

The Council Meeting was called to order at 7:00 p.m. by Mayor Gregg Nelson at the Community Meeting Room, 100 Village Center Drive, Suite 150, City of North Oaks, Minnesota. Present were Mayor Gregg Nelson and Councilmembers Marty Long, Sara Shah, Rick Kingston and Katy Ross; City Administrator Mike Robertson, City Attorney David Magnuson, and Videographer Maureen Anderson.

**Pledge of Allegiance**

Mayor Nelson led the Pledge of Allegiance.

**Approval of Agenda**

**Councilmember Long moved to approve the Agenda. The motion was seconded by Councilmember Kingston and passed unanimously.**

**Citizen Comments**

None.

**Consent Agenda**

1. Minutes of the Regular Council Meeting of July 12, 2018 for approval
2. Minutes of the Natural Resource Commission of July 19, 2018 for approval
3. Minutes of the Regular Planning Commission Meeting of July 26, 2018 for approval
4. Approve Gambling Permit Application for Common Bond Communities – North Oaks Golf Club
5. Approve Hill Farm Society One Day Liquor License for 2018 Farm Fest
6. Approve Kara Ries as Chair of the Planning Commission
7. Licenses for Approval: Metro Gas Installers; Flare Heating & A/C, Inc.; and E.L.K. Mechanical HVAC
8. Rental License Application Renewal for 9 Sunset Lane  
Claims for Approval: 12770 - 12804

Mayor Nelson asked how long the Planning Commission appointment is for. Administrator Robertson said for the rest of the year.

**Councilmember Kingston made a motion to approve the consent agenda, with a second from Councilmember Long. The motion carried unanimously.**

**Petitions, Requests, & Communication**

1. Dana Healy, New Executive Director of CTV

Dana Healy, the new Executive Director of CTV North Suburbs was present to introduce herself. Ms. Healy stated she hopes to reach out to local stakeholders, Councilmembers, and local representatives, to gain an understanding of the communities served by CTV. She added she hopes to add value to communication processes within North Oaks. Mayor Nelson thanked Ms. Healy for her presentation.

2. Deputy Mike Burrell Report

Ramsey County Sheriff's Deputy Mike Burrell provided a report on happenings during the month of July, including a stolen trailer in Rapp Farm. He recommended that residents, as well as contractors, secure their trailers to make them less susceptible to theft. He added a

resident was a victim of a phone scam that resulted in money being removed from their bank account.

Deputy Burrell stated, with regard to traffic enforcement, the County Traffic Control Unit has placed a speed trailer for traffic monitoring within North Oaks. He added residents should contact him with any concerns about certain streets. Councilmember Ross said some residents on East Pleasant Lake Road have made their properties and driveways available for Deputy Burrell's use. Councilmember Kingston asked whether the number of traffic stops has increased. Deputy Burrell stated he believes that is the case as there are two active traffic Deputies whereas last year there was only one due to an illness.

Councilmember Shah asked whether the speeders are residents or non-residents. Deputy Burrell stated it seems to be close to a 50/50 mix, although he does not distinguish drivers by residence. He added as an example that in the past year every citation on North Oaks Road went to a resident. Mayor Nelson asked whether the non-residents include service providers and contractors. Deputy Burrell confirmed this, adding the vast majority have some sort of purpose to be in North Oaks.

Councilmember Long asked whether there is a risk of the speed limit going up, as a result of speeding statistics. Deputy Burrell stated only a MNDOT speed study could do that. Administrator Robertson agreed, adding the County or City would have to request a speed study from MNDOT. Councilmember Shah asked whether the speed trailer collects data. Deputy Burrell said yes although the Traffic Deputy has indicated that the data is difficult to download and not accurate. He added speed tubes provide the most accurate speed data. Councilmember Ross stated speed trailers are a good way to show drivers how fast they are going, and to slow them down. Deputy Burrell agreed.

Deputy Burrell reviewed the results of a recent tube placement on East Pleasant Lake Road: 1,190 vehicles crossed over the tube; the highest speed was 48 miles per hour (mph), and the 85<sup>th</sup> percentile speed was 35.7 mph. Mayor Nelson thanked Deputy Burrell for his report.

### **Unfinished Business**

None.

