



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

Council Chambers
125 3rd Avenue North
South St. Paul, MN 55075

Monday, May 19, 2025
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. South St Paul Memorial Day Commemoration

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

7. APPROVAL OF AGENDA

8. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

A. City Council Meeting Minutes of:
May 5th, 2025 Regular Meeting
May 12th, 2025 Work Session

B. Accounts Payable

C. Business Licenses

D. Conditional Employment Offer - Police Officer

E. Waive License Fees for SSP Lions associated with 2025 Community Festivals

F. Accept Bids and Award a Construction Contract – Marie Avenue Reconstruction Project (Minn Project No. CRP 1925, South St. Paul Project 2024-05)

- G. Approve Proposal with Bolton & Menk for Construction Support Services for the Marie Avenue Reconstruction Project
- H. Approve Amendment No. 2 with Kimley-Horn for additional Final Design services for Verderosa Avenue extension from Hardman Avenue to the existing Verderosa Avenue limits
- I. Award Planting for 2024-2028 Shade Tree Bonding Grant to Tree Trust
- J. Permission to Apply for Funding - HAI Group's 2025 Loss Prevention Fund

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

- A. Interim Use Permits for a Temporary Concrete Batch Plant for AVR LLC
- B. Comprehensive Plan Amendment to Update Future Land Use Map Guidance for City-Owned Facilities
- C. Library Reuse Study Conclusion
- D. Marie Avenue Phase II Reconstruction Project Design Options
- E. Economic Development Authority (EDA) - 2024 Annual Report
- F. Accept 2025 Goal-Setting Report

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

South St Paul Memorial Day Commemoration

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Members of the South St. Paul Memorial Day Committee will present and invite the community to the upcoming 2025 South St. Paul Memorial Day Parade, Program and Picnic.

SOURCE OF FUNDS

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of:
May 5th, 2025 Regular Meeting
May 12th, 2025 Work Session

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approval of meeting minutes for the Regular City Council Meeting held on Monday, May 5th, 2025 and the Council Work Session held on Monday, May 12th, 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 05-12-2025 WS Minutes RG
2. 05-05-2025 Council Minutes (1)

South St. Paul City Council Work Session

Session Notes for May 12, 2025

1. CALL TO ORDER

Mayor Francis called the City Council Work Session to order at 7:00 PM on May 12, 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, Pam Bakken, and Todd Podgorski

Staff Present: Ryan Garcia, City Administrator, Clara Hilger, Finance Director, Nick Guillems, City Engineer, Shannon Young, Director of Parks and Recreation, Michael Healy, Planning Manager

Other Government Entities Represented:

- South St. Paul Parks and Recreation Commission: Commissioner Rich Dippel
- Dakota County Community Development Agency: Chair Joe Atkins, Executive Director Tony Schertler, Economic & Community Development Director Lisa Alfson

2. DISCUSSION ITEMS

A. Dakota County Housing Needs Assessment

Patrick Bowen with Bowen National Research delivered a comprehensive presentation of the Dakota County Housing Needs Assessment, with several slides tailored to a representative set of the data for South St. Paul. Councilmembers appreciated the depth of the presentation, but acknowledged the difficulty the City may encounter in meeting some of the projections due to the lack of readily developable land (particularly for new single-family homes). Mr. Schertler shared the CDA's interest and intention to support City redevelopment efforts that would help to address some of the supply side constraints in the regional housing market. Councilmembers agreed that the County's Needs Assessment was meaningful information and supports the City's ongoing efforts to maintain and thoughtfully grow a diverse and healthy residential housing stock.

B. Pool Feasibility Study Update

Adam Barnett with JLG Architects and Nick Nowacki with Reengineered presented a summary of input received from the community through recent community engagement efforts related to the options for developing either Northview, Jefferson, or Lorraine Park with a new multi-purpose/multi-generational aquatic facility. Council discussed the following topics:

- While acknowledging the input received, there was some question as to whether the approximately 60 in-person responses and 475 on-line responses were sufficiently representative to draw conclusions.
- We should be thoughtful about whether we “package” aquatic improvements with improvements at other parks, to avoid inadvertently undermining the success of a referendum on aquatics by advancing potentially unpopular amenities elsewhere (skatepark, pickleball were mentioned).
- There is support for continuing with a focus on deeper analysis of a facility at Northview.
- There is support for the Parks & Rec Commission taking a lead on identifying what other elements of the Parks Master Plan to move forward in tandem with a Northview Pool replacement.
- Additional discussion and analysis, including input from the City’s financial consultant, will be necessary as the concept is further refined.

C. Preliminary Budget Discussion

Mr. Garcia gave a brief presentation of the anticipated 2026 Budget development process, and shared a preliminary overview of some of the broad assumptions and factors expected to impact the 2026 Levy and Budget. Council expressed continued interest in an earlier integration of the 5-year CIP in the Council budget discussion and process. Council confirmed their alignment at the current time with maintaining the \$125,000 increase in the Infrastructure Levy for planning purposes. Also for planning purposes, Council felt a levy increase in line with the City’s predominate 10-year trend (6% - 8%) could be acceptable, subject to detailed review.

D. Marie Avenue Reconstruction Project – Phase II

Mr. Williams presented three preliminary design approaches to the second phase of the Marie Avenue Reconstruction: a “Safe Routes to School”-compliant option, a “standard SSP Street” option, and a “standard SSP Street with sidewalk extension” option. Following Council discussion of the options, Council directed staff to present Option 2 (Standard SSP Street) and a modified Option 3 (Safe Routes to School with Sidewalk on North) at the May 19 Council Meeting for further assessment, discussion, and direction.

E. City Administrator’s Update

Mr. Garcia provided brief informational updates on the following:

- Mr. Garcia shared that Congresswoman Angie Craig’s office notified staff that the City’s application for federal assistance for the Public Works and Bryant Avenue Bridge project was not advanced for consideration by the House or Senate Appropriations Committees.
- Mr. Garcia shared that he, along with Councilmembers Hansen and Seaberg, participated in a roundtable discussion with our state legislative delegation as well as County and School District leadership to update and advocate on the legislative session.
- Mr. Garcia advised Council that the 2026 Capital Budget Request (State Bonding) process had begun, and staff would return to a future Worksession to discuss City priorities for this process.
- Mr. Garcia advised Council that Staff anticipated an update/discussion on the

potential replacement public works facility at the May 27 Worksession.

- Mr. Garcia advised Council that a pending Business Loan Application was in queue for the redevelopment of 722 Concord Street North. The applicant proposes a mixed-use development to include restaurant and residential uses.
- Mr. Garcia advised that a letter of interest for the EDA-owned lot at 1419 Concord Street North was under review. The proposal is for single-family residential development.
- Mr. Garcia updated council on the proposed Hardman Triangle mixed-use development by Zavi Development/TE Miller. The developer is exploring further expansion of the destination retail element of the plan. As such, site surcharge may be delayed to accommodate a potential revision to the site plan.
- Mr. Garcia confirmed interest in assembling property at the corner of Wentworth and Concord, where the EDA currently owns multiple parcels.

3. COUNCIL COMMENTS & QUESTIONS

None.

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 10:18 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator



SOUTH ST. PAUL CITY COUNCIL MINUTES OF MAY 5, 2025

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, May 5th, 2025.

2. ROLL CALL

Present: Tom Seaberg, Todd Podgorski, Matt Thompson, Joe Kaliszewski, Jimmy Francis, Pam Bakken, Lori Hansen

Absent: None

Staff Present:

Ryan Garcia, City Administrator
Kori Land, City Attorney
Deanna Werner, City Clerk
Monika Miller, Assistant City Planner
Deb Griffith, Community Affairs

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. Mizpah Lodge - Fill the Backpack Taco Feed

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

- Josh Biedrzycki
- Nelia Morgenstern
- Robert Jones
- Michael Gould

7. APPROVAL OF AGENDA

8. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

Resolved, the City Council of South St. Paul does hereby approve the following:

- A. City Council Meeting Minutes of:
 - 4-21-2025 Regular Council Meeting
 - 4-28-2025 Council Work Session
- B. Accounts Payable
- C. Business Licenses
- D. Approve Proposal with WSB for Construction Materials Testing for the 4th Street S Rehabilitation Project
- E. Approve Land Lease at Fleming Field with Both Wings, LLC
- F. Approve Easement with Northern States Power Company for Transformer Relocation
 - Moved by: Joe Kaliszewski / Pam Bakken
 - Moved: To approve Consent Agenda as presented.
 - Vote: 7 ayes / 0 nays, motion Passed

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

- A. Tobacco Violation - Family Dollar Store
 - Moved by: Tom Seaberg / Todd Podgorski
 - Moved: To approve Resolution 2025-052, imposing an administrative penalty of \$300 on the Family Dollar Store for the sale of tobacco to a person under the age of 21.
 - Vote: 7 ayes / 0 nays, motion
- B. Liquor Violation - Michlandia Bar & Centro Botanero
 - Moved by: Joe Kaliszewski / Matt Thompson
 - Moved: To Approve resolution 2025-053, imposing a civil penalty of \$300 on the Michlandia Bar & Centro Botanero for the sale of liquor to a person under the age of 21.
 - Vote: 7 ayes / 0 nays, motion

11. GENERAL BUSINESS

- A. Second Reading-Ordinance Amendment to Set the Maximum Allowable Height for All Detached Garages to 16 Feet
 - Moved by: Lori Hansen / Pam Bakken
 - Moved: To Approve Ordinance 1433, Setting the Maximum Allowable Height for All Detached Garages to 16 Feet.
 - Vote: 7 ayes / 0 nays, motion Passed
- B. Conditional Use Permit for a Detached Garage at 1820 Faber Avenue
 - Moved by: Lori Hansen / Todd Podgorski

Moved: To approve Resolution 2025-051, Conditional Use Permit at 1820 Faber Avenue.

Vote: 7 ayes / 0 nays, motion Passed

C. Approve Professional Services Agreement with McGinley Associates, P.A.

Moved by: Tom Seaberg / Matt Thompson

Moved: To approve Professional Services Agreement with McGinley Associates, P.A.

Vote: 7 ayes / 0 nays, motion Passed

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: Tom Seaberg / Todd Podgorski

Moved: To Adjourn

Vote: 7 ayes / 0 nays, motion Passed

The meeting was adjourned at 7:58 PM.

A handwritten signature in black ink that reads "Deanna Werner". The signature is written in a cursive style with a horizontal line underneath.

/s/: Deanna Werner
City Clerk



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Finance
PREPARED BY: Jeff Hines
AGENDA ITEM NUMBER: 8.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accounts Payable

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to Adopt Resolution 2025-060 approving accounts payable.

OVERVIEW

The City Council approves all payments of claims. Approval of audited claims is required before issuance of payment.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 05-19-25 Accounts Payable

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-060

RESOLUTION APPROVING ACCOUNTS PAYABLE

WHEREAS, the City Council is required to approve payment of claims;

NOW, THEREFORE, BE IT RESOLVED that the audited claims listed in the check register attachment are hereby approved for payment:

Check and wires:

153839-153976	\$ 889,831.86
2025149-2025160	207,137.48
801202-801209	<u>109,169.19</u>

Total	\$ 1,206,138.53
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Adopted this 19th day of May, 2025.

Deanna Werner, City Clerk

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153839	5/12/2025		6645 ALL INC							
		1,624.50	JC (2) REFRIGERATORS		122150	S1604457.001	50678.6580	229900	OTHER EQUIPMENT	JOHN CARROLL APT BLDG
		1,444.50	NM (2) REFRIGERATORS		122151	S1604771.001	50677.6580	229900	OTHER EQUIPMENT	NAN MCKAY APT BLDG
		658.00	NM (1) REFRIGERATOR		122152	S1604771.002	50677.6580	229900	OTHER EQUIPMENT	NAN MCKAY APT BLDG
		658.00-	NM (1) RETURN REFRIGERATOR		122153	S1604771.003	50677.6580	229900	OTHER EQUIPMENT	NAN MCKAY APT BLDG
		3,069.00								
153840	5/12/2025		14765 AMERITAS LIFE INSURANCE CORP.							
		379.50	VISION PREMIUM MAY 2025		122174	010-65206-CITYS SP	10101.2181		EYE MED INSURANCE	GENERAL FUND
		379.50								
153841	5/12/2025		1044 ANCOM COMMUNICATIONS							
		1,470.00	RADIO INSTALL #307 & #339		122041	127511	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		1,470.00								
153842	5/12/2025		4059 ASCENT AVIATION GROUP, INC.							
		19,661.54	6998 GALLONS JET A		122040	1108443	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		19,661.54								
153843	5/12/2025		9021 ATLAS STAFFING, INC.							
		772.80	NM TEMP-MOUA 4/26/25		122154	1308544	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		772.80	JC TEMP-MOUA 4/26/25		122154	1308544	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		1,545.60								
153844	5/12/2025		6287 AUTOMOTIVE REFLECTIONS							
		3,682.50	LABOR-ACCIDENT RPR#206		122042	177477	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		7,665.26	PARTS-ACCIDENT RPR#206		122042	177477	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		11,347.76								
153845	5/12/2025		1181 CHEMSEARCHFE							
		1,218.00	WATER TRTMNT MO CONTRACT		122043	9126815	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		1,218.00								
153846	5/12/2025		1184 CINTAS CORPORATION #754							
		383.08	SAFETY MATS		122044	4228805478	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		90.55	UNIFORMS/SHOP TWLS		122044	4228805478	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		90.55	UNIFORMS/SHOP TWLS		122045	4228140685	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		75.30	SAFETY RUGS		122046	4228292650	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		24.81	SAFETY MATS-LOBBY FD		122046	4228292650	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		664.29								

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153846	5/12/2025		1184 CINTAS CORPORATION #754						Continued...	
153847	5/12/2025		1219 CRAWFORD DOOR SALES COMPANY							
		2,570.00	RPL GARAGE DOOR #14		122047	56740	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		2,570.00	RPL GARAGE DOOR #15		122047	56740	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		5,140.00								
153848	5/12/2025		1251 DAKOTA COUNTY PROPERTY TAXATION & RECORD							
		1,887.00	36-03800-00-010/240 CONCORD		122048	4/30/2025	40490.6430		MISCELLANEOUS	CONCORD TIF
		1,887.00								
153849	5/12/2025		10601 DANNER FAMILY LIMITED PARTNERSHIP							
		42,014.93	TBRA-GRANT WAKOTA CROSSING		122155	05.02.2025	20289.6302	227694	PROFESSIONAL SERVICES	SPECIAL-GRANTS
		42,014.93								
153850	5/12/2025		6755 DAVEY TREE EXPERT COMPANY							
		351.00	MULCH		122105	919407813	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		351.00								
153851	5/12/2025		7966 DEAL, JERED							
		1,136.00	TUITION REIMB SPRING25		122049	05/02/2024	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		1,136.00								
153852	5/12/2025		1326 EARL F. ANDERSEN, INC							
		128.60	RIGHT TURN SIGNS		122050	0139188-IN	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		234.60	CHANNEL POSTS		122051	0139281-IN	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		363.20								
153853	5/12/2025		1380 FACTORY MOTOR PARTS							
		83.76	SPLASHWASH		122052	1-10654584	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		33.60	RETD BATTERY CORES		122053	1-Z37017	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		30.06	DIESEL EXHAUST FLUID		122054	74-353584	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		80.22								
153854	5/12/2025		1400 FERGUSON WATERWORKS #2518							
		574.32	1-1/2 METER GASKETS&FLG KITS		122055	0545291	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		574.32								
153855	5/12/2025		5874 FRANCIS, JAMES							
		408.97	AIRFARE NLC DITY CONF		122156	NLC AIRFARE	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
						TRVL INSUR				

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153855	5/12/2025		5874 FRANCIS, JAMES						Continued...	
		57.26	AIRFARE TRAVEL INSURANCE		122156	NLC AIRFARE	10110.6331		CONFERENCES, TRAINING, TRAVEL	MAYOR AND COUNCIL
			TRVL INSUR							
		<u>466.23</u>								
153856	5/12/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		77.85	LANDSCAPING TOPSOIL		122056	800394/6	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		77.85	LANDSCAPING TOPSOIL		122057	800395/6	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		<u>155.70</u>								
153857	5/12/2025		12156 GRACI LEADERSHIP SOLUTIONS, LLC							
		2,200.00	STAFF DEVELOPMENT		122058	1892	10125.6331		CONFERENCES, TRAINING, TRAVEL	HUMAN RESOURCES
		<u>2,200.00</u>								
153858	5/12/2025		11834 GUARDIAN SUPPLY LLC							
		139.99	38-EAR PIECE		122059	21087	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		15.00	37-VEST FLAG		122060	21066	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		79.99	49-PANTS		122061	21056	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		<u>234.98</u>								
153859	5/12/2025		6678 HD SUPPLY FACILITIES MAINTENANCE , LTD							
		137.70	NM VERT BLINDS/SINK STOPPER		122063	9236449993	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		<u>137.70</u>								
153860	5/12/2025		1560 HEALTHPARTNERS							
		1,231.72	DENTAL PREMIUM JUNE 2025		122062	767356948395	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL
		<u>1,231.72</u>								
153861	5/12/2025		1586 HILLYARD / MINNEAPOLIS							
		1,326.75	TISSUE CORELESS 2 PL		122064	605802808	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		265.35	TISSUE CORELESS 2 PL		122064	605802808	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		1,100.72	TP/PT/LINERS/SOAP/MATS		122065	605805774	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		<u>2,692.82</u>								
153862	5/12/2025		14612 IMPERIALDADE							
		71.00	SCRUBBER RED PADS		122066	4369285	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		<u>71.00</u>								
153863	5/12/2025		6709 ISAKSON, BRET							
		1,000.00	EDUCATIONAL REIMB		122157	05/06/2025	50606.6331		CONFERENCES, TRAINING, TRAVEL	SEWER UTILITY
		<u>1,000.00</u>								

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153863	5/12/2025		6709 ISAKSON, BRET						Continued...	
153864	5/12/2025		14086 JOHNSON, DONNETTA							
		200.00	NM AFTER HR ONCALL APR25		122067	APRIL2025	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		200.00								
153865	5/12/2025		11377 KATH FUEL OIL SERVICE CO.							
		852.26	DYED DIESEL		122068	824064	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		1,005.20	OIL/GREASE-SHOP		122069	824300	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,857.46								
153866	5/12/2025		13365 KEDING, EMMA							
		38.00	40-EXPENSES-EXPL CONFERENCE		122070	04/24/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		38.00								
153867	5/12/2025		14172 KRUEGER REAL ESTATE ADVISORS							
		6,000.00	APRIL 2025		122158	APRIL 2025	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		6,000.00								
153868	5/12/2025		7503 KWIK TRIP, INC.							
		361.94	FUEL-AIRPORT		122071	05022025	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		4,667.31	FUEL-PUBLIC WORKS		122071	05022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		6,805.40	FUEL-POLICE		122071	05022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		400.18	FUEL-ENG/CODE/P&R/CH		122071	05022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		12,234.83								
153869	5/12/2025		1811 LAWSON PRODUCTS INC.							
		24.44	NYLON LOCK NUTS		122072	9312414477	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		9.48	WEATHERPACK TERM-TWR 2 WIRE		122073	9312418045	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		33.92								
153870	5/12/2025		14887 LITTLER, GREGORY							
		462.58	JC#408 MOVE OUT REFUND		122171	03282025	50678.1101		ACCOUNTS RECEIVABLE	JOHN CARROLL APT BLDG
		462.58								
153871	5/12/2025		13269 LOE'S OIL CO							
		70.00	55GAL DRUMS USED OIL FLTRS		122076	96909	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		70.00								
153872	5/12/2025		6681 MANN'S SOFTENER SALT DELIVERY							
		276.10	NM SOLAR SALT (27)		122077	INV434	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG

