

**City of West St. Paul  
City Council Meeting Minutes  
January 24, 2022**

**1. Call to Order**

Mayor Napier called the meeting to order at 6:34 p.m.

**2. Roll Call**

Present: Mayor Dave Napier  
Councilmembers Wendy Berry, Julie Eastman, Lisa Eng-Sarne, Robyn Gulley and John Justen  
Councilmember Dick Vitelli, virtual

Absent: None

Others Present: City Manager Nate Burkett  
City Attorney Kori Land  
Assistant City Manager Dan Nowicki  
Police Chief Brian Sturgeon  
Community Development Director Ben Boike  
Public Works & Parks Director / City Engineer Ross Beckwith  
Finance Director Char Stark  
City Clerk Nicole Tillander

**3. Pledge of Allegiance**

**4. Adopt the Agenda**

Motion was made by Councilmember Berry and seconded by Councilmember Gulley to adopt the agenda as presented.

Vote: Berry – aye  
Gulley – aye  
Eastman – aye  
Eng-Sarne – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

**5. OCWS Briefing**

Open Council Work Session items moved to Regular Council due to EDA Work Session run time. Council discussed the following items during the Open Council Work Session of January 24<sup>th</sup>:

- A. Explore West St. Paul Days Presentation

- i. Sam Murphy presented the rebranding and schedule for the summer event.
- B. Citywide Mask Requirement
  - i. Discussion of a resolution or an ordinance pertaining to a citywide mask mandate.

Motion was made by Councilmember Gulley and seconded by Councilmember Berry to adopt the Resolution 22-013 encouraging adherence to health safety guidelines and face coverings in places of public accommodation.

Vote: Gulley – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Justen – aye  
Vitelli – nay  
5 ayes, 1 nay  
Motion carried.

C. Future OCWS Items – moved to next OCWS meeting

**6. Citizen Comments – In Person**

- Todd Russ, St. Croix Lutheran Academy President, mask comments

**7. Citizen Comments – Phone Line**

- No one called in to address the Council.

**8. Council Comments**

Mayor and Councilmembers addressed the public on various topics.

**9. Proclamations, Presentations and Recognitions**

A. Proclamation Honoring Black History Month – February 2022

Motion was made by Councilmember Eastman and seconded by Councilmember Gulley to adopt the proclamation.

Vote: Eastman – aye  
Gulley – aye  
Berry – aye  
Eng-Sarne – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

B. Donations to the City

Chief Sturgeon presented donations from the community and businesses:

- South St. Paul Lions donated \$2,500.00 to the Police Department for a tactical robot. South Metro Fire Department will also be able to utilize this tool.
- McDonough K-9 is donating our next police canine along with the required training for certification which is scheduled to take place in March. The value of this donation is \$15,500.00.

Motion was made by Councilmember Berry and seconded by Councilmember Gulley to adopt Resolution No. 22-009 Donations to the City.

Vote: Berry – aye  
Gulley – aye  
Eastman – aye  
Eng-Sarne – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

#### **10. Consent Agenda**

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

- A.** Approve City Council Meeting Minutes of January 10, 2022
- B.** List of Claims for January 24, 2022
- C.** City Licensing
- D.** Rental Licensing
  - 785 Dodd Road (Apartment - Renewal)
  - 838 Dodd Road (Apartment - Renewal)
  - 845 Dodd Road (Apartment - Renewal)
  - 848 Dodd Road (Apartment - Renewal)
  - 174 Annapolis Street W (Duplex - Renewal)
  - 1080 Gorman Avenue (Single Family - Renewal)
  - 1808 Humboldt Avenue (Townhouse - Renewal)
  - 1000 Oakdale Avenue (Single Family - Renewal)
  - 325 Bernard Street E (Single Family - Renewal)
  - 40 Annapolis Street W (Apartment - Renewal)
  - 255 Westview Drive #205 (Condo - Renewal)
  - 1080 Delaware Avenue (Apartment - Renewal)
  - 124 Stanley Street E (Apartment - Renewal)
  - Total Amount – \$2,371.00
- E.** Re-Appointments to Boards and Commissions
- F.** Declare Items Surplus and Authorize Sale and/or Disposal
- G.** Joint Powers Agreement with Dakota County for the Statewide Health Improvement Program (SHIP) Grant

Vote: Eng-Sarne – aye  
Justen – aye  
Berry – aye  
Eastman – aye  
Gulley – aye  
Vitelli – aye  
6 ayes  
Motion carried.

