

The Special City Council Meeting was called to order at 7:00 p.m. by Mayor Gregg Nelson. Present were Councilmembers Rick Kingston, Marty Long, Kara Ries, and Katy Ross; City Administrator Kevin Kress, City Planner Bob Kirmis, and Recording Secretary Gretchen Needham.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda:

Councilmember Kingston motioned to approve the Agenda, which was seconded by Councilmember Ries. The motion was unanimously approved.

5. Citizen Comments

There were no comments from citizens present at the meeting.

6. Consent Agenda:

a. Minutes of the Regular Council meeting of November 14, 2019

b. Minutes of the Special Council Budget workshop of December 2, 2019

c. Approval of Municipal Meeting Schedule 2020

d. Approve Resolution 1365 - Liquor Licenses for North Oaks Golf Club; Panino's; North Oaks Hospitality/Tria Restaurant & Bar; Winestreet Spirits; Suishin Restaurant, Inc.; Taste of Scandinavia

e. Licenses for Approval: Air Mechanical, Alex's Lawn and Turf, LLC; Birch Tree Care; Budget Tree Service; Cameron Tree Services, Inc.; Houle Contracting; KB Service Co.; Langer Tree LLC; Precision Landscape and Tree, Inc.; Rhinex Contractor Inc.; SavATree, LLC; Twin City Tree Authority; Woodland Restorations, LLC

f. Approval of Claims: Check#: 013359-013393

Councilmember Ross motioned to approve the Consent Agenda, which was seconded by Councilmember Kingston. The motion was unanimously approved.

7. Petitions, Requests & Communications

a. Deputy Mike Burrell Report

Deputy Burrell was not present and therefore no report was given.

8. Unfinished Business

a. East Oaks PDA Review

This item was on the agenda for informational purposes only: the discussion is tabled until January 2020.

9. New Business

a. 2020 Fee Schedule for Approval

The 2020 Fee Schedule will be in final form as an ordinance for Council approval at the January 9, 2020 City Council meeting.

b. Discussion of Putting New Water Meters in Charley Lake Preserve and Red Pine Farms
The 2-inch meters at Charley Lake Preserve are too large to properly channel the water for residences. The individual meters are under-reporting the true water usage. Administrator Kress will be meeting with the City of Shoreview next week and will then report back to Council about possible next steps for replacing the meters.

c. Consider ISTS Variance – 16 East Pleasant Lake Road: Resolution 1368
City staff recommends approval of this ISTS Variance.

Councilmember Ross motioned to approve Resolution 1368, which was seconded by Councilmember Long. The motion was unanimously approved.

d. Consider ISTS Variance – 15 Ridge Road: Resolution 1367
City staff recommends approval of this ISTS Variance with conditions of an easement signed by the North Oaks Golf Club allowing the land to be set aside in perpetuity for the secondary septic site.

Councilmember Ries is concerned the homeowners did not do their due diligence by getting all the tests required, some of which could have allowed for the secondary ISTS site to be placed within their own property. She does not want a precedent set that would encourage homeowners to encroach on neighboring properties without exhausting all possibilities.

Jon Reedy, the homeowner, reported that three septic designers were consulted; sand could be brought in for a non-conventional system at the secondary site.

Administrator Kress suggested a fourth condition be added to Resolution 1367 to ensure all possibilities have been exhausted in terms of keeping both proposed site on his own property.

Councilmember Ries motioned to approve Resolution 1367 with the amendment of the additional condition, which was seconded by Councilmember Ross. The motion was unanimously approved.

e. Consider Conditional Use Permit – 26 Evergreen Road: Resolution 1366
City staff recommends the approval of this CUP.

Councilmember Ries recommends that the City's CUP process is reviewed and tightened so that exceptions to the City code are made more of the exception than the rule.

Councilmember Ross reported that Planning Commission was stringent on these rules in the past.

Councilmember Kingston motioned to approve Resolution 1366, which was seconded by Councilmember Ries. The motion was unanimously approved.

f. Recommended Complaint Form and Policy updates

Administrator Kress explained the form he'd like City staff to use going forward if residents file complaints with other residents or with the City. The form will be filled in writing by residents and will become an internal record at the City. This policy and form will improve tracking, consistency and enforcement for complaints the City receives.

