

**City of West St. Paul  
City Council Meeting Minutes  
October 23, 2023**

**1. Call to Order**

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

**2. Roll Call**

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

Absent: None

Others Present: City Manager Nate Burkett  
City Attorney Pam Whitmore  
Police Chief Brian Sturgeon  
Assistant City Manager Dan Nowicki  
Community Development Director Ben Boike  
Public Works Director / City Engineer Ross Beckwith  
Parks, Recreation, Environment and Sustainability Director Eric Weiss  
Finance Director Char Stark  
City Clerk Nicole Tillander

**3. Pledge of Allegiance**

- Led by Webelo Cub Scouts Troop #37

**4. Adopt the Agenda**

Motion was made by Councilmember Eastman and seconded by Councilmember Justen to adopt the agenda, as presented.

Vote: 6 ayes / 0 nays. Motion carried.

**5. OCWS Briefing**

Council discussed the following items during the Open Council Work Session of October 23<sup>rd</sup>:

- A. Dakota County Draft 2024-2028 Capital Improvement Program
- B. Junior Council Member Concept
- C. Personnel Policy Changes Review

**6. Community Comments – In Person**

- Edgar Herrera – gratitude for the Latine Heritage Month event and council who attended

## **7. Community Comments – Phone Line**

- Mike Musikanis – sidewalk or bus stop on Robert and Winslow

## **8. Council Comments**

Mayor and Councilmembers addressed the public on various topics.

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

## **10. Consent Agenda**

Item E was pulled for additional discussion during Open Council Work Session. Councilmember Armon expressed concerns, but item was placed back on consent with no further action. Motion was made by Councilmember Justen and seconded by Councilmember Eastman to approve the following items on the Consent Agenda, as presented:

- A. 3rd Quarter Financial Update
- B. Change Order for Bidwell Street Safe Routes to School Project 21-8
- C. City Business Licensing
- D. City Rental Licensing
  - 1246 Calumet Ave. (Single Family-Renewal)
  - 1910 Oakdale Ave. (Apartment-Renewal)
  - 1920 Oakdale Ave. (Apartment-Renewal)
  - 1940 Oakdale Ave. (Apartment-Renewal)
  - 417 Butler Ave. E (Duplex-Renewal)
  - Total Amount – \$2,185.00
- E. Dakota County Draft 2024-2028 Capital Improvement Program
- F. List of Claims for October 23, 2023

Vote: 6 ayes / 0 nays. Motion carried.

## **11. Public Hearings**

- A. Second Reading – Vacating an Alley between Butler Avenue and Stanley Street

Public Works Director & City Engineer Ross Beckwith presented the final reading. Property owners were notified and notice was published. First reading was held at September 11 council meeting. Staff looks to hold the public hearing and approve the second reading to adopt the ordinance.

Mayor Napier opened the Public Hearing at 6:54 p.m.

No one came forward to address the council.

Mayor Napier closed the Public Hearing at 6:54 p.m.

Motion was made by Councilmember Armon and seconded by Councilmember Justen to adopt Ordinance No. 23-014 Ordinance Vacating Unbuilt Alley in Block 2 of the Plat of Edward Berreau's Addition in the City of West St. Paul as presented.

Vote: 6 ayes / 0 nays. Motion carried.

**B. Special Assessment Hearing for Administrative Citations**

Finance Director Char Stark presented the proposed assessment roll for the annual assessment process for outstanding invoices for administrative citations on properties that were out of compliance with code enforcement ordinances. Property owners were notified and notice was published in the paper. Staff is requesting a public hearing be held and Council approval and certification of all non-contested citations assessed to property taxes for collection in 2024.

Mayor Napier opened the Public Hearing at 6:56 p.m.

No one came forward to address the council.

Mayor Napier closed the Public Hearing at 6:57 p.m.

Councilmember Justen advised that a property owner currently out of state emailed to request a continuation of their assessment.

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to continue 1070 Hall Avenue to the November 13<sup>th</sup> council meeting for consideration.

Vote: 6 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Justen and seconded by Councilmember Gulley to adopt the remaining assessments as presented.

Vote: 6 ayes / 0 nays. Motion carried.

