is no end date but an annual review and a sixty day notice period for cancellation.

**MOTION MADE BY COUNCIL MEMBER WYLIE TO ADOPT ORDINANCE 24-02 AMENDMENT TO CHAPTER 103. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0)**

**MOTION MADE BY COUNCIL MEMBER WYLIE TO APPROVE RESOLUTION 24-053. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0)**

**MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE ORDINANCE 24-03 WITH REFERENCE TO APPENDIX A. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (5-0)**

## **11. PLANNING**

### **A. IUP Revocation and Code Enforcement Issues 21540 Linnet St. NW**

Ted and Megan Thull addressed Council regarding the concerns on their property. The Thull's indicated that they are not running a business out of their home. It was discussed that having Rum River Consultants come out and do an inspection.

B. Code Enforcement Discussion

The Council discussed Code Enforcement issues and would like to consider changing the process.

**12. CITY ADMINSTRATOR UPDATES & DISCUSSION ITEMS**

A. St. Patrick Church Fireworks Display Permit

**MOTION MADE BY COUNCIL MEMBER WEST TO APPROVE THE FIREWORKS PERMIT IF THE CERTIFICATE OF INSURANCE, FEE, AND CLEAN-UP PLAN HAS BEEN SUBMITTED. SECOND BY COUNCIL MEMBER WYLIE. MOTION CARRIED. (5-0)**

B. Administrator Updates

Administrator Wickham provided the following updates to Council:  
The City Offices would be closed Friday, July 5, 2024.

City Hall hours will change from 8:00am-4:30pm to 8:00am-4:00pm beginning the week of May 27, 2004.

**MOTION MADE BY COUNCIL MEMBER WYLIE TO APPROVE THE CHANGE OF HOURS SECOND BY COUNCIL MEMBER WEST. MOTION CARRIED. (5-0)**

The employee handbook was updated to include the new federal holiday, Juneteenth, on June 19<sup>th</sup>.

**MOTION MADE BY COUNCIL MEMBER WYLIE TO APPROVE THE HOLIDAY UPDATE IN THE EMPLOYEE HANDBOOK. SECOND BY COUNCIL MEMBER TRADEWELL. MOTION CARRIED. (3-1-1 WEST – Nay, BRAY JOHNSON - Abstain).**

Administrator Wickham recognized City Clerk, Billi Larson, on completing and earning the designation of Minnesota Certified Municipal Clerk.

**13. MAYOR/COUNCIL REQUESTS/UPDATES**

A. Fire Station/City Hall Discussion

The Council discussed having a work session with Architect Randy Engel. The Council is looking for costs associated with demolition of the current Station/City Hall.

Council member Wylie requested a conversation with St. Francis and Ham Lake regarding costs associated with their new buildings.

**14. CLOSED SESSION – 8:30pm**

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: PIDs: 04-33-24-22-0019 and 04-33-24-22-0018.

Closed Session ended at 8:44pm

*The next Regular Meeting is scheduled for Monday, June 10, 2024, at 6:00pm*

**15. ADJOURNMENT**

**MOTION TO ADJOURN MADE BY COUNCIL MEMBER WEST. SECOND BY COUNCIL MEMBER BRAY JOHNSON. MOTION CARRIED. (5-0) MEETING ADJOURNED AT 8:45PM.**