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153872	5/12/2025		6681 MANN'S SOFTENER SALT DELIVERY						Continued...	
		331.90	JC SOLAR SALT (33)		122078	INV433	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		608.00								
153873	5/12/2025		9705 MASTER DOOR TECHNOLOGIES LLC							
		845.00	NM RPR FRT DR VESTIBULE		122079	11955	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		495.00	JC RESET ERROR CODE		122080	11950	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		1,340.00								
153874	5/12/2025		1911 MENARDS, INC-WEST ST PAUL							
		29.52	SILCONE/GLADE SCENT		122081	9638	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		7.94	AJAX ORANGE		122082	9592	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		49.49	RETD MOTION SENSOR		122083	9481	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		147.19	U-POSTS/HAMMER/MALLET		122084	9640	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		10.88	CHALK/HUB METAL RING		122085	9594	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		4.16	RUBBING ALCOHOL		122086	9593	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		46.31	CORD STORAGE REELS/LINE		122087	9574	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		50.95	LUMBER		122088	9456	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		96.65	NAILS/WOOD STAKES/2X4S		122089	9448	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		344.11								
153875	5/12/2025		1923 METRO SALES INC.							
		10.00	BASE CHARGE		122090	INV2779610	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		10.00								
153876	5/12/2025		14259 MUNICIPAL BUILDERS, INC							
		230,135.41	WELL#3 TRTMNT PLANT APR25		122159	PMT 19	50605.6520	202311	BUILDINGS AND STRUCTURE	WATER UTILITY
		230,135.41								
153877	5/12/2025		9298 NAPA NEWPORT							
		57.68	RETD AIR FILTER		122091	150610	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		168.80	BATTERY/WIPER BLADES#2165		122092	150612	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		4.32	SPARK PLUG		122093	150068	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		127.80	OIL FILTERS		122094	150298	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		16.00	AIR FILTERS		122095	150532	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		259.24								
153878	5/12/2025		14882 NELSON, TORY							
		38.00	48-EXPLORER CONF REIMB		122099	04/24/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		38.00								

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153879	5/12/2025		14693 NEW HISTORY, INC.						Continued...	
		3,265.00	STEP 2-PGRM DEVELOPMENT		122160	4298	20214.6302	227688	PROFESSIONAL SERVICES	GRANTS/DONATIONS COMM DVLPM
		3,225.00	STEP 3-PRJ FUNDING		122160	4298	20214.6302	227688	PROFESSIONAL SERVICES	GRANTS/DONATIONS COMM DVLPM
		3,960.00	STEP 4- CONCLUSION		122160	4298	20214.6302	227688	PROFESSIONAL SERVICES	GRANTS/DONATIONS COMM DVLPM
		10,450.00								
153880	5/12/2025		11605 NOBLE, KEITH							
		220.49	SAFETY SHOE REIMBURSE		122096	04/30/2025	20243.6245		CLOTHING ALLOWANCE	DOUG WOOG ARENA
		220.49								
153881	5/12/2025		14367 NORTH RIDGE OUTDOOR SERVICES							
		1,815.00	NM MAY25 MO FEE		122097	24411	50677.6371.050		MTNCE-LANDSCAPE/GROUNDS	NAN MCKAY APT BLDG
		1,954.00	JC MAY25 MO FEE		122098	24405	50678.6371.050		MTNCE-LANDSCAPE/GROUNDS	JOHN CARROLL APT BLDG
		3,769.00								
153882	5/12/2025		7411 NUSS TRUCK & EQUIPMENT							
		45.12	FUSES #307		122100	PSO199981-1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		45.12								
153883	5/12/2025		14889 PARKS, DEBORAH							
		239.24	NM#414 MOVE OUT REFUND		122173	03282025	50677.1101		ACCOUNTS RECEIVABLE	NAN MCKAY APT BLDG
		239.24								
153884	5/12/2025		7376 RIVERTOWN ELECTRIC, INC.							
		2,272.75	JC MULTIPLE POLE LGTS		122101	12053	50678.6371.070		MTNCE-ELECTRICAL	JOHN CARROLL APT BLDG
		2,272.75								
153885	5/12/2025		11845 SATIN TOUCH, INC.							
		590.00	NM#212 PAINT-UNIT TURN		122106	1058841	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		590.00								
153886	5/12/2025		14888 SEEMAN, MADELINE							
		559.92	JC #1014 MOVE OUT REFUND		122172	03272025	50678.1101		ACCOUNTS RECEIVABLE	JOHN CARROLL APT BLDG
		559.92								
153887	5/12/2025		2633 SHERWIN-WILLIAMS CO., THE							
		738.20	NM PAINT- MOVE INS		122102	5925-0	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		1,379.59	JC PAINT -MOVE INS		122103	8424-3	50678.6371.060		MTNCE-UNIT TURNAROUND	JOHN CARROLL APT BLDG
		2,117.79								
153888	5/12/2025		2558 STATE INDUSTRIAL PRODUCTS							

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153888	5/12/2025		2558 STATE INDUSTRIAL PRODUCTS						Continued...	
		118.67	NM AIR CARE PRGM		122107	903764873	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		210.99	JC DRAIN MAINT PROGRAM		122175	903763331	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		<u>329.66</u>								
153889	5/12/2025		2883 TOWMASTER							
		152.86	CPLG SHANKS/ADPTRS #332		122109	476632	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		572.82	5/8" ANCHOR SHACKLE#332		122110	476797	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>725.68</u>								
153890	5/12/2025		2693 TWIN CITY JANITOR SUPPLY, INC.							
		250.20	WASP/BEE/HORNET SPRAY		122111	184432	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>250.20</u>								
153891	5/12/2025		2702 ULINE							
		74.00	8X4 15 PT SHPG TAGS		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		111.00	6X1500 4MIL POLYTUBING		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		49.00	SHARPS CONTAINER-5QT		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		85.00	40-45 GAL 3MIL BIOHAZ BAGS		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		78.00	(2) SHARPS CONTAINER-1QT		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		57.93	SHIPPING		122112	191516764	10210.6210		OPERATING SUPPLIES	POLICE PROTECTION
		<u>454.93</u>								
153892	5/12/2025		14336 VALLE CARPET CORP							
		3,255.05	NM #908 VINYL PLANK		122161	1041	50677.6560	229057	BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		3,255.05	NM#211 VINYL PLANK		122162	1042	50677.6560	229057	BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		<u>6,510.10</u>								
153893	5/12/2025		2751 VERIZON WIRELESS							
		100.03	PW IPAD		122163	6111679977	10320.6390		POSTAGE AND TELEPHONE	PUBLIC WORKS
		60.01	PW PARKS IPAD		122163	6111679977	10340.6390		POSTAGE AND TELEPHONE	PARKS FACILITIES AND MTNCE
		243.32	ENG		122163	6111679977	10315.6390		POSTAGE AND TELEPHONE	ENGINEERING
		95.39	INSP & HOTSPOT		122163	6111679977	10410.6390		POSTAGE AND TELEPHONE	DEVELOPMENT SERVICES
		40.01	CODE ENF		122163	6111679977	10420.6390		POSTAGE AND TELEPHONE	CODE ENFORCEMENT
		40.01	P&R SPLASH POOL 1395		122163	6111679977	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		40.01	P&R NV POOL 6658		122163	6111679977	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		40.01	POLICE 4G MOBILE		122163	6111679977	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		124.92	HOUSING		122163	6111679977	20260.6201		OFFICE SUPPLIES	HOUSING GENERAL
		240.06	PW-H2O		122163	6111679977	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		40.01	PW-SAN SEW NE LIFT 2971		122163	6111679977	50606.6390		POSTAGE AND TELEPHONE	SEWER UTILITY
		120.03	PW STORM LIFT 7714/7983/2875		122163	6111679977	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY

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153893	5/12/2025		2751 VERIZON WIRELESS						Continued...	
		1,183.81								
153894	5/12/2025		8426 VERSATILE VEHICLES, INC.							
		360.00	(4) CARTS-KAP DAYS 2025		122113	66206	10210.6430		MISCELLANEOUS	POLICE PROTECTION
		360.00								
153895	5/12/2025		2788 WATSON COMPANY							
		718.79	CONCESSIONS		122115	149205	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		718.79								
153896	5/12/2025		10478 WEIGHT, JONATHAN							
		38.00	24-EXPLORER CONF REIMB		122116	04/24/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		38.00								
153897	5/12/2025		13833 WEST, GREGORY							
		200.00	JC AFTER HR ON CALL APR25		122117	APRIL2025	50678.6375.1		OTHER CONTR SVCS-KEYPERSON	JOHN CARROLL APT BLDG
		200.00								
153898	5/12/2025		4656 WESTMOR FLUID SOLUTIONS, LLC							
		5.71	FUEL NOZZLE GASKET		122118	2130658	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		5.71								
153899	5/12/2025		2844 WSB & ASSOC INC							
		2,119.00	CONCORD EXCH PRJ MAR25		122165	R-023128-000-22	40440.6302	202401	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		1,545.00	SSP FORESTRY ASST MAR25		122166	R-025193-000-11	10320.6302		PROFESSIONAL SERVICES	PUBLIC WORKS
		927.75	SEIDLS TR/SHORELINE/HABITAT		122167	R-022116-000-27	50610.6302	202115	PROFESSIONAL SERVICES	STORM WATER UTILITY
		1,338.50	2023-25 MS4 SERVICES		122168	R-022386-000-16	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		5,930.25								
153900	5/12/2025		2846 WW GOETSCH ASSOCIATES INC							
		16,426.40	SUBMRS PUMP-NORTH LIFT		122114	114432	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		16,426.40								
153901	5/12/2025		2849 XCEL ENERGY							
		75.94	LGTS@1203 7TH AVE S		122119	51-0014976969-4 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		71.04	LGT@400 WENTWORTH RDBT		122120	51-9401746-0 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		10.90	UNIT LGT@1115 SVB		122121	51-0012493326-1 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY

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153901	5/12/2025		2849 XCEL ENERGY						Continued...	
		37.51	LGT@494/7TH-940 7TH AVE S		122122	51-9434183-8 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		118.06	UNIT LGT@497 CONCORD ST		122123	51-0013650792-0 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		531.85	ELEC CHGS@675 VERDEROSA		122124	51-0014533853-7 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.12	SPEED SIGN@203 14TH A S		122125	51-0012349058-1 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		79.66	LGTS@1129 19TH A N		122126	51-9235217-7 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		63.50	LGTS@108 CONCORD EXCH		122127	51-0014881319-7 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		28.30	UNIT LGT@140 8TH A N		122128	51-0014675568-1 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		10.90	UNIT LGT@159 3RD A S		122129	51-0012493330-7 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.12	ELEC CHGS-701 HARDMAN		122130	51-0010192409-1 4/28/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		138.45	ST LGT@535 5TH A S		122131	51-0012916288-2 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		49.24	LGT@494/7TH-1020 7TH A S		122132	51-9434218-0 4/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.25	LGTS@BROMLEY ICE RINK		122133	51-6322985-8 4/28/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		58.24	GAS CHGS-681 VERDEROSA		122134	51-0010407065-2 3/31/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		31.46	GAS CHGS-681 VERDEROSA		122135	51-0010407065-2 4/29/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		185.64	ELEC CHGS-681 VERDEROSA		122136	51-0010194337-8 4/29/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		220.58	LIBRARY-GAS CHGS		122137	51-4172907-3 4/29/25	10330.6385		UTILITY SERVICE	BUILDINGS
		84.22	LGTS-WAKOTA BRDG/545 HARDMAN		122138	51-7976470-2 4/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		144.98	PED WALKWAY LIGHTS		122139	51-4332057-4 4/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		163.66	LGTS@555 HARDMAN/251 BRDGPT		122140	51-9441931-9 4/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		25.38	ELEC CHGS-228 HARMAN		122141	51-0346935-2	50606.6385		UTILITY SERVICE	SEWER UTILITY

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153901	5/12/2025		2849 XCEL ENERGY						Continued...	
						4/30/25				
		55.44	UNIT LGT-1301 CONCORD		122142	51-0013651382-6	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						4/30/25				
		39.99	POLICE STORAGE GARAGE		122143	51-0012468412-3	10210.6385		UTILITY SERVICE	POLICE PROTECTION
						4/30/25				
		1,526.64	ELEC CHGS-1417 4TH-SEIDLS		122144	51-0013543618-2	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
						4/30/25				
		1,351.95	AIRPORT		122145	51-6236355-3	20245.6385		UTILITY SERVICE	AIRPORT
						4/30/25				
		138.70	UNIT LGT@437 CONCORD		122146	51-0013650737-3	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						4/30/25				
		103.25	UNIT LGT@922 CONCORD ST N		122147	51-0013651320-2	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						4/30/25				
		1,937.21	PUBLIC WORKS		122148	51-4242183-6	10320.6385		UTILITY SERVICE	PUBLIC WORKS
						4/30/25				
		579.73	STORM UTILITY FUND		122148	51-4242183-6	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
						4/30/25				
		214.94	ST LGT UTILTIY FUND		122148	51-4242183-6	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						4/30/25				
		526.20	SPLASH POOL		122149	51-5316080-0	10527.6385		UTILITY SERVICE	SPLASH POOL
						5/01/25				
		144.16	NORTHVIEW POOL		122149	51-5316080-0	10528.6385		UTILITY SERVICE	NORTHVIEW POOL
						5/01/25				
		1,104.70	PARKS		122149	51-5316080-0	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
						5/01/25				
		305.27	ST LGT UTILTIY FUND		122149	51-5316080-0	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						5/01/25				
		16,411.30	WOOG ARENA 3/27-4/27/25		122169	51-5660593-9	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
						5/2/25				
		465.28	WOOG ARENA OFFICE		122170	51-0013450928-0	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
						4/29/25				
		27,061.76								
153902	5/16/2025		2008 NCPERS GROUP LIFE INS.							
		16.00			122298	0513251409079	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		16.00								
153903	5/19/2025		14221 ALL AMERICAN ARENA PRODUCTS							
		2,171.06	RINK REPLACEMENT GLASS		122182	6372	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		2,171.06								

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153903	5/19/2025		14221 ALL AMERICAN ARENA PRODUCTS						Continued...	
153904	5/19/2025		4682 ALL- AMERICAN ARENA PRODUCTS							
		1,250.80	4 x 8 ACRYLIC		122179	6356	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		1,250.80								
153905	5/19/2025		4059 ASCENT AVIATION GROUP, INC.							
		30,123.79	7000 GAL 100LL		122183	1109298	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		30,123.79								
153906	5/19/2025		5746 ASPEN MILLS, INC							
		99.30	01-SHIRT		122180	353474	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		178.00	41-BOOTS		122181	353466	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		277.30								
153907	5/19/2025		9021 ATLAS STAFFING, INC.							
		618.24	NM TEMP-MOUA 5/2/25		122332	1308577	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		618.24	JC TEMP-MOUA 5/2/25		122332	1308577	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		1,236.48								
153908	5/19/2025		5978 BAUER SERVICES							
		3,750.00	KAPOSIA PARK VBALL RPL COURT		122333	04232025-7081	40402.6530		IMPR OTHER THAN BUILDING	CAPITAL PROGRAMS FUND
		1,225.00	KAPOSIA PARK VBALL RPL COURT		122334	04232025-7082	40402.6530		IMPR OTHER THAN BUILDING	CAPITAL PROGRAMS FUND
		20,400.00	KAPOSIA PARK VBALL RPL COURT		122335	04232025-7080	40402.6530		IMPR OTHER THAN BUILDING	CAPITAL PROGRAMS FUND
		25,375.00								
153909	5/19/2025		14193 CADY BUILDING MAINTENANCE INC							
		5,110.00	CH CLN SVC-MAY25		122184	4992455	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		550.00	PW CLN SVC-MAY25		122184	4992455	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		5,660.00								
153910	5/19/2025		2287 CENTURYLINK							
		102.40	WIRELEASE		122336	333952345	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
						5/1/25				
		80.52	WIRELEASE		122337	333785049	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
						5/1/25				
		102.40	WIRELEASE		122338	333606706	10330.6390		POSTAGE AND TELEPHONE	BUILDINGS
						5/1/25				
		285.32								
153911	5/19/2025		10901 CHEROKEE MANUFACTURING, LLC							

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153911	5/19/2025		10901 CHEROKEE MANUFACTURING, LLC						Continued...	
		70.00	NET STRAW		122187	228360	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		70.00								
153912	5/19/2025		14372 CINTAS CORPORATION							
		129.72	NM-BRUSHMATS-APR25		122188	20397411	50677.6371.050		MTNCE-LANDSCAPE/GROUNDS	NAN MCKAY APT BLDG
		129.72	NM-BRUSHMATS-APR25		122189	20399110	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		79.87	JC-BRUSHMATS-APR25		122190	20400732	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		129.72	NM-BRUSHMATS-APR25		122191	20402399	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		129.72	NM-BRUSHMATS-APR25		122192	20404030	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		79.87	JC-BRUSHMATS-APR25		122193	20397410	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		79.87	JC-BRUSHMATS-APR25		122194	20399109	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		129.72	NM-BRUSHMATS-APR25		122195	20400733	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		79.87	JC-BRUSHMATS-APR25		122196	20402398	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		83.84	JC-BRUSHMATS-APR25		122197	20404029	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		1,051.92								
153913	5/19/2025		1184 CINTAS CORPORATION #754							
		90.55	UNIFORMS/SHOP TOWELS		122198	4229605493	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		75.30	SAFETY RUGS		122199	4229781511	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		24.81	SAFETY MATS-LOBBY FD		122199	4229781511	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		190.66								
153914	5/19/2025		2884 COMCAST							
		109.85	FOR WATER COMPUTER		122339	877210595017166 6 05/02/25	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		109.85								
153915	5/19/2025		1219 CRAWFORD DOOR SALES COMPANY							
		190.00	RPR GARAGE DOOR#4 - FD		122200	56796	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		190.00								
153916	5/19/2025		1226 CULLIGAN WATER							
		702.20	SOFTNER SALT/WATER		122201	157-01458058-1 4/30/25	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		702.20								
153917	5/19/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION							
		3,398.00	SPRING FERT-MCMORROW		122202	308636	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		409.00	SPRING FERT-23RD & BROMLEY		122203	308639	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,317.00	SPRING FERT-JEFFERSON		122204	308637	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE

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153917	5/19/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION						Continued...	
		1,861.00	SPRING FERT-LORRAINE PARK		122205	308638	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,664.00	SPRING FERT-VETS FIELD		122206	308712	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		3,329.70	BED PREP-LAWSHE/KAP LIBRARY		122207	307774	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		5,345.00	MULCH-MUSEUM		122208	307908	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		13,810.00	MULCH-LAWSHEE/KAP LIBRARY		122208	307908	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		4,435.00	RMV & INST CH MULCH		122209	308808	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		119.00	SPRING FERT-PW		122210	309330	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		1,950.00	SPRING FERT-KAP LANDING		122211	309322	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		504.00	SPRING FERT-HARMON		122212	309324	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		119.00	SPRING FERT-GRAND/3RD A BLVD		122213	309328	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		219.00	SPRING FERT-SPRUCE PARK		122217	309326	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		235.00	SPRING FERT-SIMONS RAVINE		122218	309329	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		119.00	SPRING FERT-CH & LIBRARY		122219	309323	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		119.00	SPRING FERT-LAWSHE PARK		122220	309325	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		119.00	SPRING FERT-SUMMIT PARK		122221	309327	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,945.00	HERBICIDE-KAPOSIA LANDING		122222	309304	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		757.00	SPRING FERT-MCGUIRE FIELD		122223	308831	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		409.00	SPRING FERT-CONVER TENNIS CTS		122224	308834	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		1,261.00	SPRING FERT-KAPOSIA PARK		122225	308832	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		648.00	SPRING FERT-NORTHVIEW PK		122226	308833	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		44,091.70								
153918	5/19/2025		14894 D.J. KRANZ CO. INC.							
		6,930.00	EROSION CONTROL ESCROW RLS		122233	EMAIL REQUEST	40410.2205		DEPOSITS	LOCAL IMPROVEMENT CONST
		6,930.00								
153919	5/19/2025		1242 DAKOTA COUNTY CDA							
		750.00	2024 LOAN PRINC PYMT		122341	DECEMBER 2024	20290.6430		MISCELLANEOUS	CDBG REHAB LOANS
		450.00	2024 LOAN INT PYMT		122341	DECEMBER 2024	20290.6430		MISCELLANEOUS	CDBG REHAB LOANS
		25,000.00	2024 LOAN PRINC PYMT		122341	DECEMBER 2024	20295.6430		MISCELLANEOUS	REHAB LOANS-HRA MONEY
		15,000.00	2024 LOAN INT PYMT		122341	DECEMBER 2024	20295.6430		MISCELLANEOUS	REHAB LOANS-HRA MONEY
		41,200.00								
153920	5/19/2025		1252 DAKOTA COUNTY TECHNICAL COLLEGE							
		900.00	PURSUIT REFRESHER 48, 49, 21		122228	1285612	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		900.00								
153921	5/19/2025		6755 DAVEY TREE EXPERT COMPANY							
		162.00	MULCH		122229	919437805	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		315.00	MULCH		122230	919467346	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE

