

**City of West St. Paul
Open Council Work Session
May 9, 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 and City Clerk Chantal Doriott. Also present was John Wold of Wold Architects.

2. Review and Approve the OCWS Agenda

Council approved the work session agenda as presented but will hear the remodeling item first since there is a consultant in attendance.

3. Review the Regular Meeting Agenda

Council approved the regular meeting consent agenda with the following changes:

- CSO presentations will be held during proclamation session.
- Pull List of Claims from consent to discuss the muck invoice from the Robert Street project.
- Remove item 10.H. Orme Rental License since they failed the rental license inspection process.

4. Agenda Item(s)

4.B. Discuss City Hall Remodeling Project Scope

Council approved the hiring of Wold Architects and Engineers to design the remaining portion of the project and prepare bid specifications, as the estimated cost was roughly \$200,000 at the time. This project involves two primary components and two optional sub-projects. The primary components were discussed with the City Council in the past.

Primary Components

1. Expand the lobby conference room westward with the goal of using that room for the Open Council Workshop, in addition to regular daytime usage. Adjacent to the newly expanded lobby conference room will be a smaller conference room that can be used by the Police Department to interview victims, witnesses and walk-ins instead of interviewing them in the open lobby area. Cost estimated at \$87,000.

2. Repair and remodel locker rooms and bathrooms in the Police Department and downstairs. To keep the costs down, we are planning to use City staff to move older lockers downstairs, install tile in one bathroom, do all painting, and purchase carpet for one room. This is a “patch and match” project since it is short termed. Cost estimated for contracted work is \$33,500.

Optional Sub-Projects

Option A

An optional part of the lobby conference room expansion work would be to add a sound-proof partition, so we can close off the former lobby conference room from the new addition, allowing for the new larger room to be used as two separate rooms when the larger room is not needed. Additional Cost estimated at \$15,000.

Option B

Create an emergency exit in the back of the Council Chambers. Cut through the wall and install a back door in the chambers with a metal landing and stairs going down to a cement pad at ground level outside, and next to, the building. Cost estimated at \$22,500.

Comments:

- Review of plans with Mr. Wold.
- Concerns of limited use and space constraints for public use. Director Le added comments and showed there are still areas for the public to use.
- Proposed interview room is standard.
- Could we consider roll-up walls? They would not be soundproofed.
- Wood deck versus metal to save some dollars.
- Check out having a partition that separates in the middle rather than a huge one that slides one way.

4.A. Net Ministries Rental License Applications

Attorney Korine Land gave an overview. Clpn. Bellows is a little too close to the issue so Clpn. Iago may be able to negotiate with Net Ministries on the Council’s behalf. We are currently trying to negotiate all of their rental licenses. We can respond to some of their reactions at this time.

- Clpn. Vitelli concern is that we are setting a precedent with all these unrelated people living on the property.
- Clpn. Bellows is not opposed to Net Ministries holding training at this site. There are some matters that we have not addressed such as the Crusader property violates our current ordinance. You can have a maximum of ten individuals on site; per a parcel of property that is purchased. He is not comfortable with the longevity of this issue. We need to amend our ordinance. The current situation applies and is acceptable at the main campus and at the building on Crusader and incorporates the two buildings on Stryker. We need to amend this in a way that describes the ability to have church-related-people in a residential situation to

allow them to reside on the property and where there will be no other comparable situation. Look at Crusader property and we would allow up to 40 to 50 people but structure in such a way that it is based on square footage; possibly one person per a certain amount of square property. Entering into this agreement with the findings he disagrees with some of the facts and some of the individuals living there; there are more people there than we knew about. We need to make it work but in a way that we are not sitting there with people off campus separated from each other.

