

**REGULAR MEETING MINUTES  
OAKDALE CITY COUNCIL  
March 28, 2023**

**CALL TO ORDER**

A regular meeting of the City Council of the City of Oakdale was held on March 28, 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 Noah Her (sworn in near end of meeting)
Staff Present:	Christina Volkens, City Administrator Sara Ludwig, City Clerk Jim Thomson, City Attorney Brian Bachmeier, Interim City Engineer Andrew Gitzlaff, Community Development Director Luke McClanahan, City Planner Nick Newton, Police Chief Lori Pulkrabek, Communications Manager Jim Romanik, Public Works Manager Kevin Wold, Fire Chief Jason Zimmerman, Finance Director
Others Present:	Stan Karwoski, Washington County Commissioner

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

Mayor Zabel noted the amended agenda includes the addition of an item under Administrator's Report.

**A MOTION WAS MADE BY COUNCIL MEMBER OLSON, SECONDED BY COUNCIL MEMBER INGEBRIGTSON, TO APPROVE THE AGENDA AS AMENDED FOR THE MEETING OF MARCH 28, 2023.**

**4 AYES**

**APPROVAL OF MINUTES:      Workshop, March 14, 2023  
   Regular Meeting, March 14, 2023**

**A MOTION WAS MADE BY COUNCIL MEMBER MORCOMB, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPROVE THE WORKSHOP MEETING MINUTES OF MARCH 14, 2023.**

4 AYES

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 14, 2023.**

4 AYES

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

**a) Amending PUD for 3M/Imation**

City Planner Luke McClanahan explained that the request is for an amendment to the Planned Unit Development (PUD) for the 3M/Imation area. The request involves prohibiting car washes, while allowing brew pubs, brewery taprooms, and microdistilleries as a permitted uses.

Mr. McClanahan concluded that staff, along with the Planning Commission, recommend approval of the PUD amendment.

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 OLSON TO WAIVE READING AND ADOPT ORDINANCE NO. 894, APPROVING AN AMENDMENT TO THE 3M/IMATION PUD.**

4 AYES

**OPEN FORUM**

**a) Presentation from Commissioner Karwoski**

County Commissioner Karwoski presented a plaque in recognition of the partnership among Washington County, the City of Lake Elmo, and the City of Oakdale in regards to improvements made to a mile-long stretch of County Highway 13, formerly known as Ideal Avenue.

**b) Proclamation: Autism Acceptance Month**

Mayor Zabel proclaimed the month of April as “Autism Acceptance Month”.

**c) Proclamation: Parkinson’s Awareness Month**

Mayor Zabel proclaimed the month of April as “Parkinson’s Awareness Month”.

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

**CONSENSUS MOTIONS**

- a) Request that the City Council waive reading and adopt Resolution 2023-36, authorizing the disbursement of Charitable Gambling contributions to Oakdale Summerfest Community Organization in the amount of \$7,500 to and the associated budget amendment.**

