

**City of West St. Paul  
City Council Meeting Minutes  
October 25, 2021**

**1. Call to Order**

Mayor Napier called the meeting to order at 6:30 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 Nate Burkett  
City Attorney Kori Land  
Police Chief Brian Sturgeon  
Community Development Director Ben Boike  
City Planner Melissa Sonnek  
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**

Mayor Napier proposed moving item 9. Proclamations, Presentations and Recognitions to 4A. With this amendment, motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to adopt the agenda as presented.

Vote: 6 ayes / 0 nays. Motion carried.

**A. Donations to the City**

City Manager Burkett presented donations from the community and businesses:

- Sibley Area Youth Hockey Association (SAYHA) donated new rubber flooring (including installation) to the Parks and Recreation Department for the Ice Arena bathrooms at a value of \$17,515.00.
- Dr. Jennifer Eisenhuth Orthodontics donated \$25.00 to the Parks and Recreation Department for prizes for the Halloween Extravaganza Program, which will take place on Halloween.
- ISD197 School Board Candidates Marcus Hill, Jon Vaupel, and Sarah Larsen donated \$50.00 to the Parks and Recreation Department for prizes for the Halloween Extravaganza Program, which will take place on Halloween.

Motion was made by Councilmember Vitelli and seconded by Councilmember Berry to adopt Resolution No. 21-081 Donations to the City.

Vote: 6 ayes / 0 nays. Motion carried.

B. Introduction of New Employees and Oath of Office for New Officers  
Chief Sturgeon introduced two new Community Service Officers – Isabelle Lalor and Nicholas Grundhauser. Welcome to the West St. Paul Police Department!

Chief Sturgeon and Mayor Napier swore in two new police officers – Garrett Ganskie and Raymond Swanson. Many friends and family members were present in the council chambers. Thank you for choosing West St. Paul, Officer Ganskie and Officer Swanson!

## **5. OCWS Briefing**

Council discussed the following items during the Open Council Work Session at the October 18<sup>th</sup> Special Meeting:

- A. Future OCWS Planning
- B. Marthaler Park Draft Master Plan Review
- C. Tobacco Licensing Ordinance
- D. Planning Commission Size and Ward Representation

Council discussed the following items during the Open Council Work Session of October 25<sup>th</sup>:

- A. Review of Pending Assessment of Unpaid Administrative Citations
- B. Planning Commission Size and Ward Representation

## **6. Citizen Comments – In Person**

- No one came forward to address the council.

## **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**

- C. Proclamation Honoring Native American Heritage Month

## **10. Consent Agenda**

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

- A. Approve City Council Meeting Minutes of October 11, 2021
- B. 10/25/21 List of Claims
- C. September Financial Review
- D. 2021 Budget Amendment
- E. Rental Licensing
  - 180 Wentworth Avenue W, Unit A (Townhome - Renewal)
  - 1223 & 1225 Charlton Street (Duplex - Renewal)
  - 1425, 1435, 1445 Bidwell Street (Apartments - Renewal)
  - 1370 Charlton Street (Single Family - Renewal)
  - 991 Smith Avenue S (Single Family - Renewal)
  - 895 Robert Street S (Apartments - New)
  - 1508 Allen Avenue (Apartments - Renewal)
  - 1526 Allen Avenue (Apartments - Renewal)
  - 213 Annapolis Street W (Apartments - Renewal)
  - 930 Dodd Road (Duplex - Renewal)
  - 890 & 892 Charlton Street (Duplex - Renewal)
  - Total Amount – \$2,956.50
- F. Approve Marthaler Master Plan and Authorize Phase 1 Project Plans & Specifications
- G. Dakota County Draft 2022-2026 Capital Improvement Program
- H. Grant Acceptance – AAA
- I. MOU - Management of Grant Award

Vote: 6 ayes / 0 nays. Motion carried.

## **11. Public Hearing**

### **A. Final Assessment Hearing for 2021 Street Improvements Project 21-1**

Citizens living at 1245 Charlton came to speak, issue regarding corner lots and double assessments. Policy was reviewed in the past but Council would like more information. Staff will remove four properties from roll and research. Potential inclusion later and may change date/year of assessment. Staff will bring a report on corner properties in general.

1232 Ottawa – citizen speaking with general comments and questions.

Motion was made by Councilmember Vitelli and seconded by Councilmember Eastman to move forward with assessment with four properties pulled out for reevaluation.

Vote: 6 ayes / 0 nays. Motion carried.

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

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to approve assessment as presented.

Vote: 6 ayes / 0 nays. Motion carried.

### **C. Assessment Hearing for Miscellaneous Unpaid Charges**

Mike Mortenson, owner of 122 Muriel Blvd came forward to speak on the distressed property that he purchased that had previous citations. He has since received notices of the required sewer line repair. Council advised this inspection program started in 2008 and over half the properties assessed have been completed/repared. Councilmember Vitelli recommends Council hold this property assessment in abeyance for 12 months to allow resident to pursue legal resolutions.

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to approve assessment as presented with single property abeyance. 122 Muriel Blvd will be given until 2<sup>nd</sup> meeting in October 2022 to repair the property and at that time fines will be reviewed and continued assessed or reversed based on outcome of abeyance.

Vote: 6 ayes / 0 nays. Motion carried.

## **12. New Business**

### **A. First Reading of an Ordinance Amending Sections 153.032, 153.346, and 153.348 of the West St. Paul City Code Regarding Building Setbacks, Parking Street Frontage, and Required Minimum Parking**

Community Development Director Ben Boike presented the first reading.

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

Vote: 6 ayes / 0 nays. Motion carried.

### **B. First Reading - Tobacco Licensing Ordinance**

City Manager Nate Burkett presented the first reading of the ordinance amendment defining Specialty Tobacco Retailers and limiting the maximum number of these types of licenses to three.

Staff will be sending letters to the three that fit the definition; two are open, third is licensed but has not opened. Council discussed lowering the maximum allowable licenses for Specialty Tobacco Retailers to two, with the understanding that as long as current businesses stay active and open, three can remain.

Motion was made by Councilmember Justen and seconded by Councilmember Gulley to approve first reading with the amendment of lowering the maximum allowable licenses for Specialty Tobacco Retailers to two.

Vote: 6 ayes / 0 nays. Motion carried.

**13. Old Business**

**14. Adjourn**

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Berry to adjourn the meeting at 7:53 p.m.

Vote: 6 ayes / 0 nays. Motion carried.

Meeting adjourned.



David J. Napier  
Mayor  
City of West St. Paul