

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
JANUARY 8, 2018**

The meeting of the Council of the City of Vadnais Heights was held on the above date and called to order by Mayor Gunderson at 7:06 p.m.

ADMINISTER OATH OF OFFICE TO MAYOR GUNDERSON AND COUNCIL MEMBERS URBAN AND YOUKER

City Administrator Watson administered the Oath of Office to Mayor Heidi Gunderson and Council Members Greg Urban and Patricia Youker.

ROLL CALL

Upon roll call, the following members were present: Mayor Heidi Gunderson, Council Members: Craig Johnson, Greg Urban and Patricia Youker.

The following members were absent: None.

Also present were: Kevin Watson, City Administrator; Tim Sandvik, Assistant City Administrator; Ed Leier, Fire Chief; Nolan Wall, Planning/Community Development Director; Bob Sundberg, Finance Director; Caroline Beckman, City Attorney; Jesse Farrell, Public Works Director; and Peggy Aho, Deputy Clerk.

Everyone present stood and said the Pledge of Allegiance.

City Administrator Watson provided several announcements.

APPROVAL OF AMENDED AGENDA

Upon motion by Johnson, seconded by Urban, it was

19-01-001 “RESOLVED, that the January 8, 2019 Regular Meeting Agenda be approved, as amended.”

Ayes – 4 Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. December 18, 2018 Regular Workshop Meeting

Upon motion by Johnson, seconded by Urban, it was

19-01-002 “RESOLVED, to approve the December 18, 2018 Regular Workshop Meeting Minutes, as presented.”

Ayes – 4 Nays – 0

The resolution was adopted.

B. December 18, 2018 Regular Council Meeting

Upon motion by Johnson, seconded by Gunderson, it was

19-01-003 “RESOLVED, to approve the December 18, 2018 Regular Council Meeting Minutes, as presented.”

Ayes – 3 Nays – 0 Abstain – 1 (Urban)

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Urban, seconded by Johnson, it was

- 19-01-004 “RESOLVED, that the Consent Agenda 7A and 7E items for the January 8, 2019 meeting be approved as follows:
 - A. Approve Claims #77147 Through #77221 and Electronic Claims #1317 Through #1321 for Payment
 - 1. US Bank Visa Payment in the amount of \$5,604.06
 - B. Approve Vadnais Heights Fire Association’s Request to Expend Gambling Funds Outside the City’s Trade Area in 2018
 - C. Approve 2019 Contract with Landform Professional Services, LLC for consulting Planning Services
 - D. Schedule Public Hearing for January 22, 2019 to Consider Certain Zoning Code Amendments
 - E. Approve Paul Yang’s Request for a Leave of Absence.”

Ayes – 4 Nays – 0

The resolution was adopted.

OPEN TO PUBLIC

PRESENTATIONS:

- A. Proclamation Honoring Vadnais Heights Recreation Supervisor, Brigid Nault
 City Administrator Kevin Watson presented Nault, as a memento for her time with the City, a plat map of the City. Mayor Gunderson read the following proclamation honoring Brigid Nault, Recreation Supervisor.

WHEREAS, Brigid Nault began work with the City of Vadnais Heights in September of 1999 and has served the residents and their families for almost 20 years; and

WHEREAS, Brigid made a lasting contribution to the City of Vadnais Heights throughout her career; and

WHEREAS, Brigid has since led efforts for City events like our annual Heritage Days, Movie in the Park, Halloween Party, Ice Skating Party, Easter Egg Hunt, PJ's with Santa, and Ice Cream Social/Music in the Park; along with many other projects; and

WHEREAS, Brigid facilitated programing for nearly 2,500 participants, including almost 1,500 adults and 950 youth in 2018; and

WHEREAS, Brigid is an extraordinary, hard-working, and dedicated employee; and

WHEREAS, during her time at the City of Vadnais Heights, Brigid showed exemplary pride in every phase of her job; and

WHEREAS, on January 11, 2019, Brigid is retiring after nearly 20 years of service to the citizens of Vadnais Heights; and

WHEREAS, on behalf of the citizens and businesses of the City of Vadnais Heights, the City wishes to recognize and thank Brigid Nault for her tireless service to the community.

