

City of North Saint Paul
May 1, 2018
Adopted Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Kuehn called the meeting to order at 6:41 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager Dr. Craig Waldron, Fire Chief Scott Duddeck, Finance Director Jeanne Day, Deputy Clerk Mary Mills, City Engineer Morgan Dawley, City Attorney Soren Mattick, Finance Coordinator Jason Zimmerman.

IV. ADOPT AGENDA

Council Member Furlong requested to add an item under City Business related to fees for youth softball for 2018.

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

V. PRESENTATIONS

A. Review of the 2017 financial report with the city's audit firm of Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR).

Aaron Nielsen of MMKR stated that each year at the conclusion of their audit, the city's auditors review the Comprehensive Annual Financial Report (CAFR) with the city council. Aaron Nielson, and Jackie Huegel, partners with MMKR attended the city council workshop to discuss the results of the 2017 CAFR, special purpose report, and management comments related to their audit.

MMKR has again issued a clean ("unmodified") opinion on the city's 2017 financial statement audit, and they have found two compliance issues regarding payroll declaration, and solid waste management billing. These two items have been findings in past audits and staff has been working to resolve.

Follow-up on prior year findings of vendor payment obligations was found to be corrected by the city in the current year. Also, similar to prior years, are the recommendations regarding the city's fund balance policy, housing improvement Interfund loan and land held for resales. Also individual fund deficits, and the fiber optic fund deficit.

On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to accept the 2017 CAFR as presented.

B. Silver Lake Splash.

Ingrid Koller and Jackie Lutmer of the Silver Lake Splash Committee addressed the council with the plans for this year's 9th Annual Silver Lake Splash. The date is Saturday, July 21, 2018 from 1:00 p.m. – 5:00 p.m. This event raises funds to help pay for lifeguards at the beach. There are new vendors this year as well as a live band and a silent auction.

C. Relay for Life.

Jada Flor, Junior Chair and Becca Larson, Coordinator for the Relay for Life stated that the Relay for Life will be held at North St. Paul High School on Friday, June 1st from 5:00 p.m. – 11:00 a.m. at the North High track. Mayor Kuehn has been invited to do the welcome. This event raises funds for cancer research and patient care programs. The theme for this year is "Cancer Never Sleeps so for a night we won't either". The public is welcome to attend the ceremonies. To donate or get more information visit www.relayforlife.org

D. Proclamation for Peace Officers Day/Ramsey County Law Enforcement Memorial.

Mayor Kuehn read a proclamation to recognize National Police Week 2018 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy, formally designating May 13-19, 2018, as Police Week in the City of North St. Paul, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to officially designating May 13-19, 2018 as Police Week in the City of North St. Paul,

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Furlong, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2018-054 consisting of:

- A. April 10, 2018 special workshop minutes.
- B. April 17, 2018 workshop meeting minutes.
- C. April 17, 2018 regular meeting minutes.
- D. General accounts payable: \$648,232.81.
- E. HRA accounts payable: \$9,390.24.

- F. State Of Minnesota Joint Powers Agreement with the City of North St. Paul on behalf of its Police Department Regarding the Human Trafficking Investigators Task Force. Resolution No. 2018-055.

VII. MEETING OPEN TO PUBLIC

David Nelson noted that there was a garage that had been resided in a different material and color than the house. He inquired about the code regarding siding. Staff will follow up on this.

Nelson noted that following the park cleanup at Southwood Nature Preserve people were already doing perimeter dumping of grass clippings and yard waste. He asked that residents who live around the park be notified that this is not a dumping area.

Nelson thanked the city for its approval of the installation of solar panels on Nelson's house. To date they have generated 1.5 megawatts and reduced the carbon footprint by 2,268.36 CO emissions. Mayor Kuehn indicated that staff should look into doing a story on solar.

John Schmahl made reference to a statement from an earlier workshop related to a council member's mailbox being hit by a plow. He noted also that there are many boulevards that were damaged by plows. Mayor Kuehn stated that residents who received damage should call the city to have it looked at.

Schmahl commented on a feed from "Next Door" discussing a party who did not receive a response to a message left regarding a found dog collar. Mayor Kuehn asked residents to be patient when they call after hours and don't get an instant response. All staff handle multiple duties and residents may need to call again. Mayor Kuehn stated it is the City's intent to return all calls. It was not clear if the party actually left a message with anyone.

Schmahl thanked Laurie Koehnle for her assistance working to make a direct link on the website notification section to the new Comprehensive Plan.

Schmahl shared that on Minnesota Public Radio 91.1 this date at 9:00 p.m. is the rebroadcast of the "Westminster Town Hall Meeting."

Donald Bieniek announced that May 12 is the 26th Annual Letter Carriers food drive. This is the largest one-day food drive in the United States. These donations replenish food shelves for the summer months.

Bieniek noted that in the area of Colby Hills, Belmont and 6th in particular, there is a lot of blacktop debris from snow plows. He had already notified Public Works.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

- A. 2018 Pavement Management Project Feasibility Study.

City Engineer Morgan Dawley reviewed the 2018 Pavement Management Project. Based on existing pavement management roadway evaluation data compiled as part of the 2014-2020 Capital Improvement Plan, staff evaluated candidate roadways showing a level of cracking and other distresses that would be typical for a potential mill and overlay improvement in 2017. The milling of the top layer of pavement or pavement reclamation and replacement with new asphalt is a pavement management strategy intended to prolong the serviceable life of the roadway prior to a need for full reconstruction.

Based on pavement forensics analysis and following review by City Council at the April 17, 2018 Council Workshop, two potential pavement rehabilitation areas have been identified. As these pavement improvements are located on dedicated Municipal State Aid route segments, they are eligible to be funded by Municipal State Aid funds. Improvements eligible for State Aid funding include roadway preservation, sidewalk repair and some storm sewer work, but not sanitary sewer or watermain utilities. The feasibility report will need to examine whether the areas should be addressed together or separately as different projects.

