

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
MARCH 1, 2017**

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

ROLL CALL

Upon roll call, the following members were present: Mayor Bob Fletcher, Councilmembers: Terry Nyblom, Craig Johnson, Heidi Gunderson, and Greg Urban.

The following members were absent: None.

Also present were: Kevin Watson, City Administrator; Mark Graham, City Engineer; Bob Sundberg, Finance Director; Nolan Wall, Planning/Community Development Director; Caroline Bell Beckman, City Attorney; Jeff Melcoch, Cable Producer; and Beckie Gumatz, Deputy Clerk.

Everyone present stood and said the Pledge of Allegiance.

City Administrator Watson provided several announcements.

APPROVAL OF AGENDA

Upon motion by Johnson, seconded by Urban, it was

17-03-049 “RESOLVED, that the agenda for the March 1, 2017, Council Meeting be approved.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. February 15, 2017 Workshop Meeting

Upon motion by Johnson, seconded by Gunderson, it was

17-03-050 “RESOLVED, to approve the February 15, 2017 Workshop Meeting Minutes as presented.”

Ayes – 4 Nays – 0 Abstain – 1 (Nyblom)

The resolution was adopted.

B. February 15, 2017 Regular Meeting

Upon motion by Johnson, seconded by Gunderson, it was

17-03-051 “RESOLVED, to approve the February 15, 2017 Regular Meeting Minutes as presented.”

Ayes – 4

Nays – 0

Abstain – 1 (Nyblom)

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Nyblom, seconded by Urban, it was

17-03-052 “RESOLVED, that the Consent Agenda items for the March 1, 2017, meeting be approved as follows:

- A. Approve Claims #74105 through #74172, and Electronic Claims #1063 through #1068 for payment.
- B. Approve One-Day Lawful Gambling Permit for Dragon Divas to hold an Event at Jimmy’s Conference Center, 3565 Labore Road on May 7, 2017
- C. Approve Appointment of Evan Cordes from Alternate to Regular Commission Member with a Term to Expire December 31, 2017

Ayes – 5

Nays – 0

The resolution was adopted.

OPEN TO THE PUBLIC

Sheriff Deputy Werdien stated that the road that extends between Target and Walmart that intersects County Road E has no name. He advised that for public safety purposes, it should be named.

PRESENTATIONS

- A. Plaque Presentation in Recognition of Joe Momsen

City Engineer Graham presented a plaque to Rita Momsen to honor her late husband Joe Momsen, who worked for the City of Vadnais Heights for 37 years before he passed away on September 6, 2016.

- B. Northeast Youth and Family Services (NYFS)

Jerry Hromatka, President and CEO of NYFS, gave an update to the City Council about the organization. This year is the 40th anniversary of NYFS. They partner with fifteen municipalities, four school districts, and many businesses in the communities that they serve.

Mr. Hromatka also spoke about three main trends that they are currently seeing in the communities they serve. One trend is increased diversity; in terms of income, age, culture, race,

and life experiences. A second trend is in the workforce; they are starting to see more labor shortages in the mental health field. The third trend is community, including the rise and scope of social media.

Mr. Hromatka invited the City Council to NYFS’ Leadership Lunch on Wednesday, May 3, 2017 and their annual Mayor’s Challenge golf tournament.

Mayor Fletcher thanked Mr. Hromatka for his presentation and for all that NYFS does in the community.

PUBLIC HEARINGS

None.

OLD BUSINESS

A. 2017 Street Improvements – Approve Plans and Specifications

City Engineer Graham noted there was a Public Hearing on January 18, 2017 to determine which streets to include in the project and solicit for bids. SEH has prepared plans and staff would like to go out for bids.

The streets including in the project are Oakhurst Avenue, Bramblewood Avenue, and Willow Grove Lane. Heritage Court West will also be bid as an alternate.

Upon motion by Urban, seconded by Nyblom, it was

17-03-053 “RESOLVED, to approve the plans and specifications for Improvement 2017-1 and authorize advertisement of bids with a March 30, 2017 bid date for the improvements.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. Approval of Comprehensive Plan Consultant Contract Agreement

Planning/Community Development Director Wall stated that at the February 15, 2017 City Council meeting, staff was authorized to negotiate a contract for services with Bolton & Menk, Inc. The contract has been reviewed by the City Attorney. If approved tonight, staff and the consultant will begin working on the Comprehensive Plan update process. Mr. Wall added that the contract is for an hourly rate not-to-exceed \$46,140.

Councilmember Urban asked about the range in hourly rates for each position listed in the proposed contract. Planning/Community Development Director Wall explained that the 2017 Schedule of Fees listed is part of a standard contract and that the vast majority of employee classifications listed will not be utilized for this project. It was also noted that it is up to the contractor to stay within the not-to-exceed amount that has been agreed upon.

