

**City of West St. Paul  
Open Council Work Session  
February 8, 2016**

**1. Roll Call**

Mayor David Meisinger called the work session to order at 5:00 p.m.

Present: Mayor David Meisinger and Councilmembers Armon, Halverson, Bellows, Iago, Napier and Vitelli.

Others: City Manager Matt Fulton, Assistant City Manager and HR Director Sherrie Le, Community Development Director Jim Hartshorn, Police Chief Manila Shaver, Fire Chief Mike Pott, Finance Director Joan Carlson, Public Works and Park Director Ross Beckwith, Attorney Korine Land, Fire Chief Mike Pott, City Engineer Darin Rezac and City Clerk Chantal Doriott.

**2. Approve Agenda**

Council approved the agenda as presented.

**3. Review the Regular Meeting Consent Agenda**

Council approved the consent agenda items:

- Continue item 11.B. Robert Street Work Orders;
- Continue item 11.D. Bolton and Menk Engineering Contract for 2015 Street Improvement project; and
- Move item 10.H. to New Business 12.G. Travel and Meal Policy.

**4. Agenda Item(s)**

**4.A. Sheriff Tim Leslie**

Police Chief Manila Shaver introduced Dakota County Sheriff Leslie. Sheriff Leslie gave a presentation and explained what the Sheriff's department does on their own and in partnership with the West St. Paul police department. The complete presentation is available on the city website [www.wspmn.gov](http://www.wspmn.gov).

**4.B. Discussion of I/I Program and Recommended Adjustments**

Manager Fulton gave an overview. At this time, staff is not happy with the progress being made on the Inflow and Infiltration (I/I) program. In 2015, the City commenced an aggressive and comprehensive effort to effectively eliminate I/I from entering into the sanitary sewer system. This project is required by the Metropolitan Council Environmental Services Division, due to excessive treated clear-water being generated in West St. Paul. The Engineering firm of SEH was retained in 2015 to accomplish this project over a three year period. The project has not gone as efficiently as desired for a variety of reasons which Manager Fulton described.

Changes to this program are necessary and warranted in order to complete and come into compliance. Manager Fulton outlined some suggested solutions. One option is to hire someone to preview the properties. We can put expectation on commercial properties they are taking care of their own.

Comments:

- Mayor brought up comments he has received where property owners don't believe some items dealing with the I/I repairs are outlined in our city code.
- Clpn. Vitelli said based on numbers from SEH he cannot make a recommendation. He does not believe leaky pipes are the reason for our I/I issues.
- Discussion regarding millions of dollars to fix clean water issues ensued.
- Clpn. Bellows believes we need to apply the money and address this issue. SEH reviewed his home and he was told not to do some work as Bidwell St. would be torn up for repairs. He has nothing negative to say about SEH. If we can do something to schedule the SEH reps, that would be good. He is reluctant to give a complete recommendation at this time. He is ok with televising at a later date.
- Clpn. Iago believes we should stop what we are doing. The Met Council has turned over and there is a new rep – maybe we can negotiate new terms - meet with them and discuss this issue. Also, the city has a list of plumbers with business phone numbers on the city handouts and he doubts the engineers have been reviewing these individuals. Plus there may be others who are licensed and wanting to do the repair work. He would like staff to meet with the Met Council, review our ordinance and make changes if necessary. We should also address the financial needs.
- Manager Fulton offered comment on the plumbers listed in the city handout. The plumbers listed have done work in West St. Paul and having someone with experience, help the homeowner, is a good idea.
- Mayor Meisinger is concerned about listing plumbers as there could be a liability. It looks like the city is supporting these people.
- Clpn. Armon suggested starting with priorities which are the sump pumps. Engineer Darin Rezac said we are starting in Ward 3 this year; North on Robert has been inspected. Clpn. Armon endorses review of the “big users” right now.
- Clpn. Halverson is not sure of the recommendation. It would be nice to have someone explain this to people. Attorney Land said the ordinance says you have to provide access and follow the inspection process. It doesn't spell out details such as - move your toilet, clean the roots out of the line, etc. When we initiated this process there were neighborhood meetings and there was a great attempt at getting the word out. Maybe the letter needs to be more explanative and the person knocking at the door could help with questions.
- Clpn. Armon said let's get the higher priority stuff done.
- Clpn. Napier asked if we are moving fast enough for the Met Council. No, we are not. Clpn. Napier supports keeping this moving forward and keep talking about it. He supports bringing in someone to meet with property owners.
- Clpn. Bellows is in favor of moving this forward and educating the public.
- Clpn. Armon asked if CDG funds can be used for corrections. Director Hartshorn said no.

