

South St. Paul City Council Work Session

Session Notes for March 10, 2025

1. CALL TO ORDER

Mayor Francis called the City Council Work Session to order at 7:00 PM on March 10, 2025

No formal Council Action is taken at a work session meeting, this is a summary of discussion that took place.

Council Members Present: Jimmy Francis, Lori Hansen, Tom Seaberg, Joe Kaliszewski, Matt Thompson

Planning Commissioners Present (Item 2-A): Andrew Hoffman, Geoff Fournier, Bree Miller

Staff Present: Ryan Garcia, City Administrator, Michael Healy, Planning Manager. Tiffany Greene, Housing Programs Manager, arrived at 7:50 P.M.

2. DISCUSSION ITEMS

A. Joint Worksession with Planning Commission: South Concord Corridor Study Visioning

Consulting Planners Jennifer Haskamp (Swanson-Haskamp Consulting) and Mike Lamb (Mike Lamb Consulting) briefly reviewed previous worksessions and confirmed previously shared findings related to existing conditions and market conditions. Council and plan commissioners coalesced around a general vision for the study area to focus on the following:

- A desire for higher and more intensive commercial and light industrial uses for properties fronting Concord Street, particularly on the east side of the street between I-494 and the north end of the Healy Mobile Home Park.
- An opportunity to facilitate elements of the “Wakota Crossing” development vision which supports a more flexible range of industrial development options given the challenging soil conditions east of Hardman Avenue.
- Support for infill development that complements the low-intensity mixed use development pattern existing on the west side of Concord Street (where bluff constraints limit development) and throughout the corridor south of Chestnut Street.

B. Holiday Stationstore Concept Plan Discussion

Mayor Francis welcomed Carl Smith and Christian Cabrera representing Circle K/Holiday who participated via WebEx. Mssrs. Smith & Cabrera provided a brief overview of the proposed redevelopment of the property at the northeast corner of Villaume Avenue and Concord Street as a convenience store with embedded quick-serve restaurant and gas and diesel station. Councilmember Hansen asked whether the

same entity owned the existing Holiday station at Dale Street and Concord Street, and whether that facility would remain in operation, to which Mr. Smith responded that both facilities were operated by the same entity and would continue to operate, as they served different segments of the traveling public. Mr. Healy clarified that the preliminary site plan would indicate that upon formal submittal a site plan and conditional use permit review will be conducted, but that there did not appear to be a need to review the project for any zoning variances or as a planned unit development.

C. Update on Project Development Agreement with Johnson Controls (Energy Conservation Measures @ High Rises)

Ms. Greene provided a summary of progress made with Johnson Controls towards identifying capital projects from the adopted Capital Plan for the Public Housing Program that might align with various grant and loan programs. It was anticipated that beginning in April 2025, Staff would be seeking formal authorization to submit applications as opportunities arise. Councilmember Seaberg asked whether recent actions related to funding at the federal level introduced additional risk of non-funded or under-funded projects for the Public Housing Program. Mr. Garcia advised that any grant-funded projects would not be awarded contracts without a legally binding commitment and agreement with HUD or the relevant grantmaking agency. Councilmember Seaberg indicated a desire to have a future worksession discussion on the Rental Assistance Demonstration (RAD) program.

D. Remote Program Assessment – Public Housing Program

Mr. Garcia provided an overview of the Remote Program Assessment Report recently submitted by Nan McKay Associates. The presentation focused on key findings and overarching recommendations to improve the organizational efficiency and function of the Public Housing Program. Staff suggested a slight reorganization of existing permanent and temporary staff to result in the clearer delineation of the Property Manager-Buildings and Property Manager-Compliance roles such that all on-site maintenance and caretaking position report to the Property Manager-Buildings position and the proposed Housing Support Specialist position would report to the Property Manager-Compliance position. This reorganization has been communicated internally and is underway. Mr. Garcia advised that position descriptions identify various certifications and trainings as required, however current staff have not obtained these certifications. Mr. Garcia recommended that all staff undertake those training courses and certification exams in 2025, with funds available in the 2025 Public Housing Budget to cover the estimated \$20,000 in total costs. Councilmember Hansen asked for clarification as to whether YARDI training was led internally or by YARDI, to which Ms. Greene responded that YARDI offered onboarding/training for the modules we would be integrating into our system.

3. COUNCIL COMMENTS & QUESTIONS

Mayor Francis pointed out that Hardman Avenue, in the area of Bonfe, appeared to not have been sufficiently patched following an XCEL Energy project last construction season.

4. ADJOURNMENT

There being no further business to come before the City Council at the regular work session meeting, Mayor Francis declared the meeting adjourned at 9:31 PM.

Respectfully submitted,

/s/: Ryan Garcia
City Administrator