

**City of West St. Paul  
City Council Meeting Minutes  
February 22, 2021**

**1. Call to Order**

Mayor Napier called the meeting to order at 6:35 p.m.

**2. Roll Call**

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

Absent: None

Others Present: City Manager Ryan Schroeder  
City Attorney Kori Land  
Police Chief Brian Sturgeon  
Parks & Public Works Director/City Engineer Ross Beckwith  
Community Development Director Jim Hartshorn  
Finance Director Char Stark  
City Clerk Shirley Buecksler

**3. Pledge of Allegiance**

**4. Adopt the Agenda**

Motion was made by Councilmember Gulley and seconded by Councilmember Justen to add the following items to New Business and to adopt the agenda, as amended:

- 11A. Declaring City Manager Finalists
- 11B. First Reading of an Ordinance Amending West St. Paul Charter, Section 1.06, Increasing Membership Requirement from 11 to 13 Members
- 11C. First Reading of an Ordinance Amending Section 2.06 of the West St. Paul City Charter Regarding the Mayor's Vote
- 11D. First Reading of an Ordinance Amending Section 3.04 of the West St. Paul City Code Regarding Ordinances, Resolutions and Motions
- 11E. First Reading of an Ordinance Amending West St. Paul City Code, Section 31.03, Regarding the Parks and Recreation Advisory Committee
- 11F. Resolution Adopting New Bylaws for the Environmental Committee and Parks & Recreation Advisory Committee

Vote: 6 ayes / 0 nays. Motion carried.

**5. OCWS Briefing:**

An Open Council Work Session was held prior to the City Council Meeting to discuss:

- A. Bidwell Avenue Sidewalk Project – Safe Routes to School Grant
- B. Consideration of Proposed Charter Amendments
- C. Amendments to Committee Membership and Appointment Process

**6. Citizen Comments – In Person**

No one addressed the Council in person.

**7. Citizen Comments – Phone Line**

The following people addressed the Council:

- Karen Vavreck, Ward 2

**8. Council Comments**

Councilmember Eastman

- Thanked Ross Beckwith, Duane Schneider and Mike Sanders for the great tour of the Public Works facility for Councilmember Gulley and herself. She suggested a future OCWS presentation by Public Works Staff on some of the things they are seeing, and the opportunities and challenges they face in their work.
- Attended the 2021 Policy on Affordable Housing presented by the Minnesota Inter-County Association (MICA). It focused on Dakota County and helping people that are facing extremely high housing costs burdens. Many because they are bringing in low incomes. A couple of things she took away from this were:
  - Matrix Housing said a good income is considered \$1,200/month but they are working with people living on an income of only \$900/month. In both cases, these people are spending 60-70% of their income on housing.
  - The Dakota County CDA Director talked about the need for supporting extremely affordable housing. For people who make 30% of the area median income. The most effective tool for doing this are through the rent assistance or voucher program, which is easy to adjust and you don't have to wait for all of the construction to occur. One of the things that happen in this area is that there is extreme need. The CDA is dealing with 2,600 vouchers but they have a waitlist of 10,000 households looking for that type of assistance. She recommended bringing this to a future OCWS discussion.

Councilmember Justen

- In OCWS tonight, we had a discussion about applications for committees and membership totals. Everyone here is happy to have such an incredible level of civic engagement from our residents. We have so many applicants that we cannot possibly seat them all. That has not always been the case, and we couldn't be more thankful that you are all stepping up to

apply. He encouraged everyone to continue. This is a great reminder of how involved our city has become and he is extremely thankful for it.

#### Councilmember Berry

- Over 130 folks were able to take home over 30 pound boxes of food at the Residents of Color Collective (ROCC) supply drive and food distribution event on Saturday, in partnership with St. Paul Regional Labor Foundation, Teamsters Local 120, and Women of West St. Paul. It was great to see this and ROCC will be doing more of these events in the future.
- West St. Paul Public Safety has two members who will be deployed overseas for up to one year, as members of the Minnesota National Guard. We wish South Metro Firefighter Jake McCann and West St. Paul Reserve Officer Chris Karl the best of luck and look forward to their return.
- South Metro Fire Department received a Patriotic Employer Reward earlier this month, which recognizes their support of Firefighter McCann's commitment to the Army National Guard. Big thanks to Firefighter McCann for nominating South Metro Fire for this award and for the work he does in our community.