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153921	5/19/2025		6755 DAVEY TREE EXPERT COMPANY						Continued...	
		1,000.00	DUMPING MAY25		122230	919467346	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,477.00								
153922	5/19/2025		14896 DDA HUMAN RESOURCES, INC.							
		9,000.00	2025 GOALS SETTING SESSION		122231	977	10120.6302		PROFESSIONAL SERVICES	CITY ADMINISTRATION
		9,000.00								
153923	5/19/2025		14892 DELEON, MIKE							
		63.00	MILEAGE REIMBURSE		122344	042925	20243.6331		CONFERENCES, TRAINING, TRAVEL	DOUG WOOG ARENA
		63.00								
153924	5/19/2025		1350 EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
		93.54	LGT BRACKET #301,320,205,324		122235	JP042325-40	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		93.54								
153925	5/19/2025		13008 EUREKA CONSTRUCTION, INC.							
		83,443.56	CONCORD ST CONST FINAL PMT		122340	FINAL PMT	40432.6530	201611	IMPR OTHER THAN BUILDING	2016 LOCAL IMPROVEMENTS
		83,443.56								
153926	5/19/2025		14767 FRONT LINE WARNING SYSTEMS							
		1,425.00	4AGM BATTERIES-CH SIREN		122236	14459	10210.6371		REPAIRS & MAINT CONTRACTUAL	POLICE PROTECTION
		1,425.00								
153927	5/19/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		157.45	SUN/SHADE GRASS SEED		122253	994205/6	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		570.00	BALL GAME INFIELD CHALK		122254	237218/12	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		727.45								
153928	5/19/2025		1485 GLOBE PRINTING & OFFICE SUPPLIES INC							
		196.75	#10 WINDOW ENVELOPE		122239	82857J	10410.6201		OFFICE SUPPLIES	DEVELOPMENT SERVICES
		220.85	#10 REGULAR ENVELOPES		122240	82856J	10410.6201		OFFICE SUPPLIES	DEVELOPMENT SERVICES
		417.60								
153929	5/19/2025		7558 GO TOTALLY NUTS							
		128.40	ROASTED NUTS		122238	109875	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		128.40								
153930	5/19/2025		1497 GOPHER STATE ONE-CALL							
		123.53	LOCATES		122234	5040758	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		123.52	LOCATES		122234	5040758	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY

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153930	5/19/2025		1497 GOPHER STATE ONE-CALL						Continued...	
		247.05								
153931	5/19/2025		11834 GUARDIAN SUPPLY LLC							
		32.99	48-GARRISON BELT		122237	21119	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		32.99								
153932	5/19/2025		6660 HAMERNICK DECORATING CENTER							
		2,720.42	JC#912 PLANK-MOVE IN		122241	CG522657	50678.6560	229057	BUILDING FIXTURES AND IMPRS	JOHN CARROLL APT BLDG
		2,720.42								
153933	5/19/2025		1586 HILLYARD / MINNEAPOLIS							
		43.54	URNAL MATS		122242	605810963	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		1,712.42	AREA MATS		122243	605817872	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		1,755.96								
153934	5/19/2025		3686 IMPACT PROVEN SOLUTIONS							
		2,331.05	MAIL PROCESSING APRIL25		122244	217081	50600.6375		OTHER CONTRACTED SERVICES	UTILITY ADMINISTRATION
		2,331.05								
153935	5/19/2025		14612 IMPERIALDADE							
		151.00	SCRUBBER PUCKS, MICROFILTER		122245	4367171	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		608.20	SCRUBBER FOAM CL PUCKS		122252	4371031	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		759.20								
153936	5/19/2025		1652 INSPECTRON, INC.							
		5,000.00	INSPECT SVC APR25		122255	1549	10410.6302		PROFESSIONAL SERVICES	DEVELOPMENT SERVICES
		5,000.00								
153937	5/19/2025		1667 INVER GROVE FORD							
		60.61	EXHAUST SENSOR #2163		122246	5356628	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		196.88	SHOCK ABSORBERS #2161		122247	5356598	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		122.96	HOSE ASY/RADIATOR #322		122248	5356592	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		662.20	IGNITION COIL ASY/SPRK PLUG		122249	5356573	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		178.41	SHIELD&SWITCH/VLNC#2158		122250	5356472	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		96.16	RETD RADIATOR		122251	5356657	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,124.90								
153938	5/19/2025		14318 I-STATE TRUCK CENTER, INC.							
		229.06	TORQUE ROD #330		122256	C242922738:01	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		229.06								

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153938	5/19/2025		14318 I-STATE TRUCK CENTER, INC.						Continued...	
153939	5/19/2025		14893 KANE, VICTORIA							
		65.00	CANCEL T-BALL-CAMERON		122258	5/6/2025	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		5.00-	ADMIN FEE		122258	5/6/2025	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		60.00								
153940	5/19/2025		7262 KODIAK POWER SYSTEMS, INC.							
		1,949.65	RPR WATEROUS LIFT GENERATOR		122257	KPS1777	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		1,949.65								
153941	5/19/2025		1772 KREMER SERVICES, LLC							
		1,843.30	RPL REAR SPRING/ALIGN #322		122259	95928	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		1,843.30								
153942	5/19/2025		1813 LEAGUE OF MN CITIES INSURANCE TRUST							
		176.34	ANGEL ORTIZ		122260	24373	10340.6151		WORKERS COMP DEDUCTIBLE	PARKS FACILITIES AND MTNCE
		404.77	MARIAH LATUFF		122261	24362	10210.6151		WORKERS COMP DEDUCTIBLE	POLICE PROTECTION
		581.11								
153943	5/19/2025		1849 LOWER MISSISSIPPI RIVER WMO							
		19,904.73	2025 LMRWMO DUES		122262	2025-05	50610.6471		DUES & SUBSCRIPTIONS	STORM WATER UTILITY
		19,904.73								
153944	5/19/2025		7348 MACH 1 TAPING & PAINTING LLC							
		16,240.00	SEAL/PAINT OUTSIDE WALL		122263	4171	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		16,240.00								
153945	5/19/2025		1907 MEDTOX LABORATORIES, INC.							
		50.00	QUARTERLY TESTING FEE		122277	042025702635	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		50.00								
153946	5/19/2025		1911 MENARDS, INC-WEST ST PAUL							
		26.15	BARNWOOD/BRACKET/ZINC HASP		122264	9900	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		26.52	PVC PIPE/PVC CAP		122265	9820	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		26.96	TROWEL/PUTTY&BOARD KNIFE		122266	9856	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		79.63								
153947	5/19/2025		6712 MIDWEST LIGHTING PRODUCTS							
		116.45	JC LIGHT BULBS		122267	00073870	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		116.45								

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153947	5/19/2025		6712 MIDWEST LIGHTING PRODUCTS						Continued...	
153948	5/19/2025		1444 MIDWEST MACHINERY CO							
		29.75	HOSE #304R		122269	10439990	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		119.04	GATOR BLADES		122346	10406334	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		148.79								
153949	5/19/2025		1989 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		820.55	SURCHARGE FOR APRIL25		122271	APRIL0371552025	10101.2083		SURCHARGES	GENERAL FUND
		820.55								
153950	5/19/2025		1991 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		20.00	BOILER/PRSSR VESSEL FEES(2)		122270	ABR0351493X	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		20.00								
153951	5/19/2025		9298 NAPA NEWPORT							
		10.15	AIR FILTER		122272	151519	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		65.38	OIL ABSORBERS		122273	151441	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		75.53								
153952	5/19/2025		14383 NFI, INC.							
		18.99	STARTER FERTILIZER		122274	551455/D	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		18.99								
153953	5/19/2025		2176 OXYGEN SERVICES COMPANY							
		313.35	RECYCLED CYLIDERS		122275	0003617015	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		313.35								
153954	5/19/2025		14791 PAULUS, MATT							
		89.60	MILEAGE REIMBURSE		122276	4/25/2025	20243.6331		CONFERENCES, TRAINING, TRAVEL	DOUG WOOG ARENA
		89.60								
153955	5/19/2025		2231 PIONEER PRESS							
		32.45	TBACCO HEARING		122316	0425572442	10140.6341		ADVERTISING	CITY CLERK
		31.35	LIQUOR HEARING		122316	0425572442	10140.6341		ADVERTISING	CITY CLERK
		56.65	NPH MAY 7, 2025		122316	0425572442	10410.6341		ADVERTISING	DEVELOPMENT SERVICES
		466.40	PRJ NO CRP 1925		122316	0425572442	40441.6341	202501	ADVERTISING	2025 LOCAL IMPROVEMENTS
		586.85								
153956	5/19/2025		2240 PLUNKETT'S PEST CONTROL, INC.							
		57.87	NM MULTI HSG PGRM APR25		122278	9116196	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153956	5/19/2025		2240 PLUNKETT'S PEST CONTROL, INC.						Continued...	
		70.00	NM#809 LGT STORED PROD PESTS		122279	9115637	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		189.17	JC MULTI HSG PRGM APR25		122280	9113765	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		<u>317.04</u>								
153957	5/19/2025		2286 QUILL LLC							
		13.29	POWER CORD		122281	43874134	10320.6201		OFFICE SUPPLIES	PUBLIC WORKS
		29.38	OFFICE SUPPLIES		122282	43736471	10420.6201		OFFICE SUPPLIES	CODE ENFORCEMENT
		<u>42.67</u>								
153958	5/19/2025		2326 REID, WILLIAM							
		108.47	BOOT REIMBURSE		122301	4/30/25	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		<u>108.47</u>								
153959	5/19/2025		14895 RELENTLESS LLC DBA DESER SNOW							
		699.00	47-INTERDICTION WORKSHOP		122302	16815	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		<u>699.00</u>								
153960	5/19/2025		14315 RENTGROW, INC.							
		156.00	NM BACKGROUND CK APR25		122303	1941111	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		129.00	JC BACKGROUND CK APR25		122304	1941110	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		<u>285.00</u>								
153961	5/19/2025		13464 RESNIKOFF, CONOR							
		173.88	MILEAGE REIMBURSE		122305	5/12/2025	10315.6331		CONFERENCES, TRAINING, TRAVEL	ENGINEERING
		<u>173.88</u>								
153962	5/19/2025		1636 RICOH USA, INC.							
		8.23	NM COPIER@200 MARIE		122306	5071323995	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		15.46	JC COPIER@300 GRAND		122306	5071323995	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		<u>23.69</u>								
153963	5/19/2025		11845 SATIN TOUCH, INC.							
		600.00	NM 2ND FL RPR & PAINTING		122307	1058890	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		<u>600.00</u>								
153964	5/19/2025		14891 SAURO, STEVEN							
		84.00	MILEAGE REIMBURSE		122314	4/25/2025	20243.6331		CONFERENCES, TRAINING, TRAVEL	DOUG WOOG ARENA
		<u>84.00</u>								
153965	5/19/2025		14502 SCHAFFER, NATHAN							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153965	5/19/2025		14502 SCHAFFER, NATHAN						Continued...	
		89.60	MILEAGE REIMBURSE		122315	4/25/2025	20243.6331		CONFERENCES, TRAINING, TRAVEL	DOUG WOOG ARENA
		89.60								
153966	5/19/2025		2632 SHERWIN-WILLIAMS CO., THE							
		20.38	SAFETY YELLOW SPRAY PAINT		122308	3335-2	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		20.38								
153967	5/19/2025		5059 SOUTH ST PAUL STEEL SUPPLY CO INC							
		20.00	STEEL FOR LORRAINE PARK		122318	01173839	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		20.00								
153968	5/19/2025		2560 STATE OF MINNESOTA							
		189.00	APPEAL/DRAFT/DISMISS/DEFAULT		122347	529345	10130.6375		OTHER CONTRACTED SERVICES	CITY ATTORNEY
		189.00								
153969	5/19/2025		4210 SUMMIT FIRE PROTECTION							
		829.00	FIRE ALARM INSPECT @ CH		122310	2932701	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		186.50	LIBRARY-FIRE EXTINGSHR INSPECT		122311	3154979	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		292.50	CH-FIRE EXTINGSHR INSPECT		122312	3155956	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		535.88	FIRE ALARM INSPECT		122313	3243046	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		1,843.88								
153970	5/19/2025		5754 TOTAL MECHANICAL SERVICES, INC							
		59,908.75	AMMONIA BAC RPL-FINAL PYMT		122319	23912	20243.6520		BUILDINGS AND STRUCTURE	DOUG WOOG ARENA
		2,000.00	COMPRESSOR RESTART		122320	S14319	20243.6371		REPAIRS & MAINT CONTRACTUAL	DOUG WOOG ARENA
		61,908.75								
153971	5/19/2025		2665 TRANS UNION LLC							
		100.00	BASIC SVC & REPORTS		122321	04528984	10210.6302		PROFESSIONAL SERVICES	POLICE PROTECTION
		100.00								
153972	5/19/2025		2702 ULINE							
		522.27	STORAGE CONTAINER		122343	191735936	10160.6240		MINOR EQUIPMENT AND FURNITURE	INFORMATION TECHNOLOGY
		522.27								
153973	5/19/2025		2744 VAN PAPER COMPANY							
		235.25	PAPER TOWELS		122322	105397	10330.6210		OPERATING SUPPLIES	BUILDINGS
		235.25								
153974	5/19/2025		5864 VERIZON WIRELESS							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
153974	5/19/2025		5864 VERIZON WIRELESS						Continued...	
		255.41	CONNECT PH#3/IPADS/SCADA		122324	6112357312	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		255.41								
153975	5/19/2025		2785 WM CORPORATE SERVICES, INC.							
		713.70	JC#914 DUMPSTER 4/16-4/30		122325	9265924-2282-4	50678.6371.010		MTNCE-GARBAGE/TRASH/RECYCLING JOHN CARROLL APT BLDG	
		713.70								
153976	5/19/2025		2849 XCEL ENERGY							
		2,191.09	CITY HALL		122326	51-4686910-7 5/6/25	10330.6385		UTILITY SERVICE	BUILDINGS
		106.56	ST LGT UTILITY FUND		122326	51-4686910-7 5/6/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,236.83	SEWER UTILTY FUND		122327	51-5538274-4 5/9/25	50606.6385		UTILITY SERVICE	SEWER UTILITY
		22.99	NM ELEC PREM#302639603		122328	51-4563113-2 5/2/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		3,997.84	NM ELECTRIC PREM#303358214		122328	51-4563113-2 5/2/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		3,095.53	NM NAT GAS PREM#303358214		122328	51-4563113-2 5/2/25	50677.6385.2		UTILITY SERVICE-GAS	NAN MCKAY APT BLDG
		6,866.54	JC ELECTRIC PREM#302305125		122328	51-4563113-2 5/2/25	50678.6385.1		UTILITY SERVICE-ELECTRIC	JOHN CARROLL APT BLDG
		3,850.31	JC NAT GAS PREM#30235028		122328	51-4563113-2 5/2/25	50678.6385.2		UTILITY SERVICE-GAS	JOHN CARROLL APT BLDG
		27.24	NM ELEC PREM#302639603		122329	51-4563113-2 4/8/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		5,265.55	NM ELEC PREM#303358214		122329	51-4563113-2 4/8/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		3,630.62	NM NAT GAS PREM#303358214		122329	51-4563113-2 4/8/25	50677.6385.2		UTILITY SERVICE-GAS	NAN MCKAY APT BLDG
		7,822.41	JC ELEC PREM#302305125		122329	51-4563113-2 4/8/25	50678.6385.1		UTILITY SERVICE-ELECTRIC	JOHN CARROLL APT BLDG
		4,371.34	JC NAT GAS PREM#30235028		122329	51-4563113-2 4/8/25	50678.6385.2		UTILITY SERVICE-GAS	JOHN CARROLL APT BLDG
		16,339.88	WATER UTILITY FUND		122330	51-5844319-7 5/5/25	50605.6385		UTILITY SERVICE	WATER UTILITY
		13,884.69	STREET LGTS		122331	51-6871028-3 5/5/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		72,709.42								

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
801202	5/12/2025		1843 LOCAL GOVERNMENT INFORMATION SYSTEMS						Continued...	
		1,603.32	BACKUP SOFTWARE		122074	145008	10160.6375		OTHER CONTRACTED SERVICES	INFORMATION TECHNOLOGY
		8,653.64	FIBER PROJECT		122074	145008	40402.6530		IMPR OTHER THAN BUILDING	CAPITAL PROGRAMS FUND
		503.75	NETWORK SUPPORT		122075	148032	10160.6302		PROFESSIONAL SERVICES	INFORMATION TECHNOLOGY
		10,760.71								
801203	5/12/2025		2585 STREICHER'S - MINNEAPOLIS							
		11.99	25-NAME TAPE		122104	11756887	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		11.99								
801204	5/16/2025		1969 MINNESOTA AFSCME, COUNCIL NO. 5							
		29.00			122292	0513251409073	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		29.00								
801205	5/19/2025		3615 CAMPBELL KNUTSON, P.A.							
		22,423.96	APRIL25 PROSECUTION FEES		122185	3168-0990G 4/30/25	10130.6304		PROFESSIONAL SVCS-CRIMINAL	CITY ATTORNEY
		20,888.98	MAR25 PROSECUTION FEES		122186	3168-0999G 03/31/2025	10130.6304		PROFESSIONAL SVCS-CRIMINAL	CITY ATTORNEY
		43,312.94								
801206	5/19/2025		1240 DAKOTA COMMUNICATIONS CENTER							
		53,659.00	MAY 2025 911 FEE		122227	AR-0000000666	10210.6305		DISPATCH SERVICES	POLICE PROTECTION
		53,659.00								
801207	5/19/2025		2289 R&R SPECIALTIES OF WISCONSIN, INC.							
		90.00	ZAM BLADE SHARPEN		122283	0085313-IN	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		1,000.00	R&R TRNG/MATT/MIKE/STEVE/NATE		122299	0085259-IN	20243.6331		CONFERENCES, TRAINING, TRAVEL	DOUG WOOG ARENA
		42.52	HYDROMETER		122300	0085290-IN	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		1,132.52								
801208	5/19/2025		2585 STREICHER'S - MINNEAPOLIS							
		54.99	26-POLO SHIRT & EMBROID		122317	11758267	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		54.99								
801209	5/19/2025		10612 WALL, ANDREW							
		208.04	MAR-MAY25 MILEAGE		122323	5/2/25	20245.6331		CONFERENCES, TRAINING, TRAVEL	AIRPORT
		208.04								
2025149	5/5/2025		6037 HEALTHPARTNERS-DENTAL							
		673.82	DENTAL CLAIMS PAID		122176	04/24/25-04/30/	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2025149	5/5/2025		6037 HEALTHPARTNERS-DENTAL						Continued...	
						25				
		673.82								
2025150	5/7/2025		14645 MEDSURETY, LLC							
		592.58	FSA REIMB-HEALTH 2025		122177	05/06/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		592.58								
2025151	5/7/2025		14645 MEDSURETY, LLC							
		331.50	HRA, HSA, FSA, DCAP MAY25		122178	40872	10125.6375		OTHER CONTRACTED SERVICES	HUMAN RESOURCES
		331.50								
2025152	5/16/2025		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER							
		749.42			122293	0513251409074	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		49.37			122294	0513251409075	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		216.88			122295	0513251409076	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		107.98			122296	0513251409077	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		23.07			122297	0513251409078	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		1,146.72								
2025153	5/16/2025		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		3,675.00			122286	05132514090711	10101.2175		OTHER RETIREMENT	GENERAL FUND
		3,675.00								
2025154	5/16/2025		2096 NATIONWIDE RETIREMENT SOLUTIONS							
		15,474.53			122287	05132514090712	10101.2175		OTHER RETIREMENT	GENERAL FUND
		15,474.53								
2025155	5/16/2025		2200 PERA							
		77,645.91			122288	05132514090713	10101.2174		PERA	GENERAL FUND
		77,645.91								
2025156	5/16/2025		2748 MISSION SQUARE TRANSFER (EFT)							
		2,110.00			122289	05132514090714	10101.2175		OTHER RETIREMENT	GENERAL FUND
		2,110.00								
2025157	5/16/2025		14645 MEDSURETY, LLC							
		3,642.71			122290	05132514090715	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		3,642.71								
2025158	5/16/2025		1338 EFTPS							

