CITY COUNCIL MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

MONDAY, FEBRUARY 10, 2020
6:30 P.M.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

5. **OCWS Briefing**

6. **Citizen Comments**
   Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. **Council Comments**

8. **Proclamations, Presentations and Recognitions**

   A. Proclamation Honoring African American History Month, February 2020

      Documents:

      PROCLAMATION - AFRICAN AMERICAN HISTORY MONTH.PDF

9. **Consent Agenda**
   All items on the Consent Agenda are considered to be routine and have been made available to the City Council at least two days prior to the meeting; these items will be enacted by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered under separate motion.

   A. Minutes of January 13, 2020 - OCWS and Regular Council

      Documents:

      01-13-20 OCWS MINUTES.PDF
      01-13-20 COUNCIL MINUTES.PDF

   B. Minutes of January 27, 2020 - OCWS and Regular Council

      Documents:

01-27-20 COUNCIL MINUTES.PDF
01-27-20 OCWS MINUTES.PDF

C. List of Claims for February 10, 2020

Documents:

2.10.20 LIST OF CLAIMS.PDF

D. Budget Adjustment-IT Server Project

Documents:

COUNCIL REPORT - BUDGET ADJUSTMENT AND TRANSFER.PDF
WSP_SERVERS-STORAGE-2020_PLANNINGDOC.PDF
WSP_SERVERS-STORAGE-2020_PLANNINGDOC-OPTION 2.PDF

E. City Licensing

Documents:

COUNCIL REPORT - CITY LICENSING.PDF
RESOLUTION - SOUTH ROBERT STREET BUSINESS ASSOCIATION - 2020 WINTER FEST.PDF

F. Rental Licensing

Documents:

COUNCIL REPORT - RENTAL LICENSING.PDF

G. Insurance Agent of Record

Documents:

COUNCIL REPORT - INSURANCE AGENCY OF RECORD.PDF
PROPOSAL OF SERVICE.PDF
CONTRACT.PDF

H. Receipt of Year End Council Initiatives Status

Documents:

COUNCIL REPORT - COUNCIL INITIATIVES.PDF
ATT. - COUNCIL INITIATIVE UPDATE 021020.PDF

I. Parking Restrictions on Kathleen Drive

Documents:

COUNCIL REPORT - PARKING RESTRICTIONS ON KATHLEEN DRIVE.PDF
9I ATTACHMENT KATHLEEN DRIVE NO PARKING.PDF
RESOLUTION - PARKING RESTRICTIONS ON KATHLEEN DRIVE FROM WESTVIEW TO MARIE.PDF

10. **Public Hearing**

11. **New Business**

A. Appointments to the Planning Commission

Documents:

COUNCIL REPORT - PLANNING COMMISSION APPOINTMENTS.PDF

B. First Reading of an Ordinance Approving the Sale of Thompson Oaks Golf Course to the EDA for Redevelopment Purposes

Documents:

COUNCIL REPORT - DRAFT ORDINANCE, SALE OF THOMPSON OAKS GOLF COURSE TO EDA.PDF
ORDINANCE - APPROVING THE SALE OF PROPERTY TO THE EDA.PDF

12. **Old Business**

13. **Adjourn**

If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email ADA@wspmn.gov at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA

CITY OF
WEST ST. PAUL

PROCLAMATION HONORING
AFRICAN AMERICAN HISTORY MONTH
FEBRUARY 2020

WHEREAS, African Americans have played significant roles in the history of economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, the observance of African American History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS, the theme of this year's observance, "African Americans and the Vote," coincides with the 150th anniversary of the 15th Amendment, which gave African American men the right to vote. This Amendment to the Constitution, ratified in 1870, prohibits the government from denying or abridging a citizen's right to vote based on "race, color, or previous condition of servitude." Today, this guarantee is enforced primarily throughout the Voting Rights Act of 1965, an enduring legacy of Reverend Dr. Martin Luther King, Jr. and the Civil Rights Movement; and

WHEREAS, much of the city of West St. Paul's honor, strength and stature can be attributed to the diversity of cultures and traditions that are celebrated by the residents of this city; and

WHEREAS, the City of West St. Paul includes diversity and inclusion as one of its strategic initiatives and is proud to honor the history and contributions of African Americans in our community, throughout our state, and our nation.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor David J. Napier, and members of the City Council of the City of West St. Paul do recognize and hereby proclaim February 2020 as

AFRICAN AMERICAN HISTORY MONTH

and encourage all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful and prosperous for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of West St Paul, Minnesota, to be affixed on this 10th day of February 2020.

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David J. Napier, Mayor

City of West St. Paul
Open Council Work Session Minutes
January 13, 2020

1. Roll Call

Mayor Napier called the meeting to order at 5:00 p.m.

Present: Mayor Dave Napier
Councilmembers Wendy Berry, Lisa Eng-Sarne,
Anthony Fernandez, John Justen, and Dick Vitelli

Absent: Councilmember Bob Pace

Also Present: City Manager Ryan Schroeder
City Attorney Kori Land
Police Chief Brian Sturgeon
Fire Chief Mark Juelfs
Human Resources Director Debra Gieseke
Finance Director Char Stark
Parks & Public Works Director/City Engineer Ross Beckwith
Asst. Parks & Recreation Director Dave Schletty
Community Development Director Jim Hartshorn
City Clerk Shirley Buecksler

Representative Rick Hansen
Senator Matt Klein
Jason Booth, Sibley Area Hockey Boosters

2. Review and Approve the OCWS Agenda

Council approved the OCWS agenda, as presented.

3. Review the Regular Meeting Consent Agenda

Approved.

4. Agenda Item(s)

A. Legislative Update – Meeting with Legislators

Mayor Napier welcomed Representative Hansen and Senator Klein to tonight's meeting.

Schroeder said we wanted to hear any comments Representative Hansen and Senator Klein have about our bonding request, sanitary sewer force mains, and critical infrastructure prior to the legislative session.

Representative Hansen said he has spent much of the last week trying to get lift station to the Governor's bonding proposal. He said we have a history here of accumulating a large amount of debt, which we do not want. He met with Erin Murphy and we had it in the house bill. It's very likely it will be in the House bill again, but it would be much better to be in the Governor's bill. There needs to be changes and said it's important to have the new Met Council rep attend these meetings and see the issues and get a one on one with West St. Paul and Council representatives. The Governor's proposal will be out by the 15th of January. Senator Klein said he wrote a letter and had the same difficulties.

Senator Klein said there is an on-going metro Senate bonding tour, and we are trying to get on that tour. The response has been that they came to West St. Paul a couple years ago, but they didn't give us any money. The request is reasonable enough and he is optimistic that this will be a top priority for the bonding session.

Representative Hansen said there will be local projects but we will have to work at it.

Councilmember Vitelli asked Representative Hansen about what will be in the Governor's proposal, if the Governor said there will be no local projects included. Representative Hansen agreed and said there will be $200M to the Public Facilities Authority (PFA).

Schroeder added that what the PFA told him today is that they would most likely not do a grant, so it would be a loan. Their last issuance on Friday was 1.25 but our last one was 1.9. To go through that process is hardly worth it.

Councilmember Eng-Sarne said last we discussed this when you toured, City Engineer Beckwith has been nervous waiting for this session. She asked Representative Hansen if he is thinking that this grant won't work and what the likelihood of individual projects would be. Representative Hansen said it's not that it's not that good, just we have a bump in the road here. The legislature will write the bill and it will be in the House bill. That's his number one priority, he said. Senator Klein said it is his number one priority, as well.

Councilmember Vitelli asked if we should go out for bid but Representative Hansen said no. For purposes of this conversation, Schroeder said whatever you spend or commit to in advance is not eligible.

Schroeder said if a road fails, that's one thing. But if a lift station fails, that's a whole different matter.

Representative Hansen said we will know for sure by May 19 and wouldn't give up hope.

Councilmember Berry questioned if it was asked during the tour if we qualify for the PFA. Representative Hansen said yes, that was the House.

If you look who has received the funding, Schroeder said there are metro area communities that have received loans. The Met Council and Minneapolis, possibly St. Paul as well, have received some sort of funding. He doesn't think there has been a metro grant.

Councilmember Justen asked if there are things we can do to help these efforts. Senator Klein said any influence you have with any bonding committee members. He said he will think about this.

Representative Hansen said the state is running into difficulty with Emerald Ash Borer and disposing of trees that have been infected. He thinks this is the week they are doing a tour of District Energy and Pigs Eye. There is a pile of ash trees that are being stored. The City of Rochester got a permit to open burn a large pile of ash trees. We're dealing with the cost factor here. We got the grant to take down trees but now we're getting to this point that there is so much tree residue. As they start to spread and take down trees, we're being asked to subsidize District Energy so that they are disposing of the trees. If you landfill them, they're starting to pile up. The City of St. Paul contract with Xcel Energy ends in a couple years. If that shuts down, we have nowhere to dispose of them. It becomes more of a disposal option. Because of our proximity to St. Paul, this is essentially a seven metro county area problem. Just wanted to put this on your agenda that there is work being done there. If I have an idea of your costs and volume, it would be helpful for me to build the case, he said.

Councilmember Eng-Sarne said part of the problem is that combined power is no longer considered renewable. No longer incentives for Xcel Energy to work with District Energy. The classification of what's renewable or environmentally friendly, we know this needs to be done, she said.

Representative Hansen said this first step is to get members of the administration out to see the visual – the piles are starting to grow. The classification may be part of that particular issue. Part of the issue is wind and solar have become cheaper, so it may not be strictly on the economic side of it.

Mayor Napier asked Schletty, with our management plan we have in place, how many ash trees we took down last year. Schletty said probably 50 trees and that we've been disposing in South St. Paul at no cost to us so far. Mayor Napier said it could be an issues for us in the future. Senator Klein asked if 50 was the peak. Schletty said that's the most so far in a year.

Councilmember Vitelli asked if District Energy is no longer burning wood. Representative Hansen said they're burning. There was an article and you can tell because there's a plume from water condensation but there's more than they can burn.

Councilmember Eng-Sarne said Xcel Energy isn't required to sign on with them for the power aspect. They won't be required to buy the energy anymore.

Councilmember Vitelli said he didn't think they were generating electricity. Councilmember Eng-Sarne said it is a byproduct of heat production. Mayor Napier said we will keep our eye on that.

Councilmember Eng-Sarne said something that was brought up at the climate meeting was new ideas on what to do with the wood, such as barriers along the highway. She questioned if using this wood is further spreading the disease.

Representative Hansen said he didn't know that sound barriers were made from trees affected by Dutch Elm Disease in the 1970's.

Mayor Napier thanked Representative Hansen and Senator Klein for coming and for fighting for West St. Paul. He said we need to get some of these lift stations replaced, so they will probably see us down there a few times. Mayor Napier asked them to keep Schroeder informed and let us know what we can do.

Senator Klein thanked Mayor Napier for having them. He understands Councilmember Vitelli's concern and we don't want to wait on this to see what the Senate does. He said we will see what we can do to get some progress and let you know.

B. Ice Arena Expansion / Joint Powers Agreements

On November 12, 2019, Staff introduced a proposal of expanding the ice arena to Council, which had been requested by two of the major customers of the facility. At that meeting, preliminary cost estimates of $1.6 million for high school locker rooms and dry floor training facility space were discussed.

Five members of Council were present at the November 12 OCWS. At this meeting, consensus from members in attendance was to continue to the next step of officially contacting our prospective project partners of Mendota Heights and School District 197 (ISD197). We have not yet taken that step, as we have refined possible project schedules and funding requirements. At this time, our intent is to provide the most recent update on those matters.

In 2014, West St. Paul, Mendota Heights, and ISD197 entered a Joint Powers Agreement (JPA) to address maintenance needs of the arena facility. While the agreement contemplated expenditures of $1,865,999, and each partner contributing $555,333, total costs have grown. After completion of dehumidification in 2020, it is anticipated that the arena will have received $2,101,275 in capital investment since 2015. West St. Paul will have covered $790,609 of those costs upon completion of the 2020 improvements (or $235,276 above the original cost share).

Since the November OCWS, we have looked at potential project schedules. Council was provided in the OCWS packet an exhibit that denotes the most aggressive of identified schedules that could result in a construction project as early as spring, 2021.

This schedule assumes funding commitments from Mendota Heights, SD197, West St. Paul, Sibley Area Youth Hockey Association, the Sibley Hockey Boosters, and MAP South Hockey along with a level of fundraising success. It is also assumed that, in conformance with Council policy, the project approach would include avoidance of debt issuance. This approach suggests that funding partner participation would be fulfilled within the 2020-2022 timeframe.

A refined project estimate suggests a project development cost of $2,330,000 to construct the shell space. Tenant Improvements (TI's) and furniture, fixtures, and equipment (FFE) would be in addition to this project cost. It has been discussed that the major tenants of the individual spaces would address these TI/FFE costs.

Within project costs is included reconstruction of the parking lot. A portion of the lot will be deconstructed as part of the facility expansion. It is also anticipated that the lot will be reconfigured to maximize parking and to comply with current development requirements (drainage, access, lighting, landscaping).

The total project budget includes the base project of dry floor and locker room space, plus an alternate to expand arena storage space. The process also includes a suggestion that a task force be created to afford representatives of funding partners' active participation opportunities into the final project design.

Schroeder said we have tweaked the numbers a bit. Last time we talked, it was about $1.6M but, all in, he thinks we are talking about a $2.3M project plus TI's and FFE, which isn't intended to be included in that number. The conversation up until now is that we would be responsible for the shell construction and other folks for the TI's and the FFE. In looking at the numbers, the $2.3M would include the shell and the parking lot and those numbers are sort of inflated to a 2021 construction schedule. He said that he thinks 2021 is aggressive, depending on folks coming to the table with a commitment. The easy math would be that we would be asking the West St. Paul Council and taxpayers to be funding $700,000-750,000 and same from Mendota Heights and ISD197. That seemed like a big number. If you recall when we entered into the 2014 agreement with Mendota Heights and ISD197, each party was committing to $555,000 for maintenance. That maintenance occurred from 2015 and is finishing up this year. Their commitment cap was at $555,000 and change. We got a Mighty Ducks grant of $200,000. The City of West St. Paul funding current estimate is $790,000. In front of you is a schedule. The important piece of that is now going to each of those funding partners and trying to find out what their level of commitment could be. That $700,000-750,000 again seems like a big number. In the material in your packet, Schroeder said he assumed a lesser contribution from each of those and a greater contribution from fundraising, grants and customers. He said Staff is looking for input from Council on what is reasonable and what is not. The big assumption he said that he is coming to the table with is that we approach it from a pay as you go system. If money comes in sufficiently to kick start it, we do it. If not, it creates a delay. The alternative is bonding, but we're trying to figure out a way to do it without bonding, he said.

Mayor Napier said he believes there is $67,000 in a fund for a future project.

