



OPEN COUNCIL WORK SESSION

MUNICIPAL CENTER COUNCIL CHAMBERS

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

MONDAY, NOVEMBER 23, 2020

6:00 P.M.

OPEN COUNCIL WORK SESSION

Open Council Work Sessions are held in person in the Council Chambers and are open to the public with social distancing restrictions. Meetings will continue to be broadcast and streamed online for viewers to watch from the safety of their homes.

SEATING:

A limited number of attendees will be allowed in the Council Chambers to view live meetings. Seats are first-come first-serve. Due to the limited seating, overflow space will be available in the City Hall lobby and the Lobby Conference Room with screens playing the meeting live.

1. Call to Order
2. Roll Call
3. Review and Approve the OCWS Agenda
4. Review the Regular Meeting Consent Agenda
5. Agenda Item(s)

A. Reduction of Parking Minimums

Documents:

[COUNCIL REPORT - REDUCTION OF PARKING MINIMUMS.PDF](#)
[ATTACHMENT - REDUCTION OF PARKING MINIMUMS.PDF](#)

B. Contract with Mercer Group

Documents:

[COUNCIL REPORT - AUTHORIZE CONTRACT WITH THE MERCER GROUP.PDF](#)
[WEST ST. PAUL-MERCER GROUP AGREEMENT 2020.PDF](#)
[CITY OF WEST ST. PAUL RECRUITMENT SCHEDULE 2020.PDF](#)

C. COVID Response and Virtual meeting discussion

6. 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

To: **Mayor and City Council**
Through: **Ryan Schroeder, City Manager**
Jim Hartshorn, Comm. Dev. Director
From: **Melissa Sonnek, City Planner**
Date: **November 23, 2020**

Reduction of Minimum Parking Requirements

BACKGROUND INFORMATION:

For several months the Planning Commission has expressed interest in updating the parking requirements in the zoning code, specifically reducing the minimum number of parking stall required. This interest has been amplified by the recent increase in residential redevelopment.

The Planning Commission held a work session on Tuesday, November 17th, 2020 to formally begin the discussion. After reviewing the city parking surveys and several other informative items, the Planning Commission came to a consensus and recommended the following to the City Council to consider:

1. Revise minimum parking for multifamily residential from 2 stalls per unit, down to 1.5 stalls per unit. To better align with recent multifamily redevelopment projects,
2. Consider hiring a 3rd party consultant to perform a parking needs study/analysis for the commercial uses along Robert St,
3. Revise the code to allow for a reduction in minimum parking during the site plan review process. The applicant can request a reduced amount of off-street parking, if the applicant is willing to pay for a 3rd party consultant, chosen by the City, to perform a parking needs analysis to formally prove that the site requires less parking than what is outlined by code, and/or
4. Consider reducing the current minimum parking requirements by 50% for all uses that have parking minimums based on floor area square footage. A survey of multiple cities' requirements is attached.
 - a. This includes uses such as,
 - i. Office buildings, banks, and savings institutions
 1. Under 6,000 sq. ft. – 1 stall per 200 sq. ft.
 2. 6,000 sq. ft. or more – 1 stall per 250 sq. ft.
 - ii. Coffee shop – 1 stall per 175 sq. ft.
 - iii. Restaurant or establishment
 1. With or without on-sale wine or beer – 1 stall per 125 sq. ft.
 2. With on-sale intoxicating liquor – 1 stall per 100 sq. ft.
 - iv. Retail businesses

1. 10,000 sq. ft. or less - 1 stall per 200 sq. ft.
2. 10,000 to 100,000 sq. ft. – 50 stalls + 1 stall per 250 sq. ft.

STAFF RECOMMENDATION:

Staff is requesting discussion and direction on how to proceed with the above listed recommendations.