Council Check Register by GL
Council Check Register and Summary

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
2025158	5/16/2025		1338 EFTPS						Continued...	
		39,855.25			122284	0513251409071	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		42,409.34			122291	0513251409072	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		<u>82,264.59</u>								
2025159	5/16/2025		2013 MINNESOTA REVENUE (C)							
		18,592.21			122285	05132514090710	10101.2172		STATE WITHHOLDING	GENERAL FUND
		<u>18,592.21</u>								
2025160	5/16/2025		14645 MEDSURETY, LLC							
		73.43	FSA REIMB-HEALTH 2025		122342	05/13/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		914.48	HRA REIMBURSEMENT 2025		122342	05/13/2025	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		<u>987.91</u>								
		<u>1,206,138.53</u>	Grand Total							
									<u>Payment Instrument Totals</u>	
								Checks	889,831.86	
								EFT Payments	207,137.48	
								A/P ACH Payment	<u>109,169.19</u>	
								Total Payments	1,206,138.53	



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Business Licenses

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Municipal Code requires that all licenses are approved by the City Council and subject to submittal of insurance certificates, forms and background investigation, when required, prior to issuance. The attached listing contains new and/or renewal applications which have been applied for since the last City Council Meeting. These licenses will expire as indicated on the attached report.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. City Council Report (Licenses)

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
15331	South St Paul Kaposia Days	00016232	Charitable Gambling Exempt Permit	A	05/12/2025	06/30/2025	200 6th Ave N		05/19/2025
15688	Araya Goings	00016233	Chicken License	A	05/13/2025	12/31/2040	433 Wentworth Ave		05/19/2025
15526	Steve Erickson and Pamela Roberts	00015230	Dangerous Dog - Renewal License	A	04/18/2025	12/31/2025	409 8th Ave S		05/19/2025
15575	Honduras Kitchen, LLC	00016169	Entertainment	A	05/06/2025	05/31/2026	1519 5th Ave S		05/19/2025
14545	Brice Staeheli	00016175	Housing Evaluator-TOS	A	05/02/2025	05/31/2026		Time of Sale	05/19/2025
15627	Tara's Place LLC	00016213	Massage Therapy	A	05/07/2025	05/31/2026	625 Southview Blvd		05/19/2025
15687	Cesar Sait Campos	00016231	Peddler (Individual)	A	05/08/2025	05/31/2026	249 4th Ave S		05/19/2025
15475	Everest Holdings LLC	00015869	Rental Housing	A	04/29/2025	05/31/2026	233 11th Ave N	Everest Holdings LLC	05/19/2025
14484	St, Paul Real Estate LLC	00015388	Rental Housing	A	05/12/2025	05/31/2026	115 12th Ave S		05/19/2025
15155	Bruce Campbell Bryant	00015687	Rental Housing	A	05/02/2025	05/31/2026	121 12th Ave S		05/19/2025
14484	St, Paul Real Estate LLC	00015391	Rental Housing	A	05/12/2025	05/31/2026	138 13th Ave N		05/19/2025
14881	Distinguished Properties, LLC	00015868	Rental Housing	A	05/02/2025	05/31/2026	443 13th Ave S		05/19/2025
14742	Invitation Homes	00015932	Rental Housing	A	03/24/2025	05/31/2026	118 14th Ave N		05/19/2025
12110	Jason Schmitt	00015396	Rental Housing	A	04/30/2025	05/31/2026	602 14th Ave N		05/19/2025
14484	St, Paul Real Estate LLC	00015575	Rental Housing	A	05/12/2025	05/31/2026	436 17th Ave N		05/19/2025
15145	Pro Operam Sub IX, LLC	00015368	Rental Housing	A	03/17/2025	05/31/2026	445 17th Ave N 202		05/19/2025
14791	Lifeng Geng	00015580	Rental Housing	A	05/05/2025	05/31/2026	334 1st Ave S		05/19/2025
11926	Joan Sokolowski	00015893	Rental Housing	A	05/09/2025	05/31/2026	516 1st Ave S		05/19/2025
15473	Pro Operam Sub VIII, LLC	00015865	Rental Housing	A	03/17/2025	05/31/2026	628 1st Ave S		05/19/2025
15165	Helen Perry	00015690	Rental Housing	A	03/07/2025	05/31/2026	112 2nd Ave S		05/19/2025
15066	Wessrick Hackler	00016217	Rental Housing	A	04/15/2025	05/31/2026	432 2nd Ave S		05/19/2025
15002	Invitation Homes	00015639	Rental Housing	A	03/24/2025	05/31/2026	525 2nd Ave S		05/19/2025
14935	Andrew Held	00015628	Rental Housing	A	05/06/2025	05/31/2026	840 3rd Ave S		05/19/2025
14659	Derek Burington	00015874	Rental Housing	A	05/06/2025	05/31/2026	128 4th Ave S	Burrington Asset Management LLC	05/19/2025
15215	Christopher Lee Rausch	00015915	Rental Housing	A	05/08/2025	05/31/2026	335 5th Ave N		05/19/2025
14659	Derek Burington	00015873	Rental Housing	A	05/06/2025	05/31/2026	215 5th Ave S	Burrington Asset Management LLC	05/19/2025

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
15671	CAG Minnesota Funding II LLC	00016201	Rental Housing	A	03/06/2025	05/31/2026	437 5th Ave S		05/19/2025
14742	Invitation Homes	00015811	Rental Housing	A	03/24/2025	05/31/2026	1146 7th Ave S		05/19/2025
15391	1442 Holdings, LLC	00015804	Rental Housing	A	05/12/2025	05/31/2026	1442 7th Ave S	1442 Holdings, LLC	05/19/2025
13234	Christopher Speltz	00015473	Rental Housing	A	05/14/2025	05/31/2026	1219-1221 8th Ave S		05/19/2025
13539	Joseph K. Illetschko	00015475	Rental Housing	A	04/29/2025	05/31/2026	1410-1412 8th Ave S		05/19/2025
15328	Tatiana Michelle Kilgore	00015772	Rental Housing	A	05/02/2025	05/31/2026	825 8th Ave S		05/19/2025
14659	Derek Burington	00015872	Rental Housing	A	05/06/2025	05/31/2026	851 8th Ave S	Burrington Asset Management LLC	05/19/2025
15075	Jeffrey D. Alexander	00015666	Rental Housing	A	03/13/2025	05/31/2026	1111-1113 9th Ave S		05/19/2025
14506	Invitation Homes	00015536	Rental Housing	A	03/24/2025	05/31/2026	1345 9th Ave S		05/19/2025
14459	Steven Stoll	00015483	Rental Housing	A	03/28/2025	05/31/2026	252 Ash St E		05/19/2025
15128	Shannon Leona Kearney	00015679	Rental Housing	A	05/12/2025	05/31/2026	203 Ash St W		05/19/2025
14742	Invitation Homes	00015542	Rental Housing	A	03/24/2025	05/31/2026	226 Ash St W		05/19/2025
14121	Epstein Enterprises LLC	00015487	Rental Housing	A	05/02/2025	05/31/2026	409 Bircher Ave		05/19/2025
15678	Bismuth Bridge PropCo LLC	00016221	Rental Housing	A	04/16/2025	05/31/2025	2120 Bromley St		05/19/2025
13028	Daniel L. McGarry	00015489	Rental Housing	A	04/30/2025	05/31/2026	1941 Butler Ave		05/19/2025
15388	Allure Investments LLC	00015803	Rental Housing	A	05/02/2025	05/31/2026	1433 Concord St N	Allure Investments LLC	05/19/2025
15679	Karina Santana	00016222	Rental Housing	A	04/21/2025	05/31/2026	952 Logan Ln		05/19/2025
14741	Invitation Homes	00015545	Rental Housing	A	03/24/2025	05/31/2026	230 Poplar St E		05/19/2025
14749	Andy & Angie Daiber	00015554	Rental Housing	A	04/17/2025	05/31/2026	203-207 Southview Blvd		05/19/2025
13890	Rachael Ann Jackson	00015519	Rental Housing	A	05/05/2025	05/31/2026	130 Spruce St E		05/19/2025
12290	Kelly Little	00015552	Rental Housing	A	05/14/2025	05/31/2026	901 Spruce St W		05/19/2025
12219	Brent V. Benson	00015520	Rental Housing	A	05/05/2025	05/31/2026	636 Stewart Ave		05/19/2025
11999	James E. Reid	00015997	Rental Housing Multi Family Dwelling (4+)	A	04/04/2025	05/31/2026	405 15th Ave N		05/19/2025
12876	Turnberry Enterprises, LLC	00016004	Rental Housing Multi Family Dwelling (4+)	A	05/12/2025	05/31/2026	654 1st Ave S		05/19/2025
15222	1st Select Real Estate Services	00016075	Rental Housing Multi Family Dwelling (4+)	A	04/29/2025	05/31/2026	161 Concord Exchange N	The Drover	05/19/2025

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
14659	Derek Burington	00016090	Rental Housing Multi Family Dwelling (4+)	A	05/06/2025	05/31/2026	1323-1325 Southview Blvd	Burrington Asset Management LLC	05/19/2025
10091	Keith Krupenny & Son Disposal Service, Inc.	00016165	Trash Hauler	A	05/08/2025	05/31/2026		Roll-Off Only; No Routes	05/19/2025
10107	Waste Management Holdings, Inc.	00016161	Trash Hauler	A	05/08/2025	05/31/2026	1901 Ames Dr	Residential AND Commercial Routes	05/19/2025



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Employment Offer - Police Officer

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to appoint Colin Conway as a probationary police officer, effective on, or after, August 18th, 2025, at a starting monthly salary as articulated in the current LELS contract.

OVERVIEW

As part of the 2025 Police Protection Budget, with the inclusion of federal funding, the authorized staffing level for the police department is set at thirty-seven sworn officers and staff have been working to identify qualified applicants, as we are currently staffed at thirty-four officers, with two of those currently in field training.

During the November 6th, 2023, Civil Service Commission Meeting, the Commission directed staff to begin taking continual applications and an initial eligible register was established on December 4th, 2023, that has since been exhausted. A second eligible register was established on July 15th, 2024, and a third on October 7th, 2024, with finalists from those two lists merged into a single eligible register. On May 6th, 2025, the Commission certified the lone remaining candidate for consideration of appointment to the position of police officer. A redacted copy of the top candidates' application is attached.

Colin Conway holds an associate degree from Century Community College and is currently employed by the City of South St. Paul as a Community Service Officer as well as the Minnesota Food and Drug Administration as an undercover purchaser while he concludes his peace officer licensing education later this summer.

Police Department staff have reviewed the application, testing materials, and preliminary background information for this candidate and recommend Colin Conway be given a conditional employment offer as probationary police officer effective on or after August 18th, 2025, contingent upon successful completion of a background investigation, physical examination, psychological evaluation, and obtaining eligibility for P.O.S.T. licensure.

SOURCE OF FUNDS

2025 Police Protection Budget

ATTACHMENTS

1. 2025-1 FINAL Eligible Register as of 20250207
2. Candidate Certification
3. Colin Conway - Redacted

NAME		<i>FIRST ORAL GROSS</i>	<i>FIRST ORAL WEIGHTED</i>	<i>SECOND ORAL GROSS</i>	<i>SECOND ORAL WEIGHTED</i>	<i>VETERAN'S PREFERENCE</i>	<i>RESERVE/ CSO - Bonus</i>	TOTAL SCORE	FINAL RANKING
Conway	Colin**	51.00	37.78	56.00	53.33		5	96.11	2

The Commission directed that the weighting of the scores would be 40% for initial oral interviews and 60% for the final interview.

Initial oral interviews scored as follows: Gross score divided by 54 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiple by 0.40 (weighted value)

Final oral interview scored as follows: Gross score divided by 63 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiplied by 0.60 (weighted value)

Those candidates who qualified for Veteran's Preference had ten (10) points added to their total score. Qualified disabled veterans had fifteen (15) points added to their total score.

Candidates that are current South St. Paul Police Reserves or Community Service Officer with at least one (1) year of service had five (5) points added to their score.

** (Not Currently Eligible)

Exp: 01/28/2026

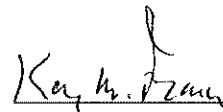
MEMORANDUM

To: The Honorable Mayor James P. Francis
Members of the City Council
From: Kay Francis-Secretary
South St. Paul Police and Fire Civil Service Commission
Date: May 6th, 2025
Subject: Certification of the top standing names from the police officer eligibility list

In accordance with the Civil Service Rules for the Police Department, Rule 14, the below listed names are certified by this Commission as the top candidate(s) eligible for appointment for the position of police officer with the South St. Paul Police Department.

The police officer candidates are listed in their order of finish after completion of the testing process approved by this Commission.

- 1) Colin Conway



Kay Francis – Secretary



COLIN T. CONWAY

conwaycolint@gmail.com | [REDACTED]

Summary

Eager Law Enforcement student and Community Service Officer with a strong foundation in assisting police officers across various duties. Demonstrates thorough knowledge of defensive tactics, city ordinance violations, and standard procedures while ensuring adherence to safety protocols and legal standards. Proven ability to cultivate positive relationships with colleagues and community members through alertness, compassion, and concern. Committed to enhancing skills in law enforcement and community engagement.

Skills

- De-Escalation Skills
- Certified Emergency Medical Responder
- Incident Investigation
- Conflict Mediation/Resolution
- Traffic Control
- Dispatch Experience
- Attentive and Observant
- Strengthening Workplace Connections
- Community Relations
- Report Writing
- Ordinance Enforcement
- Police Explorer Advisor

Experience

MN FDA | Minneapolis, MN
Undercover Purchaser
04/2024 - Current

- Ensured that businesses were in compliance with state laws and regulations
- Conducted follow ups with businesses that violated state laws and regulations

South St. Paul Police Department | South St. Paul, MN
Community Service Officer
10/2023 - Current

- Assisted in the collection and documentation of evidence at crime scenes under the supervision of sworn officers.
- Operated and maintained departmental equipment and vehicles to ensure readiness for community service tasks.
- Engaged in conflict resolution and mediation to address minor disputes among community members effectively.
- Enforced parking regulations by issuing citations and towing vehicles when necessary.
- Escorted arrested persons to detention centers.

Punch Neapolitan Pizza | Woodbury, MN
Food Runner, Dish Washer, Busser
09/2020 - 10/2023

- Enhanced efficiency of food order service, reducing errors.
- Collaborated well with other staff to deliver orders accurately.
- Addressed client needs and ensured top-notch service.
- Replenished kitchen food supplies and maintained organized storage areas.
- Cleaned and sanitized food preparation and serving areas.

Mall Of America | Bloomington, MN
Security Officer
09/2022 - 04/2023

- Greeted guests professionally with courtesy, ensuring a welcoming atmosphere.
- Monitored entry and exit points to prevent unauthorized access.
- Enforced safety regulations and efficiently removed unruly persons from

premises.

- Coordinated with security staff and building supervisors via two-way radios, mobile phones and various tech devices.
- Ensured a safe operational environment by preventing potential threats.

Education

Century College | White Bear Lake, MN
Law Enforcement
Expected in 2025

East Ridge High School, Woodbury, MN, US | Woodbury, MN
High School Diploma
06/2023

Attended 916 Career and Tech at Century College in the Law Enforcement and Criminal Justice class during the 2022-2023 school year. During my time in the class, I was elected student ambassador by fellow peers where I held the responsibility of giving tours to new students, assisting the teacher, and assisting my peers when needed.

Accomplishments

- 2023 South Saint Paul Police Explorers Team A MVP
- 2023 MN State Police Explorers Conference First Place in Street Decisions
- 2022-2023 Student Ambassador for 916 Career and Tech Law Enforcement Students at Century College
- 2022 Promoted to Lieutenant with South Saint Paul Police Explorers
- 2021 Promoted to Sergeant with South Saint Paul Police Explorers

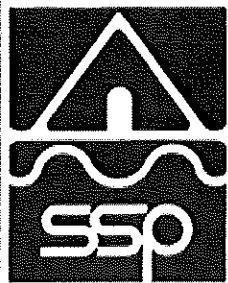
Certifications

- Emergency Medical Responder

References

References available upon request.

EMPLOYMENT APPLICATION



CITY OF SOUTH ST. PAUL
125 3rd Ave N
South St. Paul, Minnesota 55075
651-554-3203
<http://www.southstpaul.org>

Conway, Colin Timothy
23-00011 POLICE OFFICER

Received: 12/20/24 1:14 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

POLICE OFFICER

EXAM ID#:

23-00011

NAME: (Last, First, Middle)

Conway, Colin Timothy

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

conwaycolint@gmail.com

HOME PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

What is your highest level of education?

Some College

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

EDUCATION

DATES:

SCHOOL NAME:

East Ridge High School

LOCATION: (City, State/Province)

Woodbury, Minnesota

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

High School Diploma

DATES:

SCHOOL NAME:

Century College

LOCATION: (City, State/Province)

White Bear Lake, Minnesota

DID YOU GRADUATE?

☐ Yes ☒ No

DEGREE RECEIVED:

No Degree

MAJOR:

Law Enforcement

WORK EXPERIENCE

DATES:

From: 4/2024 To: Present

EMPLOYER:

Minnesota Food and Drug Administration

POSITION TITLE:

Undercover Purchaser

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

250 Marquette Ave Ste 600, Minneapolis, Minnesota, 55401

PHONE NUMBER:

SUPERVISOR:

Steve Ploeckelmann - Tobacco Compliance Inspector

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

DUTIES:

- Ensured that businesses were in compliance with state laws and regulations
- Conducted follow ups with businesses that violated state laws and regulations

REASON FOR LEAVING:

My reason for leaving my job at the Minnesota Food and Drug Administration is so that I can pursue my career in law enforcement.

DATES:

From: 9/2020 To: 10/2023

EMPLOYER:

Punch Neapolitan Pizza

POSITION TITLE:

Food Runner, Dish Washer, Busser

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

8300 City Centre Dr, Woodbury, Minnesota, 55129

COMPANY URL:

<https://punchpizza.com/>

PHONE NUMBER:

651-714-7986

SUPERVISOR:

Bryanne Hernandez - Manager

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

DUTIES:

Food Runner, Dish Washer, Busser, Punch Neapolitan Pizza - -----
Maintained speed of service for food orders while minimizing errors and complaints.
Collaborated well with other staff to deliver orders accurately.
Greeted customers and provided outstanding customer service.
Restocked food supplies in kitchen and organized storage areas.
Cleaned and sanitized food preparation and serving areas.

