City of North Saint Paul  
August 15, 2017  
Adopted Regular City Council Meeting Minutes  

I. CALL TO ORDER  
Mayor Kuehn called the meeting to order at 6:44 p.m.  

II. THE PLEDGE OF ALLEGIANCE  
All present recited the Pledge of Allegiance.  

III. ROLL CALL  
Present: Councilmember Furlong  
Councilmember Petersen  
Councilmember Walczak  
Councilmember Sonnek  
Mayor Kuehn  

Staff: City Manager Jason Ziemer, Community Development Director Paul Ammerman, Fire Chief Scott Duddeck, Strategic Operations Director Debra Gustafson, Deputy Clerk Mary Mills, City Planner Erin Perdu and City Engineer Morgan Dawley.  

IV. ADOPT AGENDA  
Mayor Kuehn announced that the swearing in of the new police sergeant was being moved to the September 5 meeting. The new sergeant was unable to attend tonight.  

On motion by Councilmember Petersen, seconded by Councilmember Furlong, with all present voting aye (5-0), motion carried to approve the agenda as amended, removing the presentation and moving it to September 5.  

V. PRESENTATIONS  
**This did not take place, as indicated above. Swearing in ceremony and Oath of Office for new Police Sergeant Michael Lang.**  

VI. APPROVAL OF CONSENT AGENDA  
Councilmember Walczak requested that items (F) and (I) be moved to City Business for further discussion. Councilmember Sonnek requested that item (M) be moved to City Business for further discussion.  

On motion by Councilmember Walczak, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2017-074 consisting of:
A. July 18, 2017 workshop meeting minutes.
B. July 18, 2017 regular meeting minutes.
D. EDA accounts payable: $0.
E. HRA accounts payable: $28,168.60.
F. City Attorney Legal Services Agreement. (Moved to city business).
G. Approval of East Metro Public Safety Training Center Joint Powers Agreement revisions.
I. Approval of demolition of Laurie Gas Station. (Moved to city business).
J. 2016 Street and Utility Improvement Project Pay Application No. 11.
K. 2017 Mill and Overlay Improvement Project Pay Application No. 3.
L. 2017 Sewer Lining Pay Voucher No. 1.
M. Joint Powers Agreement with the City of Minneapolis during 2018 Super Bowl. (Moved to city business).

VII. MEETING OPEN TO PUBLIC

Brook and Juliane Danner commented on the 2017 street and utility improvement project. They reported that there was a drainage issue and had water pooling at the end of their driveway. They also have sand collect in front of the house after it rains as they are the low spot in the area. The curb and gutter on either side of the driveway was replaced, but not the end of the driveway. With the difference in color it does not look good. They requested that sod be put down as the seeding is not taking.

John Kosmerl commented on the 2017 street and utility improvement project. He noted that water sits at the end of his driveway. The new curbing has blacktop spray on it. He also requested that sod be put down as the seeding is not taking.

City Engineer Morgan Dawley stated that he has spoken to the Danners previously. Public Works Director Nick Fleischhacker had been out to the site and opened up a fire hydrant to do a test. There is some rehab needed in that area. There is a very low spot where the water percolates out of the ground. They may need to add or replace drain tile. Dawley has been in contact with the contractor on all of these issues and they are working to correct and/or address them. They have evaluated the entire project. The landscaping/turf maintenance is an on-going item. Dawley will be in contact with the property owners to discuss their individual concerns.

Dave Zick complimented the North St. Paul public safety personnel. They responded to an incident on July 28. From the first responders, police, to the rescue trucks, they were all extremely professional and worked seamlessly together.

City Manager Ziemer announced that Officer Mike Lang has been selected as the new Police Sergeant. He has been in the acting sergeant role for some time and will be a great fit and asset.

David Nelson shared with the council the upcoming Energy Fair on September 9 and 10 in St. Paul. There are numerous workshops, exhibits, speakers, food, music and
more. He pointed out that there will be sessions on chickens, bees and solar energy, which is timely as the city is discussing those items.

