I. CALL TO ORDER

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

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Present: Council Member Thorsen
         Council Member Petersen
         Council Member Walczak
         Council Member Sonnek
         Mayor Furlong

Staff: Interim City Manager Scott Duddeck, Interim Finance Director Jason Zimmerman, City Engineer Morgan Dawley, City Planner Molly Just, Public Works Director Nick Fleischhacker, Police Chief Tom Lauth, City Attorney Soren Mattick, and Deputy Clerk Mary Mills.

IV. ADOPT AGENDA

On motion by Council Member Walczak, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

Interim City Manager Scott Duddeck introduced Jason Zimmerman, Interim Finance Director. Mr. Zimmerman thanked the City Council for their support throughout important transitions within the Finance Department. He added he has worked in local government finance for seven years, the last two years in the City of North St. Paul. He noted he cares deeply about the City. He thanked the City Council for their confidence in him.

a. Arbor Day Proclamation

Council Member Walczak read a Proclamation in commemoration of Arbor Day, to be observed on Friday, April 26, 2019.

b. Emerald Ash Borer

Mr. Duddeck introduced Josh Bond, City Forrester, and Jennifer Burrington from the Minnesota Department of Agriculture. Mr. Bond stated emerald ash borers have been identified in two different locations within North St. Paul: 13th Avenue and McKnight Road, and Shawnee Drive.
and Hilltop Court. He introduced Jennifer Burrington, Minnesota Department of Agriculture, to provide information about emerald ash borer infestation.

Ms. Burrington gave a presentation on the emerald ash borer, management of infestation and regulations regarding removal of trees and transportation of firewood from quarantined zones. She added moving firewood out of an infested area is strictly prohibited as larvae can be found underneath ash bark at any time. She noted woodpecker damage is an important early indicator of emerald ash borer activity.

Ms. Burrington stated the emerald ash borer has been identified in 35 states, including 18 counties in Minnesota. She added an interactive status map on the Department of Agriculture website shows infestation zones and allows users to determine the closest zone to their property. She stressed the importance of emerald ash borer identification and management for residents who live in infestation zones.

Ms. Burrington reviewed treatment and regulation of infected trees to prevent further damage, although treatments are expensive and do not rectify damage that has already occurred. She added information on treatment options is available on the Department of Agriculture website. She noted residents should report infestations to designated City Staff, and the Great Lakes Early Detection Network app.

Council Member Walczak requested clarification regarding disposal of infested trees. Ms. Bennington stated most cities require destruction of infested material. She added a list of local waste and brush sites are available on the Department of Agriculture website. She noted it is best not to move the wood out of the County, as emerald ash borer can emerge from cut firewood for up to two years.

Mayor Furlong stated the City of North St. Paul has a canopy on Margaret Street. He asked how that type of canopy can be recreated without planting the same species. Ms. Bennington stressed the importance of diversity of replanted trees. She added uniform canopy trees are not a viable option.

Mayor Furlong thanked Ms. Bennington for her presentation.

Mr. Duddeck stated there has been damage to some of the City’s ash trees in the past few weeks. Mr. Bond confirmed this, adding six trees came down in heavy winds the previous week. He added they were large diameter trees that broke off at the base or were uprooted.

c. Silver Lake Splash

Mayor Furlong welcomed Becka Lassen, 2228 6th Street N, and Christina Otte, 2528 15th Avenue, planners of Silver Lake Splash, an annual fundraising event started in 2009 to address cuts to lifeguard staffing at Silver Lake. This year’s event will be held Sunday, July 21, 2019 from 1:00 – 5:00 p.m. Ms. Lassen stated this important fundraiser ensures that there will be a lifeguard at the beach, which is an important asset to the community. She noted the City’s beaches are an asset that will be appreciated by many new families as the City grows and develops.
Ms. Otte stated this year’s event will feature carnival games, a bouncy house, fire trucks and a dunk tank. She added local community members are volunteered for the dunk tank, including Council Member Petersen and Mayor Furlong, as well as North High School Social Studies teacher Jim Hanza and former Maplewood Police Sergeant Buddy Martin.

Mayor Furlong nominated Council Member Sonnek. Council Member Sonnek agreed.

Ms. Lassen stated additional information on Silver Lake Splash can be found on the event website, www.silverlakesplash.com.

