

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
MARCH 5, 2019**

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 7:03 p.m.

ROLL CALL

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

The following members were absent: None.

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

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

19-03-142 “RESOLVED, that the March 5, 2019 Regular Meeting Agenda be approved as presented.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. February 19, 2019 Regular Workshop Meeting

Upon motion by Morse, seconded by Urban, it was

19-03-143 “RESOLVED, to approve the February 19, 2019 Regular Workshop Meeting Minutes, as presented.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. February 19, 2019 Regular Council Meeting

Upon motion by Youker, seconded by Johnson, it was

19-03-144 “RESOLVED, to approve the February 19, 2019 Regular Council Meeting Minutes, as presented.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Urban, seconded by Youker, it was

19-03-145 “RESOLVED, that the Consent Agenda Items #7A through 7C for the March 5, 2019 meeting be approved as follows:

A. Approve Claims #77430 Through #77482 and Electronic Claims #1341 Through #1345 for Payment

1. US Bank Visa Payment in the Amount of \$3,625.76

B. Accept Resignation of Accounting Technician II, Leslee Maki effective March 14, 2019, and Authorize Advertising for the Open Position

C. Approve a for-Profit Solicitor’s License – Edward Jones, Nathaniel Loge beginning March 6, 2019 through March 5, 2020.”

Ayes – 5 Nays – 0

The resolution was adopted.

OPEN TO THE PUBLIC: None

PRESENTATIONS:

A. Presentation on Relationship between the City, the Lion’s Club and the Food Shelf
City Administrator Watson introduced Paul Schirer, Vadnais Heights Lions Club/Food Shelf Director. Schirer noted that he was presented with the International Presidents Award for Appreciation at the last convention. Schirer explained the relationship between the City, the Vadnais Heights Lions Club and Vadnais Heights Lions Club Foundation. He noted that the Foundation and the Club are two separate entities and both have their own board of directors. The Lions Club supplies the management and the labor, the Foundation provides the funding and the City provides the space in which they operate. The Lion Club also receives help from many volunteers and local Boy Scouts. Schirer noted that the Food Shelf is operated in space provided by the City at the Commons.

Mayor Gunderson thanked Lion’s Paul and Eileen for all the work they do for the community. She said that it is important that we all learn to give back and help out with the community and congratulated Schirer on his award.

PUBLIC HEARINGS: None.

OLD BUSINESS:

A. Consider Approving the Lighting Improvements for VH Commons:

Public Works Director Farrell gave an over view of the VH Commons lighting which was installed in 2010. The performance of the lights are less than desired. He said that staff have come up with a good alternative for replacing the current lights with an LED product that has a warm glow and is dimmable. This improvement should improve user experience. The lights should use less electricity and provide for many more years of service. Farrell noted that it is his recommendation that the Council approve staff's recommendation to contract with Voss Lighting at a cost of \$63,800.91 for the improvements.

Upon motion by Urban, seconded by Morse, it was

19-03-146 “RESOLVED that the Council approves the recommended lighting improvement project for the Vadnais Heights Commons to be undertaken by Voss Lighting at a cost of \$63,800.91.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. Consider Approving an Agreement with Policy Confluence, Inc. (POLCO) for 2019-2022 Survey Services:

City Administrator Watson gave an overview of the services that POLCO provides which was discussed by the Council at a previous Workshop. Watson said that POLCO would provide an online survey service tool which would get base information/feedback from residents of the City. He noted that POLCO is offering a new service that allows residents to quickly give feedback to the City via social media outlets. Watson noted that many cities around the metro area are currently using POLCO's services. He noted that POLCO has offered the City an option to enter into a three year contract for \$7,650, at a discounted price (15% discount) for the three years.

Upon motion by Johnson, seconded by Youker, it was

19-03-147 “RESOLVED that the Council authorizes the City Administrator to execute a contract with Policy Confluence, Inc. (POLCO), through February 2022 for online survey tools in the amount of \$7,650.00, as recommended.”

Ayes – 5 Nays – 0

The resolution was adopted.

C. Consider Approving the Plans and Specifications for the 2019-1 Street Improvements Project and Authorize Advertisement for Bid:

Public Works Director Farrell stated that staff are asking that the Council consider adopting a resolution approving the Plans and Specs for the 2019-1 Street Improvements Project and authorize the advertisement for bids with a planned opening date of April 4. Farrell said that following the previous public hearing, S.E.H. has prepared the Plans and Specs, and he has reviewed them and recommends approval.

Upon motion by Urban, seconded by Youker, it was

19-03-148 “RESOLVED that the Council adopts a Resolution approving plans and specifications for the 2019-1 Street Improvements Project which includes Willow Grove Lane, Rosebriar Avenue, Spring Hill Road, Primrose Court, Wildflower Court, Tessier Trail, Lambert Creek Lane, Thomas Court, Krey Avenue, and Oak Creek Terrace and authorizes the advertisement of bids with an April 4, 2019 bid due date, as recommended.”