ATTACHMENT:

City parking minimums comparison

Minimum Parking Requirements

	More Parking	Less Parking	Same Parking							
	West St Paul		South St. Paul	Richfield	Mendota Heights	Inver Grove Heights	Roseville	St. Paul 63.207	Golden Valley	
Use	Parking Requirement									
3+ Unit Dwelling	2 stalls/unit + 50% enclosed				2 stalls/dwelling	2.5 Stalls per unit	1 stall/bedroom + .25 stalls/unit for visitors	1 stall/1-2 bedroom unit 1.5 stalls/3-4 bedroom unit	1.5 stalls/unit	
Auto Repair, Bus Terminal, Taxi Terminal, Boat & Marine Sales, Shop for Trade with <6 people, Garden Supply Store, Building Material Sales, Motor Vehicle Sales/Rental	6 stalls + 1/800sq ft over 1,000 sq ft		8 stalls + 1/800 sq ft above 1,000	4 stalls + 2/service stall + 1/150 sq ft	8 stalls + 1/800 ft above 1000	8 stalls + 1/800 ft above 1000			4 stalls/service bay	
Bowling Alley	8 stalls/alley		3 stalls/alley	5 stalls/alley	5 stalls/alley	6 stalls/alley			1 stall/6 seats or per 300 sq ft.	
Churches, Theaters, Auditoriums, Mortuaries	1 stall/3.5 seats 1 stall/22inches of seating		1 stall/3 seats 1 stall/5ft of seating		1 stall/3.5 seats	1 stall/3.5 seats	1 stall/4 seats 1 stall/28inches of seating	1 stall/250 sq ft in main unit of worship	1 stall/3 seats in main assembly area	
Community Centers, Post Offices, Health Clubs, Pool Halls, Libraries, Private Clubs, Lodges/Museums	10 stalls + 1/300 sq ft above 2,000 sq ft		10 stalls + 1 stall/250sq ft over 2,000		10 stalls + 1/300 sq ft above 2,000 sq ft	10 stalls + 1/300 sq ft above 2,000 sq ft	1 stall/300 sq ft		Comm. Center - 1 stall/300 sq ft. Health Club - 1 stall/200 sq ft	
Day Care Centers	4 stalls + 1/500 sq ft above 1,000 sq ft			1 stall/5 people	4 stalls + 1/500 sq ft above 1,000 sq ft	1 stall/employee + 1 stall/6students	1 stall/employee + 1 stall/10 participants	1 stall/employee		
Furniture Store, Appliance Store, Warehouse under 15,000 sq ft	1 stall/500 sq ft above 500 sq ft		1 stall/400 sq ft + 1/2 employees		1 stall/500 sq ft above 500 sq ft	1 stall/500 sq ft	1 stall/325 sq ft		1 stall/400 sq ft	
Auto Sales, Kennels, Studios	1 stall/500 sq ft above 500 sq ft						1 stall/325 sq ft			
Golf Courses, Tennis Clubs, Public Swimming Pools	20 stalls + 1/300 sq ft about 1,000 sq ft				20 stalls + 1/300 sq ft about 1,000 sq ft					
Hospitals	1 stall/3 beds		1 stall/3 beds + 1 stall/3 employees		1 stall/bed			1 stall/2 beds	1 stall/350 sq ft	
Manufacturing, Fabrication or Processing of a product/material	4 stalls + 1/800 sq ft 1 stall/2,500 sq ft for outside storage				4 stalls + 1/800 sq ft 1 stall/2,500 sq ft for outside storage	4 stalls + 1/800 sq ft 1 stall/2,500 sq ft for outside storage	1 stall/1 employee	1 stall/1,000 sq ft, or	1 stall/ 500sq ft	
Motel, Motor Hotel, Hotel	1 stalls/room		1 stall/room + 1 stall/employee	1 stall/room	1 stalls/room					