VI. APPROVAL OF CONSENT AGENDA

City Attorney Soren Mattick stated an amendment has been proposed for Item J. City Manager’s Contract to include a “Code of Conduct” provision under “Termination”.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2019-037 consisting of:

A. April 2, 2019 workshop meeting minutes
B. April 2, 2019 regular meeting minutes
C. General Accounts Payable: $1,629,878.28
D. HRA accounts payable: $58,039.49
E. Cowern Elementary Parent Teacher Group application for a Local Lawful Charitable Gambling event on Friday, May 3, 2019, Resolution No. 2019-038
F. Charitable Gambling Permit to conduct lawful gambling in the form of Bingo and Raffles by the Friends and Family of Ramsey County Care Center on multiple occasions in 2019, at North St. Paul American Legion Post #39 (September 5, October 3, November 7, and December 5, 2019). Resolution No. 2019-039
G. Request by Neumann’s Bar and Grill for a temporary extension of their on-sale liquor license to be used with the Special Event Pub Crawl on April 27, 2019. Resolution No. 2019-040
H. MMPA’s 2019 Payment Rate for Distributed Generation.
I. Electronic Reader Board Policy
J. Employment Agreement with Scott Duddeck, as amended. Resolution 2019-041

VII. MEETING OPEN TO PUBLIC

John Schmahl stated he saw that the Anchor Block development will have an internal road named Anchor Drive. He asked what process was used to choose a name for the road, and who decided on the name.

Interim City Manager Scott Duddeck stated this question can be addressed as part of the discussion under Agenda Item IX.c. 2019 Municipal State Aid System Revisions. Mayor Furlong agreed. Mr. Schmahl agreed, and asked if he could suggest an alternative name at that time. Mayor Furlong agreed.
VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

a. Pawn Shop Ordinance

City Planner Molly Just reviewed potential amendments to the Pawn Shop Ordinance that are proposed following an interdepartmental staff review of a request to open a pawn shop in North St. Paul. She added this use would be allowed by Conditional Use Permit (CUP) and would be considered on a case-by-case basis. She noted the transaction fee is proposed to increase from $2.00 to $2.90 per transaction, to cover related costs.

Ms. Just stated the amendments were reviewed by the Planning Commission and recommended for approval by the City Council. She added the amendment include elimination of pay day loans from the Zoning Ordinance, as there are currently no such uses in North St. Paul. She added the amendments are in line with other local communities.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Ordinance 782 Amending City Code Chapter 124 Business Regulations for Pawn Shops; Ordinance 783 amending City Code Chapter 154 Zoning Regulations; and Ordinance 784 adopting revised 2019 Municipal Fee Schedule increasing transaction fee from $2 to $2.90 per transaction.

Tom Oakes, District Manager for Twin Cities Pawn, and Lindsay Brown, Director of Operations, thanked the City Council for their consideration. Mayor Furlong welcomed them to the community.

b. Utility Locator Position

Mr. Duddeck reviewed a request for City Council approval of a full-time Utility Locator under the joint supervision of the Public Works and Electric Departments. He added this was previously a part-time seasonal position, but an increase in development and requests for location services necessitates a dedicated full-time staff member. He noted this position would also provide support for GIS mapping to be used in the field, in conjunction with WSB Consultants.

Mr. Duddeck stated City Staff recommends approval of a full-time Utility Locator position. He added the position would be funded through the Electric Utility and Water/Sewer Utility Funds.

Council Member Thorsen asked whether City Staff looked into the possibility of hiring a contract employee. Mr. Duddeck stated the cost of hiring contract staff on an as-needed basis was prohibitive. Public Works Director Nick Fleischhacker stated the option of hiring a contract employee was considered, but that option was costly as contract employees would be paid per locate. He noted there were 10,000 locates in 2018, and that number is expected to increase in 2019.
Mayor Furlong asked what the employee’s duties would be in the winter, when there is less development activity. Mr. Fleischhacker stated the employee would be tasked with GIS software updates and uploading City maps online to provide easier access to mapping features.

Mayor Furlong asked whether the job description will note that the position will have additional duties related to GIS. Mr. Duddeck confirmed this, adding City Staff will be looking for an experienced employee.

*On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to authorize the hiring of a Regular Full-Time Utility Locator.*

c. **2019 Municipal State Aid System Revisions**

City Engineer Morgan Dawley requested City Council consideration of revisions to State Aid roads funding from the Minnesota Department of Transportation (MnDOT). He added the State Aid system allows cities to allocate 20% of street mileage on Municipal State Aid streets that qualify for funding. He added the proposed amendment relates to how streets are named. He noted an existing drive in the Anchor Block development is proposed to be designated a State Aid road to fund future development and intersection improvements.

Mr. Dawley stated it is proposed that 1.2 miles of State Aid designation be removed from 2nd Street and re-allocated to the internal Anchor Block drive.

