

**City of North Saint Paul
September 18, 2018
Adopted Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Kuehn 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 Terry Furlong
Council Member Candy Petersen
Council Member Jan Walczak
Mayor Mike Kuehn

Absent: Council Member Tom Sonnek

Staff: City Manager Dr. Craig Waldron, Deputy Clerk Mary Mills, Strategic Operations Director Debra Gustafson, Fire Chief Scott Duddeck, Attorney Amy Schutt.

IV. ADOPT AGENDA

Mayor Kuehn noted that there was an additional item to add to the agenda. Item C. under City Business: Building Inspection Agreement.

On motion by Council Member Petersen, seconded by Council Member Furlong, with all present voting aye, Council Member Sonnek absent, motion carried (4-0), to approve the agenda as amended.

V. PRESENTATIONS

There were no presentations.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Furlong, seconded by Council Member Walczak, with all present voting aye, Council Member Sonnek absent, motion carried (4-0) to approve the consent agenda, Resolution No. 2018-120 consisting of:

- A. September 4, 2018 workshop meeting minutes.
- B. September 4, 2018 regular meeting minutes.
- C. General accounts payable: \$1,563,201.23.
- D. EDA accounts payable: \$2,456.89.
- E. HRA accounts payable: \$28,525.91.
- F. Approval of Special Event Permit North Star Museum Derby Night located at 2640 7th Avenue E. on Saturday, November 17, 2018. Resolution No. 2018-121.

- G. Approval of 2018 Street and Utility Improvement Project (Bid Package No. 1) Payment to Northdale Construction.
- H. Annual designation of combined polling places for 2019 elections. Resolution No. 2018-122.
- I. Authorize the closing of City Hall on Wednesday, December 12, 2018 from 11:30 a.m. until 1:30 p.m. to conduct an all staff recognition event.
- J. Set Public Hearing date for unpaid bill special assessments for October 16, 2018. Resolution No. 2018-123.
- K. Set Public Meeting Date for SWPPP Annual Review October 24, 2018 at the Parks and Recreation Commission meeting.
- L. Park Fund budget request in the amount of \$1,632 to purchase a snowman historical information sign with all funding coming from the Park Fund. Resolution No. 2018-124.
- M. 2018 Computer Replacement Funding Request.
- N. Lease Agreement with the City of Maplewood for Fiber Services.

VII. MEETING OPEN TO PUBLIC

Mary Kvall stated that there will be a “Meet the Candidates” question and answer forum on October 10, 2018 at 6:30 p.m. at the American Legion. The candidates running for city offices will be present.

VIII. PUBLIC HEARINGS

There were no scheduled hearings.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Rotary Park Restrooms.

Debra Gustafson, Strategic Operations Director, presented a request for authorization for Rotary Club of North St. Paul, Oakdale and Maplewood to construct permanent restrooms at Rotary Park. This item had been discussed at length at the council workshop session and council requested it come forward for formal approval.

Pursuant to Resolution 2013-037, City Council adopted Rotary Park Master Plan for phase two of construction. Phase two includes the construction of permanent restrooms at Rotary Park.

Rotary Club has raised all funds to build the permanent restrooms, with the exception of the Metropolitan Council SAC fee in the amount of \$2,485 and earthwork (grading and fill) in the amount of \$5,900. Rotary has requested the City to pay for the SAC fee and earthwork costs.

After completion of the project the City will be responsible for maintenance of the facility and utilities. As with other city facilities, costs associated with the facility will be funded by the building maintenance fund.

On motion by Council Member Furlong, seconded by Council Member Walczak, with all present voting aye, Council Member Sonnek absent, motion carried (4-0), to authorize the Rotary Club to construct permanent restrooms at Rotary Park with \$2,485 SAC fee and \$5,900

earthwork coming from the building maintenance fund and the remaining project funding coming from Rotary Club.

Council Member Furlong also noted the Rotary sponsored “The American Spirit”, which is a program that delivers and sets flags in resident’s properties on six days of the year. This is a great program and Furlong requested that it be promoted on the City Website and run in the city newsletter.

B. Interim Use Permit Update.

City Manager Waldron and Attorney Amy Schutt stated that this item had been referred to the Planning Commission. The Planning Commission did not prepare a recommendation as of yet, and this item will be tabled indefinitely to allow the Planning Commission to conduct further review and prepare a recommendation.

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye, Council Member Sonnek absent, motion carried (4-0), to table this item indefinitely to allow the Planning Commission to review and prepare a recommendation.

