

**City of North Saint Paul
September 4, 2018, 2018
Adopted Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Kuehn called the meeting to order at 6:39 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, Public Works Director Nick Fleischhacker, Deputy Clerk Mary Mills, City Attorney David Kendall.

IV. ADOPT AGENDA

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

V. PRESENTATIONS

Constitution Week Proclamation. Mayor Kuehn read a proclamation declaring the week of September 17-23, 2018 as Constitution Week. Mayor Kuehn introduced Kari Blee. Also present was Pat Swanson. Both Kari and Pat are North St. Paul residents and members of the Nathan Hale Chapter Daughters of the American Revolution, which is the only St. Paul Chapter at this time. President Eisenhower issued the first Constitution Week Proclamation in 1955. That first observance was so successful that a Senate joint resolution was introduced to have the president declare September 17-23 annually as Constitution Week. That legislation was adopted and signed into law as public law 915 in August of 1956. The National Society Daughters of the American Revolution through its commitment to historic preservation, education and patriotism sponsors Constitution Week each year. Our Constitution, which was adopted by the American Congress of the Confederation on September 17, 1787 is a living document that assures each citizen of the freedoms we Americans cherish and appreciate. As members of the Daughters of the American Revolution it is our privilege and responsibility to keep our ancestor's legacy alive. We, therefore, urge you and all the citizens of North St. Paul to study our nation's history and its founding documents for which our patriots gave their lives, their fortunes and their sacred honor.

Ramsey County Sheriff Jack Serier annual update. Sheriff Serier addressed the council. Also present was Chief Deputy Steve Frazer. Serier touched on the following: the cooperative effort

of the county-side SWAT; Ramsey County traffic initiative, MN Adult and Teen Challenge related to an opioid overdose campaign; a return of \$1.2 million dollars to tax payers last year; a more diverse workforce; jail management system; Ramsey County Fright Farm, opening October 5th through Halloween.

Mayor Kuehn requested a Point of Personal Privilege and a moment of silence to honor and remember Officer Rick Crittenden who was killed in the line of duty on September 7, 2009.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0) on items A-D and F-G, Council Member Furlong abstaining from item E, motion carried to approve the consent agenda, Resolution No. 2018-109 consisting of:

- A. August 21, 2018 workshop meeting minutes.
- B. August 21, 2018 regular meeting minutes.
- C. August 27, 2018 special workshop meeting minutes.
- D. General accounts payable: \$538,211.22.
- E. Approval of Special Event Permit for Silver Lake Improvement Association Wine Tasting, September 7, 2018. Resolution No. 2018-110.
- F. Applications and permits for a Temporary On-sale Liquor License and a Charitable Gambling Application for Exempt Permit for the North Star Scouting Memorabilia, Inc. to held at the North Star Museum of Boy Scouting and Girl Scouting, 2640 7th Avenue on Saturday, November 17, 2018. Resolution No. 2018-111.
- G. Approval of Ordinance No. 771 amending North St. Paul Ordinance No. 625 extending the term of the Northern States Power Company Franchise to February of 2019.

Mayor Kuehn introduced Norma Worm and Sue Springborn. They presented information on the North St. Paul Historical Society Garage Sale. The fundraising sale will be held on Friday, September 14, from 1:00 to 7:00 p.m. and on Saturday, September 15 from 9:00 a.m. to 2:00 p.m. This fundraiser replaces the plant sale from previous years.

Mayor Kuehn requested to move City Business Item C - Richardson Elementary Site Plan - to this point in the meeting.

City Planner Erin Perdu reviewed the request for site plan approval of the additions and renovations at Richardson Elementary School which involve three building additions, some changes to the parking configuration and the bus loop on the site, some storm water improvements, improvements to the ball fields, and landscaping improvements. There are also three variances to be considered for parking space size, number of spaces and residential driveway requirements. Present to answer questions and clarify items were applicants Mark Kusnierek and Randy Anderson and Civil Engineer Adam Bess. One requested amendment by Council Member Walczak was to add two handi-cap parking spaces in the southeast lot parking area.

On motion by Council Member Furlong, seconded by Council Member Sonnek, with Council Members Petersen, Furlong, Sonnek and Mayor Kuehn voting aye, Council Member Walczak voting nay (4-1), motion carried to adopt Resolution No. 2018-116

approving variances and site plan for Richardson Elementary, located at 2615 1st Street North, according to the plan reviewed by the Planning Commission with an addition of two (2) handi-capped parking spaces in the South East lot parking area.

VII. MEETING OPEN TO PUBLIC

Don Bieniek noted site line hazards in the right-of-ways at 4th Avenue and Henry, 3rd Avenue and Charles, Helen and 7th Avenue, and 7th Street and Eldridge. Staff will check the intersections for safety hazards. Staff will follow up.

