



CITY OF SOUTH ST. PAUL MEETING AGENDA

WORK SESSION

Training Room
125 3rd Avenue North
South St. Paul, MN 55075

Monday, April 14, 2025
7:00 PM

1. CALL TO ORDER

2. DISCUSSION ITEMS

- A. Emergency Management Presentation
- B. County Road 56 (Concord Street S) Project
- C. 2026 Engineering Capital Improvement Projects
- D. City Administrator's Update

3. COUNCIL COMMENTS & QUESTIONS

4. ADJOURNMENT

[MEET_FOOT]



WORK SESSION AGENDA REPORT

DATE: April 14, 2025
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 2.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Emergency Management Presentation

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Education on Council's role vs. Staff's role in an evolving emergency.

OVERVIEW

Police Department and Dakota County Emergency Management staff will present on the role of elected officials in a disaster or evolving emergency impacting our community.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. South St. Paul City Council Workshop

SOUTH ST. PAUL
CITY COUNCIL
EMERGENCY MANAGEMENT
PRESENTATION



AGENDA

- Introductions
- Background
- Objectives
- Role of Elected Officials in a disaster
- NIMS Requirements
- Scenarios

INTRODUCTIONS

Doug Nelson

Dakota County Emergency Management Contractor

BACKGROUND

Contract with the City of South St. Paul since 2013

- EOP Reviewed and Updated to be MNWALK compliant
- Training to EOC Staff



OBJECTIVE



To Recognize
City Council's Role

VS.

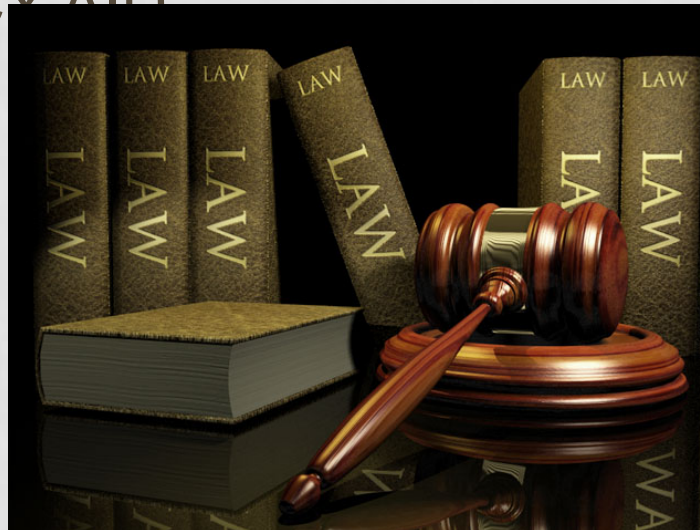
Staff's Roles
in an evolving emergency.

CITY COUNCIL'S ROLE IN DISASTERS

- Declaration of the Emergency
- Conduit between Government and the Public
- Meetings during times of disaster
- Working with your Public Information Officer and the Media
- Touring the scene (needs to be coordinated with the Incident Commander)
- Specific responsibilities for City Council Members?

DECLARATION OF DISASTER

- Emergency Management Laws – **Chapter 12**
- **MSS 12.29** DECLARATION OF LOCAL EMERGENCY
- **MSS 12.37** POLITICAL SUBDIVISION'S POWERS TO FAST PROVIDE EMERGENCY AID



12.29 DECLARATION OF LOCAL EMERGENCY

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- **Subdivision 1. Authority to declare emergency.**

A local emergency may be **declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors.** It **may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision.** Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision.

12.37 POLITICAL SUBDIVISION'S POWERS TO FAST PROVIDE EMERGENCY AID

12.37 POLITICAL SUBDIVISION'S POWERS TO FAST PROVIDE EMERGENCY AID.

During an emergency or disaster, each political subdivision, notwithstanding any statutory or charter provision to the contrary, and through its governing body acting within or without the corporate limits of the political subdivision, may:

- (1) **enter into contracts and incur obligations necessary to combat the disaster** by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and
- (2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster **without compliance with time-consuming procedures and formalities prescribed by law** pertaining to:
 - (i) the performance of public work;
 - (ii) entering into contracts;
 - (iii) incurring of obligations;
 - (iv) employment of temporary workers;
 - (v) rental of equipment;
 - (vi) purchase of supplies and materials;
 - (vii) limitations upon tax levies; and
 - (viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets.