Jason Booth said that he assumed the role of President of Sibley Area Hockey Boosters last year. They are looking for support in meeting the needs of all ages of hockey players in our area. We've done a good job to facilitate that financially. For years, the community has talked about having the high school locker rooms at the facility, along with other amenities to help our program be better. One of those is a dry land facility. South St. Paul has done a great job with theirs. It offers the opportunity for our athletes to improve their game and would put the West St. Paul Arena at a level that it should be. MAP South is a tenant there and has a lot of pressure with no one on their ice in South St. Paul. Casey Weimer is not here tonight but is on the Board of Directors for the Sibley Youth Hockey Association. He and I have been combining efforts to drive this effort forward to fruition, and we are moving forward, he said. The fact that we are here having this conversation and meeting with Mendota Heights and ISD197 is very positive. Right now, we have between $50,000-60,000 to put towards this project. We were looking at it from a private sector side and put together what we thought was a project based on what Casey Weimer created at the St. Thomas Arena. We pursued the numbers and thought we came to the table with a pretty good sense of it but Mr. Booth said he was surprised at the dollar figures we are talking about now, compared to what they came up with, and the timeframe. They built the facility at St. Thomas in five months, but this is completely different. He said he is a champion in partnering to speak to these groups and thinks that's a great next step for them. There are partners who are vested in us being successful with this and he thinks it's reasonable to move forward. These are very tangible improvements, based on the number of children participating in youth hockey associations from other communities. From a booster standpoint, we are 100% behind trying to get this done.

Councilmember Vitelli asked if they're looking to pay off the $750,000 from ISD197 and the City in one year. He asked if it would be more appealing to bond for it and have them make an annual contribution for 15 years.

Schroeder said Council policy is that we're not going to issue any more debt except sanitary sewer. On the schedule he put forward, part of it projects when we would need construction draws and in what amount. What that suggests is, over the next 1 ½ to 2 years, we need to get $2.3M from whomever, some portion of which is from the City. Mayor Napier mentioned the $67,000 and Schroeder said he is assuming that if we do go down a path, those funds are sitting there for architectural. That's sort of already in the bank, he said. We could go that far, even if we never get any further. Part of the funding commitments, it would be his expectation or recommendation that we would be going to Mendota Heights and ISD197 and saying, over the next two years (2021, 2022), we need your share. Last time it was a three year ask and ISD197 basically paid and Mendota Heights requested five years.

Councilmember Vitelli asked if there is any other mechanism other than bonding. Schroeder said cash. As financing goes, Councilmember Vitelli asked if ISD197 would be able to legally bond for it. City Attorney Land said school districts have

their own bonding authority. She said she would assume it's for a facility, even if not attached to their building.

Councilmember Vitelli said, perhaps, they could make a commitment for 15 years. Schroeder said he knows very little about school district funding issues but that it is a reasonable question.

Mr. Booth said, in a non-profit world, an organization can accept a gift and have it be used over time and, ultimately, the remainder would go back to the grantor. He asked if there is an opportunity for someone to give them a million dollars to do a project like this. City Attorney Land said, absolutely. Mr. Booth said there might be ways for that kind of thing to happen. For services, he asked if an architectural firm can donate services to the City. City Attorney Land said yes, the City will take donations in any form.

Schroeder said there are a couple of things on that. The information in front of Council, he has assumed in that public process but cannot assume it's actually going to occur. This is structured as a straight up public process, he said.

Mr. Booth said it could ultimately be a long term lease to get the project done. Schroeder agreed. Mr. Booth asked if that allows it to be a private process. Schroeder said no. Mr. Booth asked if the property is leased and improvements are made on the lease, if they can do that as a private entity versus the City as a public entity. City Attorney Land said it feels awkward and will need to be researched. Schroeder said if the shell is there and, through the lease, you're doing the TI's and FFE, that's easy. But to build the shell is more difficult. City Attorney Land said we would have to look at it.

Councilmember Justen said if the $67,000 is currently in a fund within West St. Paul, that's our money and it looks like that would be eaten by the architectural before we get to the other entities. Schroeder said he was only reflecting on the fact that if you wanted to fund an architectural contract, that money is sitting there to do that. Councilmember Justen said the importance is if the $750,000 would have the $67,000 sliced off the top of it, or if it would be dispersed between the other entities.

Schroeder said the appropriate things are either we got a gift and we are going to use it for our share or we would recognize from where the gift came. And the grantor has expenses in order to assist us and we would recognize it as a contribution towards their expenses.

Mayor Napier asked what Staff needs, other than talking to the other partners. Schroeder said we just need to know your comfort level with the numbers. Either $750,000 or a lower number including gifts and grants.

Councilmember Vitelli commented that MR. Booth is good at the gifts and grants and asked if he has shared any of those possibilities with Staff. Mr. Booth said we had a conversation about it. There was a very well done feasibility study about 5 years ago and that there was an appetite for about $600,000-700,000 to raise out in the community. As an organization, we are comfortable with committing to $50,000 a year. About half of that comes from the Sibley Area charitable gambling funds. They may be able to come up with more. The feasibility study didn't ask about half the people we know are very solid, he said.

Councilmember Justen asked Schroeder if he is asking Council to say we are comfortable with an even split or if we are willing to commit more. Right now, Schroeder said we are looking at this as a $2.3M project. Splitting it three ways gets us to that $750,000 number. If you're comfortable taking the next step with an ask of the other two partners, knowing we have the same amount, we will do that. If you feel it's not realistic, he said he needs some other direction.

Mayor Napier said he thinks we should reduce the ask to a realistic number and put the pressure on the groups to raise additional funds, divide it into quarters, and the pressure is on fundraising for a quarter of it.

Schroeder said the paperwork suggested $550,000 for each partner. Councilmember Justen asked what happens if the fundraising doesn't hit that line. Schroeder said it delays the project.

In a capital campaign, Mr. Booth said you'll have to hit thresholds before you ever hit a shovel in the ground. We will have to be aggressive to meet a number like that but, between our gambling and interested folks, we should be able to, he said.

Mr. Booth said Sibley Area Youth Hockey Association should be noted, not MAP South. Councilmember Vitelli asked if he would like that changed for public purposes; Mr. Booth said yes.

Mayor Napier asked if everyone is on board for the $580,000 ask.

Councilmember Berry asked if we have $580,000. Schroeder said no, this would be 2021 and 2022, so we would suggest a levy to get that in those two years.

Mayor Napier said, ultimately, we own the facility and can capitalize on the lease and rental, which would make it more appealing with the addition.

Councilmember Justen asked if we have a proposed number for the lease. Mr. Booth said you have all the current information on what the high school, youth association and MAP South buys for arena hours. It's very reasonable for ISD197 to be paying for locker use. If the Boosters help them do that or not, it should be 100% reasonable to have solid facilities there.

Schroeder said that will be part of future conversations.

Councilmember Justen said he would breathe easier to have those numbers and would like to see the potential investment on return.

Schroeder said we are expecting that things like that will be addressed in the next three to four months.

Councilmember Berry said Mendota Heights could say no. Schroeder said we are done if that happens.

Mayor Napier thanked Mr. Booth for coming and said it is exciting to have something like this moving and that hopefully we can help them out.

Mr. Booth added that they are playing a home game against Hastings on Thursday night.

C. 1010 Dodd Community Arboretum

At the October 28, 2019 OCWS, the City Council discussed options for the vacant lot at 1010 Dodd. The topic was forwarded to the Environmental Committee for further discussion, brainstorming and recommendations. A subcommittee was formed and the Committee has had discussions on this topic at its last three meetings. A proposal has been developed and the Committee feels this is the best use for the property at this time. The proposal includes multiple raised bed pollinator gardens, the largest being a uniquely shaped Mandala garden. By definition, a mandala is "a geometric shape or pattern that symbolizes the universe; a meditation tool for creating sacred space, relaxation and focusing the mind; or a symbol used as a gateway to a spiritual journey." Mandalas are usually a circle that contain starburst, floral, wheel or spiral patterns within it. A mandala garden is simply a garden space with plants that take on this design principle. There would also be trees planted on the southern border of the property to act as a buffer with the residential properties. There would be a path or sidewalk that will dissect the property, along with picnic tables and benches to promote a community gathering space. Finally, there would be additional pollinator raised bed gardens and a welcome sign on the northeast corner. The idea would be to engage community and volunteer groups to plant and maintain sections of gardens.

If Council likes the proposal, the next steps would be to finalize plans through community engagement, create a budget, and develop a plan to gather interest and donations to fund the project. This project, with all mentioned elements, is estimated to cost about $23,000. Staff hopes that a majority of that could be raised through cash donations, as well as donations of time and materials.

Councilmember Vitelli said we talked about this in great length but that now he's thinking if a public parking lot would be beneficial to that area, with a restaurant

nearby. There is a limited amount of parking in that area, which limits future development there. A place for people to park their car and walk.

The area right now, Councilmember Fernandez said, is over-parked if you take into consideration the Paster property center. A parking lot on that space would only be about 13 cars. He questioned if it would be permitted parking for stores on Smith. When the FoodSmith item came through the Planning Commission, they had to find a place to park. It was be awkward to logistically maintain, he said.

Schroeder reminded Council that the land is going to become part of the roadway infrastructure so anything that goes there is going to be temporary.

Councilmember Fernandez said the vision was also to shrink that area down. There is such vacancy that you want to pull things down. You want to have activity that's conducive to people walking so that it provides more of a feel to it. Right now, it feels barren or open. This would bring it in with more activity, and it's a way to get other businesses around there to pitch in and have a placard. He said he thinks it looks cool.

Councilmember Justen said on the parking and limited number of spaces, it's not enough of a contribution to do, in his opinion. It's only $23,000, he said, and there is hope for cash donations; however, he feels this is a bit of an overshoot for something that's going to go away. The Environmental Committee knows more of this than him, he said. Pollinators are generally hardy and successful. He said he would like to see this, it's really great work, but feels like there is a little bit more ambition here for a temporary solution. He wants to get it done but, when you look at the plans, he said it's something that looks more permanent and it's more difficult to explain why you need to take it away later. The message has to be that this is temporary. To him, when he looks at this, he said it looks wonderful but would like it somewhere that it will be for a long time, not just two to three years. Every project contributes to what we're dealing with, he said, and would like to see something done there but less expansive.

Councilmember Eng-Sarne said when we first talked about this project, this body was looking at 15 years, which was the message passed along to the Environmental Committee. Also something to consider, she said, is across the street are two underutilized spaces. Little Dodd Park that we are not putting ice on anymore and a small playground next to that. Potentially, we could pick this up and move it across the street when the time comes. Or we could build this across the street and build the parking lot in the middle. However, that seems even more permanent, she said.

Councilmember Berry said it's really nice but that she is having a hard time seeing it in a small space. At Orme Park, there is a big field where it would look nice. Or Kennedy has some open space. This is really cool, she said, but that she is having trouble putting it in the spot it's designed for.

Mayor Napier stated that this is the coolest thing he has ever seen. With the work that went into it, he said we need to get this in our city. If it cannot be done there, then we

need to find a place. The Thompson Oaks Golf Course, perhaps. This is awesome and it needs to happen, he said.

Councilmember Vitelli suggested the corner of Oakdale and Butler Avenues. Mayor Napier said, after 40 years working at Dodge Nature Center, he would worry about vandalism in an unfenced area.

Councilmember Justen asked if 15 years is an actual expectation. Schroeder said the back story is that the state just put money in that intersection, so it could be dozed anytime soon.

Mayor Napier said we would need to be approached by a developer with a vision and some money to come in and present something. It could happen in 5, 10 or 15 years, he said. We want to be ready when a developer comes in so it's staged for someone to come forward.

Councilmember Justen said a lot of his objections would go away if it's 15 years. But we don't know that it's not 2 years.

Councilmember Fernandez said he feels this is the place for this because of the things he stated before about the site and the way it looks. We could do similar ones, as well, but this spot is blighted. A small investment of $23,000 could go exponentially. WE have people in the city, a garden center, City Staff, several stores such as Menards, Lowes and others with plants and resources. All we need to do is ask.

Schroeder said some portion of this, regardless of when for roadway improvements, for sidewalk and fence is not going anywhere. That portion of the project costs, the biggest piece was the sidewalk itself. Even when something happens, it is designed so that would stay. Some portion of the $23,000 would remain. Second, regardless of redevelopment, you need MnDOT approvals to make road improvements. That's all a process, so right now we are starting the process for funding 2024 projects. A year from now, it will be 2025 projects. All of that takes a lot of time, he said.

Councilmember Vitelli said part of his concern is with the raised beds and asked if it will look like this Minnesota Landscape Arboretum or if it will become overgrown. He asked who will attend to it.

Schletty said the idea was to section off into seven sections and have community groups adopt each section, to plant and maintain. Volunteer groups would take care of it. Public Works may need to water from time to time.

Councilmember Fernandez said, from what he's seen in other communities, the City will have it on their checklist, cut grass and take care of things that pop out. But once other entities get involved, he said it self sustains. When there's something nice, typically vandalism doesn't happen because of the mentality of it.

Councilmember Berry stated that Jade Pennig is here tonight from the Environmental Committee.

Ms. Pennig said she wanted to comment on the logistics but it was the Environmental Committee's intention to have the raised beds portable in 10 to 15 years. In theory, there would be effort involved, but it could be taken apart and moved to another location.

Councilmember Vitelli asked what it's made of. Ms. Pennig said they're made of wood. We need to figure out the height, depending on the size that gets approved.

Councilmember Vitelli asked if the Committee put any costs on that. Schletty said Ms. Pennig developed it with square footage of everything, so Staff could estimate costs.

Councilmember Justen asked where the sidewalk connections are and if they go to the cross trail. Schletty said yes. Councilmember Justen asked if it is a nightmare to cross at the tip. Schletty said the cross to Doddway is short and the cross to the north is longer.

Councilmember Justen said he wouldn't want to limit pedestrian and bike crossings.

Regarding sidewalks, Councilmember Eng-Sarne said if you drive by right now, that sidewalk on the plan doesn't exist. If you walk it, there is a footpath that is in the snow right now that actually matches the drawing. Essentially, in your mind, you could shave about $8,000 off the park aspect of it. If you like it, we could design for other underutilized parks in the city, which could work towards and branding aspect and replicate it.

Councilmember Justen said this is a launching point to have in every ward with minimal funding from the City. He said he loves this design and would like to see it in more places, especially if it is portable.

Councilmember Berry said if we build something like this, we want people to see it, so she would pause on any fencing around it. She said she would like to keep it open like this.

Ms. Pennig said if we are interested in potentially moving to another park, it would be great to identify the space if we need to adjust the dimension. A secondary benefit is that it's pretty. The main focus was how do we fill up this space so it's maintainable so that no part of the garden bed is not easily accessible for maintenance. A mandala garden makes sure that you can get around.

Councilmember Vitelli asked Ms. Pennig if she was envisioning that the panels are green treat. 15 years from now they won't be easy to move if green treat. Schletty said we were thinking 2 x 8 treated lumber (cedar).

Councilmember Justen said if we want it to be visual from the street, higher is better if we can make it work. A 3 feet height is more noticeable than 8 inches.

Schroeder said if the consensus is that you're reasonably comfortable with the design, we will create some sort of work plan.

Mayor Napier said he doesn't want any Council down the road to shame us for putting in a temporary garden. He said he is ready to let the Environmental Committee go forward.

Councilmember Vitelli thinks the structure will be more expensive to build.

