

City of West St. Paul Open Council Work Session
March 13, 2017
5:00 p.m.

1. Roll Call

Mayor Jenny Halverson opened the work session at 5:49 p.m. All present.

Present: Mayor Halverson and Councilmembers Iago, Bellows, Fernandez, Pace, Napier and Vitelli.

Others: Attorney Bridget Nason, Interim City Manager Ryan Schroeder, Assistant City Manager Sherrie Le, Public Works Director Ross Beckwith, Fire Chief Mike Pott, Police Chief Manila Shaver, Community Development Director Jim Hartshorn, Assistant Community Development Director Ben Boike, Finance Director Joan Carlson and Recording Secretary Shirley Buecksler.

2. Review and Approve the OCWS Agenda

Iago proposed to remove items 11A. Environmental Committee Appointments and 11B. Park and Recreation Advisory Committee Appointments. He said these items should be pulled and extended for 30 days. During that 30-day period, Iago would like to go back to what the Council received in the past, which was notification for each Councilmember of expiring terms on all boards and vacancies broken down by ward. He said this would give the Council an opportunity to communicate with residents and others who may be interested in applying for these positions. Iago also stated that the Council used to get a list of members terms expiring, by board, and a list of those who applied. He said this process dropped off about three years ago. Iago would like to see the ward balance for positions are coming up.

Vitelli said the only list they may have seen was the Planning Commission. For other Commissions, Vitelli said the Council only received a list of applicants that applied.

Bellows said he recalls that the Council discussed synchronizing the various appointments. He said the base of applications could be broadened. He said he recalls talking about this since he's been on Council.

Halverson said she remembers synchronizing the timeframe for positions.

Vitelli said the City has a list of applicants and if they didn't, then it would come to the Council to find people.

Napier asked how it should be done versus how it used to be done? He doesn't think these items need to be held up.

Halverson said she agrees and, right now, the City has a list of those who have applied.

Bellows said the same information was received from the City Clerk last week. He questioned how the Council wants to move going forward? He said he thought the Council was to get a broad interest of people and then find out who is interested in applying. He suggested notices and information placed on the webpage, newsletters, etc.

Halverson noted that it has been on the website.

Le stated that the City has a communications person and a social media presence. She said information was also in the City newsletter and website and, because of this, the City now has applicants. Le said that the City didn't use those resources in the past because openings were all over the board.

Halverson said she would like to have a better understanding of the process. She said it should be a process but that, in all fairness, the City has people who have applied. Halverson suggested talking about the process in the future.

Iago said he would like the process to be what it used to be, when it was broken down by the number of wards and everyone had an opportunity to fill by ward vacancy.

Halverson said it is still in the newsletter and on social media to get the word out.

Le said the one thing the City doesn't have now that there was in the past, is that staff brought it to the OCWS that the City is posting and asked the Council if they knew of anyone in their ward that they would like to encourage to apply. She said staff would like to do that.

Pace said this gives greater opportunity to expand it.

Napier said that the City has candidates that are very capable and it's hard to put them off for another month. He suggested developing a process that staff can bring to the Council in the future. He suggested doing this in the next couple of months. He also said that the City doesn't want to send a message to the community that the City is going to open it up again. Napier said there are candidates who have stepped up and will not be happy to have it put off for a month.

Vitelli stated that, in the last two years, the Mayor appointed the person. He said that's not what is being done here. He also said it's a slap in the face if we hold it off by a month.

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Vitelli stated that, in the last two years, the Mayor appointed the person. He said that's not what is being done here. He also said it's a slap in the face if we hold it off by a month.

Bellows said that the Planning Commission rules that the Mayor makes the determination but that that is not the case with other committees.

Fernandez suggested extending it by 30 days.

Halverson said she regrets this decision because there are qualified candidates and committees that have reviewed these recommendations.

The Council continued items 11A and 11B for 30 days.

3. Review the Regular Meeting Consent Agenda

There were no changes or revisions to the regular Council meeting consent agenda.