REASON FOR LEAVING: I would like to pursue a career in Law Enforcement and I feel the best way to do that is to move on from the food industry and start as a Community Service Officer in order to gain a better understanding of what it takes to patrol the city, respond to calls, and utilize dispatch.		
DATES: From: 9/2022 To: 4/2023	EMPLOYER: Mall Of America	POSITION TITLE: Security Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2131 Lindau Ln, Bloomington, Minnesota, 55425		COMPANY URL: https://www.mallofamerica.com/
PHONE NUMBER: [REDACTED]	SUPERVISOR: Riley Barker - Lieutenant	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
DUTIES: Greeted guests professionally and courteously to cultivate welcoming atmosphere while making safety top priority. Checked identification of persons entering and exiting facility to eliminate unauthorized visitors. Executed security rules and procedures and calmly and promptly escorted non-compliant individuals out of building. Communicated with security team and building supervisors using two-way radios, mobile phones and other technological devices. Acted as deterrent to prevent criminal actions, vandalism and misconduct to allow business to conduct operations in safe environment.		
REASON FOR LEAVING: During my time working at the Mall of America I had too much to juggle with finishing my senior year, my job at Punch pizza, police explorers, and being a part of my high schools trap shooting team. I chose to leave the Mall of America because I had more flexibility with my schedule at Punch Pizza.		
DATES: From: 10/2023	EMPLOYER: South St. Paul Police Department	POSITION TITLE: Community Service Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 125 3rd Ave N, South St. Paul, Minnesota, 55075		COMPANY URL: https://www.southstpaul.org/904/Police
PHONE NUMBER: (651) 554-3300	SUPERVISOR: Daniel Salmey - Commander	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
DUTIES: - Assisted in the collection and documentation of evidence at crime scenes under the supervision of sworn officers. - Operated and maintained departmental equipment and vehicles to ensure readiness for community service tasks. - Engaged in conflict resolution and mediation to address minor disputes among community members effectively. - Enforced parking regulations by issuing citations and towing vehicles when necessary. - Escorted arrested persons to detention centers.		
REASON FOR LEAVING: My reason for leaving my position as a Community Service Officer with the city of South St. Paul is to hopefully secure a position as a full time sworn police officer within the police department.		

CERTIFICATES AND LICENSES

TYPE: Emergency Medical Responder	
LICENSE NUMBER: 1029641	ISSUING AGENCY: EMSRB

Skills

OFFICE SKILLS: Typing:39 Data Entry:0
OTHER SKILLS:
LANGUAGE(S): English - ☒ Speak ☒ Read ☒ Write

ADDITIONAL INFORMATION

Volunteer Experience In 2019 I joined the South Saint Paul Police Explorers because I had an interest in law enforcement and I wanted to see if it was something that I wanted to pursue. I have excelled as a leader in Explorers and was promoted to Sergeant in 2021 and Lieutenant in 2022. Through this program, I had the opportunity to volunteer at police training events such as The Roseville Police SWAT, the West Saint Paul Police K9 training, and the Blaine Police Department riot training, all of which I was a role player in. Through this program I have also been given the opportunity to volunteer in the community at events such as Halloween on Marie Avenue in South Saint Paul (2021-2022) where I was tasked with handing out candy and glowsticks to people visiting the South Saint Paul Police booth. I also volunteered at Kaposia days in South Saint Paul (2022-2023) where I was tasked with giving tours of the police car at touch a truck my first year, and recruiting for the police explorers my second year.

REFERENCES

REFERENCE TYPE: Professional	NAME: Jonathan Weight	POSITION: Police Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 125 3rd Ave N #3, South Saint Paul, Minnesota 55075		
EMAIL ADDRESS: jweight@southstpaul.org		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Steve Ploeckelmann	POSITION: Tabacco compliance Inspector
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 250 Marquette Ave Ste 600, Minneapolis, Minnesota 55401		
EMAIL ADDRESS: Steve.Ploeckelmann@state.mn.us		PHONE NUMBER: [REDACTED]

REFERENCE TYPE: Professional	NAME: Simo Peinovich	POSITION: Federal Agent
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1430 Maryland Ave East, St. Paul Minnesota, 55106, St. Paul, Minnesota 55106		
EMAIL ADDRESS: simo.peinovich@state.mn.us		PHONE NUMBER: [REDACTED]



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Waive License Fees for SSP Lions associated with 2025 Community Festivals

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2025-056, Waiving Temporary Liquor License Fees for the SSP Lions Club for "Kaposia Days" and "On the Road Again", community events scheduled in 2025.

OVERVIEW

The South St. Paul Lions Club has requested all fees be waived for the events related to the 2025 "Kaposia Days" and 2025 "On the Road Again" community events. The only fees needed are for the 1-4 Day Temporary On-Sale Liquor Licenses which are \$50.00 for each event. Staff has spoken with our legal counsel to determine if waiving this fee is possible and it was confirmed the council has the authority to waive the fee by majority vote of a Resolution. Staff has no concerns and recommends approval.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025-056, Waive Fees

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-056

WAIVING OF FEES FOR COMMUNITY WIDE EVENTS

WHEREAS, the City of South St. Paul wants to encourage community engagement by supporting the groups and participants of community wide events like "Kaposia Days" and "On the Road Again"; and

WHEREAS, These specific community events exists to promote civic pride and community spirit in South St. Paul; and

WHEREAS, the South St. Paul Lions have long been a partner in these community events, providing food and drinks at events which foster a sense of community for the residents of the City of South St. Paul; and

WHEREAS, the South St. Paul Lions undertake countless hours of volunteer time preparing, serving and cleaning up after community events; and

WHEREAS, the South St. Paul Lions organization undertakes the financial obligation and responsibility to secure the special insurance coverage necessary to serve in this capacity for community events.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SOUTH ST. PAUL, MINNESOTA, AS FOLLOWS:

1. The City Council supports waiving the fee(s) which are associated temporary liquor licenses for the community events "Kaposia Days" and "On the Road Again" scheduled in 2025 for the South St. Paul Lions organization.

Adopted this 19th day of May 2025

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accept Bids and Award a Construction Contract – Marie Avenue Reconstruction Project (Minn Project No. CRP 1925, South St. Paul Project 2024-05)

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2025-057 RESOLUTION ACCEPTING BIDS AND AWARDING CONSTRUCTION CONTRACT FOR THE MARIE AVENUE RECONSTRUCTION PROJECT (MINN PROJECT NO. CRP 1925, CITY PROJECT NO. 2024-05) TO HESELTON CONSTRUCTION LLC

OVERVIEW

On April 22 and 29, 2025, the City published an advertisement for bids for the Marie Avenue Reconstruction Project (Minn Project No. CRP 1925, City Project No. 2024-05).

The bids were opened on May 13, 2025, and read as follows:

CONTRACTOR	TOTAL BID
Heselton Construction, LLC.	\$2,598,791.00
Meyer Contracting Inc.	\$2,697,926.61

The Engineer's Estimate at the time of bidding was \$2,946,091.00

Staff has reviewed the bid proposals and has determined that Heselton Construction, LLC. is the lowest responsible bidder with a total bid amount of \$2,598,791.00.

Staff recommends approval of Resolution 2025-057, awarding the construction contract for the Marie Avenue Reconstruction to Heselton Construction, LLC in the amount of \$2,598,791.00, pending the City Engineer's receipt and approval of federal aid authorization requirements.

SOURCE OF FUNDS

Safe Routes to Schools Grant, Municipal State Aid, Infrastructure Fund, Water Utility, Storm Sewer Utility, Sanitary Sewer Utility, and Special Assessments.

ATTACHMENTS

1. Resolution 2025-057 - Award Contract Marie Ave Reconstruction
2. 168-104-011 Award Memo

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-057

**RESOLUTION ACCEPTING BIDS AND AWARDING CONSTRUCTION CONTRACT
FOR THE MARIE AVENUE RECONSTRUCTION PROJECT (MINN PROJECT NO.
CRP 1925, CITY PROJECT NO. 2024-05) TO HESELTON CONSTRUCTION LLC**

WHEREAS, pursuant to advertisement for bids for the improvements outlined in the Marie Avenue Reconstruction (Minn Project No. CRP 1925, City Project No. 2024-05), the bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

CONTRACTOR	TOTAL BID
Heselton Construction, LLC.	\$2,598,791.00
Meyer Contracting Inc.	\$2,697,926.61

AND WHEREAS, it appears that Heselton Construction, LLC. is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota, as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract, pending the City Engineer's receipt and approval of federal aid authorization requirements, with Heselton Construction, LLC. in the name of the City of South St. Paul for the improvements outlined in the Marie Avenue Reconstruction Project (Minn Project No. CRP 1925, City Project No. 2024-05) according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted this 19th day of May 2025.

City Clerk

**M E M O R A N D U M**

Date: May 15, 2025
To: Nick Guilliams, P.E., City Engineer
From: Kevin Kielb, P.E., Principal Engineer
Subject: Bid Results and Recommendation
SP 168-104-011; Minn Proj. No. CRP 1925 (102)
Marie Avenue Reconstruction

Two bids were received for the above-referenced project. The bids were publicly read aloud at 10:00 A.M. on May 13, 2025. The bids were then reviewed, tabulated and the results are summarized below:

CONTRACTOR	TOTAL BID
Heselton Construction, LLC.	\$2,598,791.00
Meyer Contracting Inc.	\$2,697,926.61
Engineer's Estimate	\$2,946,091.00

We have verified the low bidder, and their submitted sub-contractors are not on the SAM (System for Award Management) debarment list.

We have also formally reviewed the low bid unit prices and compared them to the Engineer's Estimate and have found them to be responsive and not materially unbalanced. The Engineer's Estimate was 13.4% higher than the actual low responsive bid, so a justification letter to the District State Aid Engineer is warranted.

We recommend awarding the bid to Heselton Construction, LLC., in the amount of \$2,598,791.00 once authorization to award from the Office of Civil Rights is received.

If you have any questions, please contact me at (651) 968-7760.



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Proposal with Bolton & Menk for Construction Support Services for the Marie Avenue Reconstruction Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve a proposal with Bolton & Menk in the amount of \$64,628.00 for construction support services for the Marie Avenue Reconstruction Project.

OVERVIEW

A construction contract for the Marie Avenue Reconstruction Project was awarded to Heselston Construction during the City Council meeting on May 19, 2025. Although engineering staff will handle most of the construction inspection and administration in-house, we will need a consultant to assist with construction staking and administration and manage the federal grant process.

SOURCE OF FUNDS

Infrastructure Fund

ATTACHMENTS

1. SSP Marie Ave Construction Proposal 04012025



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 1, 2025

Mr. Nick Guiliams, PE
City Engineer
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

RE: Proposal for Marie Avenue Phase 1 Improvements – 3rd Avenue to 9th Avenue (SP 168-104-011)
Construction Assistance Proposal

Dear Mr. Guiliams:

Bolton & Menk, Inc. appreciates the opportunity to submit this proposal to South St. Paul for construction related services for the Marie Avenue Phase 1 Improvements.

SCOPE OF IMPROVEMENTS

The project is proposed to provide upgraded sidewalk connections, bike lanes, and ADA improvements along Marie Avenue from 3rd Avenue North to 9th Avenue North. This will include an intersection reconfiguration at 9th Avenue North and Marie Avenue to improve sightlines. Flashing pedestrian beacons will be included to enhance the crossing at 6th Avenue North.

PROJECT ASSUMPTIONS

Our proposal is based on the best information available and accounts for minor scope revisions as the project moves forward. With most projects, the contractor and construction schedule are the key variables which most directly impact hours and fees. For this project, we have assumed significant project construction will last 3 months. We understand the City will perform the inspection services and we will assist with the construction staking and administrative portions of the project.

WORK PLAN

Our Work Plan includes all services required for the project. Generally, we will follow the guidelines and requirements of MnDOT's Delegated Contract Process Checklist. Our services are anticipated to include:

Project Management (Project Coordination)

Task 1.A: Internal and External Management

Our project team will be led by Kevin Kielb, PE and Zach Lingl, PE. Kevin and Zach will coordinate:

- Communications with South St. Paul and permitting agencies,
- All internal tasks required for construction scheduling, and
- Quality Assurance and Quality Control of all documents required.

Task 1.B: Delegated Contract Process (DCP)

We will comply with the DCP process by providing post-letting services consistent with the DCP Checklist. This task primarily includes file setup prior to construction being initiated by the contractor. We will also coordinate with MnDOT's Office of Civil Rights for goals established for Disadvantage Businesses.

Task 1.C: Project Updates

Bolton & Menk will have ongoing communications with South St. Paul staff throughout the project.

Task 1.D: Subconsultants

We have assumed South St. Paul will contract directly with a materials testing firm for the project.

Construction Staking and Administration

Task 2.A: Construction Staking

Bolton & Menk will provide construction staking for the project. These services are anticipated to include the following:

- Planning and scheduling,
- Re-establish control in the area,
- Staking of Sanitary sewer, watermain and storm sewer,
- Horizontal roadway, sidewalk, and retaining wall,
- Vertical control for establishing grades,
- Striping, and
- Additional staking as required to allow for construction of miscellaneous features.

Task 2.B: Construction Administration

We will provide Contract Administration services in a manner that assures the project is constructed in substantial compliance with the plans, specifications, and special provisions. This includes providing interpretations of the plans, specifications, and contract provisions to the construction contractor. We assume City staff will conduct field-related federal aid documentation and create contractor payment vouchers. We are available to assist with these tasks as needed.

We will attend regularly scheduled weekly construction meetings. The meetings will be coordinated and facilitated by South St. Paul.

Task 2.C: Construction Observation

South St. Paul will perform construction observation. We will be available for questions and periodic specialty inspections as needed.

Closeout, Federal Documentation and Record Drawings

Task 3.A: Federal Documentation and Closeout

This task includes final documentation in accordance with federal guidelines. All documentation will be printed and organized to allow for federal auditors to review compliance with all regulations and

guidelines associated with a Federal Aid project.

This task includes project communications with the contractor to verify all documentation is received to allow for project closeout. The work includes obtaining final contract clearance from MnDOT's Office of Civil Rights, obtaining Lien Waiver forms, obtaining agreement on final quantities, and receiving any other documentation required to allow the project to be finalized.

If an audit occurs, we will work with the auditors to review all documentation and supplement any reasonable requests for additional documentation.

Task 3.B: Record Drawings

We assume the will document utility information and other deviations from the construction drawings that may occur. We will provide surveying as needed to document the changes. We will distribute electronic copies of the survey information to South St. Paul.

SCHEDULE AND COMPENSATION

Project Schedule

The construction contract is anticipated to be awarded in May of 2025. All construction activities are anticipated to occur during the 2025 construction season.

Compensation

Our proposed fees are as follows:

<u>Task</u>	<u>Fees</u>
Meetings, MnDOT DCP, and Administration	\$ 19,050.00
Construction Staking	\$ 28,716.00
<u>Federal Closeout and Record Drawing Survey</u>	<u>\$ 16,862.00</u>
Total	\$ 64,628.00

Based on our understanding of the improvements, we recommend setting a not-to-exceed budget of \$64,628.00 for the project.

We are available to meet and discuss items related to this project at your convenience.

Sincerely,

BOLTON & MENK, INC.



Kevin P. Kielb, P.E.

Principal Engineer

CC: Zach Lingl, Bolton & Menk

Summary of Hours and Fees

City of South St. Paul Marie Avenue Phase 1 Construction SP 168-104-011		Bolton & Menk, Inc.							
Task No.	Work Task Description	Project Manager	Associate Project Manager	Design Engineer	Project Surveyor	Survey Crew	Clerical	Total Hours	Total Cost
1.0	Meetings, MnDCP, and Administration	8	60	37				105	\$19,050
2.0	Construction Staking		4	4	14	126		148	\$28,716
3.0	Federal Closeout and Record Drawing Survey	6	68	4	2	6	4	90	\$16,862
Total Hours		14	132	45	16	132	4	343	
Average Hourly Rate		\$233.00	\$189.00	\$158.00	\$197.00	\$195.00	\$104.00		
Bolton & Menk Subtotal		\$3,262	\$24,948	\$7,110	\$3,152	\$25,740	\$416		\$64,628
TOTAL PROPOSED FEES									\$64,628



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 8.H.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Amendment No. 2 with Kimley-Horn for additional Final Design services for Verderosa Avenue extension from Hardman Avenue to the existing Verderosa Avenue limits

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Amendment No. 2 with Kimley-Horn for \$151,200 for additional final design services needed to extend Verderosa Avenue and public utilities from Hardman Avenue to the existing Verderosa Avenue limits.

OVERVIEW

Over the past few years, staff has collaborated with various entities to redevelop the EDA-owned parcel located south of the MCES site (Wakota Industrial) along Verderosa Avenue. Recent discussions with the Danner Family Limited Partnership have also indicated an interest in redeveloping their property. As a result, extending Verderosa Avenue to Hardman Avenue is necessary to support the planned Danner development and provide additional connectivity to the proposed Wakota Industrial parcel.

Kimley-Horn has completed the preliminary design and submitted a proposal to prepare the final plans and specifications to extend Verderosa Avenue and public utilities to Hardman Avenue. The final design will be completed in December 2025, and the project will be ready to bid in early 2026.

SOURCE OF FUNDS

Infrastructure fund with reimbursement from HUD Community Project Funding

ATTACHMENTS

1. Verderosa_Amendment No 2-signed

**AMENDMENT NUMBER 2 TO THE AGREEMENT BETWEEN CITY OF SOUTH ST. PAUL AND
KIMLEY-HORN AND ASSOCIATES, INC.**

This is Amendment Number 2 dated May 19th, 2025, to the agreement between The City of South St. Paul ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated April 1, 2024 ("the Agreement") concerning the Verderosa Avenue Extension Project (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for additional compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Consultant will perform the scope of services detailed on Exhibit A. The preliminary layout for the project area is provided in Exhibit B.

For the additional services set forth in Exhibit A, the City shall pay additional compensation with a not to exceed cost of \$151,200. A detailed breakdown of fee is provided below in Exhibit A.

IN WITNESS WHEREOF, the parties to this Amendment have hereunto set their hands and seals as of the date first above written.

CLIENT:

CITY OF SOUTH ST. PAUL

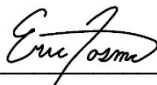
By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.

By:  _____

Title: Vice President

Date: May 19, 2025

Exhibit A to Amendment 2 – Scope of Services

Amendment No. 2 includes providing additional final design engineering services for Verderosa Avenue Extension from Hardman Avenue to the existing Verderosa Avenue limits. The following additional construction phase services will be provided as a part of this amendment.

PROJECT UNDERSTANDING

Kimley-Horn understand that the City of South St. Paul is seeking final design engineering services for the extension of Verderosa Avenue from the Boat Launch Access to Hardman Avenue. The segment of roadway will serve the planned Danner development site and provide additional connectivity to proposed development of the former MCES site (Wakota Industrial). Watermain and sanitary sewer will need to be extended from Hardman Avenue to serve the development sites. Coordination with the Army Corps of Engineers will be necessary to understand restrictions, design constraints, and permitting requirements for the proposed roadway and utility improvements on and adjacent to the levee.

We understand the City is seeking preparation of final design plans, project manual, and cost estimates for the roadway and public utility improvements with the understanding that the project is anticipated to be constructed in 2026.

Exhibit B illustrates the preliminary engineering layout for the project area associated with Amendment No. 2.

SCOPE OF WORK

Task 1 Project Management, Coordination, and Meetings

Task 1.1 – General Project Management and Coordination

Kimley-Horn will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities for the project. We will communicate project updates directly with the City's project manager.

Task 1.2 – Project Team Meetings

Kimley-Horn will prepare materials for and conduct the following meetings assumed to be necessary to complete the preliminary design.

- One (1) project kickoff meeting
- Up to six (6) project team meetings
- Two (2) coordination meeting with the Danner development team

Kimley-Horn will have up to two (2) staff present at each meeting and will be responsible for scheduling, agenda, and summary notes. This task does not include meetings and coordination with the Army Corps of Engineers (ACOE) (see Task 3).

Task 2 Final Design

Task 2.1 – Final Design (65%, 90%, 100%)

Kimley-Horn will prepare and submit to the City 65%, 90%, and 100% Plans for the proposed improvements. The 65% submittal will also be submitted to the Army Corps of Engineers. Kimley-Horn will also prepare a Project Manual and Special Provisions with the 90% and 100% submittals. The following plan sheets are assumed to be prepared as part of the plans:

- Cover Sheet
- Statement of Estimated Quantities
- General Notes

- Typical Sections
- Construction Details
- Alignment Plan & Tabulation
- Removal Plan
- Construction Plan and Profiles
- Storm Sewer Laterals and Tabulation
- Watermain and Sanitary Sewer Plan
- SWPPP
- Community Garden and Compost Site Plan
- Turf Establishment and Erosion Control Plan
- Intersection Details
- Lighting Plan
- Cross Sections

This Amendment does not include any additional site plan or grading for the Wakota Industrial Site.