Councilmember Fernandez said the design is conceptual. Ms. Pennig said the design could be altered and that the Committee decided to shoot for what they wanted and can pull back, if needed.

Councilmember Vitelli said the Committee could seek out bids for it.

Councilmember Eng-Sarne thanked Jade Pennig, Rebecca McCarty and the subcommittee who worked on this.

Schroeder said we will put together a marketing communication plan for fundraising. Mayor Napier said they will need to know it could be removed someday.

Councilmember Fernandez asked if the fence is the homeowner's. Schroeder said yes.

Councilmember Fernandez said it also happens to be the site of the most horrific event in the city and that he's sure the group would love to see something there, some activity. Especially if they go there every year. He said we went through this a year or so ago. $23,000 is very doable.

Councilmember Berry added that Boy Scout groups need Eagle Scout projects to do. Councilmember Fernandez agreed and said we just need to seek it out and ask. There are many groups that can be contacted, he said.

D. Contract Extension with YMCA to Operate the West St. Paul Pool in 2020

The City has an existing contract with the YMCA, which was approved in 2013. The three year contract has a clause to automatically renew for additional one-year terms, up to five years under the terms and conditions set forth in the Agreement, unless either party gives written notice of its intent to renegotiate or not to renew to the other party. 2020 is the final year the current contract can be renewed. Schletty said that Staff has met with the YMCA, and both parties wish to continue operating under the current contract agreement. They also agreed to begin working on a new agreement during the summer of 2020. The summer of 2019 was a bad weather season, and it reflected on the attendance at the pool, where final numbers were the worst in last

three years. We are hopeful that numbers will increase in 2020 with better weather, additional promotion, and with the closing of the YMCA's West St Paul facility and pools. Schletty said Staff recommends the City Council approve the contract extension with the YMCA to continue operating the WSP Pool for the 2020 season.

Councilmember Eng-Sarne asked if we can keep it open until 9:00 p.m. instead of 7:00 p.m. Schletty said we can talk with the YMCA. We can negotiate the hours with what works for them. Councilmember Eng-Sarne said, generally, YMCA pools stay open until 9:00 p.m. Sometimes people get home but there isn't enough time to take advantage of paying for it. Schletty said it's possible that we could modify hours on certain days. They also do rentals on the weekends for parties, he said.

Councilmember Justen said this would also be an opportunity to discuss the differential between West St. Paul residents and YMCA members. As a resident of West St. Paul and not a YMCA member, they have to pay more than someone who is a YMCA member. He would like to see a flat fee, he said.

Schletty said he talked about that when they met but that it's kind of outside of the contract itself but we are working on how we can make that better.

Mayor Napier said it reads that YMCA members get a reduced rate, established by the City. With the loss of their big facility in West St. Paul, he would imagine their membership is down. He said he is curious how they see that working this year. If they have less members, perhaps we can work out a deal with what West St. Paul residents are charged. He said we should talk about it.

Councilmember Vitelli said we may have increased use without the YMCA here. In the last few years, Schletty said only a handful of members took advantage of it.

Mayor Napier said there has been a lot of talk about it and it's important that we are looking out for our taxpayers.

Councilmember Justen asked if the reduced rate is also on the daily rate. Schletty said it is only on the pass.

Schletty said some groups may come in to use the pool but it's the same as students from Moreland, who pay a reduced rate. Any group can get that rate, which may be part of the confusion.

Mayor Napier thanked Schletty for coming to discuss this with Council.

5. Adjourn

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to adjourn the meeting at 6:21 p.m.

All members present voted aye. Motion carried.

David J. Napier
Mayor
City of West St. Paul

City of West St. Paul
City Council Meeting Minutes
January 13, 2020

1. Call to Order

Mayor Napier called the meeting to order at 6:30 p.m.

2. Roll Call

Present:	Mayor Dave Napier Councilmembers Wendy Berry, Lisa Eng-Sarne, Anthony Fernandez, John Justen, and Dick Vitelli
Absent:	Councilmember Bob Pace
Others Present:	City Manager Ryan Schroeder City Attorney Kori Land Police Chief Brian Sturgeon Finance Director Char Stark Human Resources Director Debra Gieseke Parks & Public Works Director/City Engineer Ross Beckwith Community Development Director Jim Hartshorn City Clerk Shirley Buecksler

3. Pledge of Allegiance

4. Adopt the Agenda

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to adopt the agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

5. OCWS Briefing

Mayor Napier said the Council held a work session prior to the regular meeting to discuss the following topics:

A. Legislative Update – Meeting with Representative Rick Hansen and Senator Matt Klein
B. Ice Arena Expansion / Joint Powers Agreements
C. 1010 Dodd Community Arboretum
D. Contract Extension with YMCA to Operate West St. Paul Pool in 2020

6. Citizen Comments

The following citizens addressed the Council:

- Karen Vavreck, Ward 2, commended and thanked the West St. Paul Police Department on their quick response time for an incident near her home. She also thanked the great snow plowing crew in West St. Paul for their work.

7. Council Comments

Councilmember Eng-Sarne thanked Karen Vavreck for her comments. She also reminded everyone that posting on social media is not a substitute for calling the Police in an emergency.

Councilmember Eng-Sarne said Town Hall Meetings have been scheduled for:

Date: Wednesday, March 11, 2020
Time: 6:00 pm to 8:00 pm
Location: Harmon Park, 230 Bernard Street West, West St. Paul

Date: Thursday, March 19, 2020
Time: 1:00 pm to 3:00 pm
Location: St. Stephen's Lutheran Church, 1575 Charlton Street, West St. Paul

Date: Saturday, March 21, 2020
Time: 10:00 am to Noon
Location: Wentworth Library, 119 Wentworth Avenue East, West St. Paul

Councilmember Eng-Sarne said the Sola Salon Studios ribbon cutting is scheduled for February 3, 2020 at 3:00 p.m., 1720 Livingston Avenue, West St. Paul.

Councilmember Vitelli wished everyone a happy new year and hope that 2020 is a safe and prosperous year for everyone.

Councilmember Berry said we've done some good things in 2019 and looking forward to 2020.

Mayor Napier wished everyone a happy new year.

Mayor Napier emphasized that the Town Hall Meetings are a time to come out as a community and participate with the Council and Staff. If you cannot make it to one of the scheduled meetings, please let us know so we can find alternate ways to get your input into our City. This is really critical, and we use this information to set our direction for the year, and it also gives our Staff initiatives to carry out throughout the year. Please come out and enjoy this time with Council and City Staff.

8. Proclamations, Presentations and Recognitions

A. Recognition of West St. Paul Youth Athletic Association

Mayor Napier presented a Certificate of Appreciation to the West St. Paul Youth Athletic Association for their dedication and service to the youth of West St. Paul.

B. Presentation of the Inflow & Infiltration and FOG Programs

City Engineer Beckwith provided a demonstration for Council on the City's Inflow & Infiltration program and the Fats, Oils and Grease (FOG) program.

C. Recognition for Donations to the City

Mayor Napier thanked the South Robert Street Business Association for their generous donation of $6,000.00 to the 2020 Winter Fest, planned for February 22, 2020 at Dodge Nature Center.

Mayor Napier also thanked South Robert Street Business Association for their generous donation of $500.00 for the Art in the Park program.

Mayor Napier thanked the anonymous donor who provided a $25.00 donation to the Crime Prevention and Heroes & Helpers programs.

Mayor Napier thanked Virginia Coss and the Coss Foundation for their continual support of the Police Canine program and their generous donation of $20,000.00 to this program.

Motion was made by Councilmember Berry and seconded by Councilmember Vitelli to adopt Resolution No. 20-001 Accepting Donations to the City.

Vote: 5 ayes / 0 nays. Motion carried.

9. <u>Consent Agenda</u>

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to approve the following items on the Consent Agenda, as presented:

A. Designation of Councilmember Vitelli as Mayor Pro Tem for 2020
B. Designation of the Twin Cities Pioneer Press as the Official City Newspaper for 2020
C. Designation of Ehlers and Associates as the City's Fiscal Consultant for 2020
D. Designation of Depositories for 2020
- Resolution No. 20-002 Designating Official Depositories for the City of West St. Paul, Minnesota

E. Permanent Rules of the City Council and Code of Ethics
F. Appointments to Committees and Commissions for 2020
G. Minutes of December 9, 2019 – OCWS and Regular Council
H. List of Claims for January 13, 2020 in the amount of $2,283,932.75
I. 2020 Fee Schedule Amendment
J. General Services Pay Plan Amendment
- Resolution No. 20-003 Amending the General Service Hourly Employee Pay Plan
- Resolution No. 20-004 Amending the General Service Salaried Employee Pay Plan

K. November Financial Update
L. City Licensing to Include:
- Resolution No. 20-005 Concurring with the Issuance of a Minnesota Lawful Gambling Exemption for Mendota Elementary PTA on February 29, 2020

M. Rental Licensing to Include:

1508 Allen Avenue (Apartment – Renewal)
1526 Allen Avenue (Apartment – Renewal)
354/356 Marie Avenue East (Apartment – Renewal)

364/366 Marie Avenue East (Apartment – Renewal)
374/376 Marie Avenue East (Apartment – Renewal)
384/386 Marie Avenue East (Apartment – Renewal)
394/396 Marie Avenue East (Apartment – Renewal)
1313 Kruse Street (Apartment – Renewal)
1323 Kruse Street (Apartment – Renewal)
1333 Kruse Street (Apartment – Renewal)
1080 Delaware Avenue (Apartment – Renewal)
425 Arion Street East (Apartment – Renewal)
435 Arion Street East (Apartment – Renewal)
445 Arion Street East (Apartment – Renewal)
455 Arion Street East (Apartment – Renewal)
1568 Charlton Street (Apartment – Renewal)
171 Thompson Avenue East (Apartment – Renewal)
173 Thompson Avenue East (Apartment – Renewal)
175 Thompson Avenue East (Apartment – Renewal)
177 Thompson Avenue East (Apartment – Renewal)
179 Thompson Avenue East (Apartment – Renewal)
181 Thompson Avenue East (Apartment – Renewal)
183 Thompson Avenue East (Apartment – Renewal)
185 Thompson Avenue East (Apartment – Renewal)
187 Thompson Avenue East (Apartment – Renewal)
189 Thompson Avenue East (Apartment – Renewal)
191 Thompson Avenue East (Apartment – Renewal)
1275 Kruse Street (Apartment – Renewal)
1061 Humboldt Avenue (Duplex – New)
911 Cherokee Avenue (Single Family – New)
268 Butler Avenue East (Single Family – New)
1188 Smith Avenue (Single Family – Renewal)
1040 Ottawa Avenue (Single Family – Renewal)
224 Thompson Avenue East (Single Family – Renewal)

N. Grant for the 2020 Complete Count Committee from the Minneapolis Foundation
- Resolution No. 20-006 Accepting a Grant From the Census 2020 CCC Fund of the Minneapolis Foundation

O. Contracts for Thompson Oakdale Trail Feasibility Study
- Resolution No. 20-007 Authorizing Execution of an Active Living Services Grant Contract with Dakota County and the City of West St. Paul
- Resolution No. 20-008 Authorizing Execution of an Agreement for Professional Services Contract Between the City of West St. Paul and Kimley Horn

P. Mutual Police Assistance Agreement for Enforcement of Traffic Safety Laws as Amended
- Resolution No. 20-009 Authorizing Execution of an Agreement for Mutual Police Assistance for Enforcement of Traffic Safety Laws

Q. Animal Boarding Contract Renewal
- Resolution No. 20-010 Authorizing Execution of a Municipal Animal Impound Agreement

R. Splash Pad Repair Contract

S. Change Orders for 2019 Street Improvements Project 19-1

T. Plans and Specifications and Ad for Bid for the 2020 Street Improvements Project No. 20-1

- Resolution No. 20-011 Approving Plans and Specifications and Authorizing Ad for Bid, 2020 Street Improvement Project No. 20-1

Vote: 5 ayes / 0 nays. Motion carried.

10. Public Hearings

There were no public hearings.

11. New Business

A. Licensing Hearing – Request for Pro-Rated Alcohol License Fee for Cruz Enterprises, LLC dba El Nuevo Morelo's Mexican Restaurant at 360 Bernard Street West

Oscar Cruz Martinez, Owner, addressed the Council and answered questions.

Motion was made by Councilmember Vitelli and seconded by Councilmember Fernandez to approve the prorated fee of $5,400.00 for the On-Sale Liquor License for 2020.

Vote: 5 ayes / 0 nays. Motion carried.

B. Conditional Use Permit, Site Plan, and Preliminary Plat Review for the Construction of a New Medical Office at 1140 Robert Street – Dan Saad

Motion was made by Councilmember Vitelli and seconded by Councilmember Berry to continue this item to the January 21, 2020 Planning Commission Meeting and the January 27, 2020 City Council Meeting.

Vote: 5 ayes / 0 nays. Motion carried.

12. Old Business

A. Final Reading of Ordinance No. 20-01 Amending the Zoning Ordinance Regarding B2 Overlay District

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to approve Ordinance No. 20-01 Amending the West St. Paul Zoning Ordinance by Establishing the Smith/Dodd Neighborhood Overlay District.

Vote: 5 ayes / 0 nays. Motion carried.

13. Adjourn

Mayor Napier said we missed an opportunity to recognize Ben Boike, Assistant Community Development Director/City Planner for the City of West St. Paul for the past 12+ years. Mayor Napier said it was a pleasure to work with Ben and he will be missed. We wish him the best in Cottage Grove.

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to adjourn the meeting at 7:14 p.m.

All members present voted aye. Motion carried.

David J. Napier
Mayor
City of West St. Paul

City of West St. Paul
City Council Meeting Minutes
January 27, 2020

1. Call to Order

Mayor Napier called the meeting to order at 6:30 p.m.

2. Roll Call

Present:	Mayor Dave Napier Councilmembers Wendy Berry, Lisa Eng-Sarne, Anthony Fernandez, John Justen, Bob Pace and Dick Vitelli
Absent:	None
Others Present:	City Manager Ryan Schroeder City Attorney Kori Land City Attorney Peter Mikhail Lt. Matt Swenke Finance Director Char Stark Parks & Public Works Director/City Engineer Ross Beckwith Community Development Director Jim Hartshorn City Clerk Shirley Buecksler

3. Pledge of Allegiance

4. Adopt the Agenda

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to adopt the agenda, as presented.

Vote: 6 ayes / 0 nays. Motion carried.

5. OCWS Briefing

Mayor Napier said the Council held a work session prior to the regular meeting to discuss the following topics:

A. NeighborWorks Presentation
B. North Gateway Project Discussion
C. Appointments to Environmental and Parks & Recreation Committees
D. School/Training Centers in R4 Residential Districts
E. Ranked Choice Voting

6. Citizen Comments

No one wished to speak.

7. Council Comments

Councilmember Berry thanked everyone for coming tonight.

Councilmember Eng-Sarne said that she and Councilmember Berry attended the 2020 Elected Leaders Institute Advanced Program January 24 and 25.

Councilmember Eng-Sarne thanked the City's snow plow drivers and the Public Works Department for keeping our roads safe.

Councilmember Eng-Sarne said this evening's Consent Agenda includes the 2019 Annual Report which outlines 250 actions taken by Council in 2019. Mayor Napier noted that additional items will be added by Staff.