- b) Request that the City Council waive reading and adopt Resolution 2023-34, approving an Interim Use Permit renewal for an outdoor dog play area associated with Baxter's Playhouse LLC on the property of 3115 Hadley Avenue North for a five-year period, with conditions included in the attached resolution.
- c) Request that the City Council waive reading and adopt Resolution 2023-32, authorizing publication of Ordinance No. 896, by title and summary.
- d) 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 appoint Max Lohse as probationary Community Development Specialist at a rate of pay consistent with the City base pay schedule, conditioned on successful completion of all preemployment screening.
- e) Request that the City Council approve issuance of a Garden Center License for Fleet Farm to operate a temporary Garden Center located at 5635 Hadley Avenue North, subject to the following conditions:
  - Adherence to the site plan and layout as submitted to the City.
  - License to be valid from April 14, 2023 to July 5, 2023.
  - Hours of operation be limited to 7:00 am to 8:00 pm Monday through Saturday, and 8:00 am to 6:00 pm on Sundays.
  - All materials for the use must be removed promptly from the site following the selling season, and no later than July 15, 2023.
  - Access to the supply yard must be maintained for emergency vehicles.
  - No placement of underground structures or materials in the easement areas.
- f) Request that the City Council approve the issuance of a temporary on-sale liquor license to Transfiguration Church for May 6, 2023 at 6133 15th Street North.
- g) Request that the City Council authorize the Mayor and City Administrator to enter into the purchasing agreement between Minnesota's Cooperative Purchasing Venture (CPV) and the City of Oakdale for road salt.
- h) Request that the City Council authorize the Mayor and City Administrator to enter into the mutual aid agreement between the City of Oakdale Fire Department and the Fire Departments of St. Croix County, Wisconsin.
- i) Request that the City Council waive reading and adopt Resolution 2023-35, authorizing the Mayor and City Administrator to enter into the Agency Delegated Contracting Process Agreement renewal, allowing MnDOT to act as the City's agent in accepting federal aid.
- j) Request that the City Council waive reading and adopt Ordinance No. 897, amending the Code of Ordinances for the City of Oakdale – Chapter 23, Article IV, pertaining to the regulation of Illicit Discharge and Connection.
- k) 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 appoint Jesse Farrell as full-time probationary City Engineer effective May 8, 2023, at a rate of pay consistent with the City base pay schedule, conditioned on passing appropriate background and reference check(s).

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB, TO APPROVE CONSENSUS MOTIONS A-K, AS PRESENTED.**

4 AYES

**ADVISORY BOARDS AND COMMISSIONS**

Economic Development Commission (no meeting, Council Liaison Olson)

Environmental Management Commission (met on 3/20/23, Council Liaison Zabel)

Mayor Zabel reported that the Environmental Management Commission worked on their 2023 work plan which focuses on the use of electric vehicles, improved water quality, and composting, among other things.

Planning Commission (no meeting, Council Liaison Ingebrigtsen)

Parks and Recreation Commission (met on 3/21/23, Council Liaison Morcomb)

Council Member Morcomb reported that Senior Development Specialist Shannon Reidlinger gave a presentation on the new Commons Park that is being built as part of the Willowbrooke development. He reminded residents to take the survey that is on the City's website to provide feedback on possible park amenities.

Tree Board (met on 3/21/23, Council Liaison Zabel)

Mayor Zabel reported that the Tree Board discussed details for the upcoming Spring Planting event that will take place on May 6<sup>th</sup>, and for the upcoming Arbor Day Tree Giveaway event that will take place on April 29<sup>th</sup>.

**AWARD OF BID**

None

**STAFF REPORTS**

**COMMUNITY DEVELOPMENT**

**a) 2040 Comprehensive Plan Text Amendment Approval**

Community Development Director Andy Gitzlaff noted that the 2040 Comprehensive Plan Text amendments are being made to better reflect the City Council's intent. He referenced one additional change that was requested during Council Topics at the preceding workshop meeting. Chapter 8, Goal 2, Policy 8 will now include the word "consider" instead of the proposed word of "encourage".

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO WAIVE READING AND ADOPT RESOLUTION 2023-33, APPROVING A 2040 COMPREHENSIVE PLAN TEXT AMENDMENT TO BETTER REFLECT THE INTENT OF THE OAKDALE CITY COUNCIL. (*Motion requires a two-third majority vote*).**

4 AYES

## ENGINEERING

### **a) Approval of Plans and Specifications for City Project R2023-01, Street Improvements and City Project R2023-02, Street Overlay**

Interim City Engineer Brian Bachmeier explained that the plans for the previously approved City Projects (R2023-01 and R2023-02) have been prepared for Council approval. He briefly reviewed the affected streets. He noted, if approved, the City will collect bids on April 20, 2023, and bring the recommendation to the subsequent Council meeting on April 25, 2023.

