

## **MINUTES**

**City Council Meeting  
City Hall Council Chambers  
Monday, July 15, 2024  
7:00 p.m.**

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### **Call to Order**

Mayor Weidt called the meeting to order at 7:00 p.m.

### **Roll Call and Pledge of Allegiance**

COUNCIL PRESENT: Klein, Miron, Petryk, Strub, Weidt

COUNCIL ABSENT: None

OTHERS PRESENT: City Administrator Bryan Bear, City Attorney Dave Snyder, City Engineer Mark Erichson, Community Development Director Rachel Juba, City Clerk Michele Lindau

### **Approval of Minutes for the July 1, 2024, City Council Meeting**

Klein made motion, Strub seconded, to approve the minutes for the City Council Meeting held on July 1, 2024, as presented.

All Ayes. Motion carried.

### **Approval of Agenda**

Weidt made motion, Klein seconded, to approve the agenda as amended by adding approval of a resolution authorizing an application for the Livable Community Grant Funds.

All Ayes. Motion carried.

### **Approve Samson Walters Memorial Donation**

At their meeting of June 26, 2024, the Parks Commission recommended approval of a donation from the Mahtomedi Hockey Association (2023/2024 Junior Gold 16 team) in memory of Samson Walters. A memorial plaque and bench would be installed in Diamond Point Park which was close to his home and a place he would often visit. Members of the Mahtomedi Junior Gold Hockey Team were present and shared photos and memories of their teammate, Samson.

Weidt made motion, Miron seconded, to accept the donation of a bench and plaque from the Mahtomedi Hockey Association.

All Ayes. Motion carried.

### **Presentation of 2023 Audit Report – Jason Miller, Smith Schafer & Associates**

Jason Miller from the independent accounting firm of Smith Schafer & Associates presented a

recap of the audit of City finances for the 2023 fiscal year. The audit report was posted on the City's website.

Jason began by saying the City had a clean audit, and he extended appreciation for the hard work of Council and staff. He explained what the audit entails and said an unmodified audit opinion was issued. He talked about a new section that required a single audit in 2023 as a result of spending ARPA funds, and no issues were found in testing. He reviewed the items that were required to be tested. He showed that property taxes were the largest revenue source, and he provided data on the different fund types.

General Government Expenditures increased by 11% from 2022 due primarily to increased salaries for fully staffed Planning Department. Public safety expenditures increased by 9% due to increased fire and police protection. The highways and streets expenditures decreased in wages while materials and maintenance increased resulting in less than 1% difference from 2022. Expenditures for parks increased 30% in part due to the new Pede Pedersen Park facility. He talked about the benefit of the City's policy to have at least 50% of the following year's budget in reserves saying the fund was healthy largely due to ARPA funds that will be spent at a later time.

Jason showed the City's five-year debt service requirements saying payments were being made on time. He talked about recent Capital improvement projects that included Oneka Parkway, Birch tree ponds, and access control systems at the new Public Works, Lions Park Pavilion, and the Hanifl Shelter. He explained enterprise funds were doing well due to the increase in water billing revenue and good investment gains. Jason summarized by saying the City was issued an unmodified audit opinion with no single audit or Minnesota legal compliance exceptions.

Petryk made motion, Klein seconded, to accept the results of the audit.

All Ayes. Motion carried.

### **Washington County Update on Highway 61 Visioning Study – Maddie Dahlheimer**

Washington County, MnDOT, and the City of Hugo had partnered on a corridor visioning study along Highway 61. A traffic, land use, and engineering analysis along with community input helped identify the long-range vision for the corridor that would be used to define future improvements and guide a potential jurisdictional transfer of the roadway from MnDOT to Washington County. The goals of the study included items such as evaluation of intersection improvements, defining access points, and determining right-of-way needs for the corridor for a possible expansion of the roadway.

Madeline Dahlheimer from Washington County was present to provide an update. Before she began, Washington County Commissioner Fran Miron talked about the staff and partnerships that provided a great collaboration. He talked about the turnback being part of the long-range planning since 1996. Madeline showed a map of the study area and explained in 1996, there was intent to transfer the portion of TH61 in Washington County from MnDOT to Washington County. She provided background on the visioning study for Highway 61 and how it related to the Rush Line Transit Corridor, the City's Downtown Plan and Design Guidelines, and the Corridor Access Management Plan MOU and Layout that illustrated the right-of-way needed for

a four-lane highway that parallels the rail corridor. Access management and Right-of-way dedication needs had since been revisited. Specific traffic controls were not considered as part of the process.

There was support for a unified transportation corridor with the Washington County Regional Rail Authority's property and the highway corridor, which would both be under County jurisdiction. The layout would be able to support the Rush Line Transit Corridor connecting bus route from White Bear Lake to Forest Lake. The ROW dedication needs would be reduced throughout the corridor from the version created in 2008. Lastly, Madeline talked about the multi-modal improvements that would address safety and connectivity concerns. Council was invited to attend the Highway 61 Visioning Study Open House to be held on August 15, 2024, from 4:30-6:30 p.m. at Hugo City Hall.