### **New Business**

#### **1. Resolution 1339 – A Resolution Establishing No Parking Areas**

Mayor Nelson stated Resolution 1339 establishes "no parking" areas within North Oaks, in collaboration with the North Oaks Homeowner's Association (NOHOA). Administrator Robertson reviewed the four areas that have been identified as "no parking" areas: the St. Paul Oxygenation Plant on East Pleasant Lake Road; the beach area at the end of the Sandpiper Lane cul-de-sac; the area adjacent to the Charley Lake canal on Pleasant Lake; and the area off Wildflower Way where St. Paul Water Department pipe enters Charley Lake. He stated signage is proposed to be installed in these areas that would read "No

Trespassing – Private Property.” He said signs will not go up until NOHOA makes residents aware that parking permits will be available for their guests. He noted he recommends warning tickets be issued by Deputy Burrell for the first few weeks.

**Councilmember Ross made a motion to approve Resolution 1339, Establishing “No Parking” areas within the City of North Oaks, with a second from Councilmember Marty. The motion carried unanimously.**

Councilmember Shah asked whether there is a communication plan to get this information out to residents. Councilmember Ross stated NOHOA is drafting a notice that will be placed on cars. She added the information could be published in the North Oaks News and sent via NOHOA email blast.

## 2. Preliminary 2019 Budget Review

Administrator Robertson stated that while the 2019 Budget does not have to be approved until December, the preliminary 2019 tax levy has to be approved in September. He will be meeting with Ramsey County Tax Department to review the 2019 tax base and more information will be available for the City Council’s review in September. Mayor Nelson requested an update regarding the levy for review at the Finance Committee meeting in September.

## Councilmember Reports

### • **Councilmember Katy Ross**

- Councilmember Ross attended "Hot Dog with a Deputy", as well as neighborhood "Night to Unite" block parties. She added North Oaks had 12 official events and 1 unofficial party.
- Many residents have expressed an interest in composting. Ramsey County is sponsoring a pilot compost site in Maplewood, and this might be an opportunity for North Oaks as well. Discussions would be held with NOHOA and North Oaks Company regarding possible sites.
- The Planning Commission met recently and several issues were discussed. The Planning Commission has instituted a deadline of 4pm on the Wednesday prior to the Planning Commission's next meeting for submission of necessary materials.
- A Recycling Tour is planned for next week and another will be planned in the fall. The Recycling Committee will meet with Eureka Recycling soon and more information will be available for the City Council's review.

### • **Councilmember Sara Shah**

- Councilmember Shah said she has been tasked with reviewing the City's social media outlets and to recommend changes and improvements. She is looking at other comparable cities for available options. She noted there was discussion at tonight's Council Workshop with regard to enlisting the help of a communication specialist. Councilmember Shah stated the City's news and information should be

communicated in the most efficient manner, and will include blend of social media, North Oaks News, email blasts, and online meeting webcasts.

- **Councilmember Marty Long**
  - The Vadnais Lake Area Water Management Organization (VLAWMO) did not meet in July. The organization has had some significant staffing changes and is determining whether its costs are in line with other Watershed Districts.
  - Councilmember Long stated he has been working on Operation Clearview with Administrator Robertson and S&S Tree Services. S&S has indicated they will not participate any more in Brush Pick-Up Day, and alternatives are being sought.
  - The University of Minnesota has expanded its Urban Forestry program and we should look and see what they can do for us.
  
- **Councilmember Rick Kingston**
  - The Tick Task Force met recently, and discussed ways to expand awareness of the City's integrated Tick Management Program to surrounding communities. The Task Force discussed the possibility of a feature article in the Pioneer Press, as well as hosting an educational event for residents and surrounding communities. The Task Force expressed an interest in participating in a national program that identifies ticks and the pathogens they carry.  
The Task Force discussed scheduling an information session with David Neitzel, Minnesota Department of Health, to review national and local statistics related to tick-borne illness.
  - Councilmember Kingston stated he met recently with the Lake Johanna Fire Department Board of Directors to review the Fire Department Facility Needs Assessment. Future improvements will be considered, as the Fire Department's needs will change over the next 25 years.

Mayor Nelson expressed his appreciation of the hard work of the City Council as evidenced in the various reports.

