

**REGULAR MEETING MINUTES
OAKDALE CITY COUNCIL
February 14, 2023**

CALL TO ORDER

A regular meeting of the City Council of the City of Oakdale was held on February 14, 2023, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Mayor Kevin Zabel at 7:00 PM.

CALL OF ROLL

On a call of roll, the following were present:

Mayor Kevin Zabel

Council Members: Jake Ingebrigtsen
Andy Morcomb
Susan Olson

Staff Present: Christina Volkens, City Administrator
Sara Ludwig, City Clerk
Rachel Tierney, City Attorney
Andrew Gitzlaff, Community Development Director
Brian Bachmeier, Interim City Engineer
Luke McClanahan, City Planner
Steve Goodwin, Police Captain
Lori Pulkrabek, Communications Manager
Jim Romanik, Public Works Manager
Jason Zimmerman, Finance Director

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON, TO APPROVE THE AGENDA AS PRESENTED FOR THE MEETING OF FEBRUARY 14, 2023.

4 AYES

**APPROVAL OF MINUTES: Workshop, January 24, 2023
Regular Meeting, January 24, 2023**

A MOTION WAS MADE BY COUNCIL MEMBER MORCOMB, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPROVE THE WORKSHOP MEETING MINUTES OF JANUARY 24, 2023.

4 AYES

A MOTION WAS MADE BY COUNCIL MEMBER OLSON, SECONDED BY COUNCIL MEMBER MORCOMB TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 24, 2023.

4 AYES

PUBLIC HEARING: 7:00 PM, or as soon afterwards as possible

a) Vacating a Portion of Helmo Avenue North Right-of-Way

City Planner Luke McClanahan explained that Alliant Engineering is requesting to vacate approximately 36 square feet of the Right-of-Way (ROW) on Helmo Avenue North, located just north of 40th Street North.

Mr. McClanahan concluded that staff recommends that the City Council approve the vacation for the ROW in question as the request complies with the provisions of Minnesota Statutes Section 412.851.

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 MORCOMB TO WAIVE READING AND ADOPT RESOLUTION 2023-20, APPROVING THE VACATION OF A PORTION OF HELMO AVENUE NORTH, LOCATED NORTH OF 40TH STREET NORTH.

4 AYES

OPEN FORUM

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

CONSENSUS MOTIONS

- a) Request per City Code, Chapter 2, Article IV, Sec.2-36 (c) and per City Personnel Policy PE-031, Section 5.0, that the City Council approve the updated appointment terms for Marie Koran as full-time probationary Police Records Technician at a rate of pay consistent with the City base pay schedule.
- b) Request that the City Council waive reading and adopt Resolution 2023-15, supporting Washington County's application for funding from MnDOT through the Corridors of Commerce for the improvements to the TH 36 and TH 120 Interchange.
- c) Request that the City Council approve the Pay Equity Implementation Form and Compliance Report, authorize the Mayor to sign the form (signature is completed electronically), and authorize staff to submit to the State of Minnesota.
- d) Request that the City Council approve issuance of a 2023 Solid Waste Hauler License to Lightning Disposal for roll-off service, contingent upon receipt of all required materials as listed in the ordinance.
- e) Request that the City Council waive reading and adopt Ordinance No. 892, amending the Code of Ordinances, Chapter 9 – License and Business Regulations, Relating to Fees for Various Licenses.
- f) Request that the City Council waive reading and adopt Resolution 2023-17, authorizing publication of Ordinance No. 892 by title and summary.

- g) Request that the City Council waive reading and adopt Ordinance No. 893, amending Article III of Chapter 9 of the Code of Ordinances for the City of Oakdale, Pertaining to the Regulation of Tobacco.
- h) Request that the City Council waive reading and adopt Resolution 2023-18, authorizing publication of Ordinance No. 893 by title and summary.
- i) Request that the City Council authorize the City Administrator and Mayor to sign the Encroachment Agreement between Minnesota Pipe Line Company, LLC, and the City of Oakdale for the Willowbrooke development.
- j) Request that the City Council authorize the Mayor and the City Administrator to enter into an agreement between 3M and the City of Oakdale to allow Barr Engineering to access wells on City property to perform environmental activities in coordination with the MN DNR.
- k) Request that the City Council waive reading and adopt Resolution 2023-21, approving, executing, and implementing the 2023-2024 Labor Agreement, Memorandums of Agreement between the International Brotherhood of Electrical Workers, Local 110 and the City of Oakdale, for the period of January 1, 2023 through December 31, 2024.
- l) Request that the City Council authorize the Mayor and City Administrator to award the 2023 General Utility Repair Program in the following order: Miller Excavating Inc., Midstate Landscaping and Excavating, and Burschville Construction Inc.
- m) Request that the City Council authorize the Mayor and City Administrator to enter into an agreement for Engineering Design and Construction Management Services between the City of Oakdale and SRF Consulting Group, Inc. for City Project P2023-04: Willowbrooke Commons Park for a not to exceed amount of \$328,000.

Request that the City Council authorize the City Administrator to review and approve change orders up to the budgeted amount of \$467,500.