Mayor Fletcher stated that he would like to have more community input in the comprehensive plan update process. He mentioned the possibility of having a subcommittee of a Councilmember, Planning Commissioner, and residents to give input. Planner/Community Development Director Wall noted that his intention is to provide updates to and work with the Planning Commission throughout the entire process as well as engaging the community. He also explained that the consultant contract does not include any additional community engagement pieces due to cost.

Councilmember Johnson asked if the Community Survey results and the BR&E information would be included in comprehensive plan update. Planning/Community Development Director Wall answered in the affirmative.

Mayor Fletcher asked that a timeline be developed and brought to the City Council as to how the process will be undertaken.

Councilmember Johnson asked Mr. Wall to explain the state laws and Metropolitan Council requirements for updating the comprehensive plan. Planning/Community Development Director Wall explained that state statute requires communities that are within the Metropolitan Council’s jurisdiction to have a comprehensive plan. The Metropolitan Council then uses each city’s plan to help develop their regional plan. Cities are also required to update their own Comprehensive Plans once every ten years.

City Administrator Watson also outlined other various ways that the city will engage the community in the comprehensive plan update process.

Upon motion by Johnson, seconded by Gunderson, it was

17-03-054 “RESOLVED, to approve the Agreement for Professional Services with Bolton & Menk, Inc. to assist with the Comprehensive Plan Update process at an amount not-to-exceed \$46,140 and authorize the City Administrator to sign the contract.”

Ayes – 5 Nays – 0

The resolution was adopted.

C. VHEDC Catering Reimbursement Request

Mayor Fletcher stated that after discussion at the previous workshop, he asked for this item to be placed on the agenda for a vote. The amount that is being requested to be reimbursed is \$1,116.31.

Councilmember Johnson stated that the VHEDC does remarkable work in the community. That the VHEDC is charged the 12% catering fee came as a surprise to some on the previous City Council when this item was originally discussed.

Upon motion by Johnson, seconded by Nyblom, it was

17-03-055 “RESOLVED, to reimburse the Vadnais Heights Economic Development

Corporation for the 12% catering fee in the amount of \$1,116.31 for their November 1, 2016 Annual Dinner held at the Vadnais Heights Commons.”

Ayes – 5

Nays – 0

The resolution was adopted.

D. Approve Resolution Supporting the Vadnais Heights Northern “Lights and Ice” Festival

City Administrator Watson explained that Mayor Fletcher is championing an ice castle festival in Vadnais Heights. Staff is looking for a formal resolution from the City Council in support of the festival. Mr. Watson also stated that in order to help ensure the project can happen, the city will be assisting in accepting donations, paying bills, etc.

Mayor Fletcher stated he is very excited about this project. It is a chance to showcase Vadnais Heights while the Super Bowl is in Minnesota. He also stated that there will not be any city dollars spent on the project, only in-kind contributions will be used. All the money used to finance the festival will come from donations.

Ling Becker, Executive Director of the VHEDC, noted that the VHEDC Board of Directors met this morning and approved having the VHEDC listed as a partner. They are also very excited about this opportunity and are on board.

Councilmember Nyblom mentioned that he originally supported this idea. However, he has concerns that St. Paul will have an ice castle as well which will create competition between the two. He stated that he also has concerns regarding staff over-time costs being funded by taxpayer dollars.

Mayor Fletcher stated that he anticipates that any staff over-time costs would be covered by donations. He also stated that he has met with Winter Carnival officials and have offered to be a part of the Winter Carnival with the City of St. Paul.

Councilmember Urban believes that this event will help businesses in the city. He also stated that he is supportive of bringing events like the ice castle festival, as well as the senior softball tournament that was approved at the previous City Council meeting to the city.

City Administrator Watson clarified that the priority of city staff during the week of the ice festival will be to take care of their city responsibilities before helping with the festival.

Mayor Fletcher noted there will be two community meetings on Tuesday, April 4, 2017 at 3:30pm and at 7:00pm at the Vadnais Heights Commons to introduce the project and start soliciting volunteers.

Upon motion by Urban, seconded by Gunderson, it was

17-03-056 “RESOLVED, to approve the resolution to host and support the Vadnais Heights Northern Lights and Ice Festival.”

Ayes – 4

Nays – 1 (Nyblom)

The resolution was adopted.

NEW BUSINESS

A. Accept Bids and Award Contract for the 2017 Sanitary Sewer Lining Project

City Engineer Graham explained that he sent plans to seven contractors and all seven contractors submitted bids for the project. The low bidder was Visu Sewer, Inc with a bid of \$133,541.30. Visu Sewer, Inc. worked on the 2016 Sanitary Sewer Lining Project as well.