**John Schmahl** suggested that the website notification to residents when there is a power outage should include more detail on the area affected, such as streets included or the bordering streets of the area. The new system worked well, just needs more detail.

He also noted that if any residents have questions about the catch basins and pipe sizes in these street projects, he is happy to talk to them. He went through the same process and survived and is a supporter of the larger pipes.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. **Award Casey Lake double sided electronic monument sign project and authorize contract.**

Strategic Operations Director Debra Gustafson presented a request to receive quotes to install a double sided electronic monument sign at Casey Lake, and award the contract to Albrecht Signs in the amount of $44,689.

The City Council authorized up to $60,000 in bond funding for a monument sign at Casey Lake Park as part of Casey Lake Project. The sign design and location were approved in the 2016 adopted Wayfinding Plan and as part of the new Casey Lake Park building project. The City requested quotes for two material options for the sign logo and numbers: acrylic and metal. Since the cost differential is minimal ($882) staff is recommending going with the metal option.

Three (3) quotes were received by the July 27, 2017 deadline.

- THINK! Sign: $44,256 (Acrylic bid), 45,040 (Metal bid)
- Lawrence Sign: $57,263 (Acrylic bid), $57,930 (Metal bid).

City staff is recommending awarding of the contract to Albrecht in the amount of $44,689, since they are the low quote. Two of Albrecht’s references and received positive reviews regarding the contractor. Albrecht estimates that the project will take 6-7 weeks after the City had issued the project permit. The City would ideally like the project to be completed by October 31. Once approved and the contract is signed, City staff will arrange a pre-construction meeting with the selected sign company.

Councilmember Walczak inquired if the City was over budget on the Casey Lake project. Gustafson stated the city is still waiting for the final budget figures to come in, but it should be pretty close.
Councilmember Walczak had questions related to the process for accepting and/or rejecting the bids. She wanted to know why an exception was made and a phone call was made to the company to clarify. City Manager Ziemer noted that this was not a formal bidding process as the amount of the project was under $100,000. The City did direct solicitation for quotes. So the process of how the quotes were submitted is not as formal. The city attorney had indicated it comes down to the bottom line on direct solicitation. The recipient of the award is held to their final dollar amount if there are no unforeseen issues that require a change order.

Councilmember Sonnek noted that the quote received did follow the instructions in the quote application process. It did itemize per the instructions. The city is covered by the language in the contract.

Councilmember Furlong inquired if education on the software for the monument sign and how to program it is included. Gustafson stated that it is.

On motion by Councilmember Sonnek, seconded by Councilmember Furlong, with Councilmembers Furlong, Petersen, Sonnek and Mayor Kuehn voting aye, Councilmember Walczak voting nay (4-1), motion carried authorizing receipt of quotes to install a double sided electronic monument sign at Casey Lake, and award the contract to Albrecht Signs in the amount of $44,689.

B. 2018 STREET & UTILITY IMPROVEMENT PROJECT FEASIBILITY STUDY

City Manager Ziemer presented a request to authorize, by resolution, the receipt by City Council of a Feasibility Report and preparation of plans and specifications to order the public improvements for the 2018 Street and Utility Improvement Project.

City Engineer Morgan Dawley presented the report and answered questions of the council. There was a well-attended open house. Of particular interest was the discussion of sidewalks and off street walkway on Lake Boulevard.

The 2014-2020 Capital Improvement Plan (CIP) for the City of North St. Paul, adopted by the City Council on July 16, 2013, includes an identified project area for street and utility capital improvements in 2018.

The proposed 2018 Street and Utility Improvement Project area is comprised of the following streets (see attached Project Location Map):
   a. Lake Boulevard from 17th Avenue East to the Municipal Boundary
   b. Poplar Avenue from Helen Street North to Swan Avenue East
   c. Swan Avenue East from Lake Boulevard to Poplar Avenue East
   d. 19th Avenue East from Helen Street North to Century Avenue
   e. Park ROW from 19th Avenue East to 20th Avenue East
   f. 20th Avenue East from Park ROW to Century Avenue

The City Council authorized the feasibility study for the project area on May 16, 2017.