Councilmember Vitelli said Council wants to hear from the community at this year's Town Hall Meetings which are scheduled for:

Date: Wednesday, March 11, 2020
Time: 6:00 pm to 8:00 pm
Location: Harmon Park, 230 Bernard Street West, West St. Paul

Date: Thursday, March 19, 2020
Time: 1:00 pm to 3:00 pm
Location: St. Stephen's Lutheran Church, 1575 Charlton Street, West St. Paul

Date: Saturday, March 21, 2020
Time: 10:00 am to Noon
Location: Wentworth Library, 119 Wentworth Avenue East, West St. Paul

Mayor Napier said Mr. Hugh Guscetti, a very influential member of the West St. Paul community for 60 years, passed away on January 23, 2020.

Services:
Mass of Christian Burial
10:30 am Tuesday, January 28, 2020
Church of St. Joseph
1154 Seminole Avenue
West St. Paul

Visitation
5:00 pm to 7:00 pm Monday, January 27, 2020
Klecatsky & Sons West Chapel
1051 South Robert Street
West St. Paul
Also one hour prior to the Mass at the Church

Interment at Fort Snelling National Cemetery

Mayor Napier said the 5th Annual West St. Paul Winter Fun Fest is scheduled for Saturday, February 22, 2020 from 3:00 pm to 6:00 pm at Dodge Nature Center, 1701 Charlton Street, West St. Paul. This is a great event for kids and families and is sponsored by the South Robert Street Business Association.

8. Proclamations, Presentations and Recognitions

There were no proclamations, presentations or recognitions.

9. Consent Agenda

Motion was made by Councilmember Berry and seconded by Councilmember Justen to approve the following items on the Consent Agenda, as presented:

A. List of Claims for January 27, 2020 in the amount of $6,698,316.17
B. City Licensing to Include:

2020 Liquor Licenses
FoodSmith, 937 Smith Avenue South
On-Sale Liquor License with Sunday Sales and Outside Sales

El Nuevo Morelos Mexican Restaurant
360 Bernard Street West
On-Sale Liquor License with Sunday Sales

2020 Business Licenses – Background Required
Church of St. Joseph, 1154 Seminole Avenue
Resolution No. 20-012 Concurring with the Issuance of a Minnesota Lawful Gambling Exemption for Church of St. Joseph on March 21, 2020

Robert St Chiropractic, 1633 Robert Street South
Business and Personal Massage License

Endris Chiropractic, 1560 Livingston Avenue
Business and Personal Massage License

C. Rental Licensing to Include:

1520 Charlton Street (Apartment – Renewal)
1550 Charlton Street (Apartment – Renewal)
1552 Charlton Street (Apartment – Renewal)
1525 Allen Avenue (Apartment – Renewal)
845 Dodd Road (Apartment – Renewal)
848 Dodd Road (Apartment – Renewal)
97 Orme Street East (Apartment – Renewal)
996 Charlton Street (Apartment – Renewal)
785 Dodd Road (Apartment – Renewal)
958 Robert Street (Apartment – Renewal)
56/58 Logan Avenue West (Apartment – Renewal)
260 Emerson Avenue East (Single Family – Renewal)

D. December 2019 Financial Reports
E. 2019 Budget Rollover to 2020 Budget
F. 2019 Annual Report
G. Change Orders for Watermain – 2019 Street Improvements Project 19-1
H. City Hall Change Order No. 1
I. Closing of Robert Street Capital Project Fund and Transfer
- Resolution No. 20-013 Closing Robert Street Construction Fund and Transferring Excess Cash to the Last Issued Debt Service Fund

J. Consultant Contract for 2021 Street Improvements Project 21-1
K. Geotechnical Evaluation Contract for 2021 Street Improvements Project 21-1
L. Joint Powers Agreement for Thompson Avenue Traffic Study, CP 20-8
M. Plans and Specifications and Order Bid for Dome Exit Stairs Project
N. Salt Shed Roof Replacement Contract
O. South Metro Fire Department Services Agreement for 2020
P. Resolution Endorsing Carbon Pricing

Vote: 6 ayes / 0 nays. Motion carried.

10. Public Hearings

A. Public Hearing – Conditional Use Permit, Site Plan, and Preliminary Plat Review for the Construction of a New Medical Office at 1140 Robert Street – Dan Saad

Applicant Dan Saad and Attorney Rich Gabriel answered questions from Council.

Councilmembers Justen, Berry and Eng-Sarne recused themselves and left the meeting at 7:03 p.m.

Mayor Napier opened the Public Hearing at 7:03 p.m.

The following people addressed the Council during the Public Hearing:
(some names may have been misspelled for anyone who did not sign in)

1. Lori Niesen, 9401 Parkside Circle, Champlin - spoke in favor
2. Chris Gevara, Ward 3 - spoke against
3. Tim Hernandez, St. Paul and Volunteer Physician - spoke in favor
4. Katie Dohman, Ward 3 - spoke against
5. Ann Schiffer, 2032 Charlton Ridge – spoke in favor
6. Laura Zanmiller, Ward 1 – spoke against
7. Mikaela Gaworski, Ward 1 – spoke in favor
8. Karen Dosh, Ward 3 and RN/Nurse Manager – spoke in favor
9. Abigail Hendricks, Ward 3 – spoke against
10. Leah Jacobson, Founder & CEO of Guiding Star Project, Brainerd – spoke in favor
11. Emily Larson, 117 18th Avenue South and Client – spoke in favor
12. Judy Riley, Ward 3 – spoke against
13. Jennifer Gansler, 4753 Burr Oak St, Eagan – spoke in favor
14. Jamie Huberty, Ward 2 and Doula/Midwife – spoke against
15. Christine Bailey, Licensed Minister, Richfield – spoke in favor
16. Lisa Martinez, West St. Paul resident – spoke in favor

17. Julie Eastman, Ward 1 – spoke against
18. Rev. Jennifer McNally, Saint Anne's Episcopal Church, Mendota Heights – spoke against
19. Andrew Kirsch, South St. Paul resident – spoke in favor
20. Amanda Davis, Ward 3 and Nurse – spoke against
21. St. Paul Resident – spoke in favor
22. Jay DeLaRosby, 386 Schletty Lane – spoke against
23. Dr. Connye LaCombe, Ward 3 – spoke against
24. Lauren Rose, Client – spoke in favor
25. Margaret Dahl, 1486 Oakdale Avenue – spoke in favor
26. Name and residence not provided – spoke against
27. Theresa Kowalski – spoke in favor
28. Karen Groppel, Eagan resident – spoke in favor
29. John Churnholm, Richfield – spoke in favor
30. Ken Paulman, Ward 3
31. Mary McCauley, Ward 3 – spoke against
32. Denise Muskey, Ward 1 – spoke in favor
33. West St. Paul resident – spoke in favor
34. Carol Keys-Ferrier, Ward 2 – spoke against
35. Edgar Herrera, Ward 1 – spoke against
36. Architect of project – spoke in favor
37. Andrea Friesen, Ward 3 – spoke against
38. Theresa Collette, St. Paul resident and Law Professor – spoke in favor

Mayor Napier closed the Public Hearing at 9:29 p.m. and thanked everyone for coming and speaking tonight.

Motion was made by Councilmember Vitelli and seconded by Councilmember Pace to adopt Resolution No. 20-015 Approving a Conditional Use Permit to Allow a Medical Office Building at 1140 Robert Street – Dan Saad, on the condition that they meet all parking requirements.

Vote: 3 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Fernandez and seconded by Councilmember Vitelli to adopt Resolution No. 20-014 Approving a Site Plan for the Construction of a New Building at 1140 Robert Street – Dan Saad.

Vote: 3 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Vitelli and seconded by Councilmember Pace to adopt Resolution No. 20-016 Approving the Preliminary Plat for 1140 Robert Street – Dan Saad.

Vote: 3 ayes / 0 nays. Motion carried.

Councilmembers Justen, Berry and Eng-Sarne returned to the meeting at 9:38 p.m.

Councilmember Fernandez left the meeting at 9:38 p.m.

11. New Business

A. Appointments to Environmental and Parks & Recreation Committees

Mayor Napier stated that Council voted on applicants during tonight's OCWS and brought forward the following applicants for approval:

Laura Zanmiller, Environmental Committee – new member
Jay DeLaRosby, Parks & Recreation Committee – reappointment
Kirsten Mulraney, Parks & Recreation Committee – new member
Michael Petrasek, Parks & Recreation Committee – reappointment

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to appoint Laura Zanmiller to the Environmental Committee, and Jay DeLaRosby, Kirsten Mulraney, and Michael Petrasek to the Parks & Recreation Committee.

Vote: 5 ayes / 0 nays / 1 absent-Councilmember Fernandez. Motion carried.

Councilmember Fernandez returned to the meeting after the vote.

Mayor Napier said appointments to the Planning Commission have been moved to the February 10, 2020 Regular Council Meeting.

12. Old Business

There was no old business to discuss.

13. Adjourn

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to adjourn the meeting at 9:40 p.m.

All members present voted aye. Motion carried.

David J. Napier
Mayor
City of West St. Paul

City of West St. Paul
Open Council Work Session Minutes
January 27, 2020

1. Roll Call

Mayor Napier called the meeting to order at 5:00 p.m.

Present: Mayor Dave Napier
Councilmembers Wendy Berry, Lisa Eng-Sarne,
Anthony Fernandez, John Justen, Bob Pace and Dick Vitelli

Absent: None

Also Present: City Manager Ryan Schroeder
City Attorney Kori Land
Lt. Matt Swenke
Finance Director Char Stark
Parks & Public Works Director/City Engineer Ross Beckwith
Community Development Director Jim Hartshorn
City Clerk Shirley Buecksler

Jason Peterson, Chief Executive Officer, NeighborWorks Home Partners
Kari Gill, CDA Deputy Executive Director & Director of Housing Development
Andy Madson, Senior Architect, LHB, Inc.

2. Review and Approve the OCWS Agenda

Council approved the OCWS agenda, as presented.

3. Review the Regular Meeting Consent Agenda

Approved.

4. Agenda Item(s)

A. NeighborWorks Presentation

Community Development Director Hartshorn introduced Jason Peterson, Chief Executive Officer of NeighborWorks Home Partners.

For a number of years, Dakota County has been administering the Community Development Block Grant (CDBG) housing rehab program on behalf of West St. Paul. Each year, West St. Paul has been allocated around $100,000/year from the entitlement dollars the County receives to operate this program. On July 8, 2019, West

St. Paul entered an agreement with the County for their continued operation of this program through 2022.

Between 2014 and 2017, West St. Paul was allocated $352,581 in total entitlement dollars. To that total, the County added Countywide CDBG funds or Community Development Agency (CDA) levy funds such that total spent in West St. Paul over that four-year period was $703,561. Over that period, there were 36 total rehabs with five of the forgivable 0% loans going to households below 30% of AMI (adjusted median income), another 4 to households between 30% and 50% AMI and the remaining 27 loans to households from 50% to 80% AMI. The City's CDBG funds are used within 12 to 18 months of allocation. There are typically persons within the community on the waiting list, and the average wait time is 6 to 8 months.

The rehab program is primarily used for HVAC, roofs, siding, and windows. Usually roofs, siding and windows are done together. They have also used funds to make bathrooms handicapped accessible or update fixtures and plumbing in kitchens. Most of the loans are used for exterior and structural work. With an average loan around $20,000, they are limited in the amount of work that can be done. The CDBG program only serves income-eligible residents who meet program/federal requirements.

West St. Paul has also collaborated with Habitat for Humanity and the Dakota County CDA with their first time homebuyer programs. Over the past 25 years, there have been about 40 properties that have been purchased in West St. Paul through these programs. West St. Paul also has operated a Housing Replacement Program since 2000 within which 27 properties have been purchased, razed, and resold.

From time to time, members of the Council have expressed an interest in expanding our efforts in housing rehab, housing stabilization and the like. Toward that goal, we have allocated future Housing TIF development funds toward housing rehab from the Winslow Housing TIF District (DARTS/REE building). Also, as part of the 2020 Economic Development Authority (EDA) budget is included an allocation which could be used toward housing rehab. Between 2013 and 2019, our EDA Business Subsidy budget has averaged about $50,600/year in actual non-reimbursed expenditures (ranging from an annual low of $10,000 up to about $105,000). In 2020, the Business Subsidy budget is at $150,000 with the intent that $50,000 or so could reasonably be allocated toward housing rehab or some alternative program.

It has also been discussed in the past that there may be benefits to collaborating with program providers beyond the CDA on housing rehab and/or stabilization programming. To help us understand the potential benefits of working with a non-profit partner, we have invited Jason Peterson, CEO of NeighborWorks Home Partners, to this meeting. NeighborWorks has been providing their housing programming in many cities throughout the Twin Cities metro for the last 40 years and currently formally partners with the central cities and North St. Paul, Shoreview, and Woodbury to administer programs on their behalf. Mr. Peterson intends to talk

through their menu of programming and how they might be able to assist West St. Paul with its single family housing goals.

Mr. Peterson said their mission is to empower individuals and communities by helping people buy, fix and keep their homes. Programs include community lending programs, housing development and counseling and education. The impact they have had over the last five years in the Twin Cities includes helping over 4,450 families on homeownership needs, helping 1,287 families buy a home, and preserved housing for 280 families, resulting in $250,772,227 of investment into our community. He said they serve about 900 families each year.

Councilmember Fernandez asked if the fee is a point. Mr. Peterson said they're charged anywhere between 7 and 10% of the loan amount, depending on the work they're doing. If you're looking for someone to come in and do active construction management, that costs more money. Under that scenario, the customer is not charged anything, although the customer could cover some costs to lower municipality costs, he said.

Councilmember Eng-Sarne thanked Mr. Peterson for his presentation. She said this is something that could be discussed at the Public Safety Committee. She asked how we or NeighborWorks would do the outreach and what that looks like. Mr. Peterson said it depends because different cities have different infrastructure for that. He said they put a big banner in the Woodbury stadium. Other Cities have done an insert. They have a marketing person on their staff, so we can do some work around that, he said. And they can also to outreach at West St. Paul events. He said they talk with the City about where the best place is for them to be and they will be there. They help in the creation of it, as well. For instance, if you pick a geographical area, they will do a mailing.

Mayor Napier said they have done a pretty good job in this city with Habitat for Humanity and Dakota County. This is a Council priority and appreciates Mr. Peterson bringing this forward. Mayor Napier said he hopes Staff will find ways to implement this and see if it works for our city and bring forward to Council for discussion.

Councilmember Fernandez asked about the average loan amount. Mr. Peterson said the average for home improvement in 2019 was $24,000. The year prior was $34,000. They are partnering with Ramsey to do a lead window replacement, so that brought their average down. Other municipalities have felt this is a worthwhile project because you're improving your tax base but prices are rising, he said.

B. North Gateway Project Discussion

Hartshorn said that City Staff and the Dakota County Community Development Agency (CDA) have been working together on a Joint Powers Agreement (JPA). We've been looking at redeveloping this site, and the project the CDA would like to

propose is about 60 units each, with 35 parking stalls underground and 95 on surface. They are looking for input from the Council tonight.