#### Councilmember Gulley

- Echoed Councilmember Eastman's comments and thanked Public Works Staff for the tour of their facility.
- A proclamation is on the agenda tonight for Women's History Month, and it is also International Women's Day coming up. Proud of our City Council for having the first majority female Council in West St. Paul. This work goes beyond what we are doing here and is something we do every day.
- Two more Town Hall meetings are coming up. Wednesday, February 24, from 6:00 pm to 8:00 pm and Saturday, February 27, from 10:00 am to Noon.
- There have been some significant power outages in in a large part of West St. Paul recently. Xcel Energy will be having a public online meeting to discuss power needs in this area on Thursday, February 25, at 7:00 pm. She has posted it on social media. If you have any questions, call her at 612.558.6019 and she will help you get connected to this meeting. This is a good opportunity to let Xcel know what is happening in our community and to find out from them about upgrades to our electrical grid.

#### Councilmember Eng-Sarne

- Adding to Councilmember Eastman's comments, we work directly with Ally Supportive Services in Dakota County. If you know someone in need of housing, their main office number is 651.302.4471 (Office) and the Outreach Crisis Line is 612.875.9683.
- ROCC and the Women of West St. Paul have more food supply events coming up, so look for volunteer opportunities to support their cause.
- Thanked Parks and Public Works Staff for maintaining the rinks so well this winter. During COVID, they have enjoyed skating on the ice rinks recently.

## Mayor Napier

- Town Hall meetings are critical for everyone to get involved. Look for those coming up on Wednesday night and Saturday morning. Information gathered from these meetings will guide the Council at the March 6 Strategic Planning meeting.
- Along with Councilmembers Justen and Berry, they assisted with the search and City Manager interviews, which has been narrowed down to four candidates to bring to the full Council for interviews. There will also be a public process. He is very optimistic that any one of these candidates will be a perfect fit for West St. Paul.

### **9. Proclamations, Presentations and Recognitions**

#### **A. Proclamation for Women's History Month**

Mayor Napier presented a proclamation declaring March 2021 as Women's History Month.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Berry to adopt the proclamation.

Vote: 6 ayes / 0 nays. Motion carried.

#### **B. Donations to the City**

Police Chief Sturgeon and Mayor Napier thanked the following donors for their generous donations to the Police Department:

AMVETS Post #1 has graciously donated \$1,000.00 to the Police Department to be utilized for the Police Citizen's Academy being planned for this fall.

Lowe's has graciously donated a grill to the Police Department which will be utilized at some of our community events.

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to adopt Resolution No. 21-021 Donations to the City.

Vote: 6 ayes / 0 nays. Motion carried.

### **10. Consent Agenda**

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

- A.** Claims in the Amount of \$1,092,456.66
- B.** City Licensing in the Amount of \$100.00; Resolution Concurring with the Issuance of a Minnesota Premises Permit Application and Lease for Lawful Gambling Activity for Sibley Area Youth Hockey Association at Carbone's Pizzeria, 55 Wentworth Avenue East

- C. Rental Licensing in the Amount of \$809.00 for:
- 200/202 Haskell Street East; Duplex – Renewal
  - 401/403 Butler Avenue East; Duplex – Renewal
  - 763 Dodd Road; Duplex – Renewal
  - 935 Charlton Street; Duplex – Renewal
  - 991 Smith Avenue South; Duplex – Renewal
  - 1120 Humboldt Avenue; Duplex – Renewal
  - 1152 Hall Avenue; Single Family – Renewal
  - 76 Crusader Avenue; Single Family – Renewal
  - 1924 Bidwell Street; Single Family – Renewal
  - 1962 Stryker Avenue; Single Family – Renewal
  - 1990 Stryker Avenue; Single Family – Renewal
  - 1141 Cherokee Avenue; Single Family – Renewal
  - 1116 Cherokee Avenue; Single Family – Renewal
  - 186 Mainzer Street; Single Family – Renewal
  - 1015 Christensen Avenue; Single Family – Renewal
  - 315 Hurley Street West; Single Family – Renewal
  - 808 Dodd Road; Single Family – Renewal
  - 157 Butler Avenue East; Single Family – Renewal
  - 138 Stanley Street East; Single Family – Renewal
  - 1085 Robert Street; Single Family – Renewal
  - 425 Butler Avenue East; Single Family – Renewal
  - 992 Allen Avenue; Single Family – Renewal
- D. Resolution No. 21-023 Awarding Bid for 2021 Street Improvements Project 21-1 and Award a Contract to McNamara Contracting, Inc. in the Amount of \$3,785,514.86
- E. Joint Powers Agreement with Dakota County and the Lower Mississippi River Watershed Management Organization for Maintenance of the Thompson Lake Storm Water Project
- F. Professional Services Agreement with the City of St. Paul to Obtain Funding for Equipment to be Utilized for the Investigation and Prevention of Vehicle Thefts
- G. Development Agreement with Centra Homes, Contingent Upon EDA Approval

