

**City of West St. Paul  
City Council Meeting Minutes  
July 24, 2023**

**1. Call to Order**

Mayor Napier called the meeting to order at 6:30 p.m.

**2. Roll Call**

Present: Mayor Dave Napier  
Councilmembers Pat Armon, Wendy Berry, Julie Eastman, Lisa Eng-Sarne, Robyn Gulley and John Justen

Absent: None

Others Present: City Manager Nate Burkett  
City Attorney Pam Whitmore  
Police Chief Brian Sturgeon  
Assistant City Manager Dan Nowicki  
City Planner Melissa Houtsma  
Parks, Recreation, Environment and Sustainability Director Eric Weiss  
Finance Director Char Stark  
City Clerk Nicole Tillander

**3. Pledge of Allegiance**

**4. Adopt the Agenda**

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to adopt the agenda, as presented.

Vote: 6 ayes / 0 nays. Motion carried.

**5. Proclamations, Presentations and Recognitions**

**6. OCWS Briefing**

Council discussed the following items during the Open Council Work Session of July 24<sup>th</sup>:

- A. Opioid Epidemic Response Advisory Council (OERAC) Grant Proposal Overview
- B. Use of Cannabis in Public Areas
- C. Use of Metro Area Sales Tax – Affordable Housing Funds
- D. Dead and Diseased Trees Ordinances, Policies and Procedures – item discussed after the regular council meeting

**7. Community Comments – In Person**

- Judy Rangel, Ward 2 – would like water aerobics classes and more lifeguards at the West St. Paul pool, advised reviewing next year’s contract and pushing for these services with coordination from the county, school district and YMCA. Judy printed and handed out an email sent to councilmembers, staff, ISD 197 representatives and others. Email scanned and saved by clerk.
- Emily Vergin, Ward 1 – 5<sup>th</sup> annual pad drive by Women of West St. Paul and Neighbors, Inc. Event being held on August 10<sup>th</sup> at the Art Park on the corner of Oakdale and Butler at 6:30PM. Info available at womenofwsp.com.

**8. Community Comments – Phone Line**

- Connye LaCombe – calling in support of both community comment speakers

**9. Council Comments**

Mayor and Councilmembers addressed the public on various topics.

City Manager Nate Burkett introduced new staff member – Eric Weiss – Parks, Recreation, Environment and Sustainability Director. Eric will be a great addition in support of the culture we are building and maintaining in West St. Paul and will be a great fit with the team overall. Eric believes parks are a critical part of our community and will bring creativity and strategic vision to the position. Welcome, Eric!

**10. Consent Agenda**

Motion was made by Councilmember Eastman and seconded by Councilmember Berry to approve the following items on the Consent Agenda, as presented:

- A.** Approve City Council Meeting Minutes of June 12 and June 26, 2023
- B.** Award Bid for Oakview Drainage Project CP 21-10
- C.** Change Order No. 2 Marthaler Improvement Project 23-7
- D.** City Rental Licensing
  - 1317 S. Robert St. (Single Family-New)
  - 2060 Charlton St. (Apartment-Renewal)
  - 291 Emerson Ave. (Single Family-Renewal)
  - 837 Bidwell St. (Single Family-Renewal)
  - 1140 Charlton St. (Single Family-Renewal)
  - 968 Livingston Ave. (Single Family-Renewal)
  - 1223 Charlton St. (Duplex-New)
  - Total Amount – \$1,967.00
- E.** Contract with NeighborWorks Home Partners
- F.** Donations to the City
  - South Robert Street Business donated \$3,500 for the Robert Street Flags.
  - South Robert Street Business donated \$500 for the Badges & Bobbers event.
  - Sibley Hockey Booster Club donated \$17,000 for the arena improvements.
  - West St. Paul Youth Hockey donated \$350,000 for the arena improvements.

- G. Final Payment for the Crusader Avenue Street Reconstruction Project, City Project 22-1
- H. List of Claims for July 24, 2023
- I. Resolution of Support for Application to MN Opioid Epidemic Response Advisory Council Grant

Vote: 6 ayes / 0 nays. Motion carried.

**11. Public Hearings**

**A. Final Reading – Amending Charter Sections 3.03, 4.08 and 12.05**

City Manager Nate Burkett presented the final reading of an ordinance amendment to modify Sections 3.03, 4.08 and 12.05 of the City Charter.

Mayor Napier opened the Public Hearing at 6:59 p.m. Hearing from no one wishing to speak, Mayor Napier closed the Public Hearing at 7:00 p.m.

The Mayor also votes on Charter amendments and final approval requires unanimity. Each section of the ordinance is voted on by its own motion.

Motion was made by Councilmember Berry and seconded by Councilmember Eastman to approve the final reading and adopt Section 1 of Ordinance No. 23-008 – Charter Section 3.03 as presented.

Vote: Berry – aye  
 Eastman – aye  
 Armon – aye  
 Eng-Sarne – aye  
 Gulley – aye  
 Justen – aye  
 Napier – aye  
 7 ayes  
 Motion carried.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to approve the final reading and adopt Section 2 of Ordinance No. 23-008 – Charter Section 4.08 as presented.

Vote: Eng-Sarne – aye  
 Justen – aye  
 Armon – aye  
 Berry – aye  
 Eastman – aye  
 Gulley – aye  
 Napier – aye  
 7 ayes  
 Motion carried.

Motion was made by Councilmember Gulley and seconded by Councilmember Eng-Sarne to approve the final reading and adopt Section 3 of Ordinance No. 23-008 – Charter Section 12.05 as presented.

Vote: Gulley – aye  
Eng-Sarne – aye  
Armon – aye  
Berry – aye  
Eastman – aye  
Justen – aye  
Napier – aye  
7 ayes  
Motion carried.

Motion was made by Councilmember Justen and seconded by Councilmember Eastman to approve the final reading and adopt Section 4 of Ordinance No. 23-008 – Summary Publication as presented.

Vote: Justen – aye  
Eastman – aye  
Armon – aye  
Berry – aye  
Eng-Sarne – aye  
Gulley – aye  
Napier – aye  
7 ayes  
Motion carried.

## **12. General Business**

### **A. First Reading of an Ordinance Amending Chapter 153 of the West St. Paul City Code Regarding Requirements for Drive-Throughs**

City Planner Melissa Houtsma presented the first reading. Planning Commission reviewed, held a public hearing and voted 7-0 to approve the amendment at the July 18<sup>th</sup> meeting with the recommendation that staff and council consider headlight screening issue. Staff reviewed and are comfortable with the language as currently written. Staff looks for approval of first reading.

Motion was made by Councilmember Berry and seconded by Councilmember Eng-Sarne to adopt the first reading as presented.

Vote: 6 ayes / 0 nays. Motion carried.

### **B. Site Plan for the Construction of a 2,000 sq. ft. Club House Addition at 430 Mendota Road West – Charlton West, LLC**

City Planner Melissa Houtsma presented the site plan. Planning Commission reviewed, held a public hearing and voted 7-0 to recommend approval of the site plan at the July 18<sup>th</sup> meeting per the conditions recommended by staff.

Applicant was in attendance at the meeting. Council thanked them for the investment in the property.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to approve Resolution No. 23-046 Approving a Site Plan for the Construction of a 2,022 Square Foot Club House Addition to the Building at 430 Mendota Road West (Charlton West, LLC) as presented.

Vote: 6 ayes / 0 nays. Motion carried.

### **13. Adjourn**

Motion was made by Councilmember Berry and seconded by Councilmember Eastman to adjourn the meeting at 7:24 p.m.

Vote: 6 ayes / 0 nays. Motion carried.

Meeting adjourned.



Wendy Berry  
Mayor Pro-Tem  
City of West St. Paul