Task 2.2 – Cost Estimate

Kimley-Horn will complete an Engineer's Opinion of Probable cost with each submittal (65%, 90%, and 100%).

Task 2.3 – Project Manual and Special Provisions

Kimley-Horn will prepare the Project Manual and Special Provisions with the 90% and 100% project submittals. The Project Manual and Special Provisions are assumed to be formatted consistent with previous City of South St. Paul street reconstruction projects. Project specifications will be up to date with the latest edition of the MnDOT Standard Specifications for Construction (2025).

Task 2.4 – Utility Coordination

It is assumed that Utility Coordination will require two (2) coordination meetings and one (1) round of Gopher One Call requests. We will work with utility relocations ahead of construction. We will prepare a meeting agenda and summary for each utility coordination meeting.

Task 2.5 – Permitting

It is assumed that watermain extension permit (MDH), sanitary extension permit (MPCA), and general construction stormwater permit will be required for this project. Kimley-Horn will coordinate and submit these permits for this project. Army Corps permits and coordination are assumed in Task 3. Any additional permit not listed here is not included in the project scope.

Task 3 Army Corps of Engineers Coordination

Task 3.1 – Meetings and Coordination

It is assumed that up to four (4) coordination meetings with the Army Corps of Engineers will be required for coordination efforts with the project. It is assumed that three (3) Kimley-Horn staff will be present at each meeting.

Task 3.2 – 408 Permit

The USACE 408 permit is required with this submittal. The 65% submittal, included in Task 2, will be sent to the ACOE for their review. This task assumes up to two (2) rounds of comments and responses to the ACOE.

Task 4 Geotechnical Investigation

Task 4.1 – Geotechnical Investigation

Braun Interotec, as a Kimley-Horn sub-consultant, will provide professional geotechnical services for the project. Braun is familiar with the project area, as they were a part of the recent trailhead project and original preliminary design of Verderosa Avenue. As part of Amendment No. 2, Braun will provide a revised geotechnical recommendations, as necessary, to the previous geotechnical report.

Task 5 Wakota Industrial Mass Grading Plan

Task 5.1 – Wakota Industrial Mass Grading Plan

Kimley-Horn will prepare a mass grading plan for the adjacent Wakota Industrial Site to aid in the site preparation for the City property. The Mass Grading plan is intended to guide the earthwork import and grading of the Wakota Site for future development, provide temporary site conditions that accompany the proposed public roadway and utility improvements, and minimize additional USACE coordination and permitting outside of this project. The Mass Grading plan will consist of site grading details and erosion control plan to satisfy the City grading plan permit. The Mass Grading plan sheets are to be separate from the Verderosa Avenue Extension plan set. This task does not include site details including but not limited to parking lot, driveways, and building layouts nor does it include bidding services associated with the Mass Grading plan. It is assumed up to two (2) rounds of City comments are included with this task.

This scope of services does not include any additional topographical survey or construction phase services. The schedule below outlines the project deadlines and are approximate.

SCHEDULE

Notice to Proceed	May 19, 2025
65% Submittal	June 13, 2025
90% Submittal	September 5, 2025
100% Submittal	December 5, 2025
Bidding	January 15, 2026

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

Task 1 – Project Management, Coordination, and Meetings	\$ 13,500
Task 2 – Final Design	\$ 96,500
Task 3 – Army Corps of Engineers Coordination	\$ 10,000
Task 4 – Geotechnical Investigation	\$ 10,000
Task 5 – Wakota Industrial Mass Grading Plan	\$ 14,000
Reimbursable Expenses	\$ 7,200
Total	\$ 151,200

Kimley-Horn will not exceed the total amount shown above without authorization from the Client. Our total estimated not-to-exceed cost for the scope of services included as a part of this Amendment is, therefore, **\$151,200** including all labor and reimbursable expenses.

K:\TOS_Civil\City\South St. Paul\Verderosa Avenue\CAD\Plan Sheets\Layouts\Verdosa_Project Layout_Extended_Zoomed Out.dwg May 09, 2025 - 10:50am





CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Public Works
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 8.I.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Award Planting for 2024-2028 Shade Tree Bonding Grant to Tree Trust

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Award Planting for 2024-2028 Shade Tree Bonding Grant to Tree Trust

OVERVIEW

In 2024, the City received a grant in the amount of \$52,500 from the Minnesota Department of Natural Resources (DNR) to assist the City with replacing the public trees that were lost to Emerald Ash Borer (EAB). The City lost 1/3 of its public trees to EAB. As a result, many of the city's formerly tree-lined boulevards are now bare. This grant is the third, generous grant the City has received from the Department of Natural Resources to help restore the tree canopy. The trees that will be planted through this grant will be planted in eligible boulevards that are at least 5 feet wide. As part of the planting, Staff would like to offer homeowners the ability to opt-in/opt-out of having a tree planted in their boulevard. For homeowners that opt-in, staff would like to have them weigh in on the species of tree that will be planted. This will allow homeowners to feel a sense of ownership of the boulevard tree and will hopefully encourage them to care for the tree. In addition to facilitating tree planting and public outreach, Staff is looking for assistance with creating maps that satisfy the DNR's grant reporting requirements. To do this work, staff requested quotes from three qualified contractors: Davey Tree, Hoffman & McNamara, and Tree Trust.

After reviewing the proposals received, staff is recommending Tree Trust be awarded the planting for this grant. Proposals were reviewed on the basis of cost, the number of trees proposed to be planted, and staff's confidence in the contractor's ability to organize plantings, assist with outreach, and handle mapping. Staff has worked with Tree Trust on the Protecting Community Forests Grant that the City received from the DNR in 2021. Tree Trust has performed this exact scope of work throughout the course of Protecting Community Forests Grant and Staff are very satisfied with Tree Trust's work. To ensure that the tree replanting process continues smoothly, staff recommend the City Council award the planting for this grant to Tree Trust.

SOURCE OF FUNDS

2024-2028 Shade Tree Bonding Grant

ATTACHMENTS

1. SSP Proposal- Tree Trust



South St. Paul Boulevard Tree Planting Proposal

Tree Trust

Client Name: City of South Saint Paul
Project Name: SSP Community Tree Planting and Outreach
Jobsite Address: 125 3rd Avenue North South Saint Paul,
 Minnesota 55075
Estimate ID: EST5335818
Date: Apr 24, 2025

Bi 125 3rd Avenue North South Saint Paul,
 Minnesota 55075

Tree Trust will provide the labor, equipment and materials to perform the proposed work unless otherwise stated in description below.
 Tree warranty period extends 365 days from planting date. Warranty does not include loss due to vandalism, weather, rodent damage.
 Quotation valid for thirty (30) days

Planning	\$2,020.50
Create outreach plan, engage residents, select appropriate tree for available planting space.	

Volunteer Planting 1	\$13,208.45
Organize and operationalize a volunteer tree planting of forty (40) trees. Trees will be staked as needed, mulched, watered at the time of planting, and supplied with a watering bag and trunk protection.	

Volunteer Planting 2	\$13,208.45
Organize and operationalize a volunteer tree planting of forty (40) trees. Trees will be staked as needed, mulched, watered at the time of planting, and supplied with a watering bag and trunk protection.	

Volunteer Planting 3	\$10,854.15
Organize and operationalize a volunteer tree planting of thirty (30) trees. Trees will be staked as needed, mulched, watered at the time of planting, and supplied with a watering bag and trunk protection.	

Volunteer Planting 4	\$13,208.45
Organize and operationalize a volunteer tree planting of forty (40) trees. Trees will be staked as needed, mulched, watered at the time of planting, and supplied with a watering bag and trunk protection.	

Subtotal	\$52,500.00
Taxes	\$0.00
Estimate Total	\$52,500.00

Estimate authorized by: *Karen M. Zumack*
 Company Representative
 Signature Date: 4/28/2025

Estimate approved by:
 Customer Representative
 Signature Date:

1419 Energy Park Drive
 Saint Paul, Minnesota 55108
 SSP Bonding Grant [EST5335818]

p. 9527673880
 f. 9527673650

www.treetrust.org
 email: karenz@treetrust.org
 Page 1 of 1



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Housing
PREPARED BY: Tiffany Greene
AGENDA ITEM NUMBER: 8.J.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Permission to Apply for Funding - HAI Group's 2025 Loss Prevention Fund

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Through consent, Motion to authorize housing staff to Apply for Funding through HAI Group's 2025 Loss Prevention Fund.

OVERVIEW

The South St. Paul HRA is currently contracted with HAI Group to insure the property and liabilities for both public housing high-rise buildings, Nan McKay and John Carroll. HAI Group's Loss Prevention Fund is a competitive annual reimbursement program for members, backed by a \$3.5 million pool of funds. This program provides financial support for purchasing risk management and loss-prevention products or services.

As you may be aware, Staff has been working with Johnson Controls Inc. on a Project Development Agreement for several large capital projects needed at both high-rise buildings. One of the main tasks we have been working on is seeking additional funding for these projects, as we cannot cover them all with capital and operating dollars alone.

What types of projects will the program fund?

The funds can be used for projects that: 1) help prevent losses in housing operations, 2) improve the life safety of public housing residents, 3) enhance risk management programs in housing or 4) improve the organization's cybersecurity. Examples include:

- Purchase of Fire Stop or Auto-Out Canisters
- Purchase of automatic sprinkler head shut-off devices
- Purchase or upgrade of security surveillance systems
- Subscription to a risk management association
- Motor Vehicle Reports (MVRs) for employees operating vehicles on behalf of the organization
- Purchase or upgrade of a building system or fire protection equipment
- Installation or upgrading of security lighting
- Sidewalk or parking lot improvements

- Multi-factor authentication (MFA) implementation
- Password management services
- Firewall implementation

The projects to be considered in the South St. Paul HRA's Application for funding through HAI Group for Nan McKay and John Carroll are as follows:

- Fire Sprinkler Repairs
- Video/Camera Security System Upgrades
- Card Access System Upgrades (Buildings and Units)

Project Totals:

John Carroll

Fire Sprinkler Repairs: \$50-\$60K
 Video/Camera System Upgrades: \$120K
 Card Access System Upgrades: \$1.2M

Nan McKay

Fire Sprinkler Repairs: \$40-\$50K
 Video/Camera System Upgrades: \$100K
 Card Access System Upgrades: \$900K

Staff's opinion is that we have a great opportunity to use funding from this grant matched with capital dollars to tackle these much-needed projects. We have a solid chance of receiving at least a portion of these requested funds based on feedback received from Finn Daniels Architects as well as HAI Group. We believe that applying for these funds is well worth the time spent on preparing these applications and gathering the necessary information. Staff completed several meetings with Johnson Controls Inc. to discuss our projects and costs, and applications for funding are due by Saturday, May 31st, 2025.

SOURCE OF FUNDS

HAI Group's 2025 Loss Prevention Fund. If awarded funding, the City's HRA will be the grantee and will approve any grant agreements and matching funds from the federally subsidized Capital Grant.

ATTACHMENTS

1. SSPHRA FIM-Funding Bullet List R1
2. Loss Prevention Fund_FAQ_Final
3. PDA project development agreement - SSPHRA (Fully Executed)

John Carroll Tower

Project Scope	Potential Funding Source
○ Building Envelope	Utility Savings/ Capital Contribution
○ Lighting	Utility Savings/ Capital Contribution
○ Water Improvements	Utility Savings/ Capital Contribution
○ Fire Sprinkler Repairs	HAI Group Loss Prevention Fund
○ HVAC – Water Source Heat Pump System	POHP
▪ Engineering	POHP
▪ Construction	POHP
▪ MetaSys Integration	POHP
○ MetaSys Upgrades (Existing HVAC Systems)	POHP
○ Card Access (Bldg & Unit)	Emergency Safety and Security Grant
○ Geo-Thermal (To be explored)	Geo-Thermal Planning Grant
○ Video System Upgrades	Emergency Safety and Security Grant
○ Electrical Upgrades	POHP (If no Grants can be identified)
▪ Panel Replacement (165 Units)	POHP (If no Grants can be identified)
▪ Main Service (PM or Full Replacement)	POHP (If no Grants can be identified)

Nan McKay

Project Scope	Potential Funding Source
○ Building Envelope	Utility Savings/ Capital Contribution
○ Lighting	Utility Savings/ Capital Contribution
○ Water Improvements	Utility Savings/ Capital Contribution
○ Solar PV	Solar For Public Buildings – 60% of cost (Remaining 40% from savings)
○ Roof Replacement	POHP
○ Fire Sprinkler Repairs	HAI Group Loss Prevention Fund
○ HVAC – Water Source Heat Pump System	POHP
▪ Engineering	POHP
▪ Construction	POHP
▪ MetaSys Integration	POHP
○ MetaSys Upgrades (Existing HVAC Systems)	Capital Contribution
○ Geo-Thermal (To be explored)	Geo-Thermal Planning Grant
○ Card Access (Bldg & Unit)	Emergency Safety and Security Grant
○ Video System Upgrades	Emergency Safety and Security Grant
○ Water Line Repair	Capital Contribution

2025 Loss Prevention Fund



Frequently Asked Questions

Who is eligible for the program?

Applying organizations must be individual members of HAI Inc., as defined in Article II of HAI Inc.'s Bylaws, and must comply with all program requirements.

What is the total amount of funding available for this year's Loss Prevention Fund?

This year, the Loss Prevention Fund is backed by a \$3.5 million pool of funds. These funds provide financial support for purchasing risk management and loss prevention products or services. Some examples of covered projects are listed below.

What types of projects will the program fund?

The funds can be used for projects that: 1) help prevent losses in housing operations, 2) improve the life safety of public housing residents, 3) enhance risk management programs in housing or 4) improve the organization's cybersecurity. Examples include:

- Purchase of Fire Stop or Auto-Out Canisters
- Purchase of automatic sprinkler head shut-off devices
- Purchase or upgrade of security surveillance systems
- Subscription to a risk management association
- Motor Vehicle Reports (MVRs) for employees operating vehicles on behalf of the organization
- Purchase or upgrade of a building system or fire protection equipment
- Installation or upgrading of security lighting
- Sidewalk or parking lot improvements
- Multi-factor authentication (MFA) implementation
- Password management services
- Firewall implementation

When will the application period open?

The application period will be open from **March 1, 2025, to May 31, 2025.**

How many applications can I submit?

Members may submit one application per year. The application may include updates or improvements at multiple properties, but it can only be for one type of project. For example, an application may include the installation of carbon monoxide detectors at five sites, but can't include the installation of carbon monoxide detectors and sidewalk improvements.

Can I submit a project that has already been completed?

Yes. Previously completed projects that fall within the parameters of this program are eligible for submission, however they must have been completed no earlier than March 1, 2024.

How are applications selected?

Submissions are evaluated by the HAI Group insurance management team using a preestablished evaluation matrix. Your contact information is unavailable to reviewers to ensure an unbiased selection.

If my application is approved, will I be reimbursed for the total amount requested in my application?

Not necessarily. HAI Inc. reserves the right to determine the final reimbursable amount. We may choose to award the full requested amount or a percentage of the requested amount.

Will HAI Inc. make payments directly to vendors?

No. The program provides funds through reimbursement. Applicants selected for an award must fund their projects and submit receipts or other proof of payment to HAI Inc. for reimbursement.

Do funds awarded through this program expire?

Yes. Projects described in approved applications must be completed no later than two years from the award date.

How will my participation in the Preventable Loss Management (PLM) Program impact my application?

Participation in the PLM Program is not a requirement of this program. However, active participation in the PLM Program will increase your score so long as the participation occurred in the year leading up to your application submission. For example, an applicant receiving PLM Program credit for the 2025 Loss Prevention Fund must have actively participated in their PLM plan throughout 2024.

PROJECT DEVELOPMENT AGREEMENT BETWEEN

City of South St. Paul HRA
125 Third Ave. No.
South St. Paul, MN 55075

AND

Johnson Controls, Inc.
3850 N. Main Street
East Peoria, IL 61611

The purpose of this Project Development Agreement (PDA) is to confirm the intent of Johnson Controls (JC) and the South Saint Paul Housing and Redevelopment Authority (Customer) named above to develop a proposed solution and infrastructure plan utilizing the Equalis Contract. This agreement will provide the basis of the scope of the PDA, the obligations of both parties, the financial metrics to be met, the intended outcomes and timeline.

1. Scope of Services

It is the Parties' mutual understanding this Project Development Agreement will:

- a. Provide for the development of Energy Conservation Measures (ECMs) at the Customer's facilities; where possible, assist the Customer by providing additional improvements to reduce a Customer's utility spend, deferred maintenance backlog or desired Energy Conservation Measures not affordable otherwise;
- b. Assist the Customer in capitalizing on the Inflation Reduction Act, Energy Performance Contracting Program and any other funding sources identified and arranging for project financing;
- c. Utilize the Customer's most recent 36 months of utility consumption data, generally covering the time period of 09/01/2020 to 09/30/2023. Consumption data will be utilized as part of this agreement and includes the following utilities that are applicable: electricity, natural gas, water, and sewer;

Housing Authority Locations:

1) Nan McKay Building
200 Marie Ave, South Saint Paul, MN 55075

2) John Carroll 300 Grand Ave
South Saint Paul, MN 55075

2. Development Schedule

It is the intent and commitment of all parties identified in this Agreement to work diligently, and cause others to work diligently under their direction to achieve the Milestone Schedule identified herein:

*These milestones may be modified by subsequent work plans mutually agreed upon by both parties.

Notify Minneapolis HUD Field Office of Intent to Enter into EPC Program	7/08/2024
Johnson Controls Notified Selected by South Saint Paul HRA	8/15/2024
Execution of Project Development Agreement (PDA)	8/22/2024
Customer Kick-off Meeting	9/6/2024
Start Field Audits at Selected Sites	9/6-10/30/2024
Weekly Coordination Meetings (as required)	TBD
Board Meeting Presentation and Update (if required)	9/2024
Final Scope Workshop	9/2024
Measurement and Verification Workshop	9/2024
Financial Workshop	9/2024
Final Scope and Contract Review Workshop	10/2024
JCHA Board Meeting Approval of Financing & JCI Energy Services	10/7/2024
HUD Submission For Approval	10/9/2024
HUD Approval Received	12/1/2024
Energy Services Agreement Approved	12/15/2024
3 rd Party Financing & JCI Construction Contract Signed and Executed	12/20/2024
Notice to Proceed Issued	12/27/2024
Project Construction	12 months
Measurement & Verification Workshop and Reporting	Up to 20 years

3. Deliverables

Upon completion of the project development, JCI shall deliver to the Customer:

- A written description of each ECM proposed to be implemented;
- A financial pro forma cash flow documenting the proposed project. The pro forma will include applicable annual costs and savings that affect the project outcome such as financing, energy, water, sewer, labor and maintenance, incentives and rebates, and Redirected M&O Budget Savings Contribution values
- A preliminary schedule for implementation of the project;
- Comprehensive Energy Audit;
- HUD submission documentation and package meeting 24 CFR 990.170 and 24 CFR 990.185
- A summary of the Measurement & Verification for Annual OpSub Submission plan;
- A firm offer by JCI to implement a project that meets the Energy Performance Contracting Program requirements including a positive cash flow at term.

4. Customer Priority ECMs

JCI will provide some Energy Conservation Measures (ECMs) that are essential to creating a project that meets the Customer's financial buying criteria. Examples of such ECMs may include but not be limited to ECMs such as lighting modifications, water saving fixture modifications, HVAC upgrades, Solar PV and control system modifications. Normally, in addition to those ECMs which are essential creating a project that provides a positive cash flow, JCI can include other

ECMs that help the Customer to achieve certain other desired results, such as building improvements (Windows) or implementing improvements from the Customer's deferred maintenance budget.

