

**City of West St. Paul  
City Council Meeting Minutes  
February 8, 2016 at 6:30 p.m.**

**1. Call to Order**

Mayor Pro Tem Ed Iago called the meeting to order at 6:34 p.m.

**2. Roll Call**

Mayor Pro Tem Ed Iago and Councilmembers Pat Armon, Jenny Halverson, John Bellows, Dave Napier and Dick Vitelli. Mayor David Meisinger had an excused absence.

Others: City Manager Matt Fulton, Assistant City Manager and HR Director Sherrie Le, Attorney Korine Land, Finance Director Joan Carlson, Community Development Director Jim Hartshorn, Police Chief Manila Shaver, Public Works and Parks Director Ross Beckwith, Assistant Community Development Director Ben Boike and City Clerk Chantal Doriott.

**3. Pledge of Allegiance**

**4. Adopt the Agenda**

Motion was made by Clpn. Vitelli and seconded by Clpn. Halverson to approve the agenda with the following revisions:

- Removed item 10. to item 12.G.
- Remove 10.J. to 12.J.
- Add 12.H. Remodel City Hall RFP
- 12.B. and 12.D. will be continued – items removed.

All members present voted aye. Motion carried.

**5. OCWS Briefing**

Mayor Pro Tem Iago let the public know the Council discussed the following during the work session held prior to this meeting:

- Council saw a presentation from Dakota County Sheriff Tim Leslie
- Information on the I/I program
- Remodeling within city hall
- Signs requested by individuals such as “deaf child”

**6. Robert Street Review**

Public Works and Park Director/City Engineer Ross Beckwith gave an update:

- Staff met with Zans and Associates and is working on public outreach and a communication plan.

- Why do we have so many signs buried in the median asked a constituent? They are one-way, do not enter, etc. Clpn. Napier thought this should be addressed with the consultant. Clpn. Vitelli said the one-way sign is needed. Mayor Pro Tem Iago asked Director Beckwith to review this with the consultant. Clpn. Halverson said a person can get sign fatigue. Clpn. Vitelli said it might be important for people that are not familiar with the area to have this signage. Mayor Pro Tem Iago suggested putting the sign on the right-of-way rather than the median.

## **7. Citizen Comments**

No one present wished to speak.

## **8. Council Comments**

Clpn. Napier acknowledged Sheriff Leslie did a great job presenting information on what they do in the County and with our police department. It's nice for our community to know what this department is doing for us. It would be nice to have him back to a regular meeting for a more public presentation.

Clpn. Vitelli let residents know Philip (Skip) Stefaniak, a former city engineer who, just before Christmas, found out he is very ill. Skip was our engineer for 30 years and he currently has a caring bridge page if anyone is interested.

Clpn. Armon reminded everyone of the Winter Fun Fest event on Saturday, February 20<sup>th</sup>. Full details are on the city website [www.wspmn.gov](http://www.wspmn.gov).

Clpn. Halverson reminded everyone of the Neighborhood meeting on February 16<sup>th</sup> at the Community Center at Harmon Park. The event begins at 6:30 p.m.

Clpn. Bellows thanked the kind folks who assisted him in getting his vehicle out of a snowbank last Monday. There was a snow storm he managed to get stuck in a snow bank. He is very thankful and kudos to the citizens of West St. Paul.

Mayor Pro Tem Iago gave a shout out to the girls' basketball team and shared what one resident sent. He also gave information on a school in the Twin Cities that has decided they are going to ban Valentine's Day, Halloween, Christmas and Easter. Last, people around the city have received a postcard about the City I/I program from a plumber. This business is an approved plumber by the state but this is not a plumbing company recommended by the city.

## **9. Proclamations, Presentations and Recognitions**

### **A. Accept \$992.80 Donation from Sibley Hockey Booster Club for New TV and Software for WSP Ice Arena**

City Manager gave an overview of the donation being used for technology needs at the ice arena.

Motion was made by Clpn. Vitelli and seconded by Clpn. Napier to adopt Resolution No. 16-16 accepting a donation in the amount of \$992.80 from the Sibley Hockey Booster Club for the West St. Paul Ice Arena. All embers present voted aye. Motion carried.

