

**City of North Saint Paul  
July 3, 2018  
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: Council Member Furlong  
Council Member Petersen  
Council Member Walczak  
Council Member Sonnek  
Mayor Kuehn

Staff: City Manager Dr. Craig Waldron, Parks Coordinator Keith Stachowski, Deputy Clerk Mary Mills, City Engineer Morgan Dawley, WSB Senior Transportation Planner Andy Hingeveld.

**IV. ADOPT AGENDA**

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

**V. PRESENTATIONS**

There were no presentations.

**VI. APPROVAL OF CONSENT AGENDA**

*On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2018-077 consisting of:*

- A. June 19, 2018 workshop meeting minutes.
- B. June 19, 2018 regular meeting minutes.
- C. General accounts payable: \$504,435.35.
- D. EDA accounts payable: \$0.
- E. HRA accounts payable: \$7,634.91.
- F. Sensus Advanced Metering Infrastructure (AMI) Agreement Amendment #1.
- G. LMCIT Waiver for the Economic Development Authority (EDA) Liability Insurance. Resolution No. 2018-078.

Council Member Walczak inquired as to why the EDA requires insurance. City Manager Waldron stated that they are a free-standing entity without the general coverage the city has and could potentially be involved in a development law suit. Not all of the EDA actions need to be approved by the City Council and this insurance provides protection for the independent organization. Some EDA's can purchase land and put together loans. The City Council would not be involved. The North St. Paul EDA could be involved in these activities if there were funding available. But with this city the EDA and the City Council stay in communication and collaboration. Mayor Kuehn also noted that under State Statute the EDA has additional authorities that a City Council does not have, such as selling bonds. The EDA is exposed in that regard.

## **VII. MEETING OPEN TO PUBLIC**

*John Schmahl* commented on the different parking ordinances between Maplewood and North St. Paul and how they are enforced. He would like to see changes to the City of North St. Paul's parking ordinance. Schmahl noted that there is no map included in the ADA Transition Plan.

## **VIII. PUBLIC HEARINGS**

There were no scheduled hearings.

## **IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS**

### **A. 2018-2019 Council meeting calendar adjustments.**

City Manager Waldron presented a request to amend the 2018 City Council and HRA meeting calendar and set the January 2019 City Council meeting dates. Council was in agreement to the following:

- The HRA meetings will take place at the end of regular meetings on an as needed basis;
- The 2018 General Election canvass will take place at a special City Council meeting on Tuesday, November 13, 2018 at 6:00 p.m.
- The first City Council meeting in January shall take place on Tuesday, January 8, 2019 at 6:30 p.m. Incumbent and Newly elected officials shall be sworn in on this date.
- The second City Council meeting in January shall take place on Tuesday, January 15, 2019 at 6:30 p.m.

***On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-083 amending the 2018 City Council and HRA meeting calendar and setting the January 2019 City Council meeting dates as recommended.***

### **B. Reschedule Assessment Hearing for 2018 Pavement Improvement Project.**

City Engineer Morgan Dawley presented a request to reschedule the Assessment Hearing for the 2018 Pavement Improvement Project and to adopt resolutions declaring costs and scheduling the Assessment Hearing for the 2018 Pavement Improvement Project, to be held September 4, 2018.

On June 19, 2018, City Council passed a resolution scheduling the assessment hearing for the project for July 17, 2018. Based on the statutory requirements for official notification for the assessment hearing and the dates of publication for the official newspaper, the official notification did not run in the official newspaper early enough to hold the hearing on the previously intended date. Staff proposed to reschedule the assessment hearing for the September 4, 2018 regular City Council meeting.

As a separate hearing from the Assessment Hearing, the Public Improvement Hearing can remain as previously scheduled for July 17<sup>th</sup>, 2018. This proposed change to the date for the Assessment Hearing does not change or impact any other aspect of the project delivery schedule previously communicated.

The required resolutions to reschedule the project assessment hearing as proposed shall supersede previously approved resolutions passed by City Council on June 19, 2018.

***On motion by Council Member Furlong, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-079 declaring costs to be assessed and ordering preparation of proposed assessments for the 2018 Pavement Management Project, SAD 18-02.***

***On motion by Council Member Sonnek, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-080 calling for and ratifying an assessment hearing for the 2018 Pavement Management Project, SAD 18-02 on Tuesday, September 4, 2018 at 6:30 p.m.***

C. 2018 Street And Utility Improvements Project – Bid Package 1 - Receive Bids, Award Contract.

City Engineer Morgan Dawley presented a request for the City Council to accept bids and award by resolution a construction contract for the 2018 Street and Utility Improvements Project – Bid Package 1. On September 17, 2017 the City Council authorized the preparation of plans and specifications for the 2018 Street and Utility Improvements Project.

Improvements for the project area include the proposed sanitary sewer and watermain improvements already included in the 2018 Street and Utility Improvements Project with the addition of several separate sanitary sewer lining areas in the city. The street and storm improvements shall be removed for a separate future bid package.

