

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
SEPTEMBER 4, 2018**

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 7:07 p.m.

ROLL CALL

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

The following member was absent: None.

Also present were: City Administrator Kevin Watson, City Planner/Community Development Director Nolan Wall, Fire Chief Ed Leier, City Attorney Caroline Bell Beckman, Deputy City Clerk, Peggy Aho and Jeff Melcoch, Cable Producer.

City Administrator Watson provided several announcements.

APPROVAL OF AMENDED AGENDA

Mayor Fletcher asked that Item #12D be removed from the agenda and placed on the next Council meeting agenda, and that a new Item #12D, Discussion of Body Cameras, be added.

Upon motion by Johnson, seconded by Gunderson, it was

18-09-136 “RESOLVED, that the September 4, 2018 Regular Meeting Agenda be approved as amended.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. August 21, 2018 Regular Workshop Meeting

Council Member Nyblom offered an amendment to the Regular Workshop Meeting minutes. He asked that under the Westfield Warming House discussion, in the second paragraph on page two, third sentence, be amended to read: Council Member Nyblom said that there should be a cost share using some of White Bear Hockey Associations gambling funds generated within Vadnais Heights to pay for the repairing the warming house and that the cost should not be put in the levy.

Upon motion by Johnson, seconded by Nyblom, it was

18-09-137 “RESOLVED, to approve the August 21, 2018 Regular Workshop Meeting Minutes as amended.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. August 21, 2018 Regular Meeting

Upon motion by Nyblom, seconded by Johnson, it was

18-09-138 “RESOLVED, to approve the August 21, 2018 Regular Meeting Minutes as presented.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Urban, seconded by Gunderson, it was

18-09-139 “RESOLVED, that the Consent Agenda 7A-7D items for the September 4, 2018 meeting be approved as follows:

- A. Approve Claims #76626 Through #76684 and Electronic Claims #1268 Through #1271 for Payment
- B. Approve 2018 Bow Hunting Permits for:
 - 1. Mike Fahey hunting at 4016 and 4028 McMenemy Street
 - 2. Cole Fahey hunting at 4016 and 4028 McMenemy Street
 - 3. Scott Peterson hunting at 3720, 3728 and 3736 Edgerton Street
 - 4. Robert Brown hunting at 780 North Oak Drive
 - 5. Scott Flesch hunting at 3827 Centerville Road; 658 Greenhaven Place, PID 203022420028, and 203022310037; 3717 Labore Road; 3985, 3993, 3999, 4011, and 4025 Clover Avenue; 4107 Centerville Road; and 3781 Labore Road
- C. Approve a For-Profit Solicitor’s License for Pro Tech Restorations: Jeffrey Skeens, William Lincoln, Brian Jovan, Chris Jovan and Blake Folstad Beginning September 5, 2018 Through December 31, 2018
- D. Consider Approval for Great Lakes Shipwreck Preservation Society to Conduct a Raffle.”

Ayes – 5 Nays – 0

The resolution was adopted.

OPEN TO THE PUBLIC:

Jerry Moynagh, 4380 Evergreen Drive, Chairman of the Vadnais Heights Area Community Foundation (VHACF), noted that the VHACF is looking for people to be involved in the Foundation. He said that anyone interested should visit the VHACF website for more information.

PRESENTATIONS:

- A. Proclamation: Direct Support Professionals (DSPs) Week – September 9-15, 2018
City Administrator Watson read the Proclamation proclaiming the week of September 9-15, 2018 as Direct Support Professional (DSPs) Week.

Upon motion by Nyblom, seconded by Johnson, it was

18-09-140 “RESOLVED, to honor and support the important work of Direct Support Professionals in our community, the week of September 9-15, 2018, will be proclaimed Direct Support Professionals Recognition Week in the City of Vadnais Heights.”

Ayes – 5 Nays – 0

The resolution was adopted.

PUBLIC HEARINGS: None

OLD BUSINESS:

- A. Consider Authorizing the City Administrator to Sign Agreement with SL-SERCO
City Administrator Watson noted that SL-SERCO currently provides door-to-door meter reading and has helped the City throughout the water meter process. He said that the City needs SL-SERCO’s assistance with daily and weekly testing on the water meters to make sure that they are reading properly. SL-SERCO will also be ping the meters to make sure that they are in the right spot within the homes to allow for reading.

Council Member Nyblom questioned the start date of the contract, July 23, 2018, and asked if SL-SERCO has already started. Watson replied that they have not been doing much work yet, and that most of the work under this contract will be done in late September early October once the letters to residents go out. Council Member Gunderson asked if the work will be completed by the contract end date and has SL-SERCO incurred any costs so far. Watson replied that if they have it is very minimal.

Upon motion by Gunderson, seconded by Urban, it was

18-09-141 “RESOLVED, that the Council authorizes the City Administrator to execute a contract with SL-SERCO for Third Party oversight of the water meter installation process in an amount not-to-exceed \$3,000.00.”

Ayes – 5 Nays – 0

The resolution was adopted.

NEW BUSINESS:

A. Consider Approving Recommendation on Hiring Tim Sandvik as Assistant City Administrator as Conditioned by the City Administrator

City Administrator Watson gave an overview of the hiring process to fill the vacant Assistant City Administrator position. He noted that over 70 applications were received and 17 candidates were interviewed. Second interviews were held with five of the applicants. Two top applicants were identified for third interviews. He noted that he has offered the job to Tim Sandvik who has four plus years as the Deputy City Clerk in Falcon Heights, with previous experience in Brooklyn Center and New Brighton.