Councilmember Long motioned to approve the Complaint Form and Policy, which was seconded by Councilmember Ross. The motion was unanimously approved.

10. Council Member Reports

Councilmember Long

- No report

Councilmember Kingston

- Brooke Moore and he are going to get the Tick Task Force results on a Polco survey.

Councilmember Ries

- Attended the Cable meeting
- Attended the VLAWMO meeting; Stephanie MacNamara is retiring.
- A reminder that the Polco surveys are due at the end of the month.
- Septic Committee meeting will be held Tuesday, December 17.

Councilmember Ross

- Attended the SCORE Grant meeting with Deputy Clerk Marty to learn about how other cities are handling recycling.
- Met with Nicole Frethem the new District 1 County Commissioner.

Mayor Nelson

- Invited Nicole Frethem to speak at a future City Council meeting.
- Welcome to Kevin Kress, our new City Administrator.
- In the process of interviewing candidates for the Planning Commission; four applicants have currently been interviewed. The quality of candidates is impressive.

11. City Administrator Reports

- Administrator Kress reviewed a form entitled "Request for Council Action" that he would like to use as a City Memo for upcoming Council meetings. This would increase transparency of Staff time spent on numerous issues.

- City staff is interested in implementing some new policies and documentation in order to improve documentation and accountability for Staff and consultants.
- He would like to see monitors added to the conference room upstairs; the cost would be under \$2K, and NOHOA has already agreed to split the cost with the City.
- City Hall will be closed for the entire day on the December 31, unless City Council objects. City Council agreed to close City Hall on December 31.
- A step scale platform for Staff salaries was reviewed with Deputy Clerk Marty. A compensation study by a third party would cost approximately \$5–10K; it is then reviewed yearly for compliance. The City’s auditor can provide a report regarding a step program. The upcoming COLA adjustment will put Administrator Kress’s salary above the threshold for his salary; he asked Council for guidance on how to approach this at the January 9, 2020 Council meeting.
- Water and sewer rates should be considered so the City can at least break even. A proposal will be ready in January or February.
- Minutes from the Planning Commission and Natural Resources Commission meetings will no longer be on City Council agendas for approval since Council has no authority to approve or amend other Commissions’ minutes.
- An ordinance needs to be created yearly for the City’s Fee Schedule in order to be in compliance with Minnesota State statutes.
- Administrator Kress made a request to the Metropolitan Council to change the classification of North Oaks to “Suburban,” which designates 5 units per acre, to “Emerging Suburban Edge,” which designates 3 units per acre in the Comprehensive Plan. Platt monitoring would be a requirement of this change in designation, which is similar to the information the City currently provides to Ramsey County Assessor when new buildings are built. A further ramification of this change of designation is that no zoning will need to change in order for the Comp Plan to be accepted by Met Council as it was submitted. Planning Commission will review this planned change and then report to Council.

Councilmember Ross motioned to approve a change of designation of classification in the Comp Plan, as suggested by Administrator Kress, which was seconded by Councilmember Kingston. The motion was unanimously approved.

- Administrator Kress suggests updating the City’s CUP and Variance applications, which City staff is working on internally.
- North Oaks Company is going to submit a concept plan for the East Oaks Development in January. There will be a one-month review and then a report will be prepared for Planning Commission and City Council.

12. Miscellaneous

Next Special City Council Meeting is Thursday, December 19, 2019 @ 7:00 p.m. for Truth in Taxation

Next Natural Resource Commission Meeting is Thursday, December 19, 2019 @ 7:00 p.m.

Next Planning Commission Meeting is Thursday, January 30, 2020 @ 7:00 p.m.

Next Regularly Scheduled Council Meeting is Thursday, January 9, 2020 @ 7:00 p.m.

Adjournment

A motion was made by Councilmember Ries to adjourn the meeting at 7:59 pm. The motion was seconded by Councilmember Ross and passed unanimously.

Attest:

Respectfully Submitted

Mayor Gregg Nelson

Gretchen Needham
Recording Secretary