The project will be two phases, the first being the building on the north side with 60 units. They won't move ahead with phase two until they see the results of phase one, Hartshorn said. Right now, they show a 1.5 to 1 parking ratio. In comparison, Oppidan is a 1 to 1 ratio.

Hartshorn introduced Kari Gill, CDA Deputy Executive Director/Director of Housing Development and Andy Madson, Senior Architect, LHB, Inc.

Ms. Gill said they have been working on this plan for a long time. It is two buildings but only the first one at this time. It is 60 units with half efficiencies and half are one bedroom. They have added three more underground stalls since they last talked with Mr. Hartshorn. She said they would put the full drive through, though they are only working on the north half now.

Ms. Gill said they are still working on the financing but looking at targeting 50-60% median income. On a one bedroom, the median is a little over $1,000. The goal is an attractive building with affordable rents and modest units.

Councilmember Fernandez asked how they got to the point of doing efficiency apartments and if there is a need or if it is cost effective. Ms. Gill said there are not a lot of them available. They saw a need to make it more affordable and to serve single individuals.

Councilmember Fernandez said we waited ten years for a discounted and didn't know there were efficiencies in Dakota County.

Councilmember Justen said people reached out that requested if something can be looked at for retail on the ground floor. This area was a retail center that people were upset about when it vanished. There is a lot of community interest in a mixed use there. If we can make it work, that would really help, he said.

Mr. Madson said the unit sizes are 475 square feet for efficiencies and 675 square feet for one bedroom. He showed a photo of the exterior gateway to the City, which would have two different colors of brick, stucco bays projecting out, and fiber cement lap siding on the back side. The entire site of Haskell to Annapolis drops about 25 feet, which is a lot of slope on each of the buildings. There is a 10 foot difference where you enter on the north elevation in the garage to the main entrance on the south end. The average grade is 39 feet to the parapet. On the south side it would appear as a three story building, on the north a four story appearance.

Mayor Napier said, as a gateway to our city, it's a big wall. The other County project is more broken up. He asked whether the whole building could be shifted and add a parklike area or evergreens to soften that wall, especially since it is our gateway.

Councilmember Vitelli said it's kind of ugly. He liked the concept but doesn't like the design of the building nor the flat roof. If you shifted it and added greenspace to soften it perhaps. He said this was not what he was expecting to see.

Councilmember Fernandez referred back to Councilmember Justen's comment on exploring other options and asked if this is because of economics that we are not looking at terms of mixed use, or how are we getting to where we are at right now? Ms. Gill said it is harder to finance mixed use buildings. The Dakota sat vacant for a long time when we built it and we didn't end up with what we were hoping to end up with, she said. It's a combination that we haven't had a good demand for our other building.

Councilmember Fernandez asked if they have stopped actively marketing it to the private market. Ms. Gill said right now they have people in there.

Councilmember Fernandez asked if they were pursuing private development for this lot but then went in-house. Ms. Gill said they did an RFP a couple of years ago but didn't get any response. They sent out to developers and then put it on the market to a private developer, but they were only doing affordable housing. Because of this, she said the CDA chose do to affordable housing themselves.

Councilmember Eng-Sarne said the brown box as a gateway is a little disappointing. Those who live in the neighborhood – she said this is a food desert, there are no fresh foods and vegetables within a mile range. Oxendale's is about 1.3 miles, Target 2.5 miles, and the store across the street doesn't qualify. This is something else to consider if we could do a creative ground level.

Councilmember Justen commented that one of the CDA's considerations was that it was hard to fill the Dakota. He asked when the Dakota was built. Hartshorn said 2003. Councilmember Justen said if you were marketing in 2003 to 2005 towards 2008 to 2010, there weren't many people making moves at that time. We are not in a different economic situation. We have also redone the Robert Street corridor, which makes it more attractive. The Dakota building is not a good data point, he said. The market for retail was much harder when that was built than it would be now.

Councilmember Vitelli said he doesn't agree with the other Councilmembers on the commercial part of it because he doesn't think it would be doable. They tried it at the Dakota, he said. He doesn't have a problem with the concept of efficiencies and one bedrooms, but just doesn't like the design, he said.

Councilmember Fernandez asked if the CDA is intending to be the landlord. Ms. Gill said yes, they would own and manage it.

Councilmember Justen said he is very much behind the affordable housing idea, but there needs to be something done with the look of the building and partial first floor retail. He is not opposing affordable housing because it is a huge need, he said.

Councilmember Fernandez said when you take private land and turn it into public, wait an 'x' amount of years when it's vacant and blighted, you need to offer something else besides efficiency apartments to the community. There needs to be something here for the community, he said.

Councilmember Vitelli said there was Hank's Bar, a tattoo shop, Sexton Printing, Langula Hardware and the Thomas Brothers. No type of retail other than the hardware store, so he said he doesn't know if we can point to something it was.

Mayor Napier said they are looking for direction on the concept. As a gateway design, he said the architects could get creative and do something a little different.

Ms. Gill asked if they should try to go away from the flat roof. She said they are trying to keep the height down for the neighbors.

Mayor Napier said it might be easier to take with a gabled roof. The big wall as our gateway could be softened with Spruce trees.

Councilmember Vitelli agreed that it needs something to dress up the top.

Hartshorn asked if Council likes the look of the Dakota. Mayor Napier said yes, that project has some break-ups. He said the architects could come up with something nicer.

C. Appointments to Environmental, Parks & Recreation, and Planning Commissions

All applications received through the City's website between September 1, 2018 and January 22, 2020 were included in the Council's packet for review. All applications were redacted of applicant name, residence address, email address and phone number for a fair and impartial vote. Rather, each application was numbered as Applicant 1, Applicant 2, and so on. Applicant numbers were listed on the ballots provided at tonight's meeting for voting purposes.

For the Environmental Committee:
Applications received for the Environmental Committee included Applicants 10, 11, 15 and 17.

Voting Results for Environmental Committee (each member voted for 1):

Applicant No. 10	0 Votes
Applicant No. 11	5 Votes
Applicant No. 15	1 Vote
Applicant No. 17	1 Vote

Applicant No. 11, Laura Zanmiller with 5 votes, was moved forward to the Regular Council agenda for approval to the Environmental Committee.

For the Parks & Recreation Committee:
Applications received for the Parks & Recreation Committee included Applicant 2, 3, 6, 7, 8, 10, 12 and 13.

Voting Results for the Parks & Recreation Committee (each member voted for 3):

Applicant No. 2	2 Votes
Applicant No. 3	3 Votes
Applicant No. 6	1 Vote
Applicant No. 7	5 Votes
Applicant No. 8	1 Vote
Applicant No. 10	4 Votes
Applicant No. 12	2 Votes
Applicant No. 13	3 Votes

Applicant No. 7, Jay DeLaRosby with 5 votes, and Applicant No. 10, Kirsten Mulraney with 4 votes, were moved forward to the Regular Council agenda for approval to the Parks & Recreation Committee.

A tie vote occurred between Applicant No. 3 and Applicant No. 13. A second vote for the Parks & Recreation Committee was conducted to fill the third seat.

Voting Results for the Parks & Recreation Committee (each member voted for 1):

Applicant No. 3	3 Votes
Applicant No. 13	4 Votes

Applicant No. 13, Incumbent Michael Petrasek with 4 votes, was moved forward to the Regular Council agenda for approval to the Parks & Recreation Committee.

All ballots shall become part of the official minutes.

D. School/Training Centers in R4 Residential Districts

Hartshorn said Net Ministries provides missionary training to college-age students who desire to serve on mission teams throughout the United States. The temporary housing for students in a dorm-type setting on-site at 110 Crusader Avenue West, which also serves as their office and training center.

In late 2017/early 2018, Net Ministries went through the process of rezoning their properties to R4 – Multi-Family Residential to allow for short-term, on-site housing for their trainings for missionaries and other staff.

Due to the level of success of their trainings and retreats, Net Ministries is looking to expand. The building no longer functions the way it was intended. What was previously used as a gymnasium is now being used as a cafeteria and what was previously used as the cafeteria is now being used as the large assembly room. While

Net Ministries hosts multiple retreats, trainings, and seminars throughout the year, the size of these events or number of attendees is not expected to change.

Presently, the Zoning Code does not allow a training or educational facility within the R4 – Multi-Family district. Hartshorn said City Staff would like Council's thoughts and feedback on the possibility of adding this use to the R4 district and if the use should be permitted or conditional.

City Staff believes the proposed use would operate similarly to St. Croix Lutheran Academy, education/training facility with dorms/housing on site. The primary difference would be that St. Croix Lutheran is in a R1 zoning district.

Mayor Napier asked Schroeder if we have received any negative feedback on some of the concessions we made. Schroeder said no. Mayor Napier said he has not received any negative comments, either, and said that Net Ministries has been really good in some of the things they've done.

Councilmember Pace said they have been a great asset to our city and that he is in favor of it.

Councilmember Justen asked if we would want to consider adding permitted or conditional rather than adding it to the use in R4. City Attorney Land said that is what we did with St. Croix Lutheran and that we could look at something similar. Councilmember Justen said he would be in favor of that.

Mayor Napier said it will come formally through the zoning and planning process.

E. Ranked Choice Voting

At their September 25, 2019 meeting, the Charter Commission heard from representatives of FairVoteMN on Ranked Choice Voting ("RCV"). Dakota County Elections Director Andy Lokken and the City Clerk were also present to answer questions. The Charter Commission moved to table the consideration of a Charter amendment for RCV and referred the draft minutes to the City Council.

Schroeder said the next annual Charter Commission meeting is in February. One of the suggestions at their prior meeting was that they don't think it is time to go down that path but wanted Council to hear that and suggest any course of action.

Schroeder said Councilmember Eng-Sarne forwarded him a resolution today, which he handed out at tonight's meeting but is not for action this evening. If Council is considering RCV in the future, this resolution would support local jurisdictions supporting Rank Choice Voting without any obstacles at the state level. The Charter Commission's motion was to sit back on RCV for a while, he said.

Mayor Napier suggested that we give it more time to discuss it and to do some independent research. He suggested that Councilmembers look at the minutes from the Charter Commission. He said it would also be appropriate to have someone provide a presentation similar to the one provided to the Charter Commission. Mayor Napier said he is not opposed to having this at a future meeting.

Councilmember Justen asked if the Charter Commission is looking for input before their February meeting. Schroeder said they only suggested that Council look at it. He said to get folks to present at a future agenda would be post-May.

Councilmember Pace said he is comfortable with the Charter Commission doing their job. If they take a vote in the future to change our Charter, we would look at it at that time.

Mayor Napier said it is set up that way but if we are voting on something, we should look at it.

Councilmember Pace said he is confused why the Charter Commission does what they do and then asks for Council's opinion. Mayor Napier said the Charter is set up to do what they do. The residents elected us to represent them at the table, so it's our due diligence to do our own homework before anything comes forward.

Councilmember Eng-Sarne said she sat and listened at the Charter Commission Meeting. She said the City Clerk has an interesting perspective on this issue, as does our County representation. The Charter Commission was not in any place where they were directing Council to do this. Councilmember Eng-Sarne agreed that more conversations need to be had and only wanted to pass this resolution along in case anyone was interested in it.

5. Adjourn

Motion was made by Councilmember Berry and seconded by Councilmember Eng-Sarne to adjourn the meeting at 6:00 p.m.

All members present voted aye. Motion carried.

David J. Napier
Mayor
City of West St. Paul

Vote 1 - tie between Park + Rec Applicants #3 and 13

ENVIRONMENTAL COMMITTEE VOTES (Vote for 1)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
10		Kirsten Mulraney
11	~~IIII~~	Laura Zanmiller
15	I	Stephanie Schempp
17	I	Carly Dusseau

PARKS & RECREATION COMMITTEE VOTES (Vote for 3)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
2	II	Andrea Morris
3	III	Bradley Erickson, Incumbent - Parks & Rec
6	I	Jason Smock
7	~~IIII~~	Jay DeLaRosby, Incumbent - Parks & Rec
8	I	Karen Vavreck
10	IIII	Kirsten Mulraney
12	II	Lauren Smith
13	III	Michael Petrasek, Incumbent - Parks & Rec

Tie

PLANNING COMMISSION VOTES (Vote for 2)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
1		Amanda Tinsley
3		Bradley Erickson, Incumbent - Parks & Rec
5		Daniel McPhillips, Incumbent - Planning
6		Jason Smock
7		Jay DeLaRosby, Incumbent - Parks & Rec
9		Ken Paulman
12		Lauren Smith
14		Morgan Kavanaugh, Incumbent - Planning

Name: Mayor Napier

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	X
Applicant #15	3	
Applicant #17	2	

Name: Councilmember Berry

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	X
Applicant #15	3	
Applicant #17	2	

Name: Councilmember Eng-Sarne

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	1
~~Applicant #15~~	~~3~~	~~2~~
Applicant #17	2	

Name: Councilmember Fernandez

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	
Applicant #15	3	
Applicant #17	2	X

Name: Councilmember Justen

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	X
Applicant #15	3	
Applicant #17	2	

Name: Councilmember Pace

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	
Applicant #15	3	X
Applicant #17	2	

Name: Councilmember Vitelli

ENVIRONMENTAL COMMISSION
(Terms are for 3 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Carol Hall	**3/01/2020**	1
Rebecca McCarty	3/01/2022	2
Kristy Otte (Chair)	3/01/2022	2
Jade Pennig	3/01/2021	3
Polly Saatzer	3/01/2021	1
Jonathan Wagner	3/01/2021	1
Tara Wright	3/01/2021	2

Applicants:

Applicant	Ward No.	Vote for One
Applicant #10	2	
Applicant #11	1	Yes
Applicant #15	3	
Applicant #17	2	

Name: Mayor Napier

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	X
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	X

Name: Councilmember Berry

PARK & RECREATION COMMISSION

(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	X
Applicant #8	2	
Applicant #10	2	X
Applicant #12	3	
Applicant #13	3	

Name: Councilmember Eng-Sarne

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	2
Applicant #8	2	
Applicant #10	2	1
Applicant #12	3	
Applicant #13	3	3

Name: Councilmember Fernandez

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	X
Applicant #3	2	
Applicant #6	2	X
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	X

Name: Councilmember Justen

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	X
Applicant #8	2	X
Applicant #10	2	X
Applicant #12	3	
Applicant #13	3	

Name: Councilmember Pace

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	X
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	X
Applicant #13	3	

Name: Councilmember Vitelli

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	yes
Applicant #8	2	
Applicant #10	2	yes
Applicant #12	3	yes
Applicant #13	3	

Vote 2

ENVIRONMENTAL COMMITTEE VOTES (Vote for 1)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
10		Kirsten Mulraney
11		Laura Zanmiller
15		Stephanie Schempp
17		Carly Dusseau

PARKS & RECREATION COMMITTEE VOTES (Vote for 3)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
2		Andrea Morris
3	III	Bradley Erickson, Incumbent - Parks & Rec
6		Jason Smock
7		Jay DeLaRosby, Incumbent - Parks & Rec
8		Karen Vavreck
10		Kirsten Mulraney
12		Lauren Smith
13	IIII	Michael Petrasek, Incumbent - Parks & Rec