### **City Administrator Report**

#### 1. Emergency Management Report

Administrator Robertson stated he recently met with NOHOA Executive Director Mikeya Griffin; Emergency Management Director and Ramsey County Deputy Fire Chief Matt Sather; Ramsey County Sheriff's Deputy Mike Burrell; and Steve Elfstrom, owner of Mel's Services. He added the purpose of the meeting was to review emergency management and consider potential responses to typical emergency situations.

Robertson said in case of a natural disaster Mel's employees will be instrumental in clearing streets and removing debris to provide access and mobility. He added the City's main streets would be the immediate focus. He said it would be necessary to determine whether any outside assistance would be needed from other cities. Any such assistance

would be under Steve's direction. He noted that emergency management operations would be operated out of City Hall. If City Hall was unavailable due to a disaster the first alternative would be the Lake Johanna fire station on Hodgson Road. The second alternative would be the Lake Johanna main fire station on Lexington.

Robertson said with regard to security that one or more of the City's entrances might have to be closed for a few days after a disaster to prevent gawkers from entering. He said the City Council should consider appointing spokespersons, typically the Mayor and City Administrator, to provide a consistent message to the media.

Robertson said that in other cities the City Council has met nightly after an emergency occurred to share information and be available to answer resident's questions. He suggested that the NOHOA Board should attend any such meetings as well.

In events like tornados other cities have found it useful to set up a lost and found for personal items that have been blown around. He suggested the best place for that would be the West Rec building. He noted the storage of debris for later removal was discussed and the best places for that would be Hummingbird Hill ravine, Bobolink Park and Southpointe Park.

Robertson said that some cities have found it useful to allow volunteers to enter the city and assist homeowners with hauling junk to the edge of the street for later pickup. Typically these volunteers assemble at a church or school and are bused in to selected neighborhoods. The City Council and NOHOA should think about whether they would allow this given privacy issues.

Finally, experience has shown that the first week after a disaster is cleanup and the second week everyone wants a building permit. As part of the reconstruction phase the City might consider contracting with other building inspection firms or the State Building Office to assist with the building permit process. He noted City staff will keep track of emergency expenditures for potential federal reimbursement.

Councilmember Shah stated the plan document mentions coordination of messaging between the City of North Oaks, the Homeowner's Association and outside agencies. She stressed the importance of providing information and direction for citizens, using the most applicable form of messaging. She added executive authority could be given to someone who would be responsible for providing immediate direction.

City Administrator Robertson stated the City Council could decide on a short list that would include the Sheriff's Deputy, the Mayor, and the City Administrator. He added it might also be a case of relying on whoever happens to be on site at the time. Mayor Nelson requested that City staff provide a list of items that require City Council action for review and consideration.

2. Rental Licenses Report

Administrator Robertson stated there are currently 11 properties in North Oaks that are licensed rental properties. He added inspections are good for three years, and a list of current rental properties is included in the City Council meeting packet.

Councilmember Ross asked whether the owners of the rental property on Hodgson Road are conducting renter background checks. Robertson said they are not required to send background check information to the City. He said they are now sending a list of renters that are staying at their property.

3. Annual Data Practices Report

Administrator Robertson stated State Law requires the City to provide information regarding who has made data practice requests. He added these requests generally consist of contractors or firms that review building permit data. He noted there has been no indication that recipients of the list have been dissatisfied.

**City Attorney Report**

City Attorney Magnuson said, with regard to traffic enforcement, speed trailers and tubes are only used for statistical data gathering purposes, as radar data is not permissible in Minnesota courts. He added Minnesota Department of Transportation (MnDOT) is generally reluctant to change speed limits, which would alter State-wide uniformity standards.

**Miscellaneous**

**Next Natural Resource Commission meeting is Thursday, August 16, 2018 at 7:00 p.m. in the Community Meeting Room**

**Next Planning Commission Meeting is Thursday, August 23, 2018 at 7:00 p.m. in the Community Meeting Room**

**Next Regularly Scheduled Council Meeting is Thursday, September 13, 2018 at 7:00 p.m. in the Community Meeting Room**

**Adjournment**

**On motion duly made by Councilmember Long, seconded by Councilmember Kingston and carried unanimously, the meeting was adjourned at 8:09 p.m.**

Attest:

Respectfully Submitted:

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Mayor Gregg Nelson

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Mike Robertson  
City Administrator