- Clpn. Napier met with them and he is concerned. Net Ministries abuts a residential neighborhood and single family homes and this is a dorm situation. He is concerned about the precedence being set.
- Discussion about Bidwell property and Stryker. Mayor Meisinger is not supportive of the Bidwell property; Stryker is fine.
- Clpn. Iago discussed other property the Ministries own along Stryker. Have they ever discussed putting on an extension? They have but it's been all talk. Ask yourself – how would you feel if this happened next to your home?
- More concern about precedence and that these homes come off the tax roll.
- Remember our staff gave verbal approval for ten folks to live in a house. We are clarifying the family definition now. Discussion about lessening the number of family members to live in a home. Further comment on getting the Bidwell property number lower, over time, would be helpful. Especially if they move some people out to Stryker and out of Bidwell. Clpn. Bellows added comment to support his favor. What if we replat this site with three residential lots. Attorney Land said that is in the plan but we need to amend our ordinance to clarify the number of people living in each unit/house.
- Clpn. Vitelli maybe we need to buy back the Stryker and Bidwell properties and they have to start over. Someone made a mistake in giving a verbal approval. We need to fix this.
- Clpn. Iago will sit down with Mark (Net Ministries) and discuss this discussion and will bring back to Council what was discussed. Clpn. Napier is willing to help. Attorney Land would rather it just be Clpn. Iago.
- Manager Fulton suggested Director Boike attend in case there are code issue discussions. Comment about having Net Ministries sell their own property.
- Mayor Meisinger asked Clpn. Iago to contact Director Boike and meet with Net Ministries.

4.C. Discussion Regarding Establishment of Robert Street Special Services District

A Special Services District is a tool that is essentially a special assessment. It allows businesses to petition to organize for the purpose of assessing costs against themselves for special services and amenities received. In the case of Robert Street, this would relate to the upkeep and maintenance of the streetscape amenities, snowplowing, banners and flags, and collaborative marketing. With the consistent design scheme of the entire corridor, it is important that marketing and streetscape maintenance be done consistently as well.

The types of activities that could be incorporated into a special services district include:

- Sidewalk snow removal (already assessed to part of the corridor)
- Landscape maintenance
- Decorative lighting
- Banner purchase and installation

- Collaborative marketing
- Special events

Any district established would likely involve a City's partnership in several regards, including the replacement and repair of damages light standards or landscaping, assistance in hanging banners/flags and solid waste pickup. The budget would reflect the level of maintenance and marketing desired by the corridor business members.

The establishment of a special services district requires a petition supported by 25% or more of property owners along the corridor and 25% or more of the tax capacity along the corridor. Before the City can impose any charges, a public hearing is required and notices must be mailed directly to the property owners.

If the District is established, there would be a Board of Directors which would work on the development of a budget that would be assessed to properties within the District annually by the City. One of the key benefits of a district would be the collaborative marketing and maintenance approach for the entire corridor. This is very important for the revitalized corridor in order to maximize opportunities to promote and support a vibrant business community.

If the City Council elects to not support the establishment of a special services district, the cost of streetscape maintenance would fall upon the City property tax levy and marketing efforts would be fragmented. It would be expected that additional City public works resources would be necessary, unless the additional services were contracted out.

Comments:

- Mayor Meisinger is not in favor. There is not a lot to be done with maintenance and collaborative marketing; this is a waste of time. The corridor is split in 4 places so how could the entire corridor agree. Also, we have staff in place for maintenance.
- Clpn. Bellows is not in favor unless half of the people abutting are in favor.
- Clpn. Halverson the businesses and representatives were looking forward to the special district was what she remembers. She assumes SRSBA will be a part of this collaboration.
- Clpn. Napier remembers this idea being accepted by a majority of the business owners. We should get their feedback again. The options are that we maintain the median, sidewalks, and SRSBA would do banners, etc.
- Let's find out if the business owners are in favor of setting up a district.
- We are spending a lot of money on the corridor and Clpn. Vitelli would like it swept more than once a year, and no weeds growing on sidewalks and in the median. It would be nice to have banners along the street, etc. He is in favor of taking care of it. Mayor Meisinger said there is time for our staff to take care of and maintain the corridor.
- Let's see how other cities deal with a similar issue: Red Wing, St. Peter, and White Bear Lake.
- SRSBA does (maintain) the first four items on your list.

4.D. Permit Parking, Ordinance Change Proposal

Police Chief Shaver gave an overview. Clpn. Halverson would like to hear from the residents who are not in attendance. Chief Shaver continued his presentation and overview. This originally started with the reconstruction of Robert Street along with the reduction of Robert Street parking. Other factors have caused some unintended consequences, especially with on-street parking. Residents in the area of Livingston and Bernard Avenues are one group that has expressed a concern regarding the growth of on-street parking in front of their homes since the elimination of Robert Street parking.

The police department conducted a study of vehicles parked in the vicinity of Livingston and Bernard and noted a variety of parking patterns to include vehicles listed to residents of nearby Livingston addresses, vehicles that were overnight visitors of Livingston residents, company owned and borrowed vehicles used by Livingston residents, and a number of vehicles listed to the Emerson Hill Apartments, 993 Robert Street.