PLANNING COMMISSION VOTES (Vote for 2)

APPLICANT NO.	NO. OF VOTES	APPLICANT NAME
1		Amanda Tinsley
3		Bradley Erickson, Incumbent - Parks & Rec
5		Daniel McPhillips, Incumbent - Planning
6		Jason Smock
7		Jay DeLaRosby, Incumbent - Parks & Rec
9		Ken Paulman
12		Lauren Smith
14		Morgan Kavanaugh, Incumbent - Planning

Name: Mayor Napier

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	X

Name: Councilmember Berry

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	

Name: Councilmember Eng-Sarne

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	X

Name: Councilmember Fernandez

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	X

Name: Councilmember Justen

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	

Name: Councilmember Pace

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	X
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	

Name: Councilmember Vitelli

PARK & RECREATION COMMISSION
(Terms are for 2 years)

Current Commissioner List:

Name of Commissioner	Term Expires	Ward No.
Bonnie Bellows	3/01/2022	3
Jay DeLaRosby	**3/01/2020**	1
Brad Erickson	**3/01/2020**	2
Robert Gausman	3/01/2022	2
Dave Lynch	3/01/2022	3
Rachael McNamara	3/01/2022	1
Mike Petrasek (Chair)	**3/01/2020**	At Large

Applicants:

Applicant (Includes Current Commissioners Seeking Reappointment)	Ward No.	Vote for Three
Applicant #2	2	
Applicant #3	2	
Applicant #6	2	
Applicant #7	1	
Applicant #8	2	
Applicant #10	2	
Applicant #12	3	
Applicant #13	3	yes

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: February 10, 2020

List of Claims

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

$618,023.92

STAFF RECOMMENDATION:

Approve payment of the attached

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of February 10, 2020

PAYROLL CHECK REGISTER:

Payroll Period	1/13/20 - 1/26/20	
Date Paid	1/31/2020	
Direct Deposit		$205,647.41
Payroll Period		
Date Paid		
Direct Deposit		
TOTAL NET PAYROLL		$205,647.41

DISBURSEMENT CHECK REGISTER:

Checks	131716 - 131786	$221,815.10
EFTS	753-754 & 1756-1763	$190,561.41
TOTAL DISBURSEMENT CHECKS		$412,376.51

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS $618,023.92

CITY OF W.S.P

Payment Register

From Payment Date: 1/28/2020 - To Payment Date: 2/10/2020

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
Check			
131716	02/10/2020	ALL PRO LAWN CARE & SNOW REMOVAL	$1,205.00
131717	02/10/2020	ALL WAYS DRAINS LTD	$108.50
131718	02/10/2020	AMERICAN LEGAL PUBLISHING	$2,414.15
131719	02/10/2020	ARMOR SECURITY	$15.00
131720	02/10/2020	ARROW MOWER	$190.22
131721	02/10/2020	ASPEN EQUIPMENT COMPANY	$954.18
131722	02/10/2020	AXON ENTERPRISE, INC	$55,388.20
131723	02/10/2020	BARR ENGINEERING CO	$367.50
131724	02/10/2020	BRUESTLE, SHARON	$110.00
131725	02/10/2020	CARGILL INCORPORATED	$17,513.16
131726	02/10/2020	CENTURYLINK	$633.88
131727	02/10/2020	CINTAS CORPORATION	$111.04
131728	02/10/2020	CONTINENTAL SAFETY EQUIPMENT	$368.75
131729	02/10/2020	CORNWELL TOOLS	$25.95
131730	02/10/2020	CORPORATE MARK INC	$166.00
131731	02/10/2020	CORVAL CONSTRUCTORS, INC	$375.00
131732	02/10/2020	CROWN TROPHY	$40.00
131733	02/10/2020	CUMMINS SALES & SERVICE	$156.20
131734	02/10/2020	DAKOTA COUNTY PROPERTY RECORDS	$400.00
131735	02/10/2020	DAKOTA UNLIMITED	$4,970.00
131736	02/10/2020	DODGE, MARIE	$44.00
131737	02/10/2020	EHLERS & ASSOCIATES	$245.00
131738	02/10/2020	EMERGENCY AUTOMOTIVE TECH	$784.25
131739	02/10/2020	FLEXIBLE PIPE TOOL COMPANY	$1,788.60
131740	02/10/2020	FORCE AMERICA	$38.63
131741	02/10/2020	FORKLIFTS OF MINNESOTA, INC	$35.62
131742	02/10/2020	GERRY'S FIRE & SAFETY INC	$65.75
131743	02/10/2020	GOPHER STATE ONE-CALL	$50.00
131744	02/10/2020	GRAINGER INC	$74.90
131745	02/10/2020	GRAYBAR	$1,466.13
131746	02/10/2020	H & L MESABI INC	$174.00
131747	02/10/2020	HILLYARD/MINNEAPOLIS	$594.81
131748	02/10/2020	INVER GROVE FORD	$83.89
131749	02/10/2020	JOHNSON, ANITA	$750.00
131750	02/10/2020	JONNIED AND CO	$220.40
131751	02/10/2020	KENNEDY & GRAVEN	$1,069.25
131752	02/10/2020	KRAFT CONTRACTING & MECHANICAL	$13,350.00
131753	02/10/2020	KREMER SERVICES, LLC	$1,915.14
131754	02/10/2020	KROGH'S INC	$11,513.93
131755	02/10/2020	LAWSON PRODUCTS INC	$1,043.48
131756	02/10/2020	M & L DISTRIBUTING, INC	$265.30
131757	02/10/2020	M T I DISTRIBUTING	$551.39

Payment Register

From Payment Date: 1/28/2020 - To Payment Date: 2/10/2020

131758	02/10/2020	MANSFIELD OIL COMPANY OF GAINESVILLE, INC	$12,556.61
131759	02/10/2020	MENARDS	$295.11
131760	02/10/2020	MID-NORTHERN SERVICES	$3,917.20
131761	02/10/2020	MINNEAPOLIS OXYGEN CO	$25.00
131762	02/10/2020	MN DEPT OF PUBL SAFTY -EPCRA	$100.00
131763	02/10/2020	MN DEPT-EMPL & ECON DEV	$6,850.00
131764	02/10/2020	MN GLOVE	$429.87
131765	02/10/2020	MN LOCKS	$508.96
131766	02/10/2020	MY ALARM CENTER	$125.40
131767	02/10/2020	NARDINI FIRE EQUIPMENT	$388.50
131768	02/10/2020	NEOPOST USA INC	$2,260.26
131769	02/10/2020	O'REILLY AUTOMOTIVE, INC	$663.77
131770	02/10/2020	OFFICE DEPOT	$11.72
131771	02/10/2020	OLSON, AMBER	$22.00
131772	02/10/2020	OLYMPIC ATTITUDE	$482.06
131773	02/10/2020	R & R SPECIALTIES	$112.50
131774	02/10/2020	RR DONNELLEY	$57.46
131775	02/10/2020	SAVATREE	$1,089.00
131776	02/10/2020	SFDMG, LLC	$23,092.40
131777	02/10/2020	ST PAUL/CITY OF	$973.28
131778	02/10/2020	STERNBERG LANTERNS, INC	$11,398.00
131779	02/10/2020	TRI STATE BOBCAT INC	$87.20
131780	02/10/2020	TWIN CITY JANITOR SUPPLY	$867.10
131781	02/10/2020	TWIST OFFICE PRODUCTS	$50.63
131782	02/10/2020	UNITED FARMERS COOPERATIVE	$226.58
131783	02/10/2020	VANGUARD CLEANING SYSTEMS	$2,599.30
131784	02/10/2020	W L HALL CO	$28,000.00
131785	02/10/2020	XCEL ENERGY	$2,965.99
131786	02/10/2020	ZERWAS, AMANDA	$22.00
Type Check Totals:			$221,815.10
EFT			
753	02/10/2020	FURTHER	$2,264.20
754	01/31/2020	US BANK CARDMEMBER SERVICES	$13,033.76
1756	01/31/2020	I C M A	$6,764.22
1757	01/31/2020	MN DEPT OF REVENUE - PR TAXES	$14,407.23
1758	01/31/2020	MSRS HCSP	$13,907.60
1759	01/31/2020	PUBLIC EMPLOYEES RETIRMNT ASSN	$60,811.58
1760	01/31/2020	IRS - PR TAXES	$70,316.09
1761	01/31/2020	DEARBORN NATIONAL	$700.56
1762	01/31/2020	FURTHER	$8,343.67
1763	01/31/2020	I C M A RETIREMENT TRUST-457	$12.50
			$190,561.41
		TOTAL CHECKS & EFTS	$412,376.51

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: **February 10, 2020**

Budget Adjustment and Transfer-IT Server project

BACKGROUND INFORMATION:

In the 2020 Budget/CIP plan, the City's IT department has a server replacement project. The current server is at the end of life. Meaning there are no upgrades available. If the server would have issues, there are no fixes that are available to get the server up and running. The replacement of a server takes months to plan, receive and install. The City would be running on one back-up server and thus activity would be inefficient and some processes may not have access at all during the installation period.

IT manager, James Grommersch has done extensive research on this project. The following options were considered:

1. There are two parts to Option 1. Under option 1b. The purchase of the server and storage needs would occur this year and software upgrades and the SQL server would be deferred to 2022. This reduces the budget need from $191,563.90 to $161,563.90. The negative impact on this option is the IT department will have some duplication of effort with this project. Now with the new server and storage and then again in 2022 with the software and SQL server upgrades. Since the staff is limited to two the goal would be to be as efficient as possible. IT Manager, James Grommersch recommends purchasing and upgrading all now—option 1a.
2. A host site option was also explored. The City would have LOGIS be the host site. The City would have an annual expenditure for this service. Over a five-year period, the City would be paying $257,140 with a possible additional expense as the quoted amount is below our current storage needs. There would also be some hardware on the premise. This hardware would need replacement resulting in an overall five-year project expense over $300,000.

The 2020 budget has $60,000 in the Technology Capital budget. Far below the costs of this project. In order to proceed with this project in 2020, the dollars that are in the Vehicle and Equipment Capital budget for the first half of the police radio project would be reallocated to this project. That amount is $166,000. The transfer needed would be for $135,000, which should cover the deficit for this project. In 2021, the IT Technology Capital fund has a budget amount of $125,000 for the phone system replacement project. That $125,000 would be reallocated to the second half of the police radio project and the phone system project would be deferred until 2022.

FISCAL IMPACT:

		Amount
Fund:		**3-year annual savings of $3,600.**
Department:		
Account:	**Various**	

STAFF RECOMMENDATION:

Approve the budget adjustment and transfer from the Vehicle and Equipment Capital Fund to the IT Technology Capital Fund for $135,000.

Attachment:
Project Options

Planning Document - not a formal quote:
WSP Datacenter Refresh - Server/Storage/Infrastructure/DR

5750 Duluth Street
Golden Valley, MN 55378
763-543-2600

Date: February 3, 2020
Member: City of West St Paul
Prepared By: **Brent Rebischke**

SAN / Storage Purchase:		
Option 1: Compellent 3020 w/ 16x2.4TB 10k Drives - 29TB - City Hall		$ 27,031.75
Option 1: Compellent 3020 w/ 16x2.4TB 10k Drives - 29TB - Public Works		$ 27,031.75
Other option: DellEMC - UnityXT - VNX		
Other option: Dell Appasure Hardware appliance		
Other option: Primary SAN and secondary appliance (Compellent and Cohesity -35K) (AD, SQL, Exchange)		
Server Purchase:		
Dell PowerEdge R7415 w/ 256GB Memory. No HDD. AMD 7302 proc		$8,913.00
Dell PowerEdge R7415 w/ 256GB Memory. No HDD. AMD 7302 proc		$8,913.00
Dell PowerEdge R7415 w/ 512GB Memory. No HDD. AMD 7302 proc		$13,000.00
(5 years hardware/software maintenance costs are included)		
Infrastructure Replacement Project:		
City Hall - 3 x 9300's and 8-port SFP+ modules		$ 25,000.00
Public Works - 2 x 9300's and 8-port SFP+ modules		$ 17,000.00
need to assess site to site redundancy and speed		
Cables:		
TwinAx- Active Optical Cables (16 x 30' for City Hall)		$ 2,587.20
TwinAx Active Optical Cables (16 x 21' for Public Works)		$ 2,587.20
VMWare Software Purchase:		
VMWare - 3 vSphere standard licenses already owned - no more licenses are needed		$ -
Windows Software Purchase:		
3 x Datacenter processors needed - 16 core (5 year cost of 10K each) (no cost now if keep server 2012 or below)		$ 30,000.00
Exchange not assessed		
SQL not assessed		
User cals not assessed		
Could push to 2022		
Backup and Recovery Solution:		
Current election is to stay with VEEAM		
Estimated Labor		
See Est Labor Costs tab for details		$29,500.00
Note: Windows refreshes are not included		
Total Cost Option 1a:		**$191,563.90**

Option 1b:

Total Cost	191,563.90
less software to 2022 and SQL Server	(30,000.00)
Adjusted	161,563.90

WSP Datacenter Refresh - Server/Storage/Infrastructure/DR

5750 Duluth Street
Golden Valley, MN 55378
763-543-2600

Date: February 3, 2020
Member: City of West St Paul
Prepared By: **Brent Rebischke**

SAN / Storage Purchase:		
Option 2: Synology - 30TB all SSD - City Hall (100tb CACHE)		$13,500.00
Option 2: Synology - 30TB all SSD - Public Works		$13,500.00
(5 years hardware/software maintenance costs are included)		
need to assess disk based backups		
Server Purchase:		
Dell PowerEdge R6415 w/ 256GB Memory. No HDD. AMD 7282 proc		$5,500.00
Dell PowerEdge R6415 w/ 256GB Memory. No HDD. AMD 7282 proc		$5,500.00
(5 years hardware/software maintenance costs are included)		
Infrastructure Replacement Project:		
City Hall: no need to upgrade at this time		
Public Works: no need to upgrade at this time		
need to assess site to site redundancy and speed		
Cables:		
TwinAx- Active Optical Cables (16 x 30' for City Hall)		$ 970.20
TwinAx Active Optical Cables (16 x 21' for Public Works)		$ 970.20
VMWare Software Purchase:		
VMWare - 3 vSphere standard licenses already owned - no more licenses are needed		$ -
		$ -
Windows Software Purchase:		
either 2 x datacenters - or purchase SA on individual Windows OS's		xxxxxxx
Exchange not assessed		
SQL not assessed		
User cals not assessed		
Backup and Recovery Solution:		
Current election is to stay with VEEAM		
Estimated Labor		
See Est Labor Costs tab for details		$15,000.00
Note: Windows refreshes are not included		
Server Hosting Estimates		
Description	**2020** / **2021 and on**	
8 Hosted Servers with 4TB of storage	$ 10,000.00 / $ 14,400.00	
10 Hosted Servers with 5TB of storage	$ 10,000.00 / $ 18,000.00	
12 Hosted Servers with 6TB of storage	$ 10,000.00 / $ 21,600.00	
Backup Hosting Estimates		
Description	**2020** / **2021 and on**	
8 Hosted Servers with 4TB of storage	$ 5,000.00 / $ 8,560.00	
10 Hosted Servers with 5TB of storage	$ 5,000.00 / $ 10,700.00	
12 Hosted Servers with 6TB of storage	$ 5,000.00 / $ 12,840.00	
* Our Current Storage is 19TB of data		
Total Cost		**$54,940.40**

	Windows software	$30,000.00
better disaster recovery-rebuild of prem servers	Five years of annual maintenance fees	$172,200.00
Costs more in a five year projection	Hardware on Premise-estimate	$50,000.00
	Total Five year budget	$307,140.40

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Police Department**

Date: **February 10, 2020**

City Business and Liquor Licenses

BACKGROUND INFORMATION:

Licensing Staff have reviewed the following business and liquor license applications and all requirements have been met.