The proposed Bid Package 1 Project area is comprised of the following streets (see attached map)

- Lake Boulevard from 17<sup>th</sup> Avenue East to the Municipal Boundary
- Poplar Avenue from Helen Street North to Swan Avenue East
- Swan Avenue East from Lake Boulevard to Poplar Avenue East
- 19<sup>th</sup> Avenue East from Helen Street North to Century Avenue
- Park Row from 19<sup>th</sup> Avenue East to 20<sup>th</sup> Avenue East
- 20<sup>th</sup> Avenue East from Park ROW to Century Avenue
- 11<sup>th</sup> Avenue from McKnight Road to Castle Ave
- Castle Avenue from 11<sup>th</sup> Avenue to 12<sup>th</sup> Avenue

- 12<sup>th</sup> Avenue from Castle Avenue to Margaret St N
- 14<sup>th</sup> Avenue from McKnight Road to 3<sup>rd</sup> St. N

The attached letter of recommendation and bid tabulation summary indicates the recommended low bidder as Northdale Construction Co., Inc. of Albertville MN, with a grand total bid of \$2,734,965.19.

Staff's anticipated schedule for the project improvements includes a tentative earliest possible construction start in mid July 2018 within seven days of contractor receipt of Notice to Proceed, and a specified final completion date of April 1, 2019.

Mayor Kuehn noted that there are neighborhood concerns related to the tree removal in the project area. Dawley stated that staff works hard to avoid unnecessary tree removal. Dawley stated that WSB will reach out to residents to set up a meeting and look at options.

***On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-081 accepting bids and awarding a construction contract for the 2018 Street and Utility Improvement Project – bid package 1, SAD 18-01.***

#### D. ADA Transition Plan.

WSB Senior Transportation Planner Andy Hingeveld presented a recommendation that the City Council adopt the ADA Transition Plan.

The City's sidewalk and trail network includes curb ramps, traffic signals, and other amenities that assist individuals traveling by foot, wheelchair, or other nonmotorized methods. The American Disabilities Act sets design standards for public rights of way to meet the needs of people of all abilities.

Local agencies are required to evaluate its facilities that do not meet the requirements set forth in the American with Disabilities Act (ADA), and develop a transition plan for structural changes to facilities that are needed to achieve program accessibility. This requirement has been in effect since 1992, but many cities have only begun to address this requirement.

In 2017, the Minnesota Department of Transportation notified cities that work on ADA Transition Plans for the public right-of-way needs to be underway in order to avoid the possibility of losing or being eligible for future federal transportation funding.

The City has contracted with WSB & Associates, Inc. (WSB) to prepare an ADA Transition Plan for North St. Paul. The ADA Transition Plan includes an evaluation of the existing City-owned sidewalk and trail network including pedestrian access ramps.

A public meeting was held on June 14<sup>th</sup> to collect initial input as part of the preparation of an ADA Transition Plan. Three people attended the meeting. Additional public outreach will occur upon adoption as part of the plan implementation.

The ADA Transition Plan provides a framework for providing ADA accessible facilities, programs, and services. On-going implementation will be needed, and this document will be updated periodically to incorporate other program and service evaluations.

***On motion by Council Member Walczak, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-082 approving the ADA Transitional Plan.***

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

City Manager Waldron noted that Scott Duddeck was at Hamline Minneapolis campus tonight in relation to an item that came up at the preliminary budget discussion. Duddeck is presenting to a business class, and as part of their Capstone Project they will be doing a fiber business plan for the city. There will be a series of follow up meetings.

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

Council Member Sonnek noted that the July 5<sup>th</sup> Planning Commission meeting was moved to July 12<sup>th</sup>. The main topic will be code enforcement issues and communication.

Council Member Petersen had the following reports:

- Noted that the depositions have been completed for the Ramsey Washington Suburban Cable Commission issue related to the Maplewood lawsuit.
- The Ramsey County League of Local Governments has two positions open and those will be filled.

Council Member Furlong had the following reports:

- July 19<sup>th</sup> is Concert in the Parks at Casey Lake from 7:00 – 8:30 p.m.
- July 21<sup>st</sup> is the 9<sup>th</sup> Annual Silver Lake Splash from 1:00-5:00 p.m. WSB will have a table at the event for information and questions.

Mayor Kuehn encouraged the community to either attend the Silver Lake Splash or donate. It is very important to the community.

## **XII. GENERAL BUSINESS**

Council Member Petersen had the following general business:

- Attended the League of Minnesota Cities annual conference. She won \$1,000 which will be donated to the city for employee engagement.
- Will be in the dunk tank at 1:00 p.m. for the Silver Lake Splash.
- Attended the Ron Adams dedication event. Thanked the city and Keith Stachowski for his work on making that happen.
- Wished everyone a Happy Fourth of July.

Mayor Kuehn had the following general business:

- Reminded residents that the Ramsey County Fair is being held July 11-15<sup>th</sup>.
- Next Wednesday, July 11<sup>th</sup> is the White Bear Avenue Parade.

### **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 7:41 p.m.*

/s/ Michael R. Kuehn, Mayor

Attest: /s/ Dr. Craig Waldron, City Manager