## **10. Consent Agenda**

Motion was made by Clpn. Halverson and seconded by Clpn. Armon to approve the following consent agenda items:

- A. City Council Meeting Minutes – January 11, 2016 OCWS; January 25, 2016 OCWS; January 25, 2016 Regular Meeting
- B. December 2015 Bank Reconciliation
- C. December 2015 General Fund Budget Report
- D. List of Claims
- E. Declare Police Badges as Surplus
- F. December 2015 Investment Report
- G. Revised Light Duty Policy
- H. MOVED to New Business 12.G. Approval of Travel and Meal Policy
- I. Police Department Licensing
- J. MOVED to New Business 12.H. Police Department Licensing - Winter Fun Fest Event

All members present voted aye. Motion carried.

## **11. Public Hearing**

There were no public hearings.

## **12. New Business**

### **A. Request for Funding for the LOOP Circulator Bus Operations**

Assistant City Manager Sherrie Le gave an overview. The LOOP, West St. Paul's circulator bus, is a service developed out of the partnership between the City, Dakota County's Communities for a Lifetime Initiative and Living Longer and Stronger in West St. Paul. The service provides transportation for older adults in West St. Paul to Robert Street businesses and Thompson Park, where senior programming is held. This is the second year of service for the LOOP and our riders greatly appreciate the service. We continue to receive nothing but rave reviews.

Comments:

- Clpn. Halverson is not sure she can support this due to the low ridership and the large amount needed to sustain the program.
- Clpn. Vitelli believes the cost is too high because it not only includes city funds but community donations.
- Mayor Pro Tem Iago said the number 1 stop is CUB Foods and as we redevelop the south side of Robert St. this service could be in need. The people using this service really need this service. SRSBA has made substantial contributions as has CUB and others. These businesses support the endeavor.

- Clpn. Halverson is having a hard time with the high cost. Maybe a consideration is a service that delivers to your door.
- Clpn. Armon – so the \$15,000 is this for the whole year? Director Le said it is up to \$15,000 as we are looking for grant opportunities and it's for the whole year. Maybe the city could help out until the end of the Robert St. construction.
- Clpn. Halverson said the other issue is to label this as Robert St. expenditure. She is not in favor of adding this to the Robert St. budget. Director Carlson said there probably won't be any place to code this because it is a Robert St. fund. Clpn. Halverson is not in favor.
- Clpn. Napier is concerned too and he agrees that he is not in favor due to the low ridership. However, we did make a commitment and he would support through the Robert St. project and then be reviewed.
- Clpn. Bellows said we have assisted various groups in the city for different projects and activities. This is simply providing services for a group who do not have access to this transportation. He is not happy with the cost but he believes there is a benefit. It builds upon support of our Robert St. businesses. He is in favor of continuing the service.
- Clpn. Halverson said that with 80 riders that equals \$15.00 plus per rider per ride. She is not in favor. This is not like we are investing a capital improvement. This is one ride. Mayor Pro Tem Iago said the benefit is that we have people that can't or won't drive on Robert St. but the cost does look high. The businesses are appreciative. Clpn. Halverson said we didn't agree to do this for the term of the project. We did agree to this for the pilot program. She would be more than supportive if it was a benefit for more people.
- Clpn. Vitelli is not sure he is in favor and supports Clpn. Halverson's comments. Director Le explained where the LOOP stops and all the personal assistance. The two buses run congruently every half hour. The buses pick up at various apartment complexes. Director Le said these are people who do not have the ability to get out. Clpn. Vitelli said metro mobility could be used for \$4 or \$6. This is a lot of money for not many people. Director Le said each bus holds 12 people. Clpn. Napier said maybe we can promote it more. Director Le said the people using the service are very appreciative of the service.
- Clpn. Bellows said the businesses are actually contributing \$13,000 and we are considering a max amount because any additional grants or funds received would be taken off the request for up to \$15,000. We should take this through the end of the project.
- Additional comments regarding costs ensued.