As identified in the feasibility study, total project is estimated to be $5,482,600, including construction, legal, engineering, administrative, and finance costs.
Potential improvements considered in the feasibility study estimate for the project area include streets, sidewalks/trails, sanitary sewer, water main, and storm sewer.

City electrical improvements and Xcel gas main and service reconstruction are other typical project area with street work. Electrical improvement work has commenced.

The street improvement portion of the project is anticipated to be funded, in part, by special assessments to benefitting properties, in accordance with the assessment policy, adopted by City Council July 16, 2013.

A preliminary assessment roll is included in the feasibility study that identifies assessment amounts for benefitting properties in both North St. Paul and Maplewood.

A feasibility study is required to be completed by State Statute for projects using special assessments, to report on the necessity, feasibility, and costs of the project.

Councilmembers Petersen and Walczak inquired about the bio-retention pond project with the Valley Branch Watershed District (VBWD). Dawley indicated that is a separate project and should be addressed separately. There will be coordination related to the design and construction. At the council’s request WSB staff has been present at the meetings related to this and is satisfied with the plans it has reviewed. The grant funding changes the requirements of the City. VBWD intends to have this completed prior to the start of the street project. VBWD is doing all the work within the basin. The city responsibilities begin where the storm sewer begins feeding into the basin. Ideally there will be minimal impact of the street project on the bio-retention project.

Mayor Kuehn inquired about the water quality improvements with street water runoff into Silver Lake. Dawley noted that the general concern related to street water runoff is nutrient loading. The permitting requirements by VBWD will deal with some of that. In addition there will be sump manholes and rain water harvesting. There will be grant money available to assist with these items.

Mayor Kuehn requested a motion to have the sidewalk on 19th Avenue removed from the plans and specifications. This will become an issue when the final approval of the plan comes forward and removing them now would alleviate that. Councilmember Sonnek requested that the council review the sidewalk plan in its entirety. There is such a patchwork of sidewalks because the council has not followed the current plan. A look at the overall maps and trails should be done. No motion was made.

**On motion by Councilmember Sonnek, seconded by Councilmember Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2017-076 accepting the Feasibility Report and ordering preparation of plans and specifications for the public improvements for the 2018 Street and Utility Improvement Project.**
C. ADOPT FLOOD CONTROL ASSESSMENT STUDY

City Manager Ziemer presented a request to receive the Flood Control Assessment Study and related Surface Water Capital Improvement Plan.

The City Council authorized preparation of the Flood Control Assessment to identify improvements that would reduce the frequency and intensity of flooding in the City.

Due to its urban development density, lack of wetlands, lack of storm water ponds and reliance on its storm sewer system for flood control, North St. Paul is particularly susceptible to intense rainfalls.

According to the study North St. Paul storm sewer only conveys a 2-inch rainfall before street and neighborhood flooding begins to occur.

To provide a more resilient flood control system, the study recommends:
- New large diameter storm sewer within neighborhoods particularly prone to flooding.
- Implementation of large storage projects along Helen Street and in Casey Lake Park.
- Implementation of small storage projects on private property in collaboration with property owners and, potentially, the watershed district.
- Implementation of small drainage projects to reduce flooding at individual lots that are not part of a neighborhood flooding issue.

The analysis shows demonstrable flood reduction due to implementation of the improvements.

The Surface Water Capital Improvement Plan identifies 8 separate projects over an assumed 20-year timeframe. Smaller drainage improvements, as described above, will also occur on a regular basis over the 20-year timeframe.

Dawley noted that the concept for the City to seek outside funding to assist with the $10.7 million in improvements over 10 years is very important. He said the adoption of the final report that has been in the works for years also addresses the specific smaller areas and stand-alone areas identified outside the scope of the larger areas.