Additional Item C. Building Inspection Agreement.

Fire Chief Scott Duddeck presented a request for authorization to enter into an agreement for contract building official/building inspection services with MNSPECT, LLC to serve as the City’s building official.

Jim Henneck, Building Official, is no longer with the City of North Saint Paul. Jim’s last day was Friday, September 14, 2018. The request for this agreement is to fill the vacancy left by James Henneck’s resignation. This is intended to be temporary until the hiring process is completed to replace this staff position.

Staff is coordinating replacement services for this position in conjunction with code compliance and will restore continuity of these services quickly. Staff is requesting authorization to enter into an agreement for contract building official/building inspection services with MNSPECT, LLC to serve as the City’s building official effective September 18, 2018 until December 31, 2018 unless extended as mutually agreed.

Scott Qualle stated that MNSPECT is a company that has been around since 2005. Currently they serve 19 communities, and do backup for nine cities. They have 20 employees and five who answer phone calls, schedule inspections, deal with problems and questions. All inspections are scheduled same day if possible, next day if not, and they are time specific, not approximate. The commercial plumbing review delegation has been in place since 2006.

Scott Qualle will be the designated building official, but will also delegate work as needed to other inspectors authorized by MNSPECT, LLC. Code compliance staff will handle some minor inspections as appropriate and will be taking a more active role in following up on permits and checking to see that permits are in place for work being done.

Write for a year with a 60 day out clause.

Staff has created a new Building Inspection Phone Number 651-747-2415 and a new email address for Building Inspections: buildinginspections@northstpaul.org

On motion by Council Member Petersen, seconded by Council Member Walczak, with all present voting aye, Council Member Sonnek absent, motion carried (4-0), to authorize the City to enter into an agreement for contract building official/building inspection services with MNSPECT, LLC to serve as the City's building official effective September 18, 2018. The agreement shall remain in force and effect from the effective date of service for a period of one year. During the initial term either party may terminate this agreement by giving 60 days written notice to the other party, thereafter this agreement shall automatically renew for a successive three year term unless either party gives written notice to the other party at least 60 days prior to the expiration of that initial term.

In addition, a new ordinance is requested to be adopted that would allow enhanced services for commercial plumbing plan review. It does require an amendment, however, to say that forms will be turned into the Office of Building Inspections, not the Engineer.

On motion by Council Member Furlong, seconded by Council Member Walczak, with all present voting aye, Council Member Sonnek absent, motion carried (4-0), to adopt Ordinance Number 772, Title XV, Land Usage, Chapter 150, Building Regulations, as amended.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Waldron thanked Laurie Koehnle for the nice job she does preparing updates to the North St. Paul Business Association lunch.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Petersen stated that the Ramsey Washington Suburban Cable Commission is encouraging cities to utilize the funds available for equipment upgrades; the litigation with Maplewood is ongoing.

Council Member Furlong had the following items:

- Star Watch with Mike Lynch will take place on October 4, 2018 at 7:00 p.m. at Casey Lake Park.
- Fall Work Day at Southwood Nature Preserve is October 20, 2018 from 9:00 a.m. – noon.
- Trick or Treat Trail at Casey Lake Park is October 20, 2018 from 2:00 – 4:00 p.m.
- Veteran's Memorial Park hosted a ceremony for the promotion of four sailors to the rank of Navy Chiefs.

Mayor Kuehn summarized the Economic Development Authority meeting topics: Anchor Block site development; Margaret Street across from City Hall; the Old City Hall site; Suite Living at Commerce Park.

XII. GENERAL BUSINESS

Council Member Petersen had the following general business:

- Gave a shout out to Elizabeth at Bakkenwood for her work with the Fall Roundup parade.
- The POW/MIA March was very solemn and the Veteran’s Memorial Park is a beautiful venue.

Council Member Furlong had the following general business:

- There will be an open house at the Community Center location for Kokoro Volley Ball, Wednesday, September 26 from 6:00 – 9:00 p.m.
- St. Peter Church will conduct its Fall Festival September 28-30, 2018.
- The Fire Department Booya is Sunday, October 14, 2018 at 11:00 a.m.

Mayor Kuehn stated that Thursday, November 8, 2018 is the East Metro Area Prayer Breakfast to Honor Veterans.

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, Council Member Sonnek absent (4-0), Mayor Kuehn adjourned the meeting at 7:20 p.m.

/s/ Michael R. Kuehn, Mayor

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