John Schmahl noted that there were not copies provided to the public of a handout presented during the workshop; noted that in the Fitch report the square miles of North St. Paul was listed as 2.8 vs 3.1; requested that the budget plan for electric utilities be placed on the city website (City Manager Waldron stated there are 248 people on the plan); and stated that the handout regarding driveway permits does not indicate that there is a fee for a permit.

Dave Nelson, on behalf of the Minnesota Master Naturalist Program, presented Mayor Kuehn and Council Member Furlong with certificates of appreciation and tee shirts in recognition of their support of the program and for all their help over the years at Southwood Nature Preserve. Out of three Master Naturalist classes the city has sponsored there are five active members and two semi-active members left. Each certificate made note of dates and projects that each of them participated in.

VIII. PUBLIC HEARINGS

City Manager Waldron noted that the public hearing that was scheduled for this date has been cancelled. Staff presented a request to reschedule the hearing under City Business.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Resolutions declaring costs and scheduling the Assessment Hearing for the 2018 CIP Street and Utility Improvement Project, to be held October 2, 2018.

Morgan Dawley of WSB and Associates presented a request to re-schedule the public hearing that was set for today and hold it on October 2, 2018.

- The proposed Project area is comprised of the following streets:
 - Lake Boulevard from 17th 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
 - 19th Avenue East from Helen Street North to Century Avenue
 - Park ROW from 19th Avenue East to 20th Avenue East
 - 20th Avenue East from Park ROW to Century Avenue
- Improvements for the project area include street reconstruction and rehabilitation, replacement and rehabilitation of sanitary sewer and water public main lines, storm sewer improvements, trails/sidewalks, street lighting, and electric and other burying of overhead and underground utilities.
- Following the public improvement hearing, the City Council ordered the public improvements included in the project at the May 15th, 2018 regular Council Meeting.

- The Assessment Hearing was originally scheduled and held August 21, 2018. To address a minor outstanding procedural requirement for the adoption of the assessments, staff is recommending the Assessment Hearing be held again for formal adoption at the October 2nd, 2018 Regular City Council Meeting.
- Advance letters of this scheduling change were mailed to property owners last week. Official notifications of the rescheduled hearing for formal adoption of the proposed assessments will be published and mailed as required following adoption of the current resolutions.
- This recommended change to the date for the Assessment Hearing does not change the proposed assessments or impact any other aspect of the project delivery schedule.
- There are no assessments proposed for any utility improvements or reconstruction to occur as a part of this project.
- The required resolutions to reschedule the project assessment hearing as proposed are for Council consideration and shall supersede previously approved resolutions passed by City Council July 17, 2018.

On motion by Council Member Sonnek, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-112 declaring costs to be assessed and ordering preparation of proposed assessments for the 2018 Street and Utilities Improvement Project.

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-113 calling for and ratifying an assessment hearing for the 2018 Street and Utilities Improvement Project to be held October 2, 2018.

B. Resolutions declaring costs and scheduling the Assessment Hearing for the 2018 Pavement Management Project, to be held October 2, 2018.

Morgan Dawley of WSB and Associates presented a request to schedule a public hearing for the 2018 Pavement Management Project, to be held October 2, 2018.

- The proposed areas 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).
- On July 17th, 2018, City Council passed a resolution ordering the public improvements for the project following the public improvement hearing.
- The Assessment Hearing was originally scheduled for September 4th, 2018. To address a minor procedural requirement, staff is recommending the Assessment Hearing be rescheduled to the October 2nd, 2018 Regular City Council Meeting.
- Advance letters of this scheduling change were mailed to property owners last week. Official notifications of the rescheduled hearing will be published and mailed as required following adoption of the current resolutions.

- This proposed change to the date for the Assessment Hearing does not change or impact any other aspect of the project delivery schedule or proposed assessments.
- The required resolutions to reschedule the project assessment hearing as proposed are attached for Council consideration and shall supersede previously approved resolutions passed by City Council July 3, 2018.

On motion by Council Member Sonnek, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-114 declaring costs to be assessed and ordering preparation of proposed assessments for the 2018 Pavement Management Project.

On motion by Council Member Petersen, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-115 calling for and ratifying an assessment hearing for the 2018 Pavement Management Project, to be held October 2, 2018.

C. Richardson Elementary Site Plan approval.

This item was conducted earlier in the meeting.

D. Approval of the Preliminary 2019 General Fund budget and tax levy and set public meeting date.

Finance Director Jeanne Day presented a request for approval of the preliminary 2019 General Fund budget and tax levy and set public meeting date, approval of the preliminary 2019 HRA tax levy, and approval of the preliminary 2019 preliminary EDA tax levy.

The Council has held three budget workshops on June 19th, July 17th, and July 23rd. In conjunction with Staff requests and Council recommendations, the Preliminary Levies & Budgets are on the agenda for September 4th. Once the Preliminary Levies are established they can either remain the same or be further reduced but not increased prior to establishing the Final Levy, tentatively scheduled for December 4. The County will prepare proposed tax statements from the Preliminary Levies which will be mailed between November 10th & 24th to all property owners. Council will conduct another budget workshop on November 20th and the public meeting open for public comment on the budget will be on December 4th. Final Levies & Budgets may be approved after that. If you have any specific questions or would like further detail please let me know so we can have the information available at the workshop.