City Administrator Bryan Bear took a moment to recognize the County staff and Board for seeing the need for a single transportation corridor saying the County's flexibility from the previous version saved several buildings that would have needed to be demolished along Highway 61.

Klein made motion, Miron seconded, to schedule as a meeting to attend the open house scheduled for Thursday, August 15, 2024, from 4:30 pm to 6:30 pm at Hugo City Hall - Oneka Room.

All Ayes. Motion carried.

Petryk asked about available funding. Maddie replied that having an updated vision would help to identify and pursue funds for improvements.

### **Approval of Consent Agenda**

Miron made motion, Petryk seconded, to approve the following Consent Agenda.

1. Approve Claims Roster
2. Approve Six-Month Performance Review for Accounting Clerk Jennifer Taylor
3. Approve Annual Performance Review for Public Works Worker Jeff Maas
4. Approve Appointment of Allysa Nadeau as Engineer on the Hugo Fire Department
5. Approve Resolution Appointing Election Judges for the Statewide Primary
6. Approve Special Event Permit for Louache Yang for Family Reunion on Saturday, July 20, 2024
7. Approve Special Event Permit for Wilson Tool Company Picnic on Friday and Saturday, August 9 and 10, 2024
8. Approve Temporary Liquor License for Hugo Lions Club for the Wilson Tool Picnic on August 10, 2024
9. Approve Purchase of Bandit 15XL Chipper for the Public Works Department
10. Approve Pay Request No. 2 to Dresel Contracting, Inc. for the 125<sup>th</sup> and Dellwood Ridge Street Project
11. Approve Pay Request No. 4 to C.W. Houle for Lift Station No. 12

All Ayes. Motion carried.

### **Approve Claims Roster**

Adoption of the Consent Agenda approved the Claims Roster as presented.

### **Approve Six-Month Performance Review for Accounting Clerk Jennifer Taylor**

At its January 8, 2024, meeting, Council approved the hiring of Jennifer Taylor as the new Accounting Clerk with a starting date of January 29, 2024. According to the City's Personnel Policy, all appointments for regular full-time employees are subject to a six-month training and evaluation period. Adoption of the Consent Agenda approved the six-month performance review and removal of probationary status for Accounting Clerk Jennifer Taylor.

### **Approve Annual Performance Review for Public Works Worker Jeff Maas**

Jeff Maas was hired by the City of Hugo on July 24, 2006, as a Public Works Worker. Adoption of the Consent Agenda approved the annual performance review for Public Works Worker Jeff Maas.

### **Approve Appointment of Allysa Nadeau as Engineer on the Hugo Fire Department**

Allysa Nadeau had submitted a letter of interest in the Engineer position on the Fire Department. Chief Engineer Kaspzak and Deputy Chief Jensen conducted an interview with Allysa on June 27, 2024, and recommended Allysa Nadeau fill the last open engineer position with a start date of August 1, 2024. Adoption of the Consent Agenda approved the appointment of Allysa Nadeau as Engineer on the Fire Department.

### **Approve Resolution Appointing Election Judges for the Statewide Primary Election on August 13, 2024**

The Hugo City Council needed to pass a resolution approving the appointment of election judges for the Primary Election on August 13, 2024. Staff had prepared a resolution with a list of 56 judges who had signed up to work the Primary Election; however, all judges must first complete a two-hour training. Adoption of the Consent Agenda approved **RESOLUTION 2024-26** APPOINTING ELECTION JUDGES FOR THE AUGUST 13, 2024, STATEWIDE PRIMARY.

### **Approve Special Event Permit for Louache Yang for Family Reunion on Saturday, July 20, 2024**

Louache Yang had applied for a Special Event Permit for a family reunion to be held at Hanifl Fields on Saturday, July 20, 2024. Council approval was required for any event that served alcohol, had amplified music, and extended after dusk. The applicant had paid the fee, submitted proof of insurance for liquor, and agreed to the conditions. Adoption of the Consent Agenda approved the Special Event Permit for the Louache Family Reunion subject to the conditions on the permit.

**Approve Special Event Permit for Wilson Tool Company Picnic on Friday and Saturday, August 9 and 10, 2024**

Wilson Tool had applied for a Special Event Permit for their annual company picnic to be held on Saturday, August 10, 2024, from 11 a.m. to 5 p.m. at Hanifl Fields. This is a private event and free of charge to Wilson Tool employees and their families. Alcohol will be served and there will be amplified sound for announcements. Council approval was required for any event that served alcohol, had amplified music, and had expected attendance of over 200 people. Adoption of the Consent Agenda approved the Special Event Permit for Wilson Tool's company events.

**Approve Temporary Liquor License for Hugo Lions Club for the Wilson Tool Picnic on Saturday, August 10, 2024**

The Hugo Lions Club had applied for a Temporary Liquor License to sell alcohol at the Wilson Tool Picnic on August 10, 2024. The Club has provided the completed application, application fee, and proof of Liquor Liability Insurance for the event. Adoption of the Consent Agenda approved the Temporary Liquor License for the Wilson Tool Picnic on Saturday, August 10, 2024.