On motion by Councilmember Petersen, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to adopt the flood assessment plan.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

A. 2040 COMPREHENSIVE PLAN PROJECT UPDATE

City Manager Ziemer presented a request to receive an update from consultant City Planner Erin Perdu, WSB & Associates, regarding work on the City’s 2040 Comprehensive Plan.
The majority of the Comprehensive Plan effort to-date has been spent gathering input from the community in a variety of ways.

City staff have held four (4) Community Cafes as part of the community engagement portion of the process with more than 65 residents participating in those sessions.

Additionally, the materials and questions have been posted on the City’s social media and MySidewalk websites to gather input.

Two (2) more community cafes are scheduled for September 11 (Active & Sustainable Living) and October 16 (A Community on the Move).

A summary consolidating all of the input we have received so far is attached. Issues receiving more than one (1) comment are noted in the parenthesis.

All of this information will be used in the development of strategies in the relevant chapters of the plan, as well as updating goals.

The first three (3) chapters of the plan: Introduction, Vision and Goals, and Community Profile have been drafted and are currently under review by staff.

The land use chapter will be completed and all of these draft chapters will be shared with the Steering Committee and Planning Commission within the next month.

No significant changes are anticipated to the future land use plan in terms of uses and densities programmed, although we will be integrating and updating strategies from the Redevelopment Master Plan into the Comprehensive Plan.

Additional items moved from the Consent Agenda:

**IX. City Business continued.**
**The following items were brought forward from the Consent Agenda for further discussion:**

(F) City Attorney Legal Services Agreement.

City Manager Ziemer presented a request to approve a services agreement with Campbell Knutson to provide legal services as the appointed City Attorney.

Councilmember Walczak requested to receive a list of the amount the city gets charged by the other law firms it uses, such as Abrams & Schmitt, Madden and EBBQ.

On motion by Councilmember Furlong, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to approve the services agreement with Campbell Knutson to provide legal services as the appointed City Attorney in 2018.
(I) Approval of demolition of Laurie Gas Station.

City Manager Ziemer presented a request to approve the demolition and site cleanup of the former Laurie Gas Station.

City staff is recommending the demolition and site cleanup of the old Laurie Gas Station on the corner of 17th Avenue and Highway 120. The project would include removal of the building and asphalt parking area, driveway apron, restoration of the curbing, and seeding.

Fire Chief Scott Duddeck entered the building during a recent Xcel project in that area and reported back the condition of the building. Soil sampling has been conducted as vapors and contamination was discovered on the property. The site had been previously determined a clean site. The City acquired the property in 2006.

Duddeck answered more in-depth questions the council had related to the reasons for the demolition and the history of the property.

On motion by Councilmember Petersen, seconded by Councilmember Sonnek, with all present voting aye (5-0), motion carried to approve the demolition and site cleanup of the former Laurie Gas Station.

(M). Joint Powers Agreement with the City of Minneapolis during 2018 Super Bowl.

City Manager Ziemer presented a request to approve and enter into a “Joint Powers Agreement” with the City of Minneapolis during the 2018 Super Bowl event period that would enable officers from North St. Paul to provide law enforcement services during the event.

The City of Minneapolis is the host to the 2018 National Football League Super Bowl, to be held on Sunday, February 4, 2018. It is estimated that over one million guests will visit the metro area during the ten-day Super Bowl LII event period, Friday, January 26 through Monday, February 5, 2018. Related events will take place in the Cities of Minneapolis, Saint Paul and Bloomington. Event staffing to be determined by the Minneapolis Police Department (MPD) as the lead law enforcement agency and fiscal agent, in consultation with the Unified Command. The Cooperative Agreement has been reviewed by League of Minnesota Cities Staff and City Attorney Soren Mattick.

Councilmember Sonnek inquired if the city can afford to have its officers do this, both for budgetary reasons and coverage. We are short staffed as it is. City Manager Ziemer indicated we can refuse to provide coverage if asked for it, but Chief Lauth would make that determination. Councilmember Walczak asked if this is similar to the officers who work at the State Fair. Ziemer stated yes, they are paid by the fair and take vacation hours, and this would most likely follow suit. This is a once in a lifetime opportunity to be able to assist in this event.