Motor Fuel Stations	4 stalls + 3/service bay 1 stall/200 sq ft of retail space		3 stall/service bay + 1 stall/employee		4 stalls + 3/service bay 1 stall/150 sq ft of retail space	4 stalls + 2/service bay	3 stalls		8 stalls + 4 stalls/bay	
Office Building, Professional Office less than 6,000 sq ft	1 stall/200 sq ft		1 stall/300 sq ft		3 stalls + 1/500 sq ft	1 stall/200 sq ft	1 stall/ 250 sq ft	1 stall/400 sq ft		
Office Building, Professional Office more than 6,000 sq ft + Banks, Saving Institutions	1 stall/250 sq ft		1 stall/100 sq ft of customer area	1 stall/200 sq ft	1 stall/200 sq ft		1 stall/300 sq ft	1 stall/400 sq ft		
Food and Beverage Establishments										
Coffee Shop, Tea House	1 stall/175 sq ft		1 stall/3 seats	4.5 stalls/1,000 sq ft			1 stall/200 sq ft			
Restaurant with or without on-sale wine, strong beer, or non-intoxicating malt liquor	1 stall/125 sq ft		1 stall/3 seats		1 stall/employee per shift + 1 stall/3 seats				1 stall/100sq ft	
Establishment with on-sale intoxicating liquor	1 stall/100 sq ft		1 stall/3 seats				1 stall/3 seats (indoor and out) + 1 stall/1 employee	1 stall/150 sq ft		
Establishment with on-sale intoxicating liquor and entertainment	1 stall/75 sq ft		1 stall/3 seats			1 stall/3 seats				
Restaurant, carry-out	1 stall/225 sq ft			1 stall/25 sq ft of customer area + 1/delivery vehicle						
Restaurant, fast food	1 stall/110 sq ft		1 stall/15 sq ft	17 stalls/1,000 sq ft		1 stall/2 seats of design capacity	1 stall/60 sq ft		1 stall/40sq ft	
Retail and Service Establishments										
Buildings 10,000 sq ft or less	1 stall/200 sq ft		1 stall/150 sq ft		1 stall/200 sq ft + 7 stalls/1,000 sq ft	1 stall/150 sq ft	1 stall/500 sq ft		1 stall/250 sq ft	
Buildings 10,000 - 100,000 sq ft	50 stalls + 1/250 sq ft		1 stall/150 sq ft	3.5 stalls/1,000 sq ft	1 stall/200 sq ft + 7 stalls/1,000 sq ft	1 stall/200 sq ft	1 stall/500 sq ft	1-30,000 sq ft - 1 stall/400 sq ft + 1 stall/each additional 800 sq ft above 30,000 sq ft*	1 stall/200 sq ft, or 5 stalls/1,000 sq ft	
Buildings over 100,000 sq ft	360 stalls + 1/300 sq ft above 100,000		1 stall/150 sq ft	4 stalls/1,000 sq ft	1 stall/200 sq ft + 7 stalls/1,000 sq ft	1 stall/200 sq ft				
Schools, high school - post secondary	1 stall/7 students + 1 stall/3 classrooms		1 stall/4 students + 3/seat available for events	1 stall/employee + 1 stall/8 students	1 stall/classroom + 2 stalls/2 students	1 stall/5 students +1 stall/employee	1 stall/4 students + 1 stall/2 classrooms	1 stall/employee +1 stall/10 students	2 stalls/classroom + 1 stall/6 students	
Skating Rink, Dance Hall, Public Auction House, Golf Driving Range, Miniature Gold, and Similar	15 stalls + 1/300 sq ft above 2,000		20 stalls + 1/200 sq ft above 2,000		15 stalls + 1/300 sq ft above 2,000					
Warehouse over 15,000 sq ft, Storage Handling of Bulk Goods	1 stall/2,000 sq ft		1 stall/2 employees on each shift or 1/2,000 sq ft - Which is greater		1 stall/2,000 sq ft	1 stall/2,000 sq ft	1 stall/2,000 sq ft		1 stall/3,000 sq ft.	

