

**Minutes**  
**Woodbury City Council**  
**Wednesday, February 8, 2023**

Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 8th day of February 2023.

**Call to Order**

Mayor Anne Burt called the meeting to order at 7:00 p.m.

Mayor Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email [council@woodburymn.gov](mailto:council@woodburymn.gov) or call 651-714-3524 and leaving a voicemail message.

**Pledge to Flag**

Audience, staff, and Council pledged allegiance to the flag of the United States of America.

**Roll Call**

Upon roll call the following were present: Mayor Anne Burt, Councilmembers: Kim Wilson, Andrea Date, Steve Morris, and Jennifer Santini. Absent: None

Others Present: Kimberlee K. Blaeser, City Clerk; Kevin Sandstrom, City Attorney; Clinton Gridley, City Administrator and Chris Hartzell, Engineering Director.

**Special Order of Business**

No items scheduled

**Open Forum**

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects, which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting. Give the sign-up sheet to any staff person. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

Karen Bauman, 7894 Dunmore Road, stated she emailed each Councilmember and spoke with Public Works Director, Mary Hurliman regarding bus stops that were not shoveled in the City. She stated Ms. Hurliman mentioned the City is not responsible to shovel bus stops. Ms. Bauman explained she has seen a handicap woman unable to wait at the bus stop due to the snow and instead was waiting in the driveway of the Woodbury Theater. She stated she called the bus company and they told her it is the City's responsibility to shovel bus stops and showed her the stops the City is responsible for and mentioned they would send someone out to check on them. She stated it should be more of a priority to come up with a solution since Woodbury has a bus line and could affect many people in the winter if stops are not shoveled. She added that MET Council explained to her that they are responsible to shovel if there is a bench or park shelter but if there is only a sign, the City is responsible to shovel. She expressed her hope that the Council would oversee this more and take action.

Mayor Burt thanked Ms. Bauman and stated there has been back and forth communication and asked if City Administrator, Clint Gridley would like to comment. Mr. Gridley thanked Ms. Bauman for her compassion and explained the complexity of the situation since the MET Council, the City, private property and City owned property are all a factor. Mr. Gridley stated he has spoken with Ms. Hurliman and knows she pursued information with the MET Council and spoke with Ms. Bauman on the phone. He added that Ms. Bauman has heightened their awareness and will continue to discuss with the Council and MET Council to clarify responsibility as the Gold Line comes to the City. He mentioned they would come up with a maintenance manual that would include those details. He thanked Ms. Bauman and stated they had detailed conversation and took her concerns seriously when they were brought up previously.

Councilmember Wilson stated Ms. Bauman is referring to bus stops that are on the streets off of sidewalks instead of just the stop at the theater and added those are not on private property. Mr. Gridley stated one of the stops is a private business commercial area and another is on a trail which the City owns. Councilmember Wilson asked which stop was on the private business area. Mr. Gridley stated

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he did not know. Councilmember Wilson asked if the bus stops on Valley Creek Road, Bielenberg Drive, and Century Avenue are on City property. Mr. Gridley stated Ms. Hurliman explained one of the stops had a private party responsibility.

Mayor Burt suggested another follow up for further discussion.

**Consent Agenda**

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

Item A Approval of Council Minutes – January 25, 2023

Item B To adopt the following resolution

**Resolution 23-12**

**Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute a Joint Use Agreement with Woodbury Leadership Academy (School) for priority access to school facilities, including gymnasium and athletic field use.**

Item C To adopt the following resolution

**Resolution 23-13**

**Resolution of the City of Woodbury, Washington County, Minnesota authorizing a grant application request, up to \$75,000, for The National Endowment for the Arts – Grants for Arts Project Program.**

Item D To adopt the following resolution

**Resolution 23-14**

**Resolution of the City of Woodbury, Washington County, Minnesota approving the Agency Agreement for Federal Participation in Construction with MnDOT and authorizing the Mayor and City Administrator to sign said agreement.**

Item E To adopt the following resolution

**Resolution 23-15**

**Resolution of the City of Woodbury, Washington County, Minnesota approving Amendment Number One to Joint Powers and Construction Cooperation Agreement for Construction of Gold Line BRT Project and Concurrent Non-Project Activities constructed in coordination with the METRO Gold Line Bus Rapid Transit (BRT) project.**

Item F To adopt the following resolution

**Resolution 23-16**

**Resolution of the City of Woodbury, Washington County, Minnesota accepting grant funds in the amount of \$3,300 from Ramsey Washington Metro Watershed District to the City of Woodbury, approving the agreement, and approving appropriate budget adjustment.**

Item G To adopt the following resolution

**Resolution 23-17**

**Resolution of the City of Woodbury, Washington County, Minnesota authorizing preparation, acquisition and, if necessary, condemnation of easements for the Lake Road Trail Improvements project.**

Item H To adopt the following resolution

**Resolution 23-18**

**Resolution of the City of Woodbury, Washington County, Minnesota approving the Property Access Agreement with the Minnesota Pollution Control Agency for well installation and monitoring.**

Item I Two-Way Stop Controlled Intersections; Authorizing Stop Sign Installation on Northbound and Southbound Bailey Lake Road at Martingale Drive, Stable View Drive, Cobalt Lane, Yearling Drive, and Cobalt Drive. **Joel Schilling, 8393 Yearling Drive, requested this item be removed from the Consent Agenda to the Discussion portion of the meeting.**