Listed herein is a list of Customer Priority ECMs. The Customer Priority ECMs are listed in priority order in terms of importance to the Customer achieving their objectives. JCI and the Customer acknowledge that JCI will provide as many of the Customer Priority ECMs listed as possible while still meeting achieving the criteria listed in the Deliverables paragraph.

The Customer acknowledges that the project may or may not include all the Customer Priority ECMs listed:

1. HVAC Upgrades to more efficient Heat Pump units
2. New HVAC MUA for Common Areas
3. Lighting Upgrades to LED
4. Efficient Water Fixtures
5. Solar Photovoltaic
6. Building Envelope Efficiency
7. Others to be considered

5. Records and Data

During the project development, the Customer will furnish to JCI upon its request, accurate and complete data concerning current; equipment performance data if available, costs, budgets, facilities requirements, future projected loads, facility operating requirements, collective bargaining agreements, etc.

JCI will provide a separate document with a formal request for the required data shortly after touring the Customer facilities. The Customer shall make every effort to provide that information within 10 days of request.

6. Preparation of Implementation Contract

JCI will develop the framework of the subsequent Implementation Agreement and the Financing Agreement. JCI and Customer shall work diligently during the project development to complete and populate contract documents. The form of the documents will vary depending on Customer requirements, state statute where applicable and JCI requirements, but where prudent shall utilize JCI standard documents.

7. Project Development Cost and Payment Terms

Customer agrees to the cost for JCI to provide project development services identified here in is \$19,500.00 and is payable within 60 days after JCI provides the Deliverables identified herein.

- a. Obligation to pay if JCI satisfies requirements - Customer shall pay the amount indicated if JCI satisfies the requirements set forth in Paragraph 3 "Deliverables" and the Customer elects not to implement a project with JCI.

However, Customer will have no obligation to pay this amount if:

- a. JCI and the Customer enter into the Implementation Agreement, (outlined in Paragraph 6) within 60 days after JCI provides the Deliverables. Costs for project development will be transferred to the total cost of the Implementation Agreement and be subject to the payment terms outlined in the Agreement.
- b. The project fails to provide a set of ECMs with a positive cash flow, (outlined in Paragraph 3) in which case the Customer is not obligated to pay JCI for the development services.

8. Indemnity

JCI and the Customer agree that JCI shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of JCI. To the extent permitted by law, JCI and the Customer agree to indemnify and to hold each other, including their officers, agents, directors, and employees, harmless from all claims, demands, or suits of any kind, including all legal costs and attorney's fees, resulting from the intentional misconduct of their employees or any negligent act or omission by their employees or agents. Neither JCI nor the Customer will be responsible to the other for any special, indirect, or consequential damages.

9. Disputes

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be resolved in accordance with the Commercial Rules of the American Arbitration Association in effect at the time, except as modified herein. All disputes shall be decided by a single arbitrator. A decision shall be rendered by the arbitrator no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. No discovery shall be permitted. The arbitrator shall issue a scheduling order that shall not be modified except by the mutual agreement of the parties. Judgment may be entered upon the award in the highest State or Federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred as a result of this dispute.

10. Confidentiality

This agreement creates a confidential relationship between JCI and Customer. Both parties acknowledge that while performing this Agreement, each will have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other party ("Proprietary Information"). Except as authorized in writing both parties agree to keep all Proprietary Information confidential. JCI may only make copies of Proprietary Information necessary for performing its services. Upon cessation of services, termination, or expiration of this Agreement, or upon either party's request, whichever is earlier, both parties will return all such information and all documents, data and other materials in their control that contain or relate to such Proprietary Information.

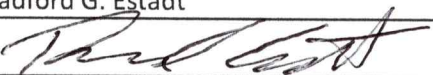
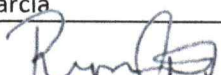
JCI and Customer understand that this is a confidential project and agree to keep and maintain confidentiality regarding its undertaking of this project. JCI shall coordinate its services only through the designated Customer representative and shall provide information regarding this project to only those persons approved by Customer. JCI will be notified in writing of any changes in the designated Customer representative.

11. Miscellaneous Provisions

Any evaluation or implementation of disinfection or related technology is intended to be used as a tool for helping Customer manage its response to the unknown and challenging environment in which Customer is working to address the unprecedented COVID-19 pandemic, or to be prepared for future outbreaks of COVID-19 or other pandemics. JCI cannot guarantee that the products provided will prevent the spread of COVID-19 or any other disease or keep any person safe. JCI EXPRESSLY DISCLAIMS ANY WARRANTY THAT THE PRODUCTS WILL ELIMINATE, PREVENT, TREAT OR MITIGATE THE SPREAD, TRANSMISSION, OR OUTBREAK OF COVID-19 OR ANY OTHER PATHODEN, DISEASE, VIRUS, OR OTHER CONTAGION.

This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between JCI and the Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between JCI and the Customer. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This document represents the business intent of both parties and should be executed by the parties who would ultimately be signatory to a final agreement.

JOHNSON CONTROLS, INC.	CUSTOMER
By Bradford G. Estadt	By Ryan Garcia
Signature 	Signature 
Title Area General Manager	Title Executive Director Director of Economic and Community Development
Date 10/24/2024	Date October 23, 2024



CITY COUNCIL AGENDA REPORT

DATE:

May 19, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

11.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Interim Use Permits for a Temporary Concrete Batch Plant for AVR LLC

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

1. Approve Resolution #2025-58 approving Interim Use Permits for a temporary concrete batch plant on the vacant lot next to 843 Hardman Avenue South.
2. Approve the "Agreement Relating to Temporary Concrete Batch Plant Fee" and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

OVERVIEW

Application

The Applicant, AVR LLC, is seeking to operate a temporary concrete batch plant on a vacant 22.86-acre parcel that is located adjacent to 843 Hardman Avenue South (The "Subject Property"). They have the written consent of the property owner, Danner Family Limited Partnership, and are seeking the following approvals:

1. An Interim Use Permit for a Temporary Building. *The proposed concrete batch plant would be a temporary building that would be hauled in and installed on site for the duration of the interim use permit.*
2. An Interim Use Permit to have a Temporary Building that is 62 feet in height. *An interim use permit is required for any temporary structure in the I-Industrial zoning district that is greater than 50 feet in height.*
3. An Interim Use Permit for Exterior Processing. *Concrete production does not all take place inside an enclosed building and involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. Exterior processing can be allowed by*

interim use permit in some parts of the I-Industrial zoning district. Rock crushing that is part of a land reclamation plan is an exterior processing use that is allowed district-wide. The proposed concrete batch plant will be utilized to assist with the redevelopment of the subject property and adjacent properties as part of a reclamation plan and Staff believes it is a “similar use.”

Background

Danner Family Limited Partnership owns roughly 34 acres of land along Hardman Avenue South. They own a 9.47-acre parcel with a building on it which has an address of 843 Hardman Avenue South. They also own the Subject Property, which is a 22.86-acre vacant parcel just south of their building. Finally, they own a 1.25-acre outlot on the other side of the railroad tracks from their building. The parcel configuration of the 34-acre property was originally very messy but it was cleaned up to create the current lot and block configuration with the Wakota Addition plat which was recorded in 2015. The vacant parcel is Lot 1, the parcel with the building on it is Lot 2, and the outlot across the railroad tracks is OUTLOT B. The plat also created new road right-of-way and several other outlots which were deeded to the City for open space and other public purposes.

Danner Family Limited Partnership (which has also operated under different names such as Danner Inc.) has owned a large piece of property along Hardman Avenue South since the 1980's. Their original property was roughly 17 acres in size and had issues with soil conditions which prevented the property from being immediately buildable. In 1988, the City approved an interim use permit that allowed Danner to operate a rock crusher as part of a program of reclaiming the site and preparing the land to be buildable. Danner operates a road construction business, and they hauled in material from their road construction projects throughout the metro area, crushed that material at their SSP property, and then piled that material around their SSP property to surcharge the land and stabilize the soil. Interim Use Permits have a defined expiration date but Danner Inc. repeatedly sought a new interim use permit for rock crushing whenever their IUP expired. Each time, they stated that the land still was not buildable and needed additional grading, filling, and surcharging. Danner did build a roughly 16,000 square foot service garage and office building on their SSP property in 1990 to function as their corporate headquarters. After that building's completion, they continued to seek rock crushing interim use permits so that they could prepare the rest of their land for future redevelopment. In 1996, Danner Inc. also obtained an interim use permit to operate a temporary concrete batch plant.

In 1996, Danner Inc. acquired an additional 23.33 acres of land directly east of their existing property from the City of South St. Paul. The land was an old settling pond site which was tied to SSP's former sewage treatment plant. The site had terrible soil conditions and was largely unbuildable in 1996, but the City believed that the land had the potential to be made buildable if enough grading, filling, and surcharging activity occurred. Danner Inc. proposed to make this happen by expanding the grading, filling, and surcharging activities that they were already undertaking on their adjacent property. The City agreed to sell the 23.33-acre property to Danner Inc. for a nominal fee with the understanding that Danner Inc. would have eight years to grade and fill the property, surcharge it to correct the soil conditions, and turn it into a buildable lot for

a redevelopment project that would bring new commercial or industrial buildings to town and add to the property tax base. Under the terms of the original agreement, all this work was supposed to be completed by 2003 (within 7 years) and the property was supposed to be redeveloped by 2011 (within 15 years). Danner Inc. was not able to transform the property into buildable land by 2003 and instead repeatedly returned to the Planning Commission and City Council to ask for new interim use permits to have additional years of rock crushing to grade, fill, and surcharge the overall site.

In late 2019, Danner Inc. sought a new interim use permit for temporary rock crushing as their old interim use permit was about to expire. The City Council denied the request with a 5-1 vote. The consensus of the City Council was that the property owner had twenty-five years to prepare the property for redevelopment and it was not appropriate to grant additional extensions. Furthermore, the City Council voiced a concern that the City may be discouraging the property owner from redeveloping the property by granting interim use permits for highly profitable temporary uses such as rock crushing. The City Council advised Danner Inc. not to request any more interim use permits for temporary uses until they have a real plan for the redevelopment of the property.

What Has Changed Since 2019?

Over the years, Danner Family Limited Partnership has repeatedly come close to reaching a deal to sell their land on Hardman Avenue South to a third-party developer to construct an industrial development. In 2017, the City Council gave a development group called Scannell a Planned Unit Development approval for the construction of a 270,000 square foot FedEx distribution facility on the Danner property. That deal ultimately fell apart. For much of 2022, Danner Family Limited Partnership was under contract to sell their property to a development group called Capital Partners to construct a multi-building industrial park on the subject property. That deal also fell apart.

In 2023 and 2024, City Staff met with the president of Danner Family Limited Partnership, Marlon Danner, to discuss a concept plan that he and his grandson Bryan Chirhart had put together to develop their own multi-building industrial park on Hardman Avenue South. The Danner family's goal is to develop the site themselves and then hold the property long-term so that the buildings can be a continuous source of rental income for the family. Marlon Danner passed away in June of 2024 and Mr. Chirhart is now leading the project on behalf of the family.

Mr. Chirhart has partnered with real estate firm CBRE and they have engaged engineering consultant Kimley Horn to assist them with the development of an industrial park on the subject property. The proposed industrial park will likely feature three large office-warehouse buildings although it is possible that Building #2 and Building #3 will be combined into one very large building. The development team is working hard to make redevelopment a reality and the City has been supporting these efforts. The City assisted the development team in getting a grant for Phase 1 and Phase 2 environmental assessments, vapor assessments, and preparation of a Response Action Plan. In April of 2025, the City submitted a grant application for the Metropolitan Council's tax base revitalization account and a second grant application for

DEED's contamination cleanup program. Additionally, the City was successful in getting federal funds to pay for the extension of Verderosa Avenue to connect to Hardman Avenue and serve this development and the redevelopment of the adjacent MCES parcel that is owned by the City.

What About the Soil Conditions?

The soil conditions on the Danner property are much better than they were 30 years ago because of all the grading, filling, and surcharging that has been done at the property. However, it is still a very challenging site which will cost much more to develop than a regular piece of property with stable soils. The property will likely require expensive "above and beyond" measures such as geo-piers to stabilize the foundation of each building. None of these costs can be recouped by charging higher rents for space in the building and the owner of the building can only charge rents that the market will bear. Because of the soil challenges, it is unclear whether a third-party developer would find it economically viable to acquire and develop the site, even with financial assistance from governmental sources. Danner Family Limited Partnership already owns the land and they do not have any acquisition costs. Also, they are hoping to retain ownership of the buildings long-term, so they are comfortable accepting a lower rate of return on investment than a normal developer. Working with Danner Family Limited Partnership to redevelop this challenging site presents the City with its best opportunity to get meaningful development on this property and help it reach its highest and best use when it comes to jobs and property tax base.

A lot of good was achieved over the past 30 years even if the soil conditions are still not sufficiently improved to build a "normal" building that does not require extraordinary measures such as geo-piers. The Danner property is almost entirely located in the flood fringe district of the Mississippi River floodplain (also known as the 100-year floodplain). Because of all the grading and filling, most of the property has been elevated so that it is above the regulatory flood protection elevation and can be developed without red tape related to FEMA and DNR floodplain regulations.

Status of the Temporary Concrete Batch Plant

Danner Inc. first brought a temporary concrete batch plant to the subject property in 1996 as part of an interim use permit and that same temporary plant is still on the property today. The plant's interim use permit is expired, and it is not currently allowed to operate. City Staff had been working with Mr. Chirhart earlier this year to get the old temporary concrete batch plant deconstructed and removed from the property. However, the development team recently approached the City to ask if it would be possible to keep a temporary concrete plant on the subject property while Danner Family Limited Partnership's redevelopment project is taking place. The new buildings will require a large amount of concrete and having a concrete batch plant on the subject property will bring down construction costs and make it more economically viable to reclaim this very challenging piece of land and implement the proposed redevelopment project.

The Applicant, AVR LLC, has operated the concrete batch plant on the subject property in recent years. The Applicant apparently had some type of handshake agreement with the late Marlon

Danner to operate the concrete batch plant on his land. It is unclear to City Staff exactly what the terms of their handshake agreement were, but this new proposal presents an opportunity to start fresh and for the City to regulate this use appropriately with a new interim use permit and conditions of approval that make it clear what the City's expectations are.

The existing temporary concrete batch plant is blocking the site where the development team wants to construct Building #1 of the proposed redevelopment project. The development team hopes to start site preparation work later this summer, so the old concrete batch plant needs to be out of the way by then. The Applicant is proposing to bring the old concrete batch plant online one last time to use that plant to produce concrete to build a foundation for a new plant. They want to bring in a new modern temporary batch plant to the property and install it in the southeast corner where it will not be in the way of Building #1 or Building #2 of the proposed development. It will still be in the way of Building #3 so it will need to be deconstructed and removed from the site before the final building in the redevelopment project is constructed.

Scope of Proposed New Temporary Concrete Batch Plant Operation

According to the Applicant:

- The concrete batch plant is expected to put out 35,000-50,000 cubic yards of concrete each year. A significant amount of this concrete will be used on-site for the Danner development project but much of it will be transported to other construction sites throughout Dakota County.
- It will cost roughly \$250,000-\$300,000 to demolish the old plant and install a new temporary concrete batch plant in the southeast corner of the subject property. AVR LLC does not believe that this investment will make financial sense unless they can utilize the new plant for at least 2.5 construction seasons, and they are requesting that they be granted an interim use permit that will allow them to operate until November 1, 2027.
- They will have 15-20 employees who are on site each day.
- Most of their trucks will drive on Hardman Avenue directly to the Hardman and I-494 Interchange and will not drive on any local roads other than Hardman Avenue.
- They will follow all applicable city, state, and environmental regulations related to noise, dust, and traffic.

- They will agree to hours of operation restrictions if the City wishes to impose any.
- The plant will operate seasonally between May 1st and November 1st.

Zoning and Comprehensive Plan Guidance

The property is zoned I-Industrial which is a general industrial zoning district. However, the property is currently guided “Light Industrial” in the 2040 Comprehensive Plan’s future land use map. The City may or may not want to eventually re-zone the subject property to I-1 Light Industrial. This property is part of the South Concord Corridor Study which is currently taking place. The goal of this study is to determine what the City’s vision is for this corridor and update the future land use map and zoning map accordingly. If the vision ends up calling for general industrial uses to remain in this area, the existing I-Industrial zoning may be appropriate, and the comprehensive plan future land use map may be amended instead of the zoning map.

The I-1 district expressly prohibits concrete plants so this use would no longer be allowed if the subject property were rezoned to I-1 in the future. Because the current future land use guidance for the subject property is “Light Industrial,” the City should not grant any permanent approvals for a concrete plant on this property because that would not align with comprehensive plan guidance. An Interim Use Permit for a temporary use is appropriate and will function as a bridge to help this property transition to what the City ideally wants it to be, an office-warehouse development.

Zoning Considerations

Interim Use Permit #1- Temporary Building

The subject property is zoned I-Industrial and governed by City Code Section 118-129. “Temporary structures” are listed as an interim use. They are allowed but require an Interim Use Permit. Historically, the City has only been willing to grant interim use permits for temporary buildings in two situations:

1. If there is a project underway to construct or upgrade a permanent building and the temporary building is being used as a short-term solution to support necessary operations while that project is being completed.
2. If the proposed “use” of a property requires a temporary building due to the nature of the use.

The Applicant's temporary building is proposed to support the development of permanent office-warehouse buildings at the Danner property by providing easier access to concrete during construction.

Interim Use Permit #2- Height of Structure

The I-Industrial district allows buildings and structures to be up to 50 feet tall automatically. An interim use permit for height is required for any temporary building that is going to be taller than 50 feet. The Applicant is proposing a 62-foot-tall building which will require an interim use permit for height. Staff does not have any concerns with this proposed height. There are several industrial structures with a similar or greater height just south of the subject property at Kinder Morgan Dakota Bulk Terminal.

Interim Use Permit #3- Exterior Processing/Similar Use

Not all parts of the concrete production process take place inside of an enclosed temporary building. The proposed use involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. The I-Industrial zoning district has some areas which allow exterior processing automatically as an interim use and other areas that do not. The I-Industrial district's permitted use and conditional/interim use lists are full of complicated legal descriptions that lay out which parts of the district qualify for various types of uses.

The subject property is not in an area that is automatically allowed to have exterior processing. In fact, the City Code was written explicitly to sunset exterior processing as a principal use on the subject property on December 31, 2009. The City Code does, however, allow some types of temporary exterior processing anywhere in the I-Industrial district in very specific situations. "Temporary on-site rock crushing operation when used for surcharging the land as an integral part of a land reclamation plan approved by the city engineer" is allowed with an interim use permit. The I District also allows the City Council to approve an interim use permits for a "similar use."

It is Staff's belief that today's proposed concrete batch plant operation is fundamentally different than when Marlon Danner brought the original batch plant to the property in 1996. The original batch plant was truly a principal use that was designed to produce concrete for shipping to off-site projects. The batch plant that is proposed today is an integral part of the reclamation plan for the Danner property and much of the concrete that is produced in this plant will help the Danner redevelopment project come to fruition. Staff believes that this is a "similar use" as rock crushing as part of a reclamation plan and would support granting an interim use permit for exterior processing under the "similar use" provision of the City Code.

Setbacks

The City Code does not establish clear setback requirements for temporary structures, but setback requirements can be imposed "case by case" as part of the Interim Use Permit. Permanent principal buildings are required to be at least 20 feet from rear and side property lines

and that seems appropriate here considering that this building will be 62 feet tall and will be located close to the Mississippi River Regional Trail. The Applicant will need to submit a final site plan as part of their building permit application and they will need to verify compliance with the 20 foot setback requirement.

Utilities

The Applicant has indicated that they will need access to City water to operate the concrete plant and will also need an Xcel Energy electrical connection. It is not yet clear to City Staff whether there will be a sewer component to the project and Staff has requested more information. Water will need to be obtained via a metered water source so that the City is paid appropriately for water usage. The Applicant will need to submit a utility plan at time of building permit which will be subject to review and approval by the City Engineer. If there is a sewer component to their operation, they will need to get a Sewer Access Charge (SAC) determination from the Metropolitan Council and submit that along with their building permit.