To: **Mayor and City Council**
 From: **Ryan Schroeder, City Manager**
 Date: **November 23, 2020**

Authorize Contract with the Mercer Group

BACKGROUND INFORMATION:

At the November 9, 2020 OCWS, the City Council provided consensus direction to contract with Jim Miller of the Mercer Group for recruitment services to replace the retiring City Manager. Enclosed please find the proposed agreement and a proposed timeline for the search process. The agreement is for “up to” \$16,500 which is dependent upon front end services (the process to develop position profile with Council; amount of time spent with members of Council in development of the profile) and the level of work conducted in-house. Hence, the maximum could be somewhat reduced (plus expenses up to \$4,000).

FISCAL IMPACT: Estimated at \$20,000

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

By motion authorize the enclosed agreement.

AGREEMENT

This AGREEMENT, made as of this ___ day of _____, 2020 by and between THE MERCER GROUP, INC. and THE CITY OF WEST ST. PAUL, MINNESOTA.

WITNESSETH:

WHEREAS, The City of West St. Paul, Minnesota, (hereinafter referred to as the "City") has made a request for proposals to hire an executive recruiter to conduct a search for a City Manager; and

WHEREAS, The Mercer Group, Inc. (hereinafter referred to as "Mercer") has submitted a proposal in response to the City's request; and

WHEREAS, the City has selected Mercer's proposal as the proposal which best meets its needs and the City desires to hire Mercer to conduct the City's search for a new City Manager; and

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and the City hereby agree as follows:

1. Mercer agrees to provide services and support to the City in the conduct of the City's national search for a City Manager. These services will include: review and update of 2017 recruitment profile, placement of ads on appropriate national and Minnesota websites such as the International City/County Management Association and League of Minnesota Cities, outreach campaign, resume review, candidate screening, interview process, negotiation and follow-up. Direct expenses for ad placement, reference checks (if desired), and background and credential verifications (if desired) would be additional costs billed to the City.
2. The City agrees to compensate Mercer for its services in the amount not to exceed \$16,500 for professional services and not-to-exceed \$4,000 in expenses to conduct a full search for City Manager depending on agreement between the City and Mercer on how recruitment responsibilities will be shared.
3. The City and Mercer both agree that in the event that any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of receipt of such notice.
4. The City and Mercer both agree that any amendments to this Agreement shall be made in writing, and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this Agreement.

6. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this Agreement the City shall only be obligated to pay Mercer for those services already provided.

**CITY OF WEST ST. PAUL,
MINNESOTA**

By: _____
David J. Napier
Mayor

THE MERCER GROUP, INC.

By: _____
James F. Miller
Senior Vice President

City of West St. Paul
City Manager Recruitment schedule

This schedule could be condensed or expanded somewhat, depending on the City’s needs.

RECRUITMENT PROCESS TIMELINE	
City Council Approval	November 23, 2020
Kickoff meeting and interviews with City Council and others to be interviewed	November 24 – December 7, 2020
Draft recruitment profile to City Council for review	December 14, 2020
Final recruitment profile including all graphics to City Council for review and approval	December 14, 2020
Access data base, place ads and “kick off” search process	January 4, 2021
Recruitment profile/invitation letter to selected candidates	January 4 – 8, 2021
Follow-up telephone calls and receipt of applications	January 13 – 29, 2021
Cutoff date for receipt of applications	January 29, 2021
City Council selects semi-finalists	February 15, 2021
Interviews with semi-finalists and selection of up to four finalists	February 18 or 19, 2021
Reference and background checks on top candidates and comprehensive report to City Council	February 22 – March 3, 2021
City Council interviews top candidates	March 12 - 13, 2021
City Council makes selection	March 13 or 15, 2021
Negotiate agreement	March 15 – 19, 2021
City Council makes appointment	March 22, 2021 (Special Meeting)
Selected candidate starts	30 – 60 days later