Emergency Powers Under a Local Declaration

- Invokes emergency operations plans.
- Authorizes powers to “provide emergency aid quickly.”
- Enter into contracts and incur obligations to protect health and safety and provide emergency assistance.
- Bypass compliance with time-consuming procedures and formalities for purchasing, contracting, employing temporary workers, renting equipment, etc.
- Expedite appropriation and expenditure of public funds, budget requirements, etc.
- Meets requirement for disaster declarations.

Federal “Stafford Act” assistance (FEMA):

- 2025 state threshold: \$10,785,273
 - \$1.89 per capita
- 2025 Dakota County threshold: \$ 2,076,243
 - \$4.72 per capita
- 75/25 federal/state cost share (100% reimbursement)

State “Chapter 12B” assistance (DPS):

- 2025 Dakota County threshold: \$1,038,121
 - \$2.36 per capita
- State funded through Disaster Assistance Fund
- 75/25 state/local cost share

DISASTER ASSISTANCE

Federal & State Public Assistance (PA) Programs for Infrastructure

PA only reimburses under/uninsured public property

Examples of potentially eligible projects:

- Debris removal.
- Emergency protective measures.
- Roads and bridges.
- Water control facilities.
- Buildings and equipment.
- Utilities.
- Parks, recreational, and other.



CITY COUNCIL AS A CONDUIT BETWEEN GOVERNMENT AND PUBLIC

- City Council is the face of the community
- May hold public meetings to hear from the citizens and communicate with the community
- Review and anticipate potential or threatened litigation
- Think **POLICY** – NOT OPERATIONAL BASED
- Examples of Policy vs Operational: *Debris Removal*
 - City Council changes their policy on debris removal and allows residents to put dead trees on the boulevard for the city to remove
 - Public Works determines how to operationally pick up the debris

MEETINGS DURING TIMES OF EMERGENCY

- Open Meeting Laws still apply
- Certain council timelines for decisions (Public Hearings, etc.) may require timely meetings regardless of other emergent situations.
- Notice to requested media outlets for meeting changes – times – locations.
- You may be allowed some flexibility, but city attorney should be consulted for meeting law compliance.
- Stay in the **Policy** lane



WORKING WITH THE MEDIA

- This could be a huge media event
- Be careful giving out statistics – You need to be right the first time; you need to be accurate every time
- **Do not speculate**
- Stay away from “what if” questions
- Coordinate all Media Releases with the City Administrator and Emergency Manager

RESPONDING TO THE SCENE

- Emergency Services and Public Works will be very busy – City Council's presence alone could slow down response.
- Coordinate any site visits with Emergency Manager for your safety.
- Focus on **Policy** issues for community benefit.