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- Item J To adopt the following resolution **Resolution 23-19**
- Resolution of the City of Woodbury, Washington County, Minnesota approving the purchase of one used 2018 Caterpillar 12M3 Motor Grader from Ziegler CAT for an amount not to exceed \$188,905 through City of Woodbury Council approval and a total expenditure amount not to exceed \$190,405.**
- Item K To adopt the following resolution **Resolution 23-20**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing acceptance of City of Woodbury Water Treatment Plant Design and Partial Pipeline Design Grant from Minnesota Pollution Control Agency in the amount of \$12,500,000 and approval of budget amendment to the Water and Sewer Utility Fund.**
- Item L To adopt the following resolution **Resolution 23-21**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute the Shimanski Public Access and Temporary Monitoring Well Easement and fee.**
- Item M To adopt the following resolution **Resolution 23-22**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute a contract agreement with Advanced Engineering and Environmental Services, LLC (AE2S) as the City's consultant and engineering firm for Task Order services associated with the Woodbury Water Treatment Plant design.**
- To adopt the following resolution **Resolution 23-23**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute Task Order 1 with Advanced Engineering and Environmental Services LLC (AE2S) as the City's consultant and engineering firm for 100 percent design and bidding phase services for Woodbury Water Treatment Plant.**
- To adopt the following resolution **Resolution 23-24**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute Task Order 2 with Advanced Engineering and Environmental Services, LLC (AE2S) as the City's consultant and engineering firm for Woodbury Water Treatment Plant design services for 30 percent softening.**
- To adopt the following resolution **Resolution 23-25**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute Task Order 3 with Advanced Engineering and Environmental Services, LLC (AE2S) as the City's consultant and engineering firm for 100 percent well manifold pipeline design and 30 percent remaining pipeline design for Woodbury Water Treatment Plant.**
- To adopt the following resolution **Resolution 23-26**
- Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute Task Order 4 with Advanced Engineering and Environmental Services, LLC (AE2S) as the City's consultant and engineering firm for Woodbury Water Treatment Plant and pipeline design unification services through 30 percent design.**
- Item N To adopt the following resolution **Resolution 23-27**
- Resolution of the City of Woodbury, Washington County, Minnesota approving the Mutual Aid Agreement between the City of St. Paul Police Department and the City of Woodbury Public Safety Department.**

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- Item O To adopt the following resolution **Resolution 23-28**
- Resolution of the City of Woodbury, Washington County, Minnesota approving Enterprise Resource Planning (ERP) project agreements with Tyler Technologies, Inc. and Berry, Dunn, McNeil & Parker, LLC.**
- Item P To adopt the following resolution **Resolution 23-29**
- Resolution of the City of Woodbury, Washington County, Minnesota tabling the Cannabinoid Products License application of Preserved Company LLC dba Eagle Tobacco Cigars & E-Cig Center located at 2230 Eagle Creek Lane, Suite E.**
- Item Q The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the mayor and City Administrator is hereby approved. Staff recommends approval of the abstract of bills for January 20, 2023 in the amount of \$1,059,822.27 and January 27, 2023 in the amount of \$934,427.47.

Councilmember Date moved, seconded by Councilmember Santini, to approve the Consent Agenda items with the exception of item 6I.

**Voting via voice:**

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini – aye  
Anne Burt – aye

**Public Hearings**

No items scheduled

**Discussion**

**A. Consent Agenda Item 6I. Two-Way Stop Controlled Intersections; Authorizing Stop Sign Installation on Northbound and Southbound Bailey Lake Road at Martingale Drive, Stable View Drive, Cobalt Lane, Yearling Drive, and Cobalt Drive**

Joel Schilling, 8393 Yearling Drive, pulled this item for discussion and stated the signage on Bailey Lake Road and Yearling, south of the intersection, the sign reads “Yearling Drive” while on the north side of the intersection it reads “Yearling Trail.” He stated the resolution addresses it all as “Yearling Drive” and suggested the resolution gets sent back to staff in order to investigate the discrepancy for correctness. Mr. Gridley stated staff will precautionary take a look into it.

Attorney Sandstrom recommended that the City Council pass a motion to table action on this item to a future Council meeting.

Mayor Burt moved, seconded by Councilmember Morris, to table Consent Agenda Item 6I to a future Council meeting.

Voting in Favor: Wilson, Date, Morris, Santini, Burt  
Absent: None

**Transportation Report (2nd meeting of the month, May-October)**

No items scheduled

**City Administrator’s Report**

City Administrator Clinton Gridley gave a verbal update of upcoming City meetings.

- February 9, 2023 – Neighborhood Meeting for the proposed 2023 roadway rehabilitation project open house, 6 p.m., Ojibway Park Building, 2695 Ojibway Drive.
- February 10, 2023 – Audit & Investment Commission, 7:30 a.m., Ash North and South Conference Rooms
- February 11, 2023 – Polar Plunge, 12:00 p.m.
- February 15, 2023 – Council Workshop on Diversity, Equity & Inclusion Training and Water Softening

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- February 22, 2023 – Public Hearings, 7 p.m., Council Chambers

**Adjournment**

Mayor Burt moved, seconded by Councilmember Morris, to adjourn the meeting at 7:16 p.m.

Voting in Favor: Wilson, Date, Morris, Santini, Burt

Absent: None

Respectfully submitted,

*Kimberlee K. Blaese*

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Kimberlee K. Blaese, City Clerk

Approved by the Woodbury City Council on February 22, 2023