**C. Special Assessment Hearing for Miscellaneous Charges**

Finance Director Char Stark presented the proposed assessment roll for the annual assessment process for outstanding invoices for miscellaneous charges, such as police false alarms and snow removal. Property owners were notified and notice was published in the paper. Staff is requesting a public hearing be held and Council approval and certification of all non-contested citations assessed to property taxes for collection in 2024.

Mayor Napier opened the Public Hearing at 6:59 p.m.

No one came forward to address the council.

Mayor Napier closed the Public Hearing at 6:59 p.m.

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

Vote: 6 ayes / 0 nays. Motion carried.

## **12. General Business**

### **A. 2024 Fee Schedule**

Finance Director Char Stark presented. Laundry license fee added to schedule; various building permit fee increases. Fees have not been increased since 2015. Various Parks fees increases, many have not been increased since 2010. City Manager and City Attorney advised item should go to a public hearing at a future meeting.

Councilmember Armon had comments on various fees, including not increasing pool and open-skate fee and making sure our rubbish hauler fees are commensurate with the damage caused by the trucks. Various other clarification discussions.

Motion to continue fee schedule item to future public hearing agenda item on November 13<sup>th</sup> council meeting was made by Councilmember Justen and seconded by Councilmember Eng-Sarne.

Vote: 6 ayes / 0 nays. Motion carried.

### **B. Conditional Use Permit to Allow a Dental Office and a Medical Clinic at 34 Moreland Ave E**

Community Development Director Ben Boike presented. Planning Commission reviewed and held a public hearing at their October 17<sup>th</sup> meeting. No one came forward to address the commission. The Commission voted 7-0 to recommend approval of this permit. Staff recommends approval of the conditional use permit subject to conditions.

Applicant spoke briefly on new location and timeline. Council appreciates the reinvestment in West St. Paul!

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to approve Resolution No. 23-065 Approving a Conditional Use Permit for a Dental Office and a Medical Clinic at 34 Moreland Ave E.

Vote: 6 ayes / 0 nays. Motion carried.

### **C. Conditional Use Permit to Allow a Used Merchandise Store at 1201 Robert St S - #7A**

Community Development Director Ben Boike presented. Planning Commission reviewed and held a public hearing at their October 17<sup>th</sup> meeting. No one came forward to address the commission. The Commission voted 7-0 to recommend approval of this permit. Staff recommends approval of the conditional use permit subject to conditions.

Applicant spoke briefly on location. Welcome to West St. Paul, Eco Chico!

Motion was made by Councilmember Eastman and seconded by Councilmember Gulley to approve Resolution No. 23-066 Approving a Conditional Use Permit for a Used Merchandise Store at 1201 Robert St S - #7A.

Vote: 6 ayes / 0 nays. Motion carried.

**D. First Reading - Proposed Charter Amendment - Initiative And Referendum, Expenditures By Petitioners**

City Attorney Pam Whitmore presented. The Charter Commission held a meetings on May 11<sup>th</sup> and October 12<sup>th</sup> and recommended an amendment to the City Charter. The Charter Commission made the following recommendation unanimously to align with a recent Supreme Court decision: Section 5.02 – eliminating the prohibition on compensation to persons employed to circulate petitions; retains the prohibition on compensation to signers of petitions.

Second reading and final adoption of charter amendments require a public hearing and unanimous vote, including that of the Mayor. Staff looks for approval of the first reading.

Motion was made by Councilmember Eastman and seconded by Councilmember Justen to approve the first reading amending charter section 5.02.

Vote: 6 ayes / 0 nays. Motion carried.

**E. First Reading - Proposed Charter Amendment - Authority For Expenditures**

City Attorney Pam Whitmore presented. The Charter Commission held a meeting on October 12<sup>th</sup> and recommended a new section be added to the City Charter. The Charter Commission made the following recommendation unanimously: Section 7.15 – Authority for Expenditures be added.

Staff looks for approval of the first reading.

Motion was made by Councilmember Eastman and seconded by Councilmember Berry to approve the first reading adding charter section 7.15.

Vote: 6 ayes / 0 nays. Motion carried.

**13. Adjourn**

Motion was made by Councilmember Berry and seconded by Councilmember Justen to adjourn the meeting at 7:35 p.m.

Vote: 6 ayes / 0 nays. Motion carried.

Meeting adjourned.



David J. Napier  
Mayor  
City of West St. Paul