In response to Mayor Zabel's question about the Cardinal Meadows monument, Mr. Bachmeier confirmed the monument sign will remain.

In response to City Administrator Chris Volkers' question about which part of the project is required to have prevailing wages, Mr. Bachmeier stated that the entirety of both projects is prevailing wage.

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO WAIVE READING AND ADOPT RESOLUTION 2023-37, APPROVING PLANS AND SPECIFICATIONS FOR CITY PROJECT R2023-01 (STREET IMPROVEMENTS) AND CITY PROJECT R2023-02 (STREET OVERLAY), AND AUTHORIZING THE ADVERTISEMENT FOR AND COLLECTION OF BIDS.**

**4 AYES**

### **b) Approval of Maintenance Signal Agreement with Washington County**

Mr. Bachmeier explained that Washington County would like to update the Maintenance Signal Agreement it has with the City, affecting three intersections along the border of Lake Elmo. The agreement will reduce some of the City's costs in regards to luminaire and electrical maintenance.

**A MOTION WAS MADE BY COUNCIL MEMBER MORCOMB, SECONDED BY COUNCIL MEMBER OLSON TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO THE MAINTENANCE SIGNAL AGREEMENT BETWEEN WASHINGTON COUNTY AND THE CITY OF OAKDALE.**

**4 AYES**

## CITY ATTORNEY

No report

## ADMINISTRATOR'S REPORT

### **a) Approve Appointment of New Council Member Noah Her**

Mayor Zabel announced the appointment and swearing in of a new Council Member Noah Her. Mayor Zabel explained the process that was taken to fill the vacant seat.

**A MOTION WAS MADE BY MAYOR ZABEL, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPOINT NOAH HER TO THE VACANT COUNCIL MEMBER SEAT FOR THE REMAINING TERM ENDING JANUARY 6, 2025.**

4 AYES

**OATH OF OFFICE**

Ms. Volkers administered the Oath of Office to Noah Her as Council Member appointed to fill the vacant seat.

- Noah Her as Council Member sworn in

**COUNCIL PRESENTATIONS**

Mayor Zabel made announcements about the following:

- Voting for the Winter Photo Contest Finalists ends on March 31, 2023. Votes can be cast on the City’s Facebook page by “liking” the photo(s).
- The Recreation Department’s Snow Sculpture Contest ends on March 31, 2023. All relevant information is on the City’s website.
- The City is seeking feedback on a playground design for Commons Park, a new City park in the Willowbrooke neighborhood, by asking residents to take a brief survey located on the City’s website. The survey will close on March 31, 2023.
- Winter parking rules prohibiting on-street parking from midnight – 5:00 AM ends on March 31, 2023. Winter parking rules go back into effect if the City receives two or more inches of snow.
- A portion of 4<sup>th</sup> Street, from Hayward Avenue to 4<sup>th</sup> Street Lane, will reopen this week. It has been closed for a few weeks for utility work as part of the Gold Line BRT Project.
- Residents should have received their annual property tax valuation from Washington County in the mail recently. The County is hosting four Open Book meetings to answer questions. One meeting will be held in the Oakdale City Hall Council Chambers on Wednesday, April 12, 2023 from 5:00 PM – 7:00 PM. Information for these meetings is on the Washington County website.
- Pete Graske Arbor Day Tree Giveaway is taking place on Saturday, April 29, 2023, at Walton Park from 9:30 AM – 11:30 AM. All relevant information is on the City’s website.

**CLAIMS**

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER OLSON TO APPROVE CLAIMS FOR THE PERIOD MARCH 15, 2023 TO MARCH 28, 2023, IN THE AMOUNT OF \$1,110,752.96.**

5 AYES

**ADJOURNMENT**

**A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER OLSON TO ADJOURN THE MEETING AT 7:32 PM.**

5 AYES

Respectfully submitted,

Sara Ludwig, City Clerk