John Schmahl asked how the road was named. Mr. Dawley stated this is a placeholder for the purposes of State Aid allocation, but the roadway can be renamed. He added the City is under no application to keep the temporary name.

Mr. Schmahl suggested that the new internal road at Anchor Block site could be called Kuehn Drive, in honor of former Mayor Kuehn.

Mr. Duddeck stated this proactive measure is part of the City’s efforts to develop the Anchor Block property in the near future.

*On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2019-042 approving the 2019 Municipal State Aid Revisions.*

**X. REPORTS OF CITY MANAGER AND DEPARTMENTS**

There were no reports.

**XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES**

Council Member Sonnek stated the Planning Commission met Thursday, May 2, 2019, and agreed to add a second monthly meeting as needed for the summer months. He added Planning Commission meetings will be held the first and third Thursday of the month until further notice.
Council Member Walczak stated the Arbor Day Tree Adoption event will be held Saturday, April 27, 2019 at Rotary Park, from 9:00 – 11:00 a.m. She added trees can be adopted on a first come, first serve basis, and trees will not be reserved. She noted this event is sponsored by the Environmental Commission.

Council Member Petersen stated the City’s 4th Annual Spring Egg Hunt will be held Saturday, April 20, 2019 from 10:00 – 11:30 a.m. at Casey Lake Park. She added volunteers are needed to help fill eggs with candy, and the event is free and open to the public.

Council Member Petersen stated the City’s first Annual City-Wide Garage Sale is scheduled for May 16-18, 2019, and applications are available at City Hall or on the City website.

Mr. Duddeck stated renovations at Richardson Elementary School have been put on hold due to road weight restrictions. He has made an agreement with the School District for a waiver of certain road restrictions necessary to complete the project and the School District will in turn pay costs incurred by the City for mill and overlay of 1st Street North between 15th Avenue and 17th Avenue, and 15th Avenue between 1st Street North and 2nd Street North.

Mr. Duddeck stated M&I Homes have started preparing for construction at the townhomes site this week, and they submitted a building permit request for the model home to be built on the site.

Mr. Duddeck stated a grant is being sought to purchase and install trash and recycling containers in the downtown area.

Mr. Duddeck stated soil borings at the development site at 7th Avenue E and Margaret Street have resulted a petroleum find. He added there was a Standard Oil station at that location. He noted the petroleum find has been reported to Minnesota Pollution Control Agency (MPCA) and environmental studies will need to be completed at the site.

Mr. Duddeck stated City Staff are working with the Rotary Club to construct a restroom facility at Rotary Park. He added construction should begin soon.

Mr. Duddeck stated the City Council’s May 7th meeting will include a presentation from Scott Qualle, owner of MNSPECT. He added Mr. Qualle will provide an overview of MNSPECT’s services and new software initiatives.

Mr. Duddeck stated two City staff members recently went to Texas to attended Incode training. He added their outbound and return travel were delayed by bad weather. He noted the training is very valuable and worthwhile, and he thanked the employees for going to the training.

Mr. Duddeck stated the City is in the process of filling staff vacancies. He added applications are being accepted for a Police Officer position and two Public Works staff.

XII. GENERAL BUSINESS

Council Member Sonnek stated the Car Show will be starting up soon, and many volunteer positions will need to be filled. He added a volunteer and event staffing meeting will be held on
April 27, 2019. He noted interested residents can find more information on the Car Show’s website www.historycruzer.com/.

Council Member Petersen wished everyone a blessed Easter.

Council Member Petersen stated she attended the Superintendent’s Meeting on May 14, 2019, at which the upcoming School District 622 Levy was discussed. She added information about the levy can be found on the District 622 website.

Council Member Walczak stated the Lions Pancake Breakfast will be held April 28, 2019 from 8:00 a.m. – 1:00 p.m. at the Legion.

Council Member Walczak wished everyone a Happy Easter and Passover.

John Schmahl stated from the audience that voting can only be done at the Plato location in St. Paul right now. Council Member Petersen agreed.

Mr. Duddeck stated Ron Ritchie was recently promoted to Public Works Supervisor, effective immediately. He added Mr. Ritchie will take over supervision of City Mechanic Department operations.

Mayor Furlong stated he attended a recent meeting of the Silver Lake Association, at which treatment of lily pads was discussed. He added public areas that may need treatment are the beach area and the fishing piers, both at Silver Lake and Casey Lake, as well as the canoe rack area at Dorothy Park.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Walczak, Seconded by Council Member Sonnek, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 8:08 p.m.

/s/ Terrence J. Furlong, Mayor

Attest: /s/ Scott A. Duddeck, City Manager