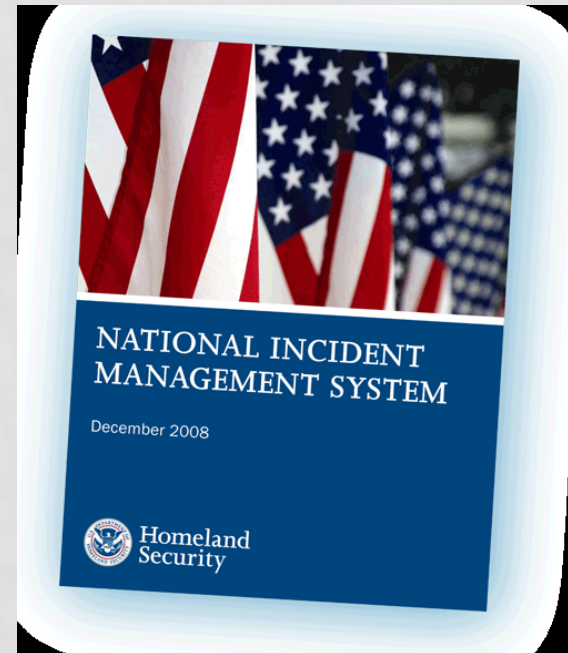


SPECIFIC RESPONSIBILITIES

- Receive Updates from Department Heads
- Serve as Liaison to other governmental leaders
- Declaration of Emergency or Disaster
- Conduct Public Meetings
- Assist with Information outreach
- Advise on short term and long-term recovery
- **Policy**
- Participate in Training for your role in Emergencies

NIMS COMPLIANCE

- **What is NIMS and Why do we need to be compliant?**



NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS)

- **Systematic**, proactive **approach to** guide departments and agencies at all levels of government, non-governmental organizations, and the private sector to work together seamlessly and **manage incidents** involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment.



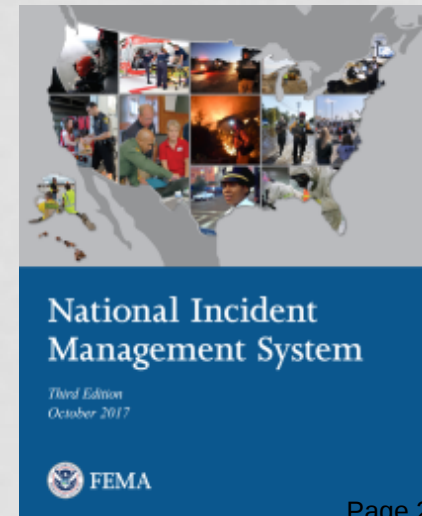
NIMS TRAINING

Who needs what level of training?



NATIONAL INCIDENT MANAGEMENT TRAINING

- Independent Study courses (on-line)
 - IS 100 - Introduction to Incident Command System (2 hrs.)
 - IS 200 - Basic Incident Command System (4 hrs.)
 - IS 700 - National Incident Management System, An Introduction (3.5 hrs.)
 - IS 800 – National Response Framework, An Introduction (3 hrs.)
 - G 0402 – ICS for Executives/Senior Elected Officials (4 hrs.)



POLICE, FIRE, PW OR OTHER FIRST RESPONDERS IN YOUR EOP

- The incident can be handled with one or two single resources with up to six personnel.
- EOC is not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or police traffic stop.

IS 100 (2), IS 200 (4), IS 700 (3.5), IS 800? (3)

EOC PERSONNEL & CITY STAFF

- May have a Virtual, Partial or Full EOC Staff Activation
- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period.
- No written IAP is required, but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans with objectives and priorities.
- Examples include a larger structure fire, a lost person, or larger police incident.