On motion by Councilmember Furlong, seconded by Councilmember Walczak, with all present voting aye (5-0), motion carried to approve and enter into a “Joint Powers Agreement” with the City of Minneapolis during the 2018 Super Bowl.
event period that would enable officers from North St. Paul to provide law enforcement services during the event.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

A. APPOINTMENT OF TOM SCHIFSKY TO THE ECONOMIC DEVELOPMENT AUTHORITY

Mayor Kuehn presented a request recommending the appointment of Tom Schifsky, T.A. Schifsky & Sons, to the Economic Development Authority. The Economic Development Authority (EDA) has seven (7) members, including the Mayor and one (1) City Council member. The EDA has two (2) vacancies with the announced resignation of Dave Szczepanski. EDA members met with Tom Schifsky, T.A. Schifsky & Sons; Schifsky also attended the July meeting. He submitted an application of interest to serve on the Authority. Based on the recommendation from the EDA, Mayor Mike Kuehn is recommending the appointment of Tom Schifsky to the Authority. The EDA recommended his appointment be to fill the term of Szczepanski, which expires on December 31, 2019.

On motion by Councilmember Furlong, seconded by Councilmember Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2017-077 approving the appointment of Tom Schifsky, T.A. Schifsky & Sons, to the Economic Development Authority to fulfill a vacant term through December 31, 2019.

Mayor Kuehn noted that the Neighborhood Stability Task Force will attend the open house of the student built home at 2335 14th Avenue. They also continue discussion related to updating of ordinances related to dogs and cats.

Councilmember Petersen attended the Metro Cities policy meeting on municipal revenues; The Design Review Commission had discussion on the Comprehensive Plan and the Snowman repair; Ramsey/Washington Suburban Cable Commission continues its work on the franchise renewal and budget.

Councilmember Furlong announced that the final Concert in the Park is August 17, 6pm at Casey Lake Park; September 15 will be the last car show. The PRC is hosting movie on main with the Disney movie Sing. Sponsors are Premier Bank, the North St. Paul Business Association, and Goldwood Kennels; the final group of pavers will be installed and a dedication ceremony will be conducted at Veteran’s Park in concert with the POW/MIA march on September 7.

XII. GENERAL BUSINESS

Councilmember Walczak inquired of the status of the lot of the former gas station on 7th Avenue and Helen Street. She would like to see it become designated for the church. Scott Duddeck stated the city just received a letter from the MPCA regarding site closure. Once the wells have been filled and capped then council can make a determination for its use; Walczak requested an update on the public safety study.
Ziemer stated the fire department portion is complete, and the company is meeting with police staff during phase II. It is still moving along.

Councilmember Petersen thanked all who hosted events during National Night Out (NNO). She also thanked the Fire Department for their presence at the events; She will be attending the prayer breakfast on September 15; She reminded council that the Fall Roundup parade is approaching and they need to get their cars arranged; had Scott Duddeck remind residents that there is an ordinance in place regarding discarding of smoking devices such as cigarettes and cigars.

Councilmember Furlong added that the Fall Roundup Parade is Thursday, September 14 at 6:30 p.m.

Mayor Kuehn stated that he attended several NNO events; Kuehn thanked staff for their participation Friday in Big Truck Night at the Car Show. The new city designed apparel was a hit; attended the police department Fishing with the Kids event; noted that the Fire Department is selling raffle tickets and the drawing will take place on October 8 at 11:00 a.m. following the Bouya; received an invitation to view “Next Door” which is a neighborhood driven initiative for helping each other with services. Kuehn inquired if there was a way that a police department liaison could reach out to the group.

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

There being no further business, on motion by Councilmember Sonnek, Seconded by Councilmember Walczak, with all present voting aye (5-0), Mayor Kuehn adjourned the meeting at 9:07 p.m.

/s/ Michael R. Kuehn, Mayor

Attest: /s/ Jason Ziemer, City Manager