General Fund Budget & Levy

After our first three budget workshops on June 19th, July 17th, and July 23rd. The original department requested budget was a \$992,583 levy increase or 29.892%. Following the next two budget workshops Council requested adjustments netting a decrease of \$234,498 totaling a \$673,099, or 20.27% levy increase. At the August 21st workshop the Council recommended several changes to reduce the levy increase to 15%, or \$498,126 increase, totaling \$3,818,767.

Partial 2018 staffing changes are made whole in the preliminary budget, and all 2019 requested staffing changes are reflected at partial year starts to stagger the impact on the 2019 preliminary budget. Projections are made for COLA, insurance and other benefits. All union contracts expire December 31, 2018.

Debt Service Levy

It is projected that the debt service levy will increase approximately \$94,072. Approximately \$149,253 is coming off the levy and estimates for the 2018 bond issue are coming in at \$231,977. This is \$11,528 higher than the projected estimate now that the award of the sale of the 2018 GO Bonds for the 2018 Street Project has been completed. It is presumed that the Council is to waive the levy for the 2016 GO Abatement Bonds for the Casey Lake Pavilion totaling \$83,682 and will utilize LGA dollars for that debt service. Annually, \$65,000 is from the Park Fund allocation and \$15,000 is from the LGA Fund directly.

HRA Budget and Levy

Housing Redevelopment Authority has the statutory authority to levy up to 0.0185% of the City's total market value. The estimated amount for 2019 is \$159,419, an increase of \$7,379 (4.85%). At this time, Council has directed Staff to maximize the levy authority to support the Student Built Housing Program, Home Improvement & Emergency Loan Program, Aging in Place Program, Safe Haven Program, and personnel and overhead expenses to administer the fund. The overall budget of \$465,319 reflects a 2.96% increase.

EDA Budget and Levy

Economic Development Authority has the statutory authority to levy up to 0.01813% of the City's total market value. The estimated amount for 2019 is \$156,231, an increase of \$7,232 (4.85%). At this time, Council has directed Staff to maximize the levy authority to support development and business related activities defined by the Economic Development Authority Board, as well as personnel and overhead expenses to administer the fund. The overall budget of \$144,896 reflects a 2.75% decrease. The surplus would be utilized as working capital for future projects.

On motion by Council Member Sonnek, seconded by Council Member Petersen, with Council Members Petersen, Furlong, Sonnek and Mayor Kuehn voting aye, Council Member Walczak voting nay (4-1), motion carried to adopt Resolution No. 2018-117 approving the Preliminary 2019 General Fund Budget and setting the preliminary tax and debt levies for the City.

E. Approval of the Preliminary 2019 HRA tax levy.

On motion by Council Member Walczak, seconded by Council Member Furlong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-118 approving the Preliminary 2019 Housing & Redevelopment Authority Fund Budget Levy.

F. Approval of the preliminary 2019 preliminary EDA tax levy.

On motion by Council Member Furlong, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to adopt Resolution No. 2018-119 approving the Preliminary 2019 Economic Development Authority Fund Budget Levy.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Waldron noted that in addition to the purchase agreement, there is now a letter of intent for the Anchor Block property development.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Sonnek stated that the Planning Commission will meet Wednesday, September 5 at 6:15 p.m. They will be discussing the code enforcement process.

Council Member Furlong noted:

- POW/MIA March is September 6th beginning at 6:30 p.m.
- Movie on Main is September 14th. Sponsors this year are Park and Recreation Commission, Old National Bank, North St. Paul Business Association and Gallagher Financial.
- Sunday, September 16th from 1:00 – 4:00 p.m. is Prairie Days at Southwood Nature Preserve. Raptor Center will be present.

XII. GENERAL BUSINESS

Council Member Petersen had the following general business:

- Attended the open house for the 916 student built home. We are privileged to have that program in our city.
- St. Mark's church welcomed new pastor Mary Forland. She and her staff provided North High School staff with a breakfast. This is a great partnership and Petersen will connect her with the other churches in the area.

Council Member Furlong had the following general business:

- Silver Lake Improvement Association 2nd annual Sunset Wine Tasting is Friday, September 7, 2018. The proceeds benefit the Silver Lake treatment program.

Council Mayor Kuehn had the following general business:

- Indicated that a posting on the Police Department Facebook page that was intended to be a joke has created some negative feedback on the Fire Department and the City. The City was not involved in this. Mayor Kuehn requested that the City Manager look into this because as much as it was meant to be joke it upset citizens and created anger against the city.
- The parade is Thursday, September 13, 2018 at 6:30 p.m.

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 8:19 p.m.

/s/ Michael R. Kuehn, Mayor

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