All license holders must comply with all conditions placed on the property pursuant to any zoning approval.

2020 Business Licenses – Background Required
Application to Conduct Off-Site Gambling (LG230) (Pull-Tabs, Tipboards, and Paddlewheel) for South Robert Street Business Association, to be held at Thomas Irvine Dodge Nature Center, 365 Marie Ave W, on February 22, 2020.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Liquor License Fee	101	30000	32110	
Other License Fee	101	30000	32199	
Background Fee	101	30000	34208	25.00
			Total:	25.00

STAFF RECOMMENDATION:

In processing this application staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions. Council needs to consider the application for approval.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION CONCURRING WITH THE ISSUANCE OF AN APPLICATION TO CONDUCT OFF-SITE GAMBLING SOUTH ROBERT STREET BUSINESS ASSOCIATION

WHEREAS, South Robert Street Business Association has made application to the Gambling Control Board to Conduct Off-Site Gambling on February 22, 2020 and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul City Council hereby concurs with the issuance of an Off-Site Gambling Permit by the Gambling Control Board to South Robert Street Business Association for an event to be held on February 22, 2020 at Thomas Irvine Dodge Nature Center, 365 Marie Ave W, West St. Paul, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 10th day of February 2020.

Attest:

David J. Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **February 10, 2020**

Rental Licensing

BACKGROUND INFORMATION:

2020 rental licenses – background required

According to the rental dwelling ordinance, the city requires a background investigation for each new rental property applicant. In addition, the Police Department and Code Enforcement reviews calls for service to the properties to help identify potential problem properties.

The Community Development Department reviewed the application, inspection report, rental density, and code compliance requirements.

The background investigation, inspection report, and code compliance review on the properties listed below did not identify any incidents that would result in a denial of the rental license.

APPLICATIONS FOR APPROVAL:

226 Annapolis Street West (Apartment – Renewal)
234 Annapolis Street West (Apartment – Renewal)
330 Annapolis Street West (Apartment – Renewal)
800 Dodd Road (Apartment – Renewal)
126 Logan Avenue East (Apartment – Renewal)
108, 110, 114 Bernard Street East (Apartment – Renewal)
1266 Gorman Avenue (Apartment – Renewal)
218 Annapolis Street West (Apartment – Renewal)
884 Bidwell Street (Apartment – Renewal)
183 Annapolis Street West (Apartment – Renewal)
834 Allen Avenue (Apartment – Renewal)
966 Smith Avenue (Apartment – Renewal)
1425 Bidwell Street (Apartment – Renewal)
1435 Bidwell Street (Apartment – Renewal)
1445 Bidwell Street (Apartment – Renewal)

795/803 Dodd Road (Triplex – Renewal)

908 Gorman Avenue (Duplex – Renewal)
124 Bernard Street West (Duplex – Renewal)
922/924 Smith Avenue (Duplex – Renewal)
1008 Cherokee Avenue (Duplex – Renewal)
976 Dodd Road (Duplex – Renewal)

917 Bellows Street (Duplex – Renewal)
203 Annapolis Street West (Duplex – Renewal)

1312 MacArthur Avenue (Single Family – New)
1140 Charlton Street (Single Family – Renewal)
1031 Robert Street (Single Family – Renewal)
1924 Bidwell Street (Single Family – Renewal)
1962 Stryker Avenue (Single Family – Renewal)
1990 Stryker Avenue (Single Family – Renewal)
76 Crusader Avenue (Single Family – Renewal)

FISCAL IMPACT:

		Amount
Fund:	**101**	
Department:	**30000**	
Account:	**32170**	**$ 5,333.50**

STAFF RECOMMENDATION:

Staff recommends City Council approve the rental license applications.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: **February 10, 2020**

Insurance Agent of Record

BACKGROUND INFORMATION:

The current Insurance Agency for the City is North Risk Partners, LLC. The City has had North Risk Partners, LLC for over 10 years. A request for an increase to the agency fee was recently requested. This prompted a look at the market for the current going rate. Another agency came back with a quote of $8,000, which is $3,600 under our current rate structure. I have worked with Maguire Agency and the Agent Jeff Erager for over 10 years. Mr. Erager has communicated to me his proposal, which I have attached as well as the contract for the next three years. I have marked with an asterisk, services that will be in addition to the services we have received in the past with the prior insurance agent. Added services for less budget is a win for the City.

FISCAL IMPACT:

		Amount
Fund:		**3-year annual savings of $3,600.**
Department:		
Account:	**Various**	

STAFF RECOMMENDATION:

Approve the 3-year contract with Maguire Agency

Attachment:
Proposal and Contract

City of West St. Paul

February 3, 2020

Property Casualty Insurance Services – Maguire Agency

Policy Renewals

- ❑ Assist with Renewal Applications
- ❑ Explore Alternatives to Current Program
- ❑ Proof Policies From LMCIT
- ❑ Prepare a Summary of the Coverages

Claims

- ❑ Assist with Submission of Claims
- ❑ Open Claim Reviews & Updates

Properties

- ❑ Changes in Locations, Vehicles and Property
- ❑ Annual Walk – Through of all Locations for Updates to Coverages ★

Workers' Compensation

- ❑ Develop Tentative Experience Mod for Premium Budgeting ★ In July (Budget process)
- ❑ Supervisor Training
- ❑ Assist with Return to Work Program

Miscellaneous

- ❑ Issue Certificates
- ❑ Provide Contract Review from Insurance Perspective
- ❑ Field Questions from Various Departments and Personnel

Maguire Agency

FEE FOR SERVICES AGREEMENT

West St Paul hereinafter "Client" agrees to engage the services of Maguire Agency, Inc. hereinafter known as "Agency".

Agency agrees, as a function of their business as an insurance agent to advise Client in the management of risks of loss generally covered by property and casualty insurance, fidelity and surety bonds, and to procure or attempt to procure on Client's behalf such insurance as Client may designate, subject to the following terms and conditions:

I. EFFECTIVE DATE AND TERM
This Agreement shall begin on 1/1/2020 and shall continue until 1/1/2023, and thereafter shall continue from year to year. Either party may terminate this Agreement at any time by giving written notice of termination.

II. OBJECTIVE OF AGREEMENT
Agency will employ its technical knowledge and its knowledge of general and specific market conditions in the assumption of such insurance management functions as Client and Agency mutually deem to be appropriate. Client understands that Agency will act in the dual capacity of risk management counselor and insurance agent.

III. BASIS OF COMPENSATION
The fee for consulting services provided by employees of Agency during the first year of this Agreement will be $8,000. The fee is in lieu of commissions. If any insurance company or insurance broker pays Maguire Agency, Inc. a commission for the placement of insurance for West St Paul, Maguire Agency, Inc. will credit said commission against the fee charged in paragraph III. The fee is payable upon execution of the Agreement and is fully earned as of that date.

Maguire Agency, Inc.	West St Paul
By:_____	By:_____
Date:_____	Date:_____

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **February 10, 2020**

Receipt of Year End Council Initiatives Status

BACKGROUND INFORMATION:

In 2019, the City Council created new Initiatives for 2019-2020. Enclosed is a status update of work toward these initiatives.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Accept Receipt

City Council Initiatives
2019 Year End Update
February 2020

The City Council adopted its Goals for 2019-2020 at the Regular City Council meeting of April 22, 2019. These Goals were stated within nine "Initiative" areas. Council directed that periodic reporting occur to provide status updates on progress on these initiatives. A progress update was provided on July 22, 2019. Council received the 2019 Annual Report, as amended, at the meeting of January 27, 2020. The following is a repagination of major accomplishments within these two earlier reports and the EDA Annual Report that relate directly to Council Initiatives. The 2019 Annual Report also addresses accomplishments in areas beyond these specific initiative areas.

- **Accessibility**

  During 2019, it is probable that the City made more forward progress in this area than in any other single year in recent times with over 4 miles of ped facilities constructed. The projects completed during 2019 had been years in planning and garnering third party funding, but nonetheless, construction occurred during this most recent year. Planning approvals on additional projects also occurred. Included are:

  1. $6 MM Reconstruction of Wentworth Avenue. This County project includes about $1.9 MM in City cost participation and benefit assessments plus a federal grant, which substantially funded new trailway construction between XXXX and Humboldt.
  2. $5.1 MM Reconstruction of Livingston Avenue. Reconstruction of this corridor, between Mendota Road and Thompson Avenue included completion of gaps in sidewalk infrastructure from Mendota to Wentworth. North of Wentworth is part of the $6.7 MM County R2R project slated for 2020.
  3. Construction of the $2.4 MM Marie/Oakdale Trail ($1.35 MM City cost). This project, as a collaborative with the County resulted in new trailway on Marie from Robert to Oakdale and on Oakdale from Mendota Road to Wentworth.
  4. R2R Project Approvals. Approvals for this regional trailway occurred in both 2018 and 2019 with approval of an amended JPA with Dakota County approved by the City in December 2019. This approval, which was approved by the County Board in January 2020, addresses issues that had to be overcome for the R2R project to proceed. This project is scheduled for bidding in June 2020.
  5. Acquisition of Wentworth Townhome property. This acquisition, which was approved and closed during the fourth quarter, 2019 addressed a couple different Council Initiatives. One of these, however, was the provision of 30 feet of R2R ROW addressed in the JPA noted above. The property also provides construction staging and R2R construction period access to an adjacent commercial entity
  6. Approved a $70,000 County/Developer funded crossing of Wentworth Avenue near Marthaler Lane as part of the DARTS/REE Senior Housing project at that location. While this was intended as a 2019, improvement construction has been delayed to 2020.

7. Receipt of SHIP (Statewide Health Improvement Partnership) Trail funding. The City received a grant during 2019 to provide for trail planning and predesign of Trailway on Thompson from Robert to Hwy 52 and on Oakdale from there to Butler. The plan, which will be completed during 2020, will enhance opportunities for the City and County to compete for third party funding going forward.
8. As part of the Development Agreement with Oppidan for a multi-family housing project on the former Thompson Oaks Golf Course, approved during 2019, the City set aside $200,000 in abatement funding to pay toward trail and related project costs that will come out of the SHIP planning project
9. As part of the $2 MM County Thompson Lake Reclamation project ($144K City cost) the County constructed trailways surrounding the Lake
10. The Council adopted two policy changes relating to trailways and ped facilities. The first was to eliminate private property benefit assessments for trail projects and the second was adoption of a CIP amendment that directs $500,000 in funding through the General Fund levy to create a sidewalk and trail fund starting in 2021.
11. The Dakota County Regional Chamber of Commerce in collaboration with East Metro Strong (transit planning non-profit) a County transit study was kicked off in August. Completion of that study will be early in 2020.

- **Blighted Properties**

An ongoing activity of the community has been to address owner occupied and rental properties that do not meet community standards. With that, focus staff operates a monthly Problem Property Committee including public safety, inspections, and housing staff. Enhancements to the code/rental inspections program have been implemented during 2019 (see "Housing Stock"). During 2019, the City addressed 775 code and housing property complaints and issued 402 rental licenses.

The City rates licensed rental properties on an A through C scale based on the quantity of code complaints. In 2017, 21.9% of licensed properties were rated "B" with 3.9% rated as "C" properties. For 2019, the percent of "B" properties had dropped to 16% of the total with the percent of "C" properties at 0.7%. The balance in both years would have received "A" ratings. It is also notable that 97% of licensed rental properties are now I&I compliant, up from 95% in 2018 and 75% in 2017.

In October 2019, the Public Safety standing committee of the City Council began study of a housing rehab program expansion. A recommendation for a specific program expansion is being brought forward early in 2020.

The City considered creation of a Housing Improvement Area (HIA) during the 2018-19 timeframe. This mechanism provides a financing opportunity for exterior and systems improvements for condominium associations where the association is responsible for maintenance and for which typical market financing may not be available. Ultimately the contemplated project, proposed at April Manor (Charlton south of Wentworth) did not proceed. However, we anticipate future opportunities with other similar properties.

- **Branding and Identity**

  A facet of branding for West St. Paul includes success and appearance of public and privately owned properties within the community. Advancing our brand, thus, includes development and redevelopment activities. Included this year is $12M in improvements (total) to Garlough and Moreland Schools. Also the new $1.8M Solas Salon, $1.6M buildout of the Children's Clinic at 963 Robert, the $1.4M remodel of Walmart, the new $750K Southview Animal Hospital at 2000 Robert, the $600K remodel of Taco Bell, the expansion of Michoacan a Pedir de Boca Ice Cream at Signal Hills, and build out of Tokyo Sushi at Southview Square and others. A total of $36.36 MM in permit value 86% of which was commercial. The final plat for a Hy-Vee grocery store was approved in 2019 for 2020 anticipated construction.

  Council has allocated funding to ensure that newly reconstructed Robert Street continues to create a draw for consumers. Included is an approximate $60,000 allocation on litter and planting bed maintenance programming specifically for Robert Street. We have struggled to keep ahead of maintenance needs in this area and are intending to revisit our current approach. Through our Volunteer Program, we have been successful in improving citizen participation throughout the community on clean-up activities of roadways, parks, and transit stops.

  We are focused on communication to stakeholders through internal/external newsletters, social media, and collaboration with NDC4 (Town Square Television) to promote City programming, events, and activities throughout the community. We hosted a number of stakeholder meetings including Council led listening sessions, public safety neighborhood meetings and events, coordination of ROMA (rental owners and managers) meetings and listening sessions as part of the Police Chief Selection process.

  In 2019, we collaborated on a joint hosting of the West St. Paul Days event at Harmon Park during which we marketed WSP T-shirts. While the event venue was somewhat lightly attended (cold weather) T-shirt sales, which was a pilot marketing effort, met expectations. We are now also taking a more active role in planning ribbon cutting and groundbreaking events in concert with the Dakota County Chamber when one of their members is the end user.

- **Diversity and Inclusion**

  Considerable recruitment efforts have been implemented since early 2018 resulting in a significant increase in number of diverse applicants. Five new diverse employees have been hired into permanent positions since 2017. Females have been hired or promoted into male-dominated jobs in Police, Police supervisory, and engineering intern.

  During 2018, we established an outreach Committee to assist with our inclusion efforts. That committee was shelved during 2018 and has not yet been re-energized. However, internal communication enhancements such as a growing menu of dual language communication has been ongoing.

  In June 2019, the City Council adopted a resolution recognizing Pride Month and in commemoration of the anniversary of the Stonewall riots.