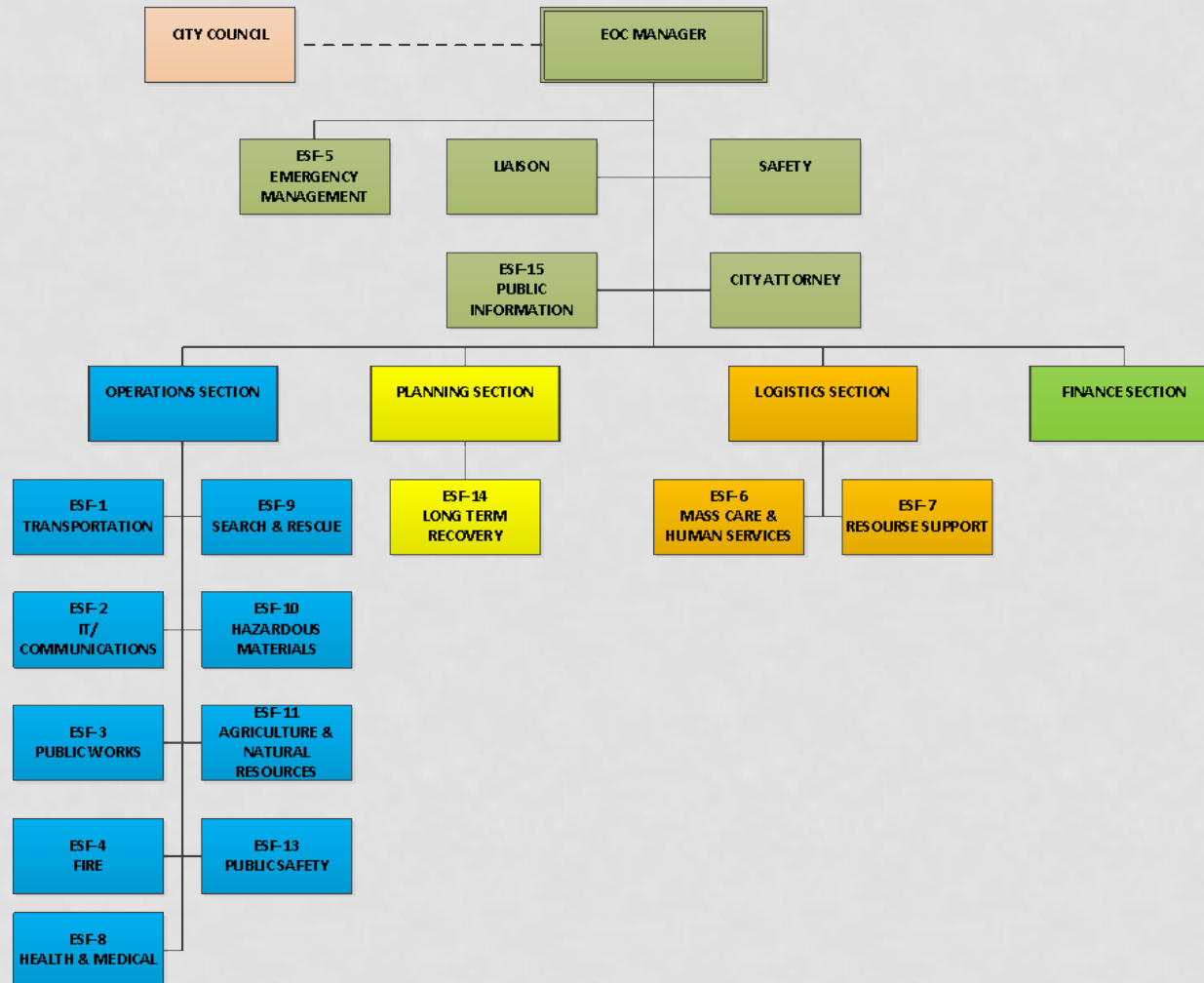
IS 100 (2), IS 200 (4), IS 700 (3.5), IS 800 (3)

SELECTED FIRST RESPONDER LEADERS OR EOC SECTION CHIEFS

- When incident needs exceed capabilities.
- Some or all of the command and general staff positions may be activated in the EOC.
- Incident command organization manages initial incidents with a significant number of resources.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

IS 100, IS 200, **ICS 300 (3 days)**, **ICS 400 (2 days)**, IS 700, IS 800

NIMS REQUIREMENTS FOR TRAINING



ELECTED OFFICIALS TRAINING

- Independent Study courses (on-line)
 - G-402 - NIMS Overview for Executives/Senior Elected Officials (4 hrs.)
- Advance Courses (Not Required)
 - HSEM Senior Officials Training (2 hrs.)
 - IS 100 - Introduction to Incident Command System
 - IS 700 - National Incident Management System, An Introduction
 - G 0191 - EOC/ICS Interface

HSEM SENIOR OFFICIALS TRAINING

Each module takes 2-2.5 hours to complete and can be scheduled based on the community's need.