The proposed areas of study in the 2018 Pavement Management Project are comprised of 11th Avenue East from McKnight Road to 1st Street, Castle Avenue from 1st Street to Helen Street, and 12th Avenue East from Helen Street to Margaret Street, and Helen Street North from 12th Avenue East to 17th Avenue East (Ramsey County Road C).

North St. Paul's current unexpended Municipal State Aid construction funds balance is \$1,581,821.70. Consideration of these potential State Aid funded pavement rehabilitation projects in the short term will help North St. Paul take full advantage of the funding in upkeep for pavements and roadways on its State Aid system.

The anticipated total project cost (pre-feasibility study) is estimated to be \$960,000 for 11th, Castle, and 12th Avenues, and \$880,000 for Helen Avenue, which includes construction, legal, engineering, administrative, and finance costs.

The proposed 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.

For projects that will contain special assessments, such as a mill and overlay or pavement reclamation roadway improvement project, as required by Minnesota State Statute, Chapter 429 and consistent with the Assessment Policy, a Feasibility Report will need to be prepared covering factors such as whether the project is necessary, an estimate of cost, and any other information necessary for council consideration. Public engagement, informational meetings, and additional utility investigation are also conducted while the Feasibility Study is being prepared. The cost for completion of these activities and the study itself, is estimated at \$25,000.

Staff anticipates the Feasibility Study will be complete and presented to City Council in June 2018 for consideration by the Council on moving forward with a potential project in 2018. Construction is anticipated to start in September if a project is authorized at the earliest, based on statutory requirements and timing for public hearings, State Aid review and approvals, and the public bidding process.

It is recommended the City Council adopt a resolution authorizing the preparation of a Feasibility Study and Preliminary Report for the 2018 Pavement Management Project.

Council Member Furlong requested to amend the resolution to include a parking area located near the Veteran's Memorial Park at 12th Avenue and Margaret Street.

On motion by Council Member Furlong, seconded by Council Member Peterson, with all present voting aye (5-0), motion carried to amend the resolution to include a parking area located near the Veteran's Memorial Park at 12th Avenue and Margaret Street.

On motion by Council Member Furlong, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-056 as amended to have the 2018 Pavement Management Project referred to City Engineer Morgan Dawley, WSB & Associates, for study, and that the Engineer shall present his findings as to whether said improvements should be made as proposed or in connection with some other improvement(s) and identify an estimated cost of the improvement as recommended.

Council Member Walczak inquired about the neighborhood meeting for the 2018 Street and Utility Project, in particular concerning Lake Boulevard. Morgan Dawley stated that notices of the May 9th meeting, from 6:30-7:30 p.m. were sent via letter to residents, as well as posted on the city website, and then a notice for publication of the public hearing was also mailed. The meeting was also noted in a letter sent out notifying when Excel Energy was working in the area. At the meeting staff will present an option for Lake Boulevard. The Public Hearing will be conducted at the May 15, 2018 regular city council meeting.

B. Additional item: Youth Softball Fees for 2018.

Council Member Furlong requested that the City look at suspending the youth softball fees for 2018, and for staff to have further discussion when the new Parks Coordinator position is filled. There was concern related to the notification process to implement the fees this year. There needs to be more communication and review of this fee process.

On motion by Council Member Furlong, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to suspend the youth softball fees only for 2018 and staff is directed to have further discussion related to the fees.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Waldron provided copies of the interview process for conducting internal measures of departments.

Morgan Dawley gave an update on the Corridors of Commerce. MnDOT released its results and North St. Paul was not selected for a project. Competition was high and we tied for 25th out of 80 project requests. Although North St. Paul was not selected, this process makes people aware and we will continue to be on the regional solicitation list for funding. This is however, an unfunded project, meaning it is not planned and not programmed. It is unknown as to when it will be.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Sonnek stated that the Planning Commission will hold the public hearing for the 2040 Comprehensive Plan on Thursday, May 3rd at 6:15 p.m.

Council Member Walczak noted that the tree pickup sponsored by the Environmental Advisory Commission will be held Saturday, May 5th from 9:00-11:00 a.m. at Rotary Park.

Council Member Petersen attended the Metro Cities annual conference which talked about Chambers of Commerce; The city of Maplewood is suing the Ramsey Washington Suburban Cable Commission related to proceeds; the Franchise with Comcast was approved.

Council member Furlong thanked all the volunteers who assisted with the Park Cleanup day. It was very successful again this year.

XII. GENERAL BUSINESS

Council Member Petersen thanked the Track Team for their work at Silver Lake on Park clean up day.

Council Member Furlong noted that the Pub Crawl to raise funds for the North High Senior Lock-in was well attended and raised a lot of money.

Mayor Kuehn stated that the cities of Oakdale and Maplewood collect charitable gambling taxes and can thus donate funds toward the North High Senior Lock-in. The City of North St. Paul does not collect those taxes and therefore other funding sources are looked at for this event.

Mayor Kuehn and Mary Mills will attend the Food Shelf annual appreciation dinner on May 7th to honor Dave and Linda Zick, who will be retiring their roles this June.

Representative Leon Lillie is currently at Regions Hospital in the rehabilitation section recovering from extensive injuries he received from a fall. Thanks to the first responders, EMS and Fire Department.

A letter will sent to the DNR and Valley Branch Watershed District related to the high water issues on Silver Lake.

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 Furlong, with all present voting aye (5-0), Mayor Kuehn adjourned the meeting at 8:01 p.m.

/s/ Michael R. Kuehn, Mayor

Attest: /s/ Mary Mills, Deputy Clerk