NOW, THEREFORE, I, Heidi Gunderson, Mayor of Vadnais Heights, on behalf of the Vadnais Heights City Council, do hereby join the staff and residents of Vadnais Heights in expressing appreciation to Brigid Nault for her loyal and dedicated service. I extend my personal best wishes upon her retirement and for continued success in life's pursuits.

PUBLIC HEARINGS:

A. Adopt Ordinance No. 731, 2019 Fee Schedule

City Administrator Watson gave an overview of the action before the Council on Ordinance No. 731, 2019 Fee Schedule. He noted that the Council acts on the Fee Schedule annually.

Council Member Urban inquired about the fees associated with meter rentals for fire hydrants compared to other cities. Usually fees for this are flat fees versus weekly fees. Public Works Director Farrell said that Urban brings up some valid points and merits consideration to try to keep construction costs low. Finance Director Sundberg said that the weekly fee was put in place a few years ago because some of the contractors would hold on to the meters for several years. He said he would be flexible in changing the fee structure for the meters. Sundberg noted that the City did a survey a couple years ago on how the City's water fees compare to other municipalities. Our breakeven is the second tier. It would be the Council's call on whether to change the policy. Watson said staff could take a look at the report and look at how we compare to our peer cities. Urban would rather have a flat fee on the rental fee for the meter or put a cap on it. Council Member Johnson suggested that the rental fee be applied and then subtract any water usage, as long as they

are using enough water to cover the rental of the meter. Watson said to keep the status quo, approve the 2019 Fee Schedule as recommended, and explore what other cities are doing and then come back with suggestions on possible changes to the fees at a later date. Urban said he could support adopting the Fee Schedule and then come back and look at it in the next month or so.

Mayor Gunderson asked about the fee set for the 3” meter compound seems like a significant jump. Planning/Community Development Director Wall said that it is his understanding that the new numbers reflect information received from the Mueller contractor with regards to the new meters, so it is accurate. Sundberg those are the fees that they charge us with a 10% markup.

Mayor Gunderson opened the Public Hearing at 7:31 p.m. and closed the Public Hearing at 7:31 p.m.

Upon motion by Urban, seconded by Youker, it was

19-01-005 “RESOLVED, to approve Ordinance No. 731, 2019 Fee Schedule, as presented.”

Ayes – 4 Nays – 0

The resolution was adopted.

OLD BUSINESS

NEW BUSINESS

A. 2019 Annual Designations

1. 2019 Council Assignments: City Administrator Watson noted that Mayor Gunderson went through and delegated committee assignments. One change to the proposed Committee Assignments is to add Mayor Gunderson to the Koehler Road Task Force.

A motion was made by Johnson, seconded by Urban, it was

19-01-106 “RESOLVED that the Council assigns Council Members to the various Committees and Commissions for 2019 as presented with the addition of Mayor Gunderson to the Koehler Road Task Force.”

Ayes – 4 Nays - 0

The resolution was adopted.

2. Official Newspaper Designation: City Administrator Watson noted that staff are

recommending that the Vadnais Heights Press be delegated as the official newspaper for 2019.

A motion was made by Johnson, seconded by Urban, it was

19-01-107 “RESOLVED that the Council designates the Vadnais Heights Press as the City’s Official Newspaper for 2019.”

Ayes – 4

Nays - 0

The resolution was adopted.

3. Designation of Official Depository and Investment Institutions: Finance Director Sundberg noted that this action is done annually. The list contains a list of banking and investment institutions that City can conduct business with in 2019. We can add Spire Credit Union to the list during the year if they are interested in conducting business with the City. Council Member Johnson asked if any of the banking institutions are within the City. Sundberg replied that there are two: F&M and Peoples.