**Roles
&
Responsibilities**

**State & Federal
Disaster
Assistance**

**Communicating
with the Public**

**Review
&
Seminar**

HSEM SENIOR OFFICIALS TRAINING

DAKOTA COUNTY
EMERGENCY MANAGEMENT & HSEM PRESENT:

ELECTED AND SENIOR OFFICIALS EMERGENCY MANAGEMENT TRAINING SERIES

Join us for an informative training series in partnership with Minnesota Homeland Security and Emergency Management. This series introduces elected and senior officials to their critical roles in emergency management. Together, we will explore the responsibilities involved in preparing for, responding to, and recovering from emergencies at the local level.

Session Information

Session 1: Roles and Responsibilities

Date: 04/16/2025

Time: 5:00 pm – 7:30 pm

Location: Western Service Center, Rm 106
14955 Galaxie Ave, Apple Valley, MN 55124

Session 2: State & Federal Disaster Assistance

Date: 04/30/2025

Time: 1:00 pm – 3:30 pm

Location: Empire Transportation, Rm 137
2800 160th St W, Rosemount, MN 55068

Session 3: Communicating with the Public

Date: 05/07/2025

Time: 1:00 pm – 3:30 pm

Location: Western Service Center, Rm 106
14955 Galaxie Ave, Apple Valley, MN 55124

Session 4: Review and Seminar

Date: 06/04/2025

Time: 9:00 am – 11:30 am

Location: Western Service Center, Rm 106
14955 Galaxie Ave, Apple Valley, MN 55124

See the next page for session descriptions.

NIMS FREE ON-LINE TRAINING

- Training Web Site:
 - <http://training.fema.gov/IS/NIMS.asp>



IMPLICATIONS TO NIMS COMPLIANCE (OR NON-COMPLIANCE)

- *Federal policy requires jurisdictions to fulfill compliance objectives as a condition for receiving Federal preparedness assistance (through grants and contracts).*
- *Includes FEMA Disaster Reimbursement*
- *No NIMS Police, However...*
 - *One local community has had disaster aid held until they came into compliance.*
 - *You never know when FEMA will ask for proof of NIMS training.*

THANK YOU FOR PARTICIPATING

Questions?

THANK YOU FOR PARTICIPATING

Doug Nelson

Dakota County
Emergency Management Contractor
651-438-4782



WORK SESSION AGENDA REPORT

DATE: April 14, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 2.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

County Road 56 (Concord Street S) Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Staff is seeking direction from the Council regarding whether to support the removal of the right turn lane on Popular Street.

OVERVIEW

Dakota County plans to construct pedestrian and bicycle improvements along County Road 56 (Concord Street S) from Highway 55 to Interstate 494 this summer. The project aims to enhance crossing safety and improve connectivity in the area. A significant change for the City of South St. Paul will be the proposed removal of the dedicated right turn lane on Poplar Street. According to County staff, this decision is based on the low volume of turning movements and the desire to increase safety for pedestrians and cyclists. Removing the turn lane will result in a shorter crossing distance, calm traffic, reduce congestion, and minimize the roadway area needed for other uses. The table below shows traffic counts taken on three separate occasions:

		Friday 9-30-2022	Sunday 10-02-2022	Thursday 3-13-2025
AM Peak	SB Approach	240	207	250
Hour	SB Right Turns	9 (3.8%)	6 (2.9%)	21 (8.4%)
Midday	SB Approach	353	299	315
Peak Hour	SB Right Turns	22 (6.2%)	12 (4.0%)	4 (1.3%)
PM Peak	SB Approach	567	350	574
Hour	SB Right Turns	19 (3.4%)	17 (4.9%)	19 (3.3%)
12-Hour	SB Approach	4,310	2,975	N/A
Total	SB Right Turns	170 (3.9%)	134 (4.5%)	N/A
24-Hour	SB Approach	N/A	N/A	5,257
Total	SB Right Turns	N/A	N/A	299 (5.7%)

On Thursday, March 13, 2025, 299 vehicles made a right turn onto Popular Street from Concord Street, accounting for 5.7% of the total traffic during that 24-hour period. Along the entire corridor are eight locations in the City of Inver Grove Heights where Dakota County is not proposing the removal of dedicated right turn lanes.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Site Photos
2. ConcordBoulevard_ProjectMemorandum_Final_Design Updates 13

