

**REGULAR MEETING MINUTES  
OAKDALE CITY COUNCIL  
October 10, 2023**

**CALL TO ORDER**

A regular meeting of the City Council of the City of Oakdale was held on October 10, 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: Noah Her  
Jake Ingebrigtsen  
Andy Morcomb  
Susan Willenbring

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  
Kevin Zittel, Facilities Manager

Others Present: MJ Bauer, Executive Director, Decoding Dyslexia Minnesota  
Kea Behnke, Partners for Parents Coordinator, Decoding Dyslexia Minnesota  
Carrie Eggleston, Sr. Development Manager, United Properties  
Rachel Petersen, Board Member, Decoding Dyslexia Minnesota  
Scott Peterson, Vice President, United Properties

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

Mayor Zabel noted that the agenda had been amended with the addition of Consensus Motion item g).

**A MOTION WAS MADE BY COUNCIL MEMBER WILLENBRING, SECONDED BY COUNCIL MEMBER MORCOMB, TO APPROVE THE AGENDA AS AMENDED FOR THE MEETING OF OCTOBER 10, 2023.**

**5 AYES**

**APPROVAL OF MINUTES: Workshop, September 26, 2023  
Regular Meeting, September 26, 2023**

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO APPROVE THE WORKSHOP MEETING MINUTES OF SEPTEMBER 26, 2023.

5 AYES

A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER WILLENBRING TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 26, 2023.

5 AYES

#### OPEN FORUM

a) **Proclamation: Burns Insurance Agency Day**

Mayor Zabel proclaimed October 4<sup>th</sup> as “Burns Insurance Agency Day”, in recognition of their 10<sup>th</sup> anniversary.

b) **Proclamation: Domestic Violence Awareness Month**

Mayor Zabel proclaimed the month of October as “Domestic Violence Awareness Month”.

c) **Proclamation: Dyslexia Awareness Month**

Mayor Zabel proclaimed the month of October as “Dyslexia Awareness Month”.

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

#### CONSENSUS MOTIONS

- a) Request that the City Council authorize the Mayor and the City Administrator to sign and execute the Design and Construction Management Contract with KLM Engineering, Inc. for City Project U2024-01; Water Tower 3 Reconditioning, for a total amount of \$161,000.
- b) Request that the City Council waive reading and adopt Resolution 2023-98, declaring the cost to be assessed for City Project R2022-02; 40th Street North Reconstruction and establishing a public assessment hearing for October 24, 2023 at 7:00 PM.
- c) Request that the City Council waive reading and adopt Resolution 2023-99, Amending Resolution 2023-84 Adopting the Proposed 2024 Property Tax Levy and Establishing the Date for the Truth-in-Taxation Meeting.
- d) Request that the City Council waive reading and adopt Resolution 2023-97, declaring the cost to be assessed for City Project R2022-03; CSAH 13 (Ideal Avenue North) and establishing a public assessment hearing for October 24, 2023 at 7:00 PM.
- e) Request that the City Council appoint Kari Moore and Jen Schorr to the Parks and Recreation Commission to fill two vacancies for the period of October 11, 2023 to June 30, 2026.
- f) Request that City Project U2023-02; Lift Station 14 Rails and Piping Replacement project be awarded to Electric Pump in the amount of \$27,233.00, and that the City Council authorize the Mayor and City Administrator to enter into a contract with Electric Pump.

- g) Request that the City Council authorize the Mayor and City Administrator to sign and execute the First Amendment to Agreement for Cleaning Services with Cleaning Solutions Services, LLC for the City's cleaning services for City Hall/Police, the Fire Stations, and Discovery Center.

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

**5 AYES**

**ADVISORY BOARDS AND COMMISSIONS**

Economic Development Commission (met on 10/4/23, Council Liaison Her)

Council Member Her reported that Community Development Specialist Max Lohse reviewed the Business Retention, Expansion, and Attraction program report, and the Commission went over their 2024 work plan.

Environmental Management Commission (no meeting, Council Liaison Zabel)

Planning Commission (met on 10/5/23, Council Liaison Ingebrigtson)

Council Member Ingebrigtson reported that the Planning Commission voted 5-1 to deny a conditional use permit amendment from Twin Cities Towing, LLC for a chain link fence with privacy slats along the southern edge of the property instead of a wooden fence, per the original special (conditional) use permit granted in 1985.

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

Tree Board (no meeting, Council Liaison Willenbring)

**AWARD OF BID**

None

**STAFF REPORTS**

**COMMUNITY DEVELOPMENT**

**a) 4Front Commercial Property Site Plan Amendment**

Community Development Director Andy Gitzlaff stated that the request is for several amendments to the 4Front commercial property Site Plan. The revisions are requested to accommodate a new grocery store and coffee shop. Mr. Gitzlaff reviewed the individual amendments to the Site Plan. Lastly, the conditions included in the attached resolution were summarized.

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO WAIVE READING AND ADOPT RESOLUTION 2023-104, APPROVING THE AMENDED SITE PLAN FOR THE 4FRONT COMMERCIAL PROPERTY, WITH CONDITIONS INCLUDED IN THE ATTACHED RESOLUTION.**

**5 AYES**

**b) Approving the Purchase of a Restroom Facility from Romtec, Inc.**

Mr. Gitzlaff explained that Romtec, Inc. is a reputable pre-engineered restroom building company whose restroom buildings have proven to be a durable product for Minnesota's climate. Romtec, Inc. materials will be purchased through the Sourcewell Cooperative Purchasing Agreement ensuring competitive pricing. Purchasing at this time allows the City to lock in current pricing which is likely to rise next year. Not uncommon of purchase orders, 20% of the payment would be due at the time of purchase and the remainder would be due 30 days after delivery. Mr. Gitzlaff reviewed the various funding sources for the project.