**Approve Purchase of Bandit 15XL Chipper for the Public Works Department**

The Hugo Public Works Department had been renting a chipper to use when doing tree trimming and/or removal of trees along public road rights-of-way. Staff had been looking at options to purchase a chipper, and money was included in the 2024 budget for this purchase. Adoption of the Consent Agenda approved the purchase of a Bandit 15XP woodchipper as outlined in the quote from Tri-State Bobcat in the amount of \$64,586.80.

**Approve Pay Request No. 2 to Dresel Contracting, Inc. for the 125th and Dellwood Ridge Street Project**

Dresel Contracting, Inc. had submitted Pay Request No. 2 in the amount of \$1,022,157.40 for work certified through June 30, 2024, on the 2024 125<sup>th</sup> Street/Dellwood Ridge Neighborhood Improvement Project. New storm sewer had been completed and concrete curbs had been installed along Heather Avenue and Upper Heather Avenue. Adoption of the Consent Agenda approved the payment to Dresel Contracting, Inc. in the amount of \$1,022,157.40.

**Approve Pay Request No. 4 to C.W. Houle for Lift Station No. 12**

C.W. Houle, Inc. had submitted Pay Request No. 4 in the amount of \$81,785.69 for work certified through June 30, 2024, on the Lift Station No. 12 Project. The lift station was substantially complete and operational. Adoption of the Consent Agenda approved payment to C.W. Houle, Inc. in the amount of \$81,785.69.

**Approve Solar Ordinance Text Amendment**

The City Council enacted a moratorium on applications for solar farms at its May 20, 2024, meeting, after they had denied an application for a solar farm at their May 6, 2024, meeting

citing it did not meet the character of the area. At its June 17, 2024, meeting, Council discussed the direction needed for the ordinance, and several Councilmembers stated that they would like to gather public feedback on the prohibition of solar farms prior to restarting the ordinance review process that had been completed in 2023. The City Council directed staff to draft a text amendment that would prohibit solar farms within the City. With the Council's direction, staff has drafted text amendments to Sec. 90-1 *Definitions* and Sec. 90-278(d) *Solar Energy Systems* that would prohibit solar farms, not including accessory solar. The Planning Commission held a public hearing at its July 11, 2024, meeting to consider the text amendment as drafted.

Associate Planner Max Gort reviewed the most current revisions adopted by Council in July 2023 that increased setbacks to 100 feet from property lines and 200 feet from roads and dwellings, limited array size to five acres, and provided for more strict screening and landscaping requirements. Max provided a recap of the April 11, 2024, Planning Commission public hearing saying several in attendance spoke on both sides of the issue. Those in favor talked about renewable energy, property owners' rights, and solar farms being a low impact, non-disruptive use. Those opposed to solar farms talked about the character of the areas, disruption of sightlines and operators being from outside of the community. The Commission agreed that they should not be banned, and there should be a place for them in the community that people would be comfortable with. The Commission recommended denial of the proposed text amendment prohibiting solar farms and recommended holding another joint workshop with the City Council and Planning Commission to determine the future of the ordinance.

Council generally agreed there was not enough feedback now to prohibit solar farms and agreed there were details worth going over again. If other amendments were proposed, another public hearing would be required.

Weidt made motion, Klein seconded, to request staff propose a date on which to hold a joint workshop.

All Ayes. Motion carried.

Miron made motion, Klein seconded, to table the Solar Ordinance Text Amendment.

All Ayes. Motion carried.

### **Resolution Authorizing an Application for the Livable Communities Grant Funds**

Staff added this item to the agenda to approve a resolution approving applying for grant funds. City Administrator Bryan Bear reminded Council that at the July 1, 2024, meeting, they authorized preparation for work on the Residential Zoning District ordinance. The opening of the grant program had just occurred, and it may fund this effort.

Miron made motion, Strub seconded, to approve RESOLUTION 2024-27 IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS.

All Ayes. Motion carried.

**Reminder – Commissioner Interviews on Monday, July 22, 2024**

City Administrator Bryan Bear reminded Council of the commissioner interviews scheduled for Monday, July 22, 2024, at 7 p.m. in the Conference Room at City Hall.

**Schedule Glacial Hills Regional Trail Open House on Monday, July 29, 2024**

City Administrator Bryan Bear informed Council that Washington County would be hosting an Open House on Monday, July 29 from 4:30-6:30 pm at City Hall, to share the proposed trail alignment for public comment.

Klein made motion, Strub seconded, to schedule a meeting to attend the Glacial Hills Regional Trail Open House on Monday, July 29, 2024.

All Ayes. Motion carried.

**Schedule National Night Out on Tuesday, August 6, 2024**

City Administrator Bryan Bear reminded Council that in the past they attended National Night Out annual events and recommended they schedule a meeting to attend this year's National Night Out events on Tuesday, August 6, 2024.

Miron made motion, Klein seconded, to schedule a meeting to attend National Night Out events on August 6, 2024.

All Ayes. Motion carried.

**Adjournment**

Klein made motion, Strub seconded, to adjourn at 8:11 p.m.

All Ayes. Motion carried.

Respectfully Submitted,



Michele Lindau, City Clerk