4. Agenda Item(s)

A. Special Service District (SSD)

Schroeder said that this discussion is intended to deal with the sundry maintenance items facing the community and Robert Street businesses. He said in the Council's packet is a memo from Attorney Land's office regarding the creation of a SSD. Should the business community want to create a SSD, Schroeder said they would have to submit a position of 25% of the land area/market value. He said this equals \$66M in taxable area or 90 acres. This is relative to maintenance items:

- Sidewalk snow and ice control – the current process has been working nicely from a monetary perspective.
- Question on the program south of Butler – should it be continued north of Butler to Annapolis? Parking was not allowed on the street.
- Bus shelter snow removal isn't part of that program and needs to be addressed.
- Litter control – each property owner is responsible right now.
- The City is trying to get Sentence to Serve programs in.
- MnDOT sweeps the streets in the spring but not in the fall.
- Additional options – should the City run an adopt-a-street program?
- Plantings – median and boulevard – the contractor under warranty is responsible for 2017 and 2018. Not an immediate concern. Going forward are options suggested for consideration.
 - Medians – don't want volunteers or church groups working on these areas. The City is responsible for this area. Should it be a contracted service?
 - Boulevards – there are additional options.

- Street lights – the City doesn't have a lot of experience in maintenance of LED lights. This will be a learning experience.
- Banners – Schroeder said his understanding that businesses are talking about buying 286 double-sided banners costing \$12,000. It is anticipated that the City will install these banners. Public Works believes it is a four-person project (not a two-person project, as stated in the handout), due to safety concerns. A week would be a good estimate for installation of banners.
 - Ongoing replacement and repair hasn't been discussed – will businesses replace every four or five years?
- Marketing – heard from internal sources that south Robert may be interested in a SSD in order to market their businesses.

Schroeder said that staff is looking for feedback from the Council on these initial topics.

Napier said this is great to discuss before any issues arise. He said he appreciates that the Robert Street businesses are looking at banners and wonders if they could be changed out seasonally. Napier said the first draft looks good. He said banners will add color to our corridor.

Someone said that the City has been working on this for a while and would like to move it forward. He requested that the Council review and approve it. He also said it may take a month to get the banners done.

Halverson asked how this would be done if the district isn't created yet? Someone said the banners would be donated to the City. They will also do light poles on the sidewalks.

Schroeder asked if the Robert Street businesses will replace banners when necessary? Someone said the banners are strong and that Mauer Chevrolet has had theirs up for about three years now.

Halverson asked, if the district is not created yet, what are the rules for putting them up? What is the City's responsibility? Schroeder said it's in the City's right-of-way, so the City would control it. He said the south Robert people would design it but it's the City's approval of the design ultimately. He stated that, if the Council likes the banners, Someone is looking for approval.

Halverson asked if the City could go ahead with the donation and create a SSD later. Schroeder said that the creation of a SSD will take some time. He said it is up to the Robert Street businesses to go door-to-door to determine interest.

Someone said he is hoping to get some help from City officials to join the committee to move it forward a bit. He said that most property owners don't live in the City so it may be a long process.

Fernandez said it would be great to have these banners up for West St. Paul Days. He said that some Councilmembers may not know that Robert Street businesses want to develop a SSD specifically to market their businesses. He said that it needs to go through the City, the City collects the money, and marketing to the public is done through the businesses. He also said that this needs to be a separate issue, as compared to the maintenance of plants, painting, etc. He said these should be two separate entities.

Vitelli asked if the banners are for the center median only at this time. Schroeder said yes.

Vitelli said he agrees that the business association shouldn't pay for painting of light poles, etc. The marketing district should be set up but the general public shouldn't have to pay for it.

Napier said he thinks the banners look great and that they should get going.

Halverson directed staff to put this on the next Council agenda.

Vitelli said that other communities have a pickup truck with a water tank to water flowers. He said that this cost will have to be considered.

Halverson said that one of the members of the House Tax Committee commented that the area looks remarkable.

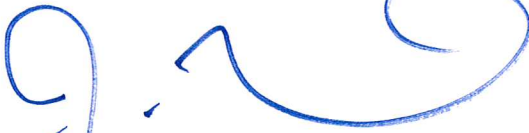
Bellows said the City wants to accept the donation. He said that someone needs to put the banners up. For the other issues, he said the market district doesn't relate to the properties themselves, but that it relates to the businesses. Bellows said a SSD relates to the properties and that would be the 25% to get involved in a SSD. For the flowers, Bellows said this can't be left to volunteers because flowers are very dependent and cannot wait for volunteers who don't show up.

Schroeder said he discussed this with Public Works staff last Friday.

B. Norms of Behavior

5. Adjourn

Motion was made by Napier, seconded by Fernandez, to adjourn the work session at 6:23 p.m. All members present voted aye. Motion carried.

A handwritten signature in blue ink, appearing to be 'Jenny Halverson', written over the printed name.

Jenny Halverson
Mayor
City of West St. Paul