Motion was made by Clpn. Armon and seconded by Clpn. Napier to approve up to \$10,000 for the LOOP funding. Motion was amended by Clpn. Armon and seconded by Clpn. Napier to approve LOOP funding for up to \$12,000. Mayor Pro Tem Iago and Clpns. Napier, Armon and Bellows voted aye. Clpns. Vitelli and Halverson voted nay. Motion carried.

### **B. Approve Minor Work Orders for Robert Street Improvement Project #11-3**

This item was continued to a future meeting.

### **C. Postponement of 2016 Street Improvement projects**

Director Beckwith gave an overview of financial and engineering reasons to postpone the 2016 Street Improvement project. The streets that were scheduled for improvements were:

<u>Street</u>	<u>From / To</u>
Humboldt Ave.	from Wentworth Ave. south to Marie Ave.
Kraft Rd.	from Humboldt Ave. east to Livingston Ave.
Runge Lane	from Smith Ave. east to Charlton Ave.
Edith Drive	from Smith Ave. east to Charlton Ave.
Fox Ridge Rd.	from Livingston Ave. north to Livingston Ave. south
Fox Ridge Ct.	from Fox Ridge Rd. west to the cul-de-sac end
Edgewood Lane	from Charlton Ave. east to the cul-de-sac end

Based upon the MN 429 process the timeline to get this project to bid would have put it into May of 2016. Most contractors have their work lined up prior to May every year so the bidding environment would not have been as competitive and higher prices would have been reflected. The current timeline also puts construction beginning in late June or early July. Starting a project that late pushes timelines into fall. If the 2016 and 2017 Street Improvement Projects were combined and bid in winter 2017 there would be more competition and bid prices should be more favorable.

Comments:

- Clpn. Napier said care of our infrastructure is important so to put this off for a year is tough. It does make good fiscal sense to hold off for one more year.
- Clpn. Bellows is in favor but wants to make sure we are in a favorable bidding place next year.
- Clpn. Armon asked about seal coat project. Director Beckwith said we are looking at this now including crack sealing. We could still consider preservation of some streets.

Motion was made by Clpn. Bellows and seconded by Clpn. Napier to approve and formerly accept postponement of the 2016 Street Improvement Project to 2017. All members present voted aye. Motion carried.

A letter will be sent to all affected property owners of this change.

**D. Approve Revision to Consultant Contract with Bolton & Menk Engineering for 2015 Street Improvement Project #15-1**

The item is continued to a future meeting.

**E. Reaffirmation to Move Forward with Safe Routes to School Project #14-5**

In early 2014 the City submitted a Safe Routes To School (SRTS) federal grant application for the installation of a trail along the north side of Wentworth Avenue, from Charlton Street to Bellows Street, and a sidewalk along the west side of Bellows Street, from Wentworth Avenue to Thompson Avenue. The City was notified in summer 2014 that we were successful in obtaining

a SRTS grant of \$125,200 toward the project. Dakota County is partner on the project since Wentworth Avenue is a county road.

The City has hired WSB & Associates for the preliminary engineering work on the project. Preliminary engineering typically covers all work prior to construction beginning; this includes right-of-way acquisition. There are additional costs of \$45,000

Comments:

- Clpn. Bellows is troubled by the high cost. Director Beckwith added comments and information on project costs. Could we combine these projects to get the most deliverable bids? Director Beckwith said since there is federal funds involved with this project, it stands alone.
- Clpn. Armon asked can't this be combined with another sidewalk project? When you get into federal aid the scope area of the project is defined. Are we comfortable with the bid time? Again it's not ideal to bid later in the season. This is a small project.
- Clpn. Vitelli what is driving the cost? Director Beckwith identified construction cost and land acquisition right-of-way and the area that is necessary for the project.
- Mayor Pro Tem Iago asked was this something that got missed. Not really and Manager Fulton doesn't believe WSB is at fault.

Motion was made by Clpn. Armon and seconded by Clpn. Halverson to reaffirmation and move forward with the Wentworth Trail/Bellows Sidewalk-Project #14-6 as presented. All members present voted aye. Motion carried.