Upon motion by Urban, seconded by Johnson, it was

17-03-057 “RESOLVED, to accept the tabulation of bids received, award the contract for the 2017 Sanitary Sewer Lining Improvements to Visu-Sewer, Inc. for the lining of existing sanitary sewer main at a total contract price of \$133,541.30 to be paid from Account 603-470-43031, the 2017 Sewer Fund Budget for Utility Maintenance, and authorize the City Engineer to sign the contract and proceed with the work upon review and approval of the contract by the City Attorney.”

Ayes – 5

Nays – 0

The resolution was adopted.

B. Conditionally Approve a Public Outdoor Event for the St. Paul Growers Association and Davis Real Estate Group to hold a Farmers Market on Wednesday’s Beginning on June 20, 2017 Through September 21, 2017 from 2:00pm to 6:00pm

City Administrator Watson noted this is an application from the St. Paul Growers Association to host a Farmers Market again on Wednesday’s between June 21, 2017 and Sept 20, 2017.

Mr. Watson also noted that the applicant has asked for flexibility on temporary signage to promote the event and he recommends allowing the flexibility.

Upon motion by Nyblom, seconded by Gunderson, it was

17-03-058 “RESOLVED, to conditionally approve the request from St. Paul Growers Association to hold a Farmers Market on Wednesday’s, beginning on June 21, 2017 through September 20, 2017 from 2:00 pm – 6:00 pm in the parking lot of the Helene Houle Medical Building, 1155 East County Road E.”

Ayes – 5

Nays – 0

The resolution was adopted.

C. Consider Setting March 15, 2017 Workshop and Agenda

City Administrator Watson presented potential items for the March 15, 2017, Council Workshop including: discussion with SEH on potential White Bear Lake augmentation as well as discussion regarding the city’s Credit Card Fee Policy.

Planning/Community Development Director Wall noted that there are several items from the February 28, 2017 Planning Commission agenda that will be on the March 15, 2016 regular meeting agenda as well.

Upon motion by Johnson, seconded by Nyblom, it was

17-03-059 “RESOLVED, to Set a March 15, 2017 Workshop meeting and Agenda including a discussion with SEH on White Bear Lake Augmentation and discussion of the city’s Credit Card Fees Policy with a 5:30 p.m. start time.”

Ayes – 3

Nays – 0

The resolution was adopted.

City Administrator Watson mentioned that there will be a Special Workshop Meeting on Tuesday, March 7, 2017 regarding trails. Mayor Fletcher stated he would like to have discussion about getting around the south side of Vadnais Lake as well as exploring other opportunities for trails in the city.

COUNCIL AND DEPARTMENT REPORTS

Finance Director Sundberg explained that the Credit Card Fee Policy discussion at the next workshop will center around whether or not to charge residents the fee that the city pays to accept credit cards, as well as whether or not to accept more payments on the website.

Planning/Community Development Director Wall had nothing to report.

City Engineer Graham reported that staff is working on a few storm water cleanup locations. He wanted to provide the City Council advanced notice that he is considering hiring a drone company to fly over wetlands. Councilmember Nyblom was supportive of the idea. Mr. Graham also reported he will be getting quotes Friday for work on city Well #3. He has also been subpoenaed to testify in the White Bear Lake Homeowner’s Association v. DNR court case that will begin in early March.

City Administrator Watson reported that Assistant City Administrator Keefe is coordinating a Deer Hunt Taskforce. Since there is no snow, Ramsey County will not be doing a deer count this year. He also reported that he and Ms. Keefe have been in negotiations with the labor group that represents the Public Works Department.

Councilmember Gunderson had nothing to report.

Councilmember Nyblom had nothing to report.

Councilmember Urban reported that he is excited for the potential of the Northern Lights and Ice Festival.

Councilmember Johnson reported that he attended a VLAWMO meeting, the VHEDC Board Meeting this morning and that he sat in on the Planning Commission meeting last night.

Mayor Fletcher reported that he attended the Ramsey County League of Local Governments (RCLLG) meeting last week. Various local Legislators presented what is happening at the Legislature this year. He also noted that the Northern Lights and Ice festival has a website, www.northernlightsandice.com. There is also a link on the city's website.

Attorney Bell Beckman reported that she will not be at the March 15, 2017 meeting and that Erich Hartmann will be attending instead.

Upon motion by Johnson, the meeting was adjourned to closed session to discuss the McCullough assessment appeal at 8:46 p.m.

Respectfully submitted,

Kevin Watson, City Administrator

ATTEST:

Bob Fletcher, Mayor