SITE PHOTOS

Poplar Street Intersection Looking Northbound Concord Street



Concord Street Southbound approaching Poplar Street



Aerial Photo of Concord Street & Poplar Street



Poplar Street

Existing Conditions



Multimodal User Crashes

0



Daily Traffic Volumes

Existing: 12,200
Future: 16,000



Sight Distance

>250 feet



Multimodal Volumes

Peak Hours: 3, 1, 1
Daily: 4



Posted Speed

35 MPH



Nearest Crosswalk

N/A

Crossing Guidance Output

Flowchart

Location is appropriate for consideration of crossing
(bus stop, planned ped/bike connections)

Matrix

3 lanes without raised median: RRFB 1

Infrastructure Recommendation

- Tightened curb radii & directional curb ramps
- Curb extension (west leg)
- Pedestrian crossing warning signage
- Remove southbound right-turn lane
- Lighting

The right-turn lane does not meet the warrant and removal will shorten the crossing distance. Due to existing ped/bike volumes and lack of sidewalk along Poplar Street, an unmarked crossing is recommended at this time.

Future Considerations

Due to existing pedestrian and bicycle volumes, it was determined that the recommended treatments will provide interim improvements. Pedestrian and bicycle volumes, crashes, and other factors should be tracked for the potential future addition of crosswalk markings and other signage (static, RRFB).



WORK SESSION AGENDA REPORT

DATE: April 14, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 2.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

2026 Engineering Capital Improvement Projects

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Staff is seeking direction from the council regarding which projects to pursue in 2026.

OVERVIEW

Each budget cycle includes adopting a comprehensive 5-year capital improvement program (CIP). This strategic planning tool is essential for forecasting our future infrastructure requirements, allowing us to prioritize resources and ensure the necessary funding is allocated to complete various projects successfully. However, in practice, our focus often narrows to a one- or two-year horizon. This is primarily due to the myriad of factors influencing project selection and completion each year, including shifting community needs, funding availability, and unforeseen challenges. As a result, while the CIP serves as a valuable long-term roadmap, our immediate plans may evolve frequently to address current circumstances.

Currently, the 2026 Engineering Capital Improvement Plan has three projects listed for improvements:

Marie Avenue Reconstruction Project Phase II

- Continuation of pedestrian improvements along Marie Avenue (9th to 21st)
- Installation of bike lanes on both sides and upgraded sidewalk connections
- \$1,000,000 Safe Routes to School Grant Secured
- A complex project to install a sidewalk in an area where there is currently no sidewalk present
- Federal projects require additional requirements and documentation
- Estimated Cost: \$6,700,000

Sidewalk Removal and Replacement Project

- Removal and Replacement of damaged sidewalks throughout the city
- Estimated Cost: \$330,000

South Street Rehabilitation Project

- Reconstruction of South Street between 5th and 7th
- Includes replacement of utilities
- Joint Project with Inver Grove Heights
- Estimated Cost: \$900,000

Projects beyond 2026 that have been identified in the CIP include the following:

12th Avenue Reconstruction (Marie Avenue to Thompson Avenue)

- Full road reconstruction and utility improvements
- Estimated Cost: \$6,200,000
- Delayed for several years, previously planned for improvement in 2022
- Design substantially complete

Stickney Avenue Improvements

- Full road reconstruction and utility improvements
- Estimated Cost: \$1,700,000
- Originally planned to be completed in 2021
- Design is nearly complete

Warner Avenue Street and Utility Improvements

- Full road reconstruction and utility improvements
- Estimated Cost: \$550,000

Bircher/Willis Area Street Improvements

- Full road reconstruction with utility improvements
- Estimated Cost: \$4,000,000

16th and 17th Avenue Improvements

- Road Reconstruction and Utility Improvements on 16th Ave South of Marie Ave, and 17th Avenue from Southview to 3rd Street North
- Estimated Cost: \$3,700,000

SOURCE OF FUNDS

N/A

ATTACHMENTS

None