Ayes – 5

Nays – 0

The resolution was adopted.

NEW BUSINESS:

A. Consider Approving a Professional Services Agreement with LHB for Facility Operations Supporting Services for 2019:

City Administrator Watson explained that this would be an as needed contract with LHB Architects for facility operations supporting services in 2019. Watson noted that the services LHB could provide would be beneficial to City operations. He said that LHB has experienced staff that could help the City evaluate bids and needs.

Upon motion by Johnson, seconded by Urban, it was

19-03-149 “RESOLVED that the Council authorizes the City Administrator to execute an agreement with LHB Architects to provide Facility Operations Support Services, as recommended.”

Ayes – 5

Nays – 0

The resolution was adopted.

B. Consider Approving Recommendation on Hiring Katherine Everett as Recreation Supervisor as Conditioned by the City Administrator:

Assistant City Administrator Sandvik noted that there was a vacancy created in the Parks and Rec Department when Brigid Nault retired in January. The job opening was posted and over 70 applications were received. Sandvik noted that the evaluation team reviewed the selection and interview process which included three rounds of interviews. Sandvik said that staff are recommending that the City hire Katherine Everett.

Upon motion by Morse, seconded by Johnson, it was

19-03-150 “RESOLVED that the Council approves hiring Katherine Everett for the Recreation Supervisor position conditioned upon: a) her successfully passing the required medical examination; b) her successfully passing the required drug and alcohol test; c) no major violation concerns resulting from the background check; d) her serving a six-month introductory period; and e) her compensation will commence at Grade 9, Step A, as recommended.”

Ayes – 5

Nays – 0

The resolution was adopted.

- C. Consider Setting Tuesday, March 19, 2019 Workshop and Agenda:
City Administrator Watson proposed having an update on the upcoming Census at the March 19th Regular Workshop. Watson said that other items may be added.

COUNCIL AND DEPARTMENT REPORTS

Mayor Gunderson noted that the City received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for its comprehensive annual financial report. She acknowledged Finance Director Sundberg and staff for their work in this area.

Finance Director Bob Sundberg explained the GFOA program which the City applies to each year. He noted that Leslee Maki and all departments have been very instrumental in the work that goes into preparing the information need for the auditors.

Public Works Director Farrell noted that on March 7th the City is hosting a meeting which Ramsey County is leading about the Edgerton Project (County Road D to Centerville) and on March 12th, Little Canada is hosting a meeting regarding Twin Lake in response to the rising lake level. The Watershed District is looking into the cause for the lake level rising. The Rice Street Bridge project will begin construction activity as soon as weather allows and access to Rice Street will change during the construction. The City has asked the contractor to supply plenty of advanced notification to Vadnais Heights residents regarding any activity. Farrell reminded residents that when putting out garbage bins for pick up, the bins should not be placed past the curb because garbage trucks are equipped with an arm to grab them. Also, the winter parking ban is still in effect.

Planning/Community Development Director Wall noted that an application for variances on billboard placement near Rice Street will come before the Council for action at an upcoming meeting. He noted that he attended a meeting on the Sports Center development where the results of the Parking Study was presented. The study determined that existing uses and future needs by the Rush Line BRT Project station users could be accommodated with the existing

parking at the site and they will not be pursuing building a parking structure at the site. He encouraged residents to apply to be part of the Garceau Corner Task Force.

City Attorney Beckman had nothing to report.

Deputy City Clerk Aho had nothing to report.

Fire Chief Leier echoed City Administrator Watson's call for residents to clean the area around hydrants in their neighborhood.

Assistant City Administrative Sandvik noted that registration for the City's summer recreation programs has opened. The Parks and Trails Commission meets on the 18th at City Hall. The Heritage Days Committee meets on the 12th. The City is still looking for volunteers for the Committee and for other upcoming City events.

Council Member Morse noted that he was at a Chamber of Commerce event in White Bear Lake. At that event, they had information on a movement to educate communities on how to be dementia friendly. There is an upcoming event on March 26 and information on that event can be found in the Senior Voice. He encouraged folks to attend.

City Council Member Urban had nothing to report.

City Administrator Watson acknowledged Leslee Maki who has been with the City for 25 years and said that Leslee was a vital piece of the operations at City Hall and said that she will be missed. He congratulated her on her outstanding career and wished her luck in the future. He said that he, Farrell and Council Member Morse met with the Auditor to discuss the forecasting document and shaping it for the Council. Information about this will be presented at a future meeting. Also, Watson said that organic composting within the City has been brought up and suggested perhaps discussing this at a future Workshop.

Mayor Gunderson noted that she spoke at the VHEDC Leadership Luncheon last month. She thanked staff for making things seamless during the recent turnover in Council members and City staffing.

Council Member Johnson made a motion to adjourn the meeting at 7:41 p.m. The motion was seconded by Council Member Morse. Meeting adjourned.

Respectfully submitted,

Kevin Watson, City Administrator