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO WAIVE READING AND ADOPT RESOLUTION 2023-103, APPROVING THE PURCHASE OF A RESTROOM FACILITY FROM ROMTEC, INC. IN A TOTAL AMOUNT NOT TO EXCEED \$129,890 THROUGH THE SOURCEWELL COOPERATIVE PURCHASING CONTRACT FOR CITY PROJECT P2023-04; WILLOWBROOKE COMMONS PARK.**

**5 AYES**

**CITY ATTORNEY**

No report

**ADMINISTRATOR'S REPORT**

**a) Approval of Ordinance No. 907, Granting Certain Permissions to North St. Paul Municipal Electric Utility for the Furnishing of Electric Energy to the City**

City Administrator Chris Volkens explained that the City is updating its franchise fee structure from a flat fee to a percentage-based model across all accounts for both natural gas and electric utility distribution to make it more equitable for its users. Ms. Volkens added that ordinance changes for the Xcel Energy franchise agreement and franchise fees will also be coming before the Council at a later date.

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER HER TO WAIVE READING AND ADOPT ORDINANCE NO. 907, GRANTING CERTAIN PERMISSIONS TO NORTH ST. PAUL MUNICIPAL ELECTRIC UTILITY FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY.**

**5 AYES**

**A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO WAIVE READING AND ADOPT RESOLUTION 2023-100, AUTHORIZING PUBLICATION OF ORDINANCE NO. 907 BY TITLE AND SUMMARY.**

**5 AYES**

**Approval of Ordinance No. 908, Setting a Franchise Fee on Electric Operations Within the City of Oakdale – North Saint Paul Municipal Electric Utility**

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO WAIVE READING AND ADOPT ORDINANCE NO. 908, SETTING A FRANCHISE FEE ON ELECTRIC OPERATIONS WITHIN THE CITY OF OAKDALE – NORTH SAINT PAUL MUNICIPAL ELECTRIC UTILITY.**

Council Member Willenbring stated that she will be voting “no” due to the unclear definition and determination of ‘gross revenue’. Additionally, Council Member Willenbring does not support adding additional fees to residents’ bills at this time.

**4 AYES  
1 NAY - WILLENBRING**

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO WAIVE READING AND ADOPT RESOLUTION 2023-101, AUTHORIZING PUBLICATION OF ORDINANCE NO. 908 BY TITLE AND SUMMARY.**

**5 AYES**

**b) Approval of Ordinance No. 909, Setting a Franchise Fee on Natural Gas Operations Within the City of Oakdale – CenterPoint Energy Minnesota Gas**

**A MOTION WAS MADE BY COUNCIL MEMBER MORCOMB, SECONDED BY COUNCIL MEMBER HER TO WAIVE READING AND ADOPT ORDINANCE NO. 909, SETTING A FRANCHISE FEE ON NATURAL GAS OPERATIONS WITHIN THE CITY OF OAKDALE – CENTERPOINT ENERGY MINNESOTA GAS.**

Council Member Willenbring noted her comments made about Ordinance No. 908 apply to Ordinance No. 909 as well.

**4 AYES  
1 NAY - WILLENBRING**

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO WAIVE READING AND ADOPT RESOLUTION 2023-102, AUTHORIZING PUBLICATION OF ORDINANCE NO. 909 BY TITLE AND SUMMARY.**

**5 AYES**

### **COUNCIL PRESENTATIONS**

Council Member Ingebrigtson encouraged residents to go to the Minnesota Department of Commerce website and search for their name under the unclaimed property division to see if the State is holding onto any of their unclaimed financial property.

Mayor Zabel made announcements about the following:

- The final Oakdale Farmers Market is Wednesday, October 11<sup>th</sup>, from 2 PM – 6 PM in the City Hall parking lot.
- The Indoor Farmers Market will return to the Discovery Center beginning Saturday, November 11<sup>th</sup>.
- The Scott Carver Buckthorn Removal Project is set for Saturday, October 14<sup>th</sup> beginning at 9 AM at the Oakdale Nature Preserve. Volunteers are still needed. Lunch and water will be provided, and all ages are welcome. Visit [www.oakdalemn.gov](http://www.oakdalemn.gov) for details and to sign up.

- The City is offering complimentary curbside collection of buckthorn. There is one remaining collection date for 2023: Tuesday, October 24<sup>th</sup>. To learn more about the pickup guidelines and to complete the waiver form, visit [www.oakdalemn.gov](http://www.oakdalemn.gov).
- The Maplewood Oakdale Lions Club is hosting their first-ever Halloween Decorating Contest. Registration is open until Sunday, October 15<sup>th</sup> for Oakdale residents. For more information, visit the Maplewood Oakdale Lions Club Facebook page.
- Nominations for Oakdale's Volunteer of the Year are now open. Help recognize a deserving volunteer by completing an online nomination form at [www.oakdalemn.gov](http://www.oakdalemn.gov) by October 31<sup>st</sup>.

## **CLAIMS**

**A MOTION WAS MADE BY COUNCIL MEMBER HER, SECONDED BY COUNCIL MEMBER INGEBRIGTSON TO APPROVE CLAIMS FOR THE PERIOD SEPTEMBER 27, 2023 TO OCTOBER 10, 2023, IN THE AMOUNT OF \$1,822,889.20.**

**5 AYES**

## **ADJOURNMENT**

**A MOTION WAS MADE BY COUNCIL MEMBER INGEBRIGTSON, SECONDED BY COUNCIL MEMBER MORCOMB TO ADJOURN THE MEETING AT 7:34 PM.**

**5 AYES**

Respectfully submitted,

Sara Ludwig, City Clerk