

**City of West St. Paul
City Council Meeting Minutes
September 13, 2021**

1. Call to Order

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

2. Roll Call

Present: Mayor Dave Napier
Councilmember Wendy Berry, live from lobby conference room
Councilmembers in Chambers Julie Eastman, Lisa Eng-Sarne, Robyn Gulley, John Justen and Dick Vitelli

Absent: None

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

3. Pledge of Allegiance

4. Adopt the Agenda

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

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

5. OCWS Briefing

Council discussed the following items during the Open Council Work Session:

- A. City Hall Renovation Schematic Design Review
- B. Thompson Avenue and Oakdale Avenue Trail and Sidewalk Project

6. Citizen Comments – In Person

Citizens who addressed the City Council in person:

- Dave Lynch – Garlough Disc Golf Course
- Kevin Hendricks

7. Citizen Comments – Phone Line

No one called in to address the City Council.

8. Council Comments

Mayor and Councilmembers addressed the public on various topics.

9. Proclamations, Presentations and Recognitions

A. League of Minnesota Cities - City of Excellence Award Presentation

David Unmacht, Executive Director presented the award for the South Metro Fire Department's PAR360 program focusing on the mental health and well-being of firefighters and first responders. There was also a short video presentation.

B. Proclamation Recognizing the Optimist Club of West St. Paul's 50th Anniversary

Mayor Napier proclaims September 21st, 2021 to be observed as Optimist Day in the City of West St. Paul in honor of the Optimist Club of West St. Paul's 50th anniversary and many contributions to the city. Three members of the club, the Spavin family, were in attendance and thanked the Council for the honor.

C. Donations to the City

Police Chief Sturgeon presented two donations from the community and businesses:

- Wal-Mart donated \$1,000 to the Backpack Giveaway sponsored by the Police Department.
- Virginia Coss, a Sunfish Lake resident and founder of the Coss Family Foundation donated \$25,000.00 to the Police Department's Canine Fund.

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to adopt Resolution No. 21-063 Donations to the City.

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

10. Consent Agenda

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

- A. Approve City Council Minutes of August 23, 2021
- B. 09/13/21 List of Claims
- C. Fee Schedule
- D. City Licensing
- E. Request for Prorated Liquor License Fee
- F. Rental Licensing
 - 430 Mendota Road West (Apartment – Renewal)
 - 1380 Bidwell Street (Apartment – Renewal)
 - 1266/1268 Winslow Avenue (Duplex – Renewal)
 - 291 Emerson Avenue East (Single Family - Renewal)
 - 351 Schletty Lane (Single Family - Renewal)
 - 917 Smith Avenue South (Duplex - Renewal)
 - 1675 Livingston Avenue (Apartment-Renewal)
 - 1555 Bellows Street (Apartment-Renewal)
 - 985 Livingston Avenue (Single Family-Renewal)
 - Total Amount – \$4,410.00
- G. Change Orders 2 and 3 for Lift Stations 1 & 2 and Forcemain 2 Projects 18-2 and 20-10
- H. City Hall Renovation - Architect Contract

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

11. Public Hearing

Welcome to Ben Boike, new Community Development Director!

A. Conditional Use Permit to Allow two Medical Clinics at 34 Moreland Ave. E. (Cont. from 08/23/2021 Meeting)

Community Development Director Ben Boike recommends City Council hold the public hearing, deny the application for Forward Motion Recovery and approve the application for Horizon Autism Center. Approval subject to conditions.

Direction to Staff to look at the zoning code and consider re-zoning B-1 for commercial and retail.

Public hearing opened at 7:33 p.m. No one came forward or called in to speak on the matter.

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to approve the conditional use permit as presented and adopt Resolution 21-065.

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

Motion was made by Councilmember Gulley and seconded by Councilmember Eastman to deny the conditional use permit as presented and adopt Resolution 21-066.

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

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Gulley to close the public hearing at 7:43 p.m.

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

12. New Business

A. Appointment to the Planning Commission

Pursuant to City Ordinance, Mayor Napier is recommending Liz Gillen for appointment to the current Planning Commission vacancy. Council is asked to consider appointment.

In response, Councilmember Eastman made a three-part motion to:

1. Add two seats to the Planning Commission to bring the total to nine seats, and

2. Have language codified stating Planning Commission members be evenly distributed across each Ward, and
3. Accept the appointment of Liz Gillen to the Planning Commission.

The City Attorney advised this would need to be an amendment to the Ordinance.

Motion as made by Councilmember Eastman was seconded by Councilmember Gulley.

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

B. First Reading – Vacating Alleys between Christensen Avenue and Waterloo Street

City Attorney Land advised of two existing alleys to be vacated:

- East of Christensen Avenue, south of Bernard Street East, west of Waterloo Street and north of Roeller Avenue.
- East of Christensen Avenue, south of Roeller Avenue, west of Waterloo Street and north of Arion Street.

Vacations are done by ordinance which requires a public hearing. In addition, notice must be published and provided to the adjacent property owners informing them of the hearing. The second reading and public hearing date will be September 27, 2021.

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to approve the first reading.

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

13. Old Business

A. 2022 Budget and Levy with Conceptual 2023 Budget

Finance Director Char Stark presented 2022 budget, tax levy and SMFD-EMS levy. Stark also provided historical data on debt payments.

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to approve the preliminary 2022 budget and setting the preliminary tax levy for SMFD-EMS as presented and adopt Resolution 21-067.

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

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to approve the preliminary 2022 budget and setting the preliminary tax levy and debt service levy as presented and adopt Resolution 21-068.

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

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to set the public hearing date for the final 2022 budget and tax levy as presented and adopt Resolution 21-069.

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

14. Adjourn

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Berry to adjourn the meeting at 8:04 p.m.

Vote: Eng-Sarne – aye
Berry – aye
Eastman – aye
Gulley – aye

Justen – aye
Vitelli – aye
6 ayes

Meeting adjourned.

A handwritten signature in black ink, appearing to read 'David J. Napier', written in a cursive style.

David J. Napier
Mayor
City of West St. Paul