**F. Approve Change Order #3 for Robert Street Landscape Project #11-3**

Director Ross Beckwith gave an overview of the third change order. As part of the City's Robert Street Landscape contract with L.S. Black Constructors, there is a bid item called out in the plans which does not have a corresponding pay item in the bid. Filter Topsoil Borrow is required to be installed at all of the bio-retention/planting areas to allow water to infiltrate. The estimated quantity of Filter Topsoil Borrow is 660 cubic yards. In 2015, staff negotiated a price of \$55.64/cubic yard with L.S. Black for Filter Topsoil Borrow.

A summary of the current contract changes for this project is below:

Change order #1 (previous) \$ 10,738.00  
Change order #2 (under discussion)  
Proposed change order #3 \$ 36,722.40  
Total \$ 47,460.40

Comments:

- Clpn. Armon asked if MnDOT reviewed phase 2? Manager Fulton said MnDOT reviewed both phases. This was an item that SRF did not include and this is a negotiated price.
- Clpn. Bellows said this was something that was missed. He gathers that this happens from time to time in construction projects.

- Clpn. Halverson said she doesn't think we have to check construction details like this. Clpn. Bellows said he did not mean the Council. Director Beckwith meant the owner versus the contractor.
- Clpn. Napier said it falls on the city staff and consultant and occasionally stuff gets missed. It's unfortunate it was missed.
- Clpn. Vitelli said it happens and unfortunately it isn't something you want to happen. Did SRF get back on the conduit and electric? Manager Fulton said staff met last fall and they are just now in the process of working through these issues.

Motion was made by Clpn. Bellows seconded by Clpn. Vitelli to approve Change Order #3 in the amount of \$36,722.40 for the Robert Street Landscape Project #11-3. All members present voted aye. Motion carried.

### **G. Meal Policy/Travel Policy**

Clpn. Bellows asked if this applies to council and staff? Director Le said yes. We are following federal government rules in regarding reimbursement. Attorney Land said the council is not subject to the personnel policy. The council is not subject to this plan but they can adopt it if they want. Clpn. Bellows approves this policy and wants to have this same policy apply to the City Council.

Motion was made by Clpn. Bellows and seconded by Clpn. Vitelli to approve the revised Travel and Meal Policy as part of the City's Personnel Policy and as presented for staff and the Council. All members present voted aye. Motion carried.

### **Redesign of City Hall**

City Manager Fulton gave an overview of a city hall remodel project. As the City Council is aware, plans for a new City Hall have been discussed for several years due to the deteriorating condition of the building and lack of space, the latter being particularly notable for the Police Department. Because of funding required for Robert Street, the plans have been delayed further. Since a new building is not budgeted or anticipated for at least 2-4 years, staff is requesting support from the City Council to make some improvements.

#### **Comments:**

- Clpn. Halverson said she is not in support of moving public works employees to another building.
- Clpn. Bellows said in this day of communication he doesn't find the distance cumbersome. He is in support of looking at possible extra space at the public works facility. We are looking at a city hall remodel and he is reluctant to spend a lot. We need to watch our dollars very carefully.
- Clpn. Napier supports efforts to revise this building. This is a temporary fix at this time. He supports staff's recommendation.
- Clpn. Halverson believes there would be lots of costs associated with moving employees to the public works building. There is also a cost to inefficiency.

- Clpn. Vitelli doesn't support the proposed motion below. He supports the staff recommendation.
- Clpn. Bellows said what we are talking about is the administration ... all he is suggesting is "what is the benefit and what is the cost?" I don't know what the issue is with asking the question. We won't know until we ask the question.

Motion was made by Clpn. Bellows and seconded by Clpn. Iago to approve an RFP including review of costs and to add offices in the public works facility for the public works director and staff. Clpn. Bellows and Iago voted in favor. Clpns. Napier, Armon, Halverson and Vitelli voted no. Motion failed.