Vote: 6 ayes / 0 nays. Motion carried.

## **11. New Business**

### **A. Declaring City Manager Finalists**

Motion by Councilmember Vitelli and seconded by Councilmember Justen to declare the following candidates as finalists for City Manager and affirm interview dates for these finalists for March 12 and 13, 2021.

The four finalists include:

Nathan Burkett, Assistant City Administrator, City of Shakopee  
Mike Darrow, Founder, The North Star Group  
Nathan Ehalt, County Administrator, Burnett County, Wisconsin  
Jacob Rife, City Administrator, Village of Cary, Illinois

Vote: 6 ayes / 0 nays. Motion carried.

**B. First Reading of an Ordinance Amending West St. Paul Charter, Section 1.06, Increasing Membership Requirement from 11 to 13 Members**

City Attorney Land introduced the following proposed ordinance for its first reading:

*“An Ordinance Amending West St. Paul Charter Section 1.06  
Increasing Membership Requirement from 11 to 13 Members”*

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to approve the first reading and call for a second reading of the ordinance to be held at a Public Hearing at the City Council meeting on March 22, 2021.

Vote: 6 ayes / 1 nay – Councilmember Vitelli voted against. Motion carried.

**C. First Reading of an Ordinance Amending Section 2.06 of the West St. Paul City Charter Regarding the Mayor’s Vote**

City Attorney Land introduced the following proposed ordinance for its first reading:

*“An Ordinance Amending Section 2.06 of the West St. Paul  
City Charter Regarding the Mayor’s Vote”*

Motion was made by Councilmember Gulley and seconded by Councilmember Justen to approve the first reading and call for a second reading of the ordinance to be held at a Public Hearing at the City Council meeting on March 22, 2021.

Vote: 7 ayes / 0 nays. Motion carried.

**D. First Reading of an Ordinance Amending Section 3.04 of the West St. Paul City Code Regarding Ordinances, Resolutions and Motions**

City Attorney Land introduced the following proposed ordinance for its first reading:

*“An Ordinance Amending Section 3.04 of the West St. Paul  
City Charter Regarding Ordinances, Resolutions and Motions”*

Motion was made by Councilmember Vitelli and seconded by Councilmember Berry to approve the first reading and call for a second reading of the ordinance to be held at a Public Hearing at the City Council meeting on March 22, 2021.

Vote: 7 ayes / 0 nays. Motion carried.

**E. First Reading of an Ordinance Amending West St. Paul City Code, Section 31.03, Regarding the Parks and Recreation Advisory Committee**

City Attorney Land introduced the following proposed ordinance for its first reading:

*“An Ordinance Amending West St. Paul City Code Section 31.03  
Regarding the Parks and Recreation Advisory Committee”*

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Vitelli to approve the first reading and call for a second reading of the ordinance to be held at a Public Hearing at the City Council meeting on March 8, 2021.

Vote: 7 ayes / 0 nays. Motion carried.

**F. Resolution Adopting New Bylaws for the Environmental Committee and Parks & Recreation Advisory Committee**

Motion was made by Councilmember Berry and seconded Councilmember Eng-Sarne to adopt Resolution No. 21-024 Adopting New Bylaws for the Environmental Committee and Parks & Recreation Advisory Committee.

Vote: 6 ayes / 0 nays. Motion carried.

**12. Adjourn**

Motion was made by Councilmember Vitelli and seconded by Councilmember Gulley to adjourn the meeting at 7:08 p.m.

Vote: 6 ayes / 0 nays. Meeting adjourned.



David J. Napier  
Mayor  
City of West St. Paul