- **Fiscal Constraints**

  Perhaps our most significant 2019 achievement is legislative/gubernatorial adoption of a Local Option Sales Tax for WSP. Council approved implementation of this tax effective January 1, 2020, which is projected to generate $28M over the next 20 years toward major maintenance (mill/overlay or reconstruction projects) of collector and high priority roadways over that span. As part of this initiative, Council has adopted changes in capital planning, fiscal and debt policies to set a direction toward debt reduction and improved fiscal metrics.

  Resulting from the above is adoption of a 2020-2021 Budget with significantly lower property tax impacts than had been projected in the prior year. While the 2020 property tax levy still results in a property tax increase for many property owners that tax increase in many cases is moderate. At the same time, we ended 2019 in a positive position relative to budget and with a cash reserve above earlier projections. We anticipate the planned for reduction in outstanding bonded debt principal balance will begin in 2020 resulting from the measures adopted by the City Council in both 2018 and 2019.

  The Council also approved installation of solar panels on the Public Works and City Hall roofs as well as a contract to join a solar garden consortium. The net will be long-term savings in energy payables at a de minimis capital investment by the City. In December, the Council adopted a resolution in support of Carbon pricing as part of our continuing sustainability focus.

- **Housing Stock**

  During 2019, a number of new housing units were approved with additional projects in the queue at year-end. Five new single-family homes were permitted during 2019 at an average permit value just over $333K. Also approved is the 174 unit affordable senior housing project by DARTS/REE, on Marthaler Lane, a portion of TIF revenues from which are targeted toward future housing rehab programs (in the out years of the district). This project will be completed in June 2020. At Robert and Haskell, another senior facility with 18 assisted living (18 units) and 14 memory care units will be constructed during 2020. A 152-unit market rate housing project was approved for the former Thompson Oaks golf course property. The real estate closing for this project is anticipated by May 2020 with the construction start immediately thereafter. The Council has received proposals by the CDA for 60 units of affordable housing on the 900 Block of Robert and for 367 units of workforce and affordable senior housing at Butler and Robert. Final entitlement considerations of both these projects are to occur during 2020. The grand opening for the Rooftop 252 market multi-family project on Marie Avenue was July 19.

  The City Council approved an updated three-year contract with Dakota County for administration of CDBG entitlement funds. In West St. Paul, program funds are targeted toward housing rehab programming. This year, staff has revamped the Code Enforcement/Rental Inspections program to assign staff toward both aspects of the program with assignments either east or west of Robert Street. Compliance correspondence has also

been amended to include photo depictions of non-compliant features of a complaint as suggested by members of Council.

- **Infrastructure and Public Facilities**

  The 2019 City administered Street Improvement Project was reconstruction of Livingston Avenue. There were a number of County led projects as well, which are noted above. Additionally, the State let Smith Avenue reconstruction project finished up during 2019. Public Works staff completed a one-mile drive lane temporary bituminous mat on Annapolis from Smith to Robert. The 2020-21 budget includes an allocation to the street department to continue similar mat construction in future years. With the infusion of projected Sales Tax revenues from 2020 to 2039 the Council was able to amend the CIP (Capital Improvement Program) to provide a "pay as you go" approach to all future streets, parks, and facilities projects going forward. While 2020 will be somewhat of a respite year with only a very modest mill/overlay project in the plan, starting with 2021 WSP will be able to take a very structure approach to overlay and reconstruction projects well into the future without taking on additional debt. As noted above, that approach allows for the retirement of about $3.5MM in principal balance each year that additional debt is not sold.

  Under 2019 adopted Council policy the lone exception to the "pay-go" approach is for replacement of sanitary lift stations and force mains, which are considered critical infrastructure. During 2019 force main 1 was replaced. The plan is to replace or rebuild between 2020 and 2024 lift stations 1,2, and 4 and force mains 2,3,4, and 6. At that point, all of our non-gravity sanitary infrastructure will have been reconstructed within a recent period. During 2019, the City received the LMC City of Excellence Award for its I&I program which also received property owner beneficial amendments during the year.

  In 2017-2018 the City replaced all of the HVAC units on City Hall (but for those on the Fire Department which were newer than all of the others) and the entire roof on this facility. We have also reconstructed all of the parking lots and replaced overhead doors. In total, addressed deferred maintenance on this building at an investment of $1,054.887 through 2018.

  In 2019, Council awarded contracts to replace all of the windows in City Hall. That $173,763 project, though approved, has been delayed to 2020. The reason for the delay is the award of the $1.1 million remodel of the police portion of the City Hall project for which the window project has of necessity needed to become a part. The police remodel includes some common space impacts. The project began in December 2019 and will be complete by June 2020.

- **Parks**

  The City Council has adopted changes to the CIP and fiscal policies that include limiting future debt incurred to fund Park development projects. However, due to projects in queue and through third party funding there are a number of enhancements to the Parks system underway. Concurrent with the Wentworth reconstruction project $150,000 in improvements were made to the north side of Marthaler Park including storm water facilities and a new

parking lot. The City also acquired a new playground for the north side of the park for 2020 installation (had not previously been a north side playground). Smaller improvements were made to Oakdale and Haskell Parks and at the Sports Complex. We continue to undertake scheduled improvements at both the Pool and Arena. During 2019, we received customer requests to expand the Arena with dry floor and locker facilities. This proposal hit two Council OCWS agendas during 2019 with a potential for project consideration during 2020.

During 2019, we went through a planning process with County and other governmental stakeholders to develop a wetland reclamation project in the former Thompson Oaks golf course property. This project coordinates with future construction of a portion of the R2R regional trailway and with phase 2 development of a housing project adjacent to Oakdale Avenue. Council approved Grant funding requests during 2019 and to date one of three has received funding approval. Second round requests for the other two are anticipated in May 2020.

- **Recreation**

The recreation department initiated some new collaborative programming in 2019. A new joint program with Mendota Heights called "Tour de Rec", traveled to different parks throughout West St Paul and Mendota Heights. Every 2 weeks youth 6-12 years old were welcomed at a designated park for 1.5 hours of free recreation programming. Staff led the group games, sports, crafts, art and more. This is a free drop in program with no registration needed. It was a very well received program and staff plans to run it weekly in 2020. Recreation staff also collaborated with the YMCA to offer free "Fitness in the Park" classes this summer. This inaugural program, open to all ages, was offered at three varying times and locations during 2019. This program was also well received and staff is working with the YMCA to expand this partnership in 2020. West St Paul collaborated with Mendota Heights and South St Paul to hold the first annual light up the night "Glow Dash" in September. This 1.36-mile dash is designed for all ages and abilities. The modest fee covered refreshments and a glow swag bag for each of the 58 registered participants. Given the success staff plans to repeat this program in 2020.

Staff once again offered free movies in the park, youth safety camp as well as many other programs. Other new programs offered in 2019 include art and musical theater camps, music together programs for parents and young children, new parent child birthing classes.

The City continues to offer programming and public recreational opportunities at the Ice Arena, the outdoor swimming pool and the Sports Dome. The summer pool program is in its last contract year with the YMCA as the operator in 2020. We entered a new five-year contract with SFDM in 2019.

A number of grants and donations were received in 2019 to help offset costs within the department. These include a $25,000 tree planting DNR grant that offset the costs of the City's Emerald Ash Borer Management Plan, donations from the SRSBA for youth safety camps, and many volunteer hours to help programs and community events run smoothly.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **February 10, 2020**

Parking Restrictions on Kathleen Drive

BACKGROUND INFORMATION:

The City has received complaint of too many vehicles parking on the street along Kathleen Drive, Scott Lane and Westview Drive. In the winter, when road widths narrow slightly, the available width of roadway for plows, emergency vehicles and motorists decreases even further. A fire truck heading eastbound on Marie would likely not be able to make the turn onto Kathleen Drive. This area has a high density of apartment buildings that attribute to overflow parking onto the street.

Engineering staff has discussed this issue with Police, Fire and Public Works departments who all operate safety equipment in this area. The area of highest concern is Kathleen Drive from Marie Avenue to Westview Drive, which sees the highest volume of traffic. Currently, parking is allowed on both sides of the street. The south side of Kathleen Drive has two driveways between Marie Avenue and Westview Avenue and the north side has one, so there are lot of conflict points in a short stretch in addition to being adjacent to Marie Avenue. After review of the current on street parking along Kathleen Drive, Westview Drive and Scott Lane, staff recommends *No Parking* be posted on the south side of Kathleen Drive from Westview Drive to Marie Avenue.

FISCAL IMPACT:

The cost of *No Parking* signs is $200 each including the sign, post and installation. This stretch of Kathleen Drive would require three signs.

STAFF RECOMMENDATION:

Staff recommends that City Council approve the attached resolution establishing parking restrictions on the south side of Kathleen Drive from Westview Drive to Marie Avenue as shown on the attached map.

Attachment: Map – Kathleen Drive No Parking
Resolution

HOLIDAY RD
MARIE AVE E
LEEN DR
NO PARKING ZONE
CAROL LN
WESTVIEW DR
SCOTT LN
OAKDALE AVE
MARIE AVE E
WESTVIEW DR
WESTVIEW DR
WESTVIEW DR

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION ESTABLISHING PARKING RESTRICTIONS ON KATHLEEN DRIVE FROM WESTVIEW DRIVE TO MARIE AVENUE

WHEREAS, current on-street parking on Kathleen Drive between Westview Drive and Marie Avenue was reviewed; and

WHEREAS, there is a safety concern for Police, Fire and Public Works to adequately use and maintain this stretch of roadway with vehicles parked on both sides.

NOW, THEREFORE, BE IT RESOLVED, by the West St. Paul City Council that no on-street parking will be allowed along the south side of Kathleen Drive from Westview Drive to Marie Avenue.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 10th day of February 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Shirley Buecksler, City Clerk**

Date: **February 10, 2020**

Appointments to the Planning Commission

BACKGROUND INFORMATION:

At the January 27, 2020 City Council Meeting, Mayor Napier indicated that he would be bringing forward his recommendations for appointments to the Planning Commission at tonight's meeting. Currently, two seats will expire on March 1, 2020.

STAFF RECOMMENDATION:

Council should consider confirmation of Mayor Napier's appointments to the West St. Paul Planning Commission.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Kori Land, City Attorney**

Date: **February 10, 2020**

Ordinance Approving the Sale of the Thompson Oaks Golf Course to the EDA for Redevelopment Purposes

BACKGROUND INFORMATION:

The City is the fee owner of the Thompson Oaks Golf Course (the "Property"). The Property is located in an area that is suited for economic development by the Economic Development Authority (EDA). The EDA has entered into a Development Agreement with a Developer for part of the Property. In order to advance the future economic development of the Property in furtherance of the City's Comprehensive Plan and economic goals, the Property must be conveyed to the EDA. Pursuant to West St. Paul City Charter § 12.05, the City Council may dispose of real property within the City by ordinance. Staff recommends approving the conveyance to the EDA for redevelopment purposes.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Consider moving the ordinance for its First Reading. If approved, a Second Reading and Public Hearing will be held on February 24, 2020.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. 20-

AN ORDINANCE APPROVING THE SALE OF PROPERTY LOCATED WITHIN THE CITY OF WEST ST. PAUL, MINNESOTA TO THE WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY

The City of West St. Paul does ordain:

SECTION 1. Pursuant to West St. Paul City Charter § 12.05, the City Council may dispose of real property within the City by Ordinance; and

WHEREAS, the City desires to sell real property to the West St. Paul Economic Development Authority ("EDA"), situated in Dakota County, Minnesota, legally described as follows:

Parcel 1 (42-02000-13-012)

That part of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of the Northeast Quarter (NE ¼) of Section Twenty (20), Township Twenty-eight (28), Range Twenty-two (22), Dakota County, Minnesota, lying westerly of the center of Oakdale Avenue and Northerly of the following described line: Commencing at the Southwest corner of the said Southeast Quarter (SE ¼), thence North, assumed bearing, along the west line of said Southeast Quarter (SE ¼) a distance of 384.62 feet to the point of beginning of said line, thence 83 degrees 04 minutes East a distance of 434.22 feet to the center line of Oakdale Avenue and there terminating.

Parcel 2 (42-02000-08-014)

The North Half of the Southwest Quarter of the Northeast Quarter of the Section 20, Township 28, Range 22, according to the Government Survey thereof, Dakota County, Minnesota.

Except that part lying easterly of the center line of Oakdale Avenue.

Except the South 100.00 feet of the West 300.00 feet.

Except that part described as follows:

Commencing at the northwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence on an assumed bearing of North 89 degrees 39 minutes 45 seconds East, along the north line of said North Half of the Southwest Quarter of the Northeast Quarter, a distance of 170.43 feet to the point of beginning thence continuing North 89 degrees 39 minutes 45 seconds East, a distance of 130.00 feet; thence South 0

degrees 44 minutes 10 seconds East, a distance of 197.51 feet; thence South 89 degrees 15 minutes 50 seconds West, a distance of 130.00 feet; thence North 0 degrees 44 minutes 10 seconds West, a distance of 198.41 feet to the point of beginning.

And except the North 198.41 feet of the West 170.43 feet.

Parcel 3 (42-02000-09-010)

The South 100 feet of the West 300 feet of the North one-half (N ½) of the Southwest one-quarter (SW ¼) of the Northeast one-quarter (NE ¼) of Section 20, Township 28, Range 22.

Parcel 4 (42-02000-39-012)

The South 170 feet of the East 3 acres of the Northeast ¼ of the Southeast ¼ of the Northwest ¼, Section 20, Township 28, Range 22, Dakota County, Minnesota.

Parcel 5 (42-02000-47-010)

The North 280 feet of the East one-half of the South one-half of the Southeast Quarter of the Northwest Quarter of Section 20, Township 28, Range 22, except the East 486 feet.

And

The North 310 feet of the West 243 feet of the East 486 feet of the South Half of the Southeast Quarter of the Northwest Quarter (S ½-SE ¼-NW ¼) Section 20, Township 28 North, Range 22, West, City of West St. Paul, Dakota County, Minnesota.

Parcel 6 (42-02000-11-010)

The Southwest Quarter of the Southwest Quarter of the Northeast Quarter (SW ¼ of SW ¼ of NE ¼) of Section Twenty (20), Township Twenty-eight (28), Range Twenty-two (22), except the East 265 feet of the South 360 feet.

("Property"); and

WHEREAS, the Property is located in an area that is suited for economic development by the EDA; and

WHEREAS, to advance the future economic development of the Property in furtherance of the City's Comprehensive Plan and economic goals, the Property must be conveyed to the EDA; and

WHEREAS, upon conveyance of the Property to the EDA, the EDA shall initiate negotiations with a suitable developer for the sale of the Property; and

WHEREAS, on February 24, 2020, the City held a public hearing on the sale of the Property and the City considered all of the information presented at the public hearing.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of West St. Paul that the Property shall be conveyed to the EDA and the City and its representatives are authorized execute all documents necessary to effectuate such conveyance.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

> **The ordinance allows the City to convey the former Thompson Oaks Golf Course property to the West St. Paul Economic Development Authority for redevelopment purposes.**

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the City Council of the City of West St. Paul, Minnesota, this _____ day of _____, 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk