

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
JANUARY 5, 2021**

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 7:00 p.m.

ADMINISTER OATH OF OFFICE TO MAYOR GUNDERSON AND COUNCIL MEMBERS ROGERS AND GOEBEL

City Administrator Watson administered the Oath of Office to Mayor Heidi Gunderson and Council Members Steve Rogers and Erik Goebel.

ROLL CALL

Upon roll call, the following members were present: Mayor Heidi Gunderson, and Council Members: Greg Urban, Patricia Youker, Steve Rogers and Erik Goebel.

The following members were absent: None.

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

Everyone present stood and said the Pledge of Allegiance.

City Administrator Watson provided several announcements.

APPROVAL OF AGENDA

Upon motion by Urban, seconded by Youker, it was

21-01-001 “RESOLVED that the January 5, 2021 Regular Meeting Agenda be approved as amended to add Item #8E, Recommendation to Hire Kristin Pechman as Administrative Assistant II – Permit Clerk and Item #8F, Approving LG220 Application for an Exempt Permit for White Tails Unlimited Metro Area to Conduct a Raffle on March 20, 2021.”

Ayes – 5

Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. December 15, 2020 Regular Council Meeting

Upon motion by Urban, seconded by Youker, it was

21-01-002 “RESOLVED, that the Council approves the December 15, 2020 Regular Council Meeting minutes as presented.”

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

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Urban, seconded by Youker, it was

21-01-003 “RESOLVED, that the Council approves the Consent Agenda Items #8A through #8F for the January 5, 2021 meeting be approved as follows:

- A. Consider Approving Claims #80077 Through #80138 and Electronic Claims #1576 Through #1584 for Payment
- B. Consider Approving Advisory Commission Reappointments and Declaring Vacancies
- C. Consider Approving a Professional Engineering/Planning Consultant Contract with S.E.H. for 2021 Consulting Services
- D. Consider Approving an Agreement with NAC for Professional HVAC Services for 2021
- E. Consider Recommendation to Hire Kristin Pechman as Administrative Assistant II – Permit Clerk
- F. Consider Approving LG220 Application for an Exempt Permit for White Tails Unlimited Metro Area to Conduct a Raffle at Jimmy’s Event Center on March 20, 2021.”

Ayes – 5 Nays – 0

The resolution was adopted.

OPEN TO THE PUBLIC

Mayor Gunderson opened the meeting to the public at 7:08 p.m. There being no one that wished to speak, Gunderson closed the meeting to the public at 7:08 p.m.

PRESENTATIONS

None

PUBLIC HEARINGS

- A. Planning Case 20-022: Hawes Street Right-of-Way Vacation Request - 4214 Rice Street

Planning/Community Development Director Wall noted that the applicant is requesting to vacate 30’ of the 60’ undeveloped Hawes Street right-of-way that connects to Rice Street from the west and was included in the Bacon and Coleman’s Rice Street Acre Lots Plat

from 1887. Wall noted that Rice Street is under Ramsey County's jurisdiction, so the proposed vacation request was sent to the County Surveyor's Office for review and that no other agency/department review is applicable in this case.

Applicant Joe Bush custom home builder addressed the Council.

Mayor Gunderson opened the Public Hearing at 7:16 p.m. There being no one that wished to speak, Gunderson closed the Public Hearing at 7:16 p.m.

Upon motion by Urban, seconded by Youker, it was

21-01-004 "RESOLVED, that the Council, after due consideration, determined that:

1. The City of Vadnais Heights hereby vacates the portion of Hawes Street legally described on Exhibit B.
2. The petitioned vacation has no adverse relationship to the City's Comprehensive Plan.
3. The notice requirements have been met.
4. The vacation applies only to the portion of Hawes Street legally described on Exhibit B and not to: (a) the rights of existing utilities, if any, (b) any other easements dedicated on the plat of Bacon and Coleman's Rice Street Acre Lots, or (c) any other easements running to or benefitting the City of Vadnais Heights.
5. The City Administrator is directed to execute and record a Notice of Completion of this vacation proceeding pursuant to Minnesota Statutes §412.851. The roadway vacation authorized by this Resolution shall only be effective following the recording of a Notice of Completion in the office of the Ramsey County Recorder.

AND FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to sign all documents necessary to effectuate the intent of this Resolution with the following conditions:

1. The property owner shall preserve existing major/over-story trees and ground-cover plantings, to the greatest extent possible, within the right-of-way subject to the request in this case as part of any future construction and/or vegetation removal activities on the subject property.
2. The property owner shall submit a landscaping/tree preservation plan prior to any construction activities and/or vegetation removal on the subject property, to be reviewed and approved by staff in consultation with the surrounding property owners as necessary."

Ayes – 5

Nays – 0

The resolution was adopted.

OLD BUSINESS

None

NEW BUSINESS

A. Consider Development Agreement with Zephyr Group, LLP for Holiday Stationstore

Planning/Community Development Director Wall introduced the item before the Council for consideration which is a development agreement with Zephyr Group, LLP for the Holiday Stationstore located at 1035 East County Road E. Wall noted that the proposed development was approved by the Council at its November 3, 2020 meeting. Wall showed a PowerPoint which highlighted changes the developer is proposing to revise the previously approved exterior building materials and signage.

Upon motion by Urban, seconded by Youker, it was

21-01-005 “RESOLVED, that the Council approve the proposed Development Agreement with Zephyr Group, LLP for the Holiday Station Store with the previously approved conditions encompassed within the document.”

Ayes – 5 Nays – 0

The resolution was adopted.

B. 2021 Annual Designations

1. Council Assignments

City Administrator Watson noted before the Council for consideration is the 2021 Council Assignments. Watson said that each year, the Mayor assigns different Council Members to serve as liaisons for various Committees and Commissions.

Upon motion by Youker, seconded by Goebel, it was

21-01-006 “RESOLVED, that the City Council approves the 2021 Council Assignments as proposed.”

Ayes – 5 Nays – 0

The resolution was adopted.

2. Designation of Official Newspaper

City Administrator Watson noted that the City is required by state law to designate a “Legal Newspaper” for placing all legal notices during the year.

Carter Johnson, owner of the Vadnais Heights Press gave a history of the Vadnais Heights Press.

21-01-007 “RESOLVED, that the City Council designates the Vadnais Heights Press as the City’s Official Newspaper for 2021.”

Ayes – 5 Nays – 0

The resolution was adopted.

3. Designation of Official Depository and Investment Institutions

City Administrator Watson noted that each year the City is required to designate the financial institutions it will potentially utilize for checking and investment activities.

21-01-008 “RESOLVED, that the Council designates the following financial institutions as official depository and investment institutions of the City’s funds in 2021; League of MN Cities/4M Fund/PMA Financial; Farmers & Merchants Savings Bank; Premier Bank; Dain Rauscher/RBC Capital; Comerica Securities; US Bank; Flagship Bank Minnesota; Bremer Bank; BNC National Bank; Frandsen Bank & Trust; Raymond James and Associates; Cities Credit Union; and Spire Credit Union.”

Ayes – 5 Nays – 0

The resolution was adopted.

4. Elected Official Out-Of-State Travel Policy

City Administrator Watson noted that Minnesota Statutes Section 471.661 requires the governing board of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must develop a policy that controls travel outside the State of Minnesota for the applicable elected official of the relevant unit of government.

21-01-009 “RESOLVED, that the Council adopts the Elected Official Out-of-State Travel Policy as presented.”

Ayes – 5 Nays – 0

The resolution was adopted.

5. Accept Statutory Limits for Insurance Coverage

City Administrator Watson noted that the City obtains its liability, property, vehicle and worker’s compensation insurances from the League of MN Cities Insurance Trust (MCIT). He said as part of the annual renewal process, each city must declare adherence to the monetary statutory tort limits provided by Minnesota Statutes or elect to waive these limits. The limits are \$500,000 per individual with a maximum of \$1,500,000 for a single occurrence.

21-01-010 “RESOLVED, that the Council accepts the statutory tort limits for coverage as provided by the League of Minnesota Insurance Trust.”

Ayes – 5 Nays – 0

The resolution was adopted.

6. Designation of Official Signatories

City Administrator Watson noted that Minnesota Statutes 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.

21-01-011 “RESOLVED, that the Council designates Mayor Heidi Gunderson and City Administrator Watson as official signatories in 2021 by Resolution.”

Ayes – 5

Nays – 0

The resolution was adopted.

Council Reports:

City Engineer/Public Works Director Farrell wished everyone a Happy New Year and congratulated the new members of the Council. He noted that public works staff have been working to remove the slush from the roads. He thanked the Council for their support for the order of the new plow truck.

Assistant City Administrator Sandvik noted that the City has begun taking sign-ups for the Winter Warm Up, to get to 50K by March 1. He also noted that the City has purchased snowshoes that it will be renting out to residents. He said that rental can occur during normal City Hall hours and that rental will move to the warming house if they are allowed to open. He also thanked the Council for passing the Commission appointments.

Planning/Community Development Director Wall noted that there is a vacancy in the Planning Commission and that Brian Carnes is not seeking reappointment. Wall thanked Carnes for his dedication and participation over the years. He said that they will be advertising to fill one alternate position. He noted that they are still in the development stages of the Open Gov online permitting software but that they hope to have a slow roll out soon to test the system.

City Attorney Beckman welcomed new members of the Council.

City Council Member Goebel thanked Bob Morris for his time on the Council. He also thanked the department heads for taking time to share their experiences with him. He said that the City has very talented staff. He said he looks forward to the opportunity to serve the people of the City.

Council Member Rogers also welcomed Goebel to the Council. He thanked the Bear Avenue North residents for the tour along the development and the ditches. He asked if it would be a good idea for the City to know where other ROWs are out there.

Council Member Urban noted that there are many increases in crime in the area. He urged people to contact their County Commissioners about not defunding the police.

Mayor Gunderson welcomed Goebel and said she is excited to see what the Council can do over the next two years.