Mayor Gunderson said that the Council had a couple meetings back discussed how to interface with banks in our community to see what services they may be interested in offering but not sure we have finalized the process on how we would do that. Gunderson asked if this can be added to a future workshop for continued discussion. Sundberg said we have been in contract with People’s Bank and they are trying to arrange the collateralization that they need to do so that they can work with the City. He noted that the City currently works with F&M. He said that he is not sure if People’s is ready to work with the City yet but the City is prepared to work with them when they are ready.

A motion was made by Urban, seconded by Youker, it was

19-01-108 “RESOLVED that the Council designates the following financial institutions as official depository and investment institutions of the City’s funds for 2019: League of MN Cities/4M Fund/PMA Financial; Farmers & Merchants Savings Bank; Premier Bank; Dain Rauscher/RBC Capital; Comerica Securities/; US Bank; Landmark Community Bank; Bremer Bank; BNC National Bank; Peoples Bank Midwest; and Raymond James and Associates.”

Ayes – 4

Nays - 0

The resolution was adopted.

4. Elected Official Out-of-State Travel Policy: Assistant City Administrator Sandvik noted that this is guidance that the City follows through Minnesota Statutes 471.661 that controls travel outside the State of Minnesota.

Council Member Johnson in noticing the general guidelines, he suggested that the City could do this for controlling various City funds to control how a funds in a fund are used. City Administrator Watson said that he and Sundberg have been talking about this and they can bring a conversation to a future workshop on what the GASB rules are and rules and laws that we need to follow.

A motion was made by Johnson, seconded by Urban, it was

19-01-109 “RESOLVED that the Council approves the elected official out-of-state travel policy as recommended.”

Ayes – 4

Nays - 0

The resolution was adopted.

5. Accept Statutory Limits for Insurance Coverage: Finance Director Sundberg noted that the City’s insurance policy with the League of Minnesota Cities is from March through February. As part of the annual renewal process, the City must declare adherence to the monetary statutory tort limits provided by Minnesota Statutes or elect to waive the limits of \$500,000 per individual with a maximum of \$1.5 million for a single occurrence.

A motion was made by Urban, seconded by Youker, it was

19-01-010 “RESOLVED that the Council accepts the statutory tort limits for coverage of \$500,000 per individual with a maximum of \$1,500,000 for a single occurrence, as recommended.”

The resolution was adopted.

6. Designate Mayor and City Administrator as Designated Signatories for City in 2019: Finance Director Sundberg noted that Minnesota State Statute Section 412.271 requires the City Council to designate officials with the authority to sign checks paying for goods and services if it chooses to delegate their authority for this function. This includes checks processed through the City’s payroll and accounts payable systems. Sundberg noted that traditionally cities designate the Mayor and City Administrators.

A motion was made by Johnson, seconded by Urban, it was

19-01-111 “RESOLVED that the Council designates Mayor Heidi Gunderson and City Administrator Kevin Watson as official signatories in 2019.”

The resolution was adopted.

B. Hire Kennedy & Graven for Comcast Franchise Negotiations

City Administrator Watson noted that the Council began discussing the franchise agreement currently in affect with the Ramsey Washington Suburban Cable Commission and authorized him to seek counsel to represent the City as it engages Comcast in franchise renewal negotiations. Watson noted that he and Mayor Gunderson met with Bob Vose of Kennedy & Graven. Watson said that Mr. Vose comes highly recommended and seems to have ample experience on the subject matter. Mayor Gunderson and Watson met with Vose.

A motion was made by Johnson, seconded by Youker, it was

19-01-112 “RESOLVED that the Council hire Kennedy & Graven’s Bob Vose to represent the City as it pursues its franchise renewal negotiations with Comcast.”

Ayes - 4 Nays - 0

The resolution was adopted.

C. Consider Setting January 22, 2019 Workshop and Agenda

A motion was made by Urban, and seconded by Johnson, it was

19-01-113 “RESOLVED that the Council set the next Council Workshop for Tuesday, January 22, 2019 with the following agenda items: Update on County Road E Improvement with Little Canada in partnership with the County Paperless Meeting Packets, Policy on Usage of Fund Accounts, future Council Meeting Schedules; and Buerkle Road alternatives with S.E.H.”