## **11. Public Hearing**

## **12. New Business**

### **A. City Hall Administration Remodel Bids**

John McNamara, Wold Architects, presented the bids for the City Hall Remodel. Nine contractors bid, the low bid was Century Construction. Staff looks for and recommends award of contract to Century Construction. Discussion regarding prevailing wage, staff will research, verify, document and report back to Council.

Motion was made by Councilmember Justen and seconded by Councilmember Eastman to award the bid with the prevailing wage consideration included.

Vote: Justen – aye  
Eastman – aye  
Berry – aye  
Eng-Sarne – aye  
Gulley – aye  
Vitelli – aye  
6 ayes  
Motion carried.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to authorize a transfer of up to \$200,000.00 from the general fund to the building fund.

Vote: Eng-Sarne – aye  
Justen – aye  
Berry – aye  
Eastman – aye  
Gulley – aye  
Vitelli – aye  
6 ayes  
Motion carried.

### **B. Mayoral Appointments to Planning Commission**

Mayor Napier interviewed candidates and recommends the appointment of Alex Dahlquist and Lance LaRue to fill the two Planning Commission vacancies. Motion was made by

Councilmember Justen and seconded by Councilmember Eastman to appoint the candidates as recommended.

Vote: Justen – aye  
Eastman – aye  
Berry – aye  
Eng-Sarne – aye  
Gulley – aye  
Vitelli – aye  
6 ayes  
Motion carried.

**C. First Reading of an Ordinance Amendment To Code Sections 153.004 And 153.380 Regarding Free Standing Solar Energy Systems – City Of West St. Paul**

Community Development Director Ben Boike presented the first reading of the ordinance amendment.

Motion was made by Councilmember Eastman and seconded by Councilmember Eng-Sarne to approve first reading as presented. Public hearing and final reading will be at the next meeting.

Vote: Eastman – aye  
Eng-Sarne – aye  
Berry – aye  
Gulley – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

**D. First Reading of an Ordinance Amendment to Code Sections 153.028, 153.031, and 153.032 Regarding Public Hearings For Conditional Use Permit And Site Plan Approvals - City Of West St. Paul**

Community Development Director Ben Boike presented the first reading of the ordinance amendment. The current process, per code, calls for two public hearings (one at Planning Commission and one at City Council) for both site plans and conditional use permits. However, per state statute only one public hearing is required for these planning applications. As part of the ongoing efforts of City Staff to improve and streamline both the application process and City meetings, Staff and Planning Commission recommend approval of the ordinance amendment regarding the required number of public hearings.

Motion was made by Councilmember Justen and seconded by Councilmember Vitelli to approve first reading as presented. Public hearing and final reading will be at the next meeting.

Vote: Justen – aye

Vitelli – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Gulley – aye  
6 ayes  
Motion carried.

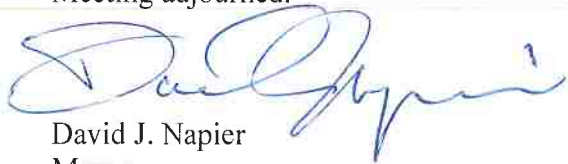
**13. Old Business**

**14. Adjourn**

Motion was made by Councilmember Berry and seconded by Councilmember Eastman to adjourn the meeting at 7:51 p.m.

Vote: Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Gulley – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

Meeting adjourned.

A handwritten signature in blue ink, appearing to read "David J. Napier", is written over a horizontal line.

David J. Napier  
Mayor  
City of West St. Paul