- n) Request that the City Council waive reading and adopt Resolution 2023-23, authorizing the closure of City funds and interfund transfers for fiscal year 2022.
- o) Request that the City Council approve the renewal and issuance of Twin Cities Pawn's Pawnbrokers license for the license term of February 15, 2023 – February 14, 2024.
- p) Request that the City Council authorize the Mayor and City Administrator to sign the contract for Design, Construction Documents, and Construction Administration for the Public Works Facility, with Hagen, Christensen, & McIlwain in the amount of \$1,562,000.
- q) Request that the City Council waive reading and adopt Resolution 2023-10, adopting the assessment roll for City Project R2023-01 (2023 Street Improvements) in the amount of \$1,100,698.
- r) Request that the City Council approve the issuance of THC Sales licenses, upon the clearance of the background check by the Oakdale Police Department and all conditions of the license are met.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO APPROVE CONSENSUS MOTIONS A THROUGH R, AS PRESENTED.

4 AYES

ADVISORY BOARDS AND COMMISSIONS

Economic Development Commission (met on 2/1/23, Council Liaison Olson)

Council Member Olson reported that the Economic Development Commission discussed the 2023 Work Plan Approval, the B.R.E.A. Program Update, and the Tanners Lake Redevelopment Update; the Chair and Vice Chair were elected; there was also a presentation on the Twin Cities Residential Real Estate Market Conditions.

Environmental Management Commission (2/13/23 meeting cancelled, Council Liaison Zabel)

Planning Commission (2/2/23 meeting cancelled, Council Liaison Ingebrigtsen)

Parks and Recreation Commission (no meeting, Council Liaison Morcomb)

Tree Board (no meeting, Council Liaison Zabel)

AWARD OF BID

None

STAFF REPORTS

COMMUNITY DEVELOPMENT

a) Tartan Crossing Fifth Addition – Final Plat

Mr. McClanahan addressed the Council by stating the proposed property is east of Hadley Avenue North, just north of Hy-Vee and The Waters. It is approximately 10 acres. There is an existing easement off Hadley Avenue North through the American National Bank property. If approved, this final plat will create a two lot subdivision, with one lot for the 168-unit senior living multifamily development and one outlot for the delineated wetland.

He concluded by summarizing the conditions set forth in the attached resolution and recommended the approval of the Final Plat of Tartan Crossing 5th Addition as it substantially conforms to the approved preliminary plat of Tartan Crossing 5th Addition.

A MOTION WAS MADE BY COUNCIL MEMBER OLSON, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO WAIVE READING AND ADOPT RESOLUTION 2023-22, APPROVING THE FINAL PLAT FOR TARTAN CROSSING FIFTH ADDITION, WITH CONDITIONS INCLUDED IN THE ATTACHED RESOLUTION.

4 AYES

ENGINEERING

a) **City Project R2023-01: Street Improvements and City Project R2023-02: Street Overlay, Collector Streetlight Poles and Fixtures Proposals**

Interim City Engineer Brian Bachmeier explained that 22 collector streetlight poles and fixtures will need to be replaced as part of City Project R2023-01: Street Improvements and City Project R2023-02: Street Overlay Project. He noted that J.H. Larson Company came in with the lowest proposal – \$157,542 – for the Collector Streetlight Poles and Fixtures. This quote is within the budgeted amount for these two projects. Due to the long lead-time and sales tax exemption, it is appropriate for the City to order these streetlights at this time.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE VENDOR SUBMITTING THE LOWEST COST FOR CITY PROJECT R2023-01: STREET IMPROVEMENTS AND CITY PROJECT R2023-02: STREET OVERLAY, COLLECTOR STREETLIGHT POLES AND FIXTURES.

4 AYES

b) **Discussion on Trail Width and Approval of Proposal for Engineering Design and Construction Management Services for City Project P2023-05: Willowbrooke Open Space Trails, South of 40th Street**

Mr. Bachmeier recommended that Council confirm 8' wide trails for the Willowbrooke Open Space Trails, and enter into an agreement with Alliant Engineering for Design and Construction Management Services. Alliant's proposed fee of \$42,700 is within the amount budgeted for these services as part of the total project cost.

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO CONFIRM THE 8' WIDE TRAILS ARE APPROPRIATE, AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES BETWEEN THE CITY OF OAKDALE AND ALLIANT ENGINEERING FOR CITY PROJECT P2023-05: WILLOWBROOKE OPEN SPACE TRAILS, SOUTH OF 40TH STREET.

4 AYES

CITY ATTORNEY

No report

ADMINISTRATOR'S REPORT

No report

COUNCIL PRESENTATIONS

Mayor Zabel made announcements about the following:

- Little Inspirations has a ribbon-cutting ceremony on Friday, February 17, 2023, to celebrate their 10-year anniversary.
- The Indoor Market is taking place on Saturday, February 18, 2023, at the Discovery Center from 9:00 AM – 1:00 PM.
- City Offices will be closed on Monday, February 20, 2023, in observance of Presidents' Day.

- The Winter 2023 Photo Contest is now open for submissions. All relevant information is on the City website.
- MnDOT is hosting an in-person public meeting about the Highway 120/Century Avenue Study on Tuesday, February 21, 2023, at the Discovery Center from 5:00 PM – 7:00 PM.

CLAIMS

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO APPROVE CLAIMS FOR THE PERIOD JANUARY 25, 2023 TO FEBRUARY 14, 2023, IN THE AMOUNT OF \$2,033,790.72.

4 AYES

ADJOURNMENT

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO ADJOURN THE MEETING AT 7:20 PM.

4 AYES

Respectfully submitted,

Sara Ludwig, City Clerk