The resolution was adopted.

D. Consider Setting Wednesday, January 16, 2019 as a Special Council Meeting to Conduct Interviews to Fill the City Council Vacancy

Assistant City Administrator Sandvik gave an overview of the need for the Special Council Meeting to conduct interviews to fill the City Council vacancy.

A motion was made by Johnson, and seconded by Youker, it was

19-01-114 “RESOLVED that the Council approves setting a Special Council meeting for Wednesday, January 16, 2019 to conduct interviews to fill the vacancy on the City Council.”

Ayes – 4 Nays – 0

The resolution was adopted.

E. Consider Conditionally Approving an On-Sale/Sunday On-Sale Intoxicating Liquor License for Element Indoor Golf Club, Inc. located at 4255 White Bear Parkway

Upon motion by Urban, seconded by Johnson, it was

19-01-115 “RESOLVED that the Council approves an On-Sale/Sunday On-Sale Intoxicating Liquor License for Element Indoor Golf Club, Inc. located at 4255 White Bear Parkway, with condition of them receiving their Certificate of Occupancy from the City’s Building Department.”

Ayes – 4 Nays – 0

The resolution was adopted.

COUNCIL AND DEPARTMENT REPORTS

Deputy City Clerk Aho said that she had nothing to report.

Fire Chief Leier noted that in 2018 calls were up 109 more than 2017, for a total of just under 1300 calls received or 3.5 per day. He said that beginning January 1, 2019, the Fire Department will be staffed 24 hours a day, 7 days a week.

Assistant City Administrator Sandvik said congratulations to Brigid. He noted that staff are in the process of trying to fill the Recreation Supervisor position. He noted that the City is accepting applications through Monday, January 14th for this position, and that interviews will be scheduled and he invited all Council Members to participate in the interview process. He noted that he is also working with the Public Works Department to fill an open position. He stated that the Parks and Trails Commission meeting will be held on January 28th.

Finance Director Sundberg congratulated Brigid on her fine career and congratulated the Mayor and new Council Member on their elections, and Council Member Urban for being reelected.

Public Works Director Farrell noted that about 2300 of the 4000 water meters in the City have been replaced. Work will continue, and they expect to be substantially completed by end of 1st Quarter. Water bills for Quarter 4 will be a week or two late. Thanked property owners and residents for contacting Keystone to schedule the replacements. Have an open house this week for the 2019 Street Improvement project.

Planner/Community Development Director Wall said congratulations to Brigid, she will be missed by staff and the community. He congratulated Mayor Gunderson and Council Members Youker and Urban. He then noted that there is an Open House for Rush Line Thursday evening at White Bear Lake City Hall. He also noted that the Comprehensive Plan was submitted by year end to the Metropolitan Council and once the City hears back from the Council, the Plan will be brought before the Planning Commission and the Council for final adoption.

VHEDC Executive Director Ling noted that they received a \$95,000 grant from the MN Department of Labor for a youth skills training program for manufacturing. She noted that key partners are Ramsey County and surrounding schools.

City Attorney Beckman welcomed Council Member Youker and said congratulations to Mayor Gunderson and Council Member Urban.

Council Member Youker said she had nothing to report.

Council Member Johnson congratulated Brigid on a fine career and congratulated Mayor Gunderson and Council Member Urban and Youker. He said that he has noticed City Crews trimming trees, and that they are doing a great job.

Council Member Urban said congratulations to Mayor Gunderson and Council Member Youker and Brigid. He welcomed Public Works Director Farrell.

City Administrator Watson said congratulations to Mayor Gunderson, Council Members Youker and Urban and to Brigid.

Mayor Gunderson volunteered to be on the interview panel for the recreation position. She also said congratulations to Brigid and said that she will be missed.

ADJOURN MEETING

A motion was made by Council Member Johnson to adjourn the meeting at 7:55 P.M.

Respectfully submitted,

Kevin Watson, City Administrator