It is suspected the residents of Emerson Hill Apartments are parking on Livingston Avenue for a number of reasons to include: a lack of sufficient off-street parking at the apartment complex; the cost of parking at the apartment complex; apartment dwellers having additional vehicles per family unit and/or guests; and the elimination of Robert Street parking.

There are 35 living units in the Emerson Hill building; with 53 underground parking stalls and 8 outside spaces, resulting in 1.7 parking stalls per unit. Current zoning ordinance requires two stalls per unit which means Emerson Hills should have 70 stalls instead of their 61 spaces. Emerson Hill is not the only apartment complex with this issue. There are several apartment complexes in the City that when constructed most families had only one vehicle, thus one parking space per living unit. Today, considering guests and other factors, the two parking spaces per living unit is sometimes not enough. It needs to be noted that Emerson Hill was a "Planned Development" which means zoning codes are flexible and variances are not required.

The limited number of parking spaces is further aggravated by an added expense to park in the Emerson Hill apartment's underground garage or in one of their outside parking spots. Residents have cited amounts between \$45 and \$80 per month to park at the complex. Staff cannot get the apartment owner to return calls to confirm these amounts. No matter the amount, a number of residents stated they are parking on a city street to reduce their monthly expenses.

To mitigate parking issues the Council requested staff to research and propose a permit parking response. Permit parking is not uncommon in the metro area.

Comments:

- Concerned about same problem from other folks in the area.
- Clpn. Halverson could agree but we had a similar situation and we posted signs and that was the end of the parking issues. Mayor Meisinger believes people will park right across the street and we better have a back-up plan.
- George Sherman told Director Hartshorn the underground spaces have been purchased. He said he would consider allowing parking in the other parking lot, to be constructed later this year. Clpn. Halverson said she spoke with him and it is not a good option. Director Hartshorn will try to discuss this will Sherman again.
- Consensus to move forward and get feedback through a public hearing from those in the area. Chief Shaver asked who should be invited to the public hearing.

- Consider ordinance and have Sherman clarify parking.
- Consider temporary ordinance as a pilot project and hold a public hearing in two weeks.

4.E. Celebrate WSP Days Events

The WSP Days Committee put together a list of upcoming events. These events have been noticed for a possible quorum. Mark Tessmer thanked Council and staff for their help in getting these events approved. Mark introduced Jennifer Baltes and Dave Wenda who were major event organizers. More information about the events is posted on Celebrate West St. Paul website.

May 18: City of West St. Paul Open House at the Municipal Center, 1616 Humboldt Ave., 5:00 to 7:00 p.m.

May 19 to 22: Carnival at Signal Hills, South Robert Street and Butler Avenue; Thursday 3:00-10:00 p.m., Friday 3:00-11:00 p.m., Saturday 11:00 a.m.-11:00 p.m., and Sunday 12:00- 6:00 p.m. Unlimited rides \$20.00 Friday and Sunday.

May 20: Street Dance at Dunham's, 173 Lothenbach Ave., 7:00 to 11:00 p.m.

May 21: Family Fitness Fair at Moreland Elementary, 217 Moreland Ave., 9:30 to 11:30 a.m.

May 21: Celebrate West St. Paul Grand Parade; Starting at 1:00 p.m. (same route as last year) Visiting Royalty, pre-parade, begins at 11:00 a.m., in the Heritage E-Stem school gymnasium

May 21: Harmon Park Festival at Harmon Park, 230 Bernard Street W, 2:00 to 10:00 p.m. Join us for tons of fun activities including bingo, pull tabs, concessions, refreshments, fireworks, and more. The band Way Back Machine will be playing on stage from 2:30 to 6:00 p.m., fireworks will start at approximately 9:15 p.m.

May 21: Rock the Barn Farm Festival, Dodge Nature Center, 365 Marie Ave. W, 3:00 to 7:00 p.m.

May 22: Kiwanis Pancake Breakfast, YMCA, 150 Thompson Avenue E, 7:00 a.m.-1:00 p.m. (\$6.00 for adults and \$3.00 for children under 12. This includes a silent auction from 7:00 a.m.-12:30 p.m.)

May 22: Farewell Luncheon, Dakota Lodge at Thompson Park, 1200 Stassen Lane, 1:00 to 4:00 p.m.

5. Adjourn

The work session adjourned at 6:25 p.m.



David Meisinger
Mayor
City of West St. Paul