- Manager Fulton will work with the city attorney on an ordinance review and set a meeting with Council for review of the letter going out to property owners. Any comments should be emailed to Manager Fulton. We will work on this with SEH and get an acceptable approach. Whatever the Council decides -- let's review at the end of this year. Council would also like to review a job description for the preview person.
- Also, call the plumbers on the list to make sure they do this type of work and add a disclaimer.

#### **4.C. 2016 City Hall Remodeling**

Manager Fulton explained 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.

Police dept. changes center on locker and bathroom issues. The male and female officer bath/locker rooms proposal was discussed in detail.

Director Carlson said we have been saving money for a new city hall. There is about \$700,000 in a fund which would be used for these improvements.

Mayor Meisinger would like Council to be more involved with the consultant. Clpn. Iago said there was a needs study done a while ago and there is nothing about that outlined in this memo. He is concerned about not using something the city has paid for; an architect who did a study with plans. Manager Fulton said we are talking apples and oranges – the study aligned needs for a new facility and the proposed is a quick fix for current issues.

Clpn. Bellows has no issues with the police dept. He is wondering if there might be extra space at the public works facility. He is reluctant to spend the money on a temporary fix. Director Le does not think there is room in the public works facility for additional staff. It is not set up for additional office space. Mayor Meisinger said we can review this for the future.

Manager Fulton said we are talking about office space for current employees. We are looking to reutilize space here to maximize use of existing space for a minimal cost. The recommendation before you is pretty well laid out. Allow staff to solicit specifications from consultants for the work being presented. We do not want to spend more money on this building because we need to get to a new facility.

Clpn. Bellows would like to review space at the public works facility. He is in favor of renovations for the police dept. Clpn. Halverson and Napier are not in favor of moving personnel to another building. Mayor Meisinger said let's move forward. This will be considered at the regular meeting this evening.

#### **4.D. Private Requests for Traffic/Parking Signs**

Clpn. Iago explained the City occasionally receives requests from residents to have official traffic related signs installed at their private properties. These signs could provide for handicapped parking, deaf child, or similar types.

Historically, when these types of requests come up, the item is placed on the City Council's agenda for formal consideration. Two such requests were considered over the past couple of years and the Council has approved each request. The Council's approval included the expectation that the property owner would pay the expense of the sign installation. The installation of the sign is done by City staff to ensure that all applicable requirements for the sign are addressed. This is critical for enforcement purposes.

The City does not have a formal policy or ordinance dealing on this specific issue. Clpn. Iago reviewed costs submitted by staff which he is not in favor. The City should be supplying the handicap and deaf child sign, if legitimate. Attorney Land said it would be good to have a policy.

Clpn. Vitelli said we have always charged for this type of signage. There is a blind spot on Haskell and he believes that sign was paid for by Council (the city).

Clpn. Halverson thinks there is meaning and security to the resident requesting the sign. Could the placement of the sign be tracked with our new software? Possibly said Manager Fulton.

Questions and comments continued. Mayor Meisinger and Clpn. Iago are in favor of charging for materials. Clpn. Armon said it's a good compromise.

Clpn. Iago will come up with policy wording to be discussed and considered at a future meeting

## **5. Adjourn**

The work session adjourned at 6:26 p.m.



David Meisinger  
Mayor  
City of West St. Paul