Clpn. Halverson asked Director Beckwith if it's beneficial to him and his dept. to work in the same building with other staff. Yes, he said. Manager Fulton said there is a great efficiency to be served by having everyone in the same facility. Technology allows us to do many things but having the opportunity to know we are in the same building is good. Clpn. Bellows added comment.

Motion was made by Clpn. Iago and seconded by Clpn. Halverson to have staff develop plans and specifications and solicit sealed bids from a potential contractor to complete the outlined city hall remodel project. Clpns. Napier, Armon, Halverson and Vitelli voted aye. Mayor Pro Tem Iago and Clpn. Bellow voted nay. Motion carried.

## **12.J. WSP 1<sup>st</sup> Annual Winter Fun Fest**

Police Chief Manila Shaver gave an overview of the 1<sup>st</sup> Annual Winter Fun Fest events and subsequent application approvals including fees. The event is scheduled for February 20, 2016 from 4:00 p.m. to 8:00 p.m. at Marthaler Park. The South Robert Street Business Association is asking Council to consider approval of the following applications and to waive associated fees.

- Allow Special Event Permit
- Allow alcohol permit
- Allow skating and sledding
- Allow fireworks
- Allow raffles
- Allow a food truck
- Waive any fees associated with the Special Event Permit (no fees have ever been calculated for this type of permit),
- Waive any fees associated with the On-Sale Temporary Outside Service application.

Motion was made by Clpn. Bellows and seconded by Clpn. Halverson to approve all applications outlined above contingent upon all applications and paperwork, including the 5-8 Club Catering Permit, being complete and submitted no later than Friday, February 12, 2016. All members present voted aye. Motion carried.

This is the 1<sup>st</sup> Annual Winter Fun Fest at Marthaler Park on February 20<sup>th</sup> at 4:00 to 8:00 p.m. It is open to the public and we will have sledding, skating, music, food and fun.

Clpn. Vitelli asked that *Roles and Responsibilities* be included on an upcoming OCWS agenda. Clpn. Napier said he supports this being on an agenda and so does Clpn. Halverson. Manager Fulton and Mayor Meisinger will work on this said Mayor Pro Tem Iago.

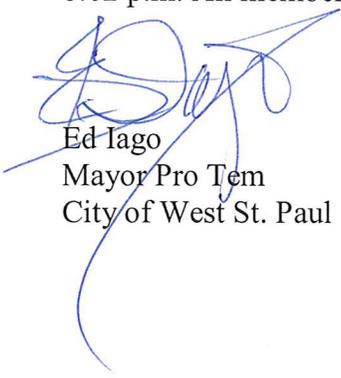
Clpn. Bellows offered thanks for the new technology in the Council Chamber.

### **13. Old Business**

There was no old business to discuss.

### **14. Adjourn**

Motion was made by Clpn. Bellows and seconded by Clpn. Halverson to adjourn the meeting at 8:02 p.m. All members present voted aye. Motion carried.



Ed Iago  
Mayor Pro Tem  
City of West St. Paul

On Motion of Vitelli

Seconded by Napier

RESOLUTION NO. 16-16

RESOLUTION ACCEPTING DONATION  
FROM SIBLEY HOCKEY BOOSTER CLUB

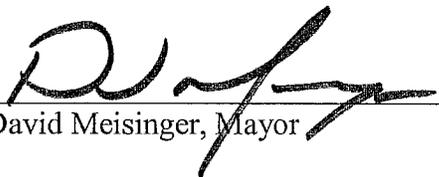
WHEREAS, Sibley Hockey Booster Club has donated \$992.80 to the WSP Ice Arena,  
and

WHEREAS, the Mayor and City Council acknowledges their generosity and extends  
their appreciation to Sibley Hockey Booster Club for their donation.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council accepts the  
donation of \$992.80 on behalf of the City of West St. Paul.

Adopted by the City Council of the City of West St. Paul this 8<sup>th</sup> day of February, 2016.

Ayes: 6 Nays: 0

  
\_\_\_\_\_  
David Meisinger, Mayor

Attest:   
\_\_\_\_\_  
Chantal Doriott, City Clerk