Upon motion by Johnson, seconded by Gunderson, it was

18-09-142 “RESOLVED, that the Council approve hiring Tim Sandvik to fill the position of Assistant City Administrator as conditioned.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. Consider Approving the Purchase of 13 Portable Radios

Fire Chief Leier noted that the radios that the Fire Department staff use are vital to accurate communications assignments, and safety alerts during emergency events. The Fire Department has been operating with the Motorola Model 2500 portable radios for the past 15 years. This model is at the manufacturer’s end of life and, beginning in 2019, Motorola will no longer support them.

Leier noted that Fire Department staff have been attempting to obtain grant monies to assist with the replacement of these radios with no success to date. The Fire Department operates with 43 portable radios. In 2017, the Fire Department replaced 5 Model 2500 radios with the equivalent current Motorola Model APX 6000. Fire Department staff are requesting to use Capital Improvement Funds for the replacement of the remaining radios and are requesting the authorization to purchase 13 Motorola APX 6000’s this year. Leier noted that the Fire Department hopes to replace all 43 radios by 2020. In order to

complete this, staff are proposing purchasing 13 radios in 2018, 13 radios in 2019 and the final 12 radios in 2020.

Upon motion by Nyblom, seconded by Johnson, it was

18-09-143 “RESOLVED, that the Council authorizes the purchase of 13 portable radios in 2018 using Capital Improvement Project funds.”

Ayes – 5 Nays – 0

The resolution was adopted.

C. Consider Approving a Feasibility Study for 2019 Street Improvement Projects

Scott Haupt, SEH, reviewed the 10 proposed 2019 Street Improvement Projects being proposed by City staff. He noted that staff are looking for the Council’s authorization to perform a Feasibility Study and accept the proposal from SEH to perform the Feasibility Study for a not-to-exceed hourly amount of \$7,900. He noted that a Feasibility Study is required by state law in order to assess properties for a portion of the costs of improvements (50/50 split). If the Council authorizes the preparation of the Feasibility Study, the next step will be to send out letters to the affected property owners, set up field meetings in September, gather the field work and finalize the Feasibility Study and then come back to the Council with the final Study. Mayor Fletcher noted that whatever streets are approved for assessment, the land owners of the properties on the streets will be receiving a notice that there will be an evaluation of their street.

City Administrator Watson noted that the total estimated project cost for the proposed 2019 street improvements is \$675,000. The City has dedicated \$300,000 to \$330,000 in its 2019 Budget for these improvements. If the estimate in the Feasibility Study comes in at \$675,000, the City would only be short about \$7,000, but if the estimate comes in at a higher number, the City would have to cut from the project list.

Upon motion by Johnson, seconded by Gunderson, it was

18-09-144 “RESOLVED, that the Council approve Resolution Ordering Preparation of a Feasibility Study for the 2019 Street Improvements Project and accepts the proposal from Short Elliott Hendrickson, Inc. on an hourly cost basis not-to-exceed \$7,900 for the preparation of the Feasibility Study and authorizes the City Administrator to sign the agreement on behalf of the City with payment of such services from the Franchise Fee fund for potential improvements to the following streets: Lambert Creek Lane-Bear Avenue South to east cul-de-sac; Thomas Court – Lambert Creek

Lane to south cul-de-sac; Primrose Court – Primrose Path to west cul-de-sac; Wildflower Court – Primrose Path to east cul-de-sac; Krey Avenue-Oak Creek Drive South to 300 feet north; Oak Creek Terrace – Oak Creek Drive to Oak Creek Drive; Tessier Trail – 530 feet north of Bear Avenue to new cul-de-sac; Rosebriar Street-Greenhaven Dr. to Willow Grove Lane; Willowgrove Lane- Morningside Ave. to Greenhaven Drive; and Springhill Road- Greenhaven Drive to Rosebriar Avenue.”

Ayes – 5

Nays – 0

The resolution was adopted.

D. Discussion of Body Cameras

Mayor Fletcher noted his concern that Ramsey County Deputies do not have body cameras. He said that he has been doing body camera audits for other agencies and he sees what an amazing tool they are and he said he feels it is important for us as a policy body to say that we want cameras for the Deputies. He recommends that the County move as quickly as possible to implement body cameras. He noted that the Ramsey County Sheriff’s department has told him that there will be no budgetary impact to the City of Vadnais Heights in 2019 for body cameras. Fletcher said that over the next two weeks he will see if he can push the department to accelerate the implementation of body cameras and then he will bring in a financial proposal for the Council to consider.

E. Consider Setting Tuesday, September 18, 2018 Workshop and Agenda

City Administrator Watson noted that at this time he has no agenda items for the September 18, 2018 workshop, and that there may or may be a workshop on the 18th. Council Member Gunderson asked when the Council can expect the results of the Facility Assessment. Watson replied probably sometime in October.

COUNCIL AND DEPARTMENT REPORTS:

Fire Chief, Ed Leier, thanked the Council for the increase in the Relief Association pension and thanked them for purchasing of the radios.

Planner/Community Development Director Wall said that he had nothing to report.

City Attorney Beckman said that she had nothing to report.

Council Member Gunderson welcomed all kids back to school. She said that she noticed some of the Stop Texting and Driving signs that have been put up, kudos to Maximus Gregory because they look great.

Council Member Nyblom said that he had nothing to report.

Mayor Fletcher noted that Council Members Nyblom and Urban and other volunteers have been working on cleaning up the Veteran Village property and that it looks great. He also noted that Maximus Gregory has completed his Eagle Scout project.

Council Member Urban said that he had nothing to report.

Council Member Johnson said that he had nothing to report.

City Administrator Watson said that they will be holding the first round of interviews for the City Engineer position this week.

ADJOURN MEETING:

A motion was made by Council Member Johnson to adjourn the meeting at 7:49 pm.

Respectfully submitted,

Kevin Watson, City Administrator