Flood Fringe District Considerations

The proposed location of the new temporary concrete batch plant is within the 100-year floodplain in what the City Code calls the “flood fringe” district. This area is regulated by Code Section 118-171. Structures are allowed to be placed in the flood fringe district but there are special construction requirements:

- Structures can be placed on fill so that their lowest floor is above the regulatory flood protection elevation. In this area, that elevation is 705 feet above sea level. If a structure is placed on fill, it can be approved as a “permitted use.”
- The Code does allow buildings to be raised by alternative measures such as stilts, pilings, parallel walls, etc. However, this can only be allowed via a Conditional Use Permit or Interim Use Permit.

Danner Inc. has spent decades grading and filling the property and the current elevation of the land where the concrete plant will be placed is 708 feet above sea level. If the Applicant builds their structure on the existing grade and does not excavate the site, they will comply with flood fringe construction requirements and will not need to import additional fill.

Unmet Performance Standards

Because the proposed use is temporary, it is not feasible for it to comply with all the City Code’s performance standards. Specifically, the proposal will not comply with the minimum .2 Floor Area Ratio requirement, landscaping requirements, building architecture requirements, or paving standards for driveways and parking lots. The proposed batch plant is a temporary and transitional use and the proposed office-warehouse industrial park that Danner Family Limited

Partnership is planning to construct is intended to meet all these performance standards.

The City Council will need to weigh whether the unmet performance standards are an acceptable price to pay for a short-term temporary use that could make a significant difference in helping the Danner redevelopment project move forward. The FAR requirement is intended to ensure that valuable industrial land is not be underutilized and permanent buildings are large enough to add an appropriate amount of value to the property tax base. With a .2 FAR requirement, any property that is being developed with a 1-story building must have a building footprint that covers at least 20% of the lot. Temporary buildings do not add anything to the taxable value of a piece of land so the size of the building is not relevant and has no impact on the tax base.

Fee for Impact to the Road System and Ongoing Use of City Staff Time

Permanent buildings pay property taxes which pay for maintenance of the City's infrastructure and for City Staff resources to monitor the use. Temporary buildings do not increase the taxable value of the land that they sit on even though the temporary use will impact municipal infrastructure and typically will have an interim use permit that requires Staff time to monitor. The temporary uses at the Danner property (rock crushing and concrete production) have historically generated large amounts of heavy truck traffic. Even though most of the heavy truck traffic leaving the Danner property has historically used Hardman Avenue to directly access Interstate 494, this traffic has still had an impact on the health of the Hardman Avenue roadway.

The City Council grew concerned in the early 1990's about the impact that temporary uses on the Danner property were having on the health of the roadway. To address that concern, Danner Inc. agreed to pay the City an annual fee to account for their impact to the road and the staff time that goes into regulating the temporary uses at their property. This fee was tied to the tonnage of crushed material that was processed on the property each year and the rate and was raised periodically when Danner Inc. came in for a new interim use permit. The fee was most recently raised in 2005 when Danner Inc. agreed to pay 15 cents for each ton of crushed material processed at the site. This generated \$40,000-\$50,000 in annual fees.

City Engineer Nick Guilliams has reviewed the construction cost index between 2005 today and is advising that the 15 cents per ton rate should be raised to 28 cents per ton to account for inflation. City Staff has prepared a draft fee agreement which the Council is asked to approve if they choose to approve the Interim Use Permit. The fee shall be set at \$28,000 per year which will entitle AVR LLC to produce up to 50,000 cubic yards of concrete. That amount of concrete weighs approximately 100,000 tons so the formula being used to arrive at the annual fee is $\$.28 \times 100,000 = \$28,000$. If AVR LLC has a big year and needs to produce additional concrete in excess of 50,000 cubic yards, this can be authorized by submitting a written request to City Staff and paying a rate of 56 cents for each additional cubic yard of concrete.

Interim Use Permit Termination

The Applicant is requesting an interim use permit that will allow them to operate the new concrete batch plant for 2 ½ construction seasons, up until November 1, 2027.

Staff is comfortable with that date but only if the batch plant is utilized in the manner that is proposed, meaning that the proposed Danner Development moves forward, and the batch plant plays an integral role in reclaiming the land by providing on-site access to concrete. Staff believes the Interim Use Permit needs to have multiple events that could trigger termination:

1. The Interim Use Permit can be revoked by the City Council if there is a violation of the conditions of approval.
2. The Interim Use Permit will automatically terminate on November 1, 2027 at the latest, no matter what.
3. The Interim Use Permit will automatically terminate one full year early on November 1, 2026, if the Danner redevelopment project does not move forward. Moving forward will be defined to mean that Danner at a minimum completes a replat that extends the right-of-way for Verderosa Avenue to connect it to Hardman Avenue South.
4. The City needs there to be a formal written lease between Danner Family Limited Partnership and AVR, this new batch plant cannot operate via a handshake agreement like the old batch plant. The interim use permit will terminate if the lease is terminated. The interim use permit will not be transferable.

Interim Use Permit Review Criteria

Per Section 118-41 of the City Code, an Interim Use Permit should only be granted if a project meets the following standards:

1. The use conforms to the zoning regulations;

Temporary structures are listed as being allowed with an Interim Use Permit in the I-Industrial zoning district.

2. The date or event that will terminate the use can be identified with certainty;

The interim use permit will terminate on November 1, 2027 at the latest and will terminate earlier than that if the Danner Family Limited Partnership redevelopment project does not move forward or if there is a lease termination for the concrete batch plant.

3. Permit of the use will not impose additional costs on the city if it is necessary for the city

to take the property in the future; and

The temporary building will impose additional costs on the City if there is a need to take the property in the future due to the unusual and extraordinary wear and tear on City Streets from the heavy equipment and truck traffic. The Applicant will be entering into a fee agreement with the City to account for the additional costs that will be incurred by the City if this type of temporary use is established on the subject property.

4. The user agrees in writing to any conditions that the city council deems appropriate for permission of the use.

A representative for Danner Family Limited Partnership and a representative for AVR LLC will both need to sign the interim use permit and agree to its conditions before the permit will take effect.

Conditions of Approval

The retirement of the old batch plant and the installation of a new batch plant will be a fairly complicated undertaking with permitting and site work. Staff is recommending a set of conditions that will regulate the process and ensure that the new plant is operating in a manner that is consistent with the City's expectations. There will be conditions related to permitting, dust control, other potential nuisances, utility usage, and the operation of a washout area for trucks. Staff is also recommending that the Applicant be required to submit a designated haul route plan for review and approval by the City Engineer to ensure that concrete trucks are not routinely driving on local roads that are not built to handle that type of traffic. The City Council should carefully read the proposed conditions of approval and ask any questions that they might have of City Staff and the Applicant regarding the conditions.

Discussion

City Staff believes that the proposed temporary concrete batch plant could be a valuable tool in helping the Danner redevelopment project move forward and Staff is supportive of the request. The City does have discretion about whether to allow the proposed use since the Applicant is requesting an interim use permit for a "similar use" and they are not meeting many of the performance standards that are required for a permanent development in the I-Industrial district. If the Planning Commission and City Council are not supportive of the proposed use, the application could be denied with the same findings that were made in 2019 when the City Council denied Danner Inc.'s interim use permit for additional years of rock crushing. At that time, the City Council found that the property owner had already exceeded the amount of time that they were given in their purchase agreement to finish preparing the site for development. They also found that the temporary use would further delay and disrupt the type of redevelopment that the City Council envisioned when they agreed to sell the property to Danner Inc. Because there had been so many extension requests over the years, the City Council also found that the 2019 request was fundamentally inconsistent with the purpose of an Interim Use Permit which is to regulate a temporary use with a definitive end date.

The key difference between 2019 and today is that Danner Family Limited Partnership does now

have a redevelopment plan and is actively working to implement that plan. The City Council will need to decide whether this is sufficient to adopt different findings than they did in 2019.

Planning Commission Public Hearing and Recommendation

The Planning Commission held a public hearing at their meeting on Wednesday, May 7th. No members of the public submitted comments or attended the public hearing. Property owner Bryan Chirhart attended the meeting and shared that Danner Family Limited Partnership plans to pursue their office-warehouse development project regardless of whether the interim use permit is approved. He did state, however, that having the concrete batch plant on-site would bring their development costs down and make it easier to reclaim the entirety of this challenging site. The Applicant provided more information about their hours of operation and dust control measures. The Applicant shared that this type of use is not noisy and there are some concrete plants in the metro that are very close to residential properties.

Six of the seven Planning Commissioners expressed support for the Interim Use Permit and believe that it is reasonable to allow this type of temporary use to support upcoming development activities that will reclaim the subject property and add significantly to the tax base. They believe that the condition of approval that terminates the IUP one full calendar year early if the redevelopment project does not move forward is a good way to ensure that this is a real development project and not just another long-term temporary use. Commissioner Felton disagreed and felt that Danner Family Limited Partnership has had long enough to develop the subject property, and he is not supportive of granting them or their tenants any additional interim use permits for temporary uses. He shared that he is not convinced that the temporary concrete batch plant is necessary to reclaim the site, and he is not convinced that the property owner truly intends to redevelop the site. Commissioner Haye noted that the late patriarch of the Danner family, Marlon Danner, likely played a role in delaying the redevelopment of the site and instead utilizing it long-term for temporary uses that supported his road construction business. She expressed that the new generation of Danner family leadership appears to be much more motivated to redevelop the property.

The Planning Commission recommended approval of the Interim Use Permits with a 6-1 vote (Felton dissenting).

Staff Recommendation

Staff is recommending that the City Council:

1. Approve Resolution #2025-58 approving Interim Use Permits for a temporary concrete batch plant on the vacant lot next to 843 Hardman Avenue South.
2. Approve the "Agreement Relating to Temporary Concrete Batch Plant Fee" and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

60-Day Review Deadline: June 22, 2025

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Resolution 2025-58 Approving Interim Use Permits
2. Draft Fee Agreement
3. Planning Commission Memo with Exhibits

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-58

**A RESOLUTION APPROVING INTERIM USE PERMITS FOR A TEMPORARY
CONCRETE BATCH PLANT ON THE VACANT LOT NEXT TO 843 HARDMAN
AVENUE SOUTH**

WHEREAS, the City received an application from AVR, LLC, with the written consent of property owner Danner Family Limited Partnership, seeking the following approvals:

1. An Interim Use Permit for a Temporary Building. *The proposed concrete batch plant would be a temporary building.*
2. An Interim Use Permit to have a Temporary Building that is 62 feet in height. *An interim use permit is required for any temporary structure in the I-Industrial zoning district that is greater than 50 feet in height.*
3. An Interim Use Permit for Exterior Processing. *Concrete production does not all take place inside an enclosed building and involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. Exterior processing as a principal use is allowed by interim use permit in some parts of the I-Industrial zoning district but not on the subject property. Rock crushing that is part of a land reclamation plan is an exterior processing use that is allowed on all properties in the I-Industrial district. The proposed concrete batch plant will be utilized to assist with the redevelopment of the subject property and adjacent properties as part of a reclamation plan and is a “similar use.” The I-Industrial zoning district allows the City Council to approve an interim use permit for a similar use.*
4. An Interim Use Permit that will impose additional costs on the City. *The use requires heavy equipment and truck traffic that will cause extraordinary wear and tear on City streets adjacent to the Site. The Applicant has agreed to pay a fee to the City based on the amount of concrete production, to account for these additional costs.*

WHEREAS, the subject property is a vacant lot that is adjacent to 843 Hardman Avenue South which is legally described as follows:

Lot 1, Block 1 WAKOTA ADDITION, according to the record plat thereof on file and of record in the office of the County Recorder within and for Dakota County, Minnesota.

WHEREAS, the Planning Commission reviewed the interim use permits, held a public hearing, and recommended approval of the interim use permits (6 –1) at their May 7, 2025 meeting; and

WHEREAS, the City Council has considered the application, the recommendation of the Planning Commission and other evidence presented for consideration;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota as follows:

1. Facts. The facts found by the Planning Commission as stated in the Planner's report dated May 7, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map
- b. Map of Danner Family Limited Partnership's Parcels on Hardman Avenue South
- c. Danner Redevelopment Concept Site Plan
- d. Danner Building #1 Concept Plan
- e. AVR Site Plan
- f. Photographs of Existing and Proposed Concrete Batch Plants
- g. AVR Project Narrative
- h. ALTA Survey
- i. Resolution Denying 2019 Rock Crushing IUP Request

2. Findings.

- A. The City Council determines that the proposed Interim Use Permits are consistent with the following criteria:

- i. The use conforms to the zoning regulations.

Temporary structures are listed as being allowed with an Interim Use Permit in the I-Industrial zoning district.

- ii. The date or event that will terminate the use can be identified with certainty.

The interim use permit will terminate on November 1, 2027 at the latest and will terminate earlier than that if the Danner Family Limited Partnership redevelopment project does not move forward or if there is a lease termination for the concrete batch plant.

- iii. Permit of the use will not impose additional costs on the city if it is necessary for the city to take the property in the future.

The temporary building will impose additional costs on the City if there is a need to take the property in the future due to the unusual and extraordinary wear and tear on City Streets from the heavy equipment and truck traffic. The Applicant will be entering into a fee agreement with the City to account for the additional costs that will be incurred by

the City if this type of temporary use is established on the subject property.

- iv. The user agrees in writing to any conditions that the city council deems appropriate for permission of the use.

A representative for Danner Family Limited Partnership and a representative for AVR LLC will both need to sign the interim use permit and agree to its conditions before the permit will take effect.

B. The City Council approves the Interim Use Permits subject to the following conditions:

1. **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance with the following plans on file with the Planning Department:

- | | |
|---|----------------------|
| a. Application (Joshua Edwards) | April 4, 2025 |
| b. Revised Narrative (Joshua Edwards) | April 7, 2025 |
| c. Photographs of Proposed Temporary Building (Joshua Edwards) | Undated |
| d. AVR Concrete Plant Site Plan (Joshua Edwards) | Undated |
| e. ALTA Survey (Egan, Field & Nowak, Inc.) | Undated |

2. **Status of Old Temporary Concrete Batch Plant.** The old temporary concrete batch plant on the subject property may only be utilized to produce concrete until July 31, 2025 or until the new plant has been brought online, whichever occurs first. The two concrete batch plants shall not be allowed to operate concurrently. All parts of the old concrete batch plant structure and all support equipment must be removed from the subject property by no later than August 31, 2025. Support equipment that is being reused for the new temporary concrete batch plant must be relocated to be consistent with the new approved site plan by no later than August 31, 2025. A violation of this condition shall be considered a code violation and may result in administrative citations.
3. **Written Lease with Property Owner Required.** The Applicant shall enter into a written lease with the property owner that defines the relationship and acknowledges that both parties are responsible for compliance with the interim use permits. A copy of the written lease must be provided to the City at time of building permit application.
4. **Location of New Temporary Concrete Batch Plant.** The temporary building and support equipment for the exterior processing use shall be located substantially as it is shown on the submitted site plan. All parts of the operation must be located at least 20 feet from property lines. A final site plan must be submitted at time of building permit that calls out property line setbacks.
5. **Building Permit Required.** A building permit is required for the installation of the new temporary concrete batch plant. The foundation must be engineered and needs to have a professionally designed anchorage system. An anchoring plan shall be submitted along with the building permit and is subject to review and approval by the Building Official.

6. **Maximum Height of Temporary Structure.** The temporary structure shall not exceed a height of 65 feet. This is the maximum height that a structure may be in the MCRAA overlay district without a conditional use permit and review by the DNR and adjacent jurisdictions. An installation plan must be submitted at time of building permit that verifies that this height restriction will be complied with.
7. **Temporary Building and Support Equipment Must Be Installed Above the Regulatory Flood Protection Elevation.** The temporary building is in the flood fringe district and all structures must have their lowest floor above the regulatory flood protection elevation which is 705.0 NAVD88 in this area. All exterior storage and exterior processing must also be located above the regulatory flood protection elevation. The ALTA survey shows that the entire area that is proposed to be used for the temporary concrete batch plant has been raised with fill to an elevation of between 708.0 and 709.0 NAVD88 so the proposal will comply with floodplain regulations if there is no significant excavation of the site as part of construction.
8. **Access Road Required.** A level and unobstructed access road must be kept open at all times so that the Fire Department has sufficient access between Hardman Avenue and the temporary concrete batch plant.
9. **Utility Plan Required.** The Applicant shall submit a utility plan for the temporary building at time of building permit and the permit application shall not be considered complete without this plan. The utility plan is subject to review and approval by the City Engineer.
10. **Metered Water Source Required.** All city water that is being utilized by the new temporary concrete batch plant must come from a metered water source and this must be part of the utility plan. The Applicant or Property Owner is responsible for paying all utility bills as invoiced by the City by the payment deadline. The Applicant will confirm whether the old concrete batch plant is connected to a metered water source. If it is not, they must track water usage during the time that the plant is being operated in 2025 and must make a payment to the City for that usage.
11. **Sanitary Sewer Charges.** If the temporary cement plant is connected to the sanitary sewer system, the Applicant or Property Owner is responsible for paying a sanitary sewer charge which will be calculated in accordance with City policies. The Applicant or Property Owner is responsible for paying all utility bills as invoiced by the City by the payment deadline.
12. **Sewer Access Charge (SAC) Payment.** If there is going to be any discharge into the sanitary sewer system, the Applicant is responsible for securing a Sewer Access Charge (SAC) determination from the Metropolitan Council and submitting this letter and payment for any SAC charges at time of building permit.

13. **Washout Area Required.** The Applicant shall submit a site plan for a washout area for trucks at time of building permit. The design of the washout area is subject to the review and approval of the City Engineer.
14. **Compliance with MPCA Standards.** The Applicant shall adhere to all MPCA stormwater requirements.
15. **Designated Haul Routes Must be Approved by City Engineer.** The Applicant shall submit a designated haul route plan as part of their building permit submittal and this plan is subject to review and approval by the City Engineer. Concrete trucks serving job sites outside of South St. Paul city limits may not utilize streets that are not part of an approved haul route. Trucks shall comply with all applicable spring load restrictions.
16. **Fee Agreement Required.** The proposed temporary concrete plant and the trucks that serve it will have a significant impact on municipal infrastructure and will require City Staff time to monitor but there will be no increase in the taxable value of the property because no permanent buildings are being constructed. To account for the infrastructure impact of the temporary concrete batch plant, the Applicant must enter into an agreement with the City and must pay an annual fee prior to the start of each year's concrete production operations. The Applicant may not obtain their building permit to install the new concrete batch plant until the Applicant and Property owner have both signed the agreement and the required fee for 2025 has been paid.
17. **Timing of Operations.** Unless otherwise agreed to by the City Council as part of the fee agreement, the plant may only operate between May 1st and November 1st during each construction season.
18. **Maximum Annual Output.** The temporary concrete batch plant shall not be allowed to have an output of more than 50,000 cubic yards of concrete each calendar year unless the City Council agrees to an amendment of the fee agreement to allow additional output. The Applicant shall submit a monthly statement to the Planning Office by the 15th of the month regarding the plant's total output the preceding month.
19. **Dust Control Required.** The Applicant is responsible for dust control. No airborne particulate matter related to concrete production is allowed to leave the site and interfere with trail users on the Mississippi River Regional Trail. If the Applicant does not take necessary steps to control dust, the City may take one or more of the following actions to address the issue:
 - a. If any airborne particulate matter is found to be emanating from the plant and affecting air quality and impacting trail users, the Zoning Administrator may require the plant to temporarily suspend operations until a dust control plan can be developed and implemented.

b. The Zoning Administrator can issue a warning letter followed by administrative citations which will be sent to the property owner.

c. The City can abate the problem and charge all costs back to the property owner.

d. The City Council may revoke the Interim Use Permit.

20. **Compliance with Nuisance Ordinances.** The temporary concrete batch plant must not in any way be a public nuisance.

21. **Termination of the Interim Use Permits.** The interim use permits will be terminated upon the occurrence of one or more of the following events:

a. The Interim Use Permits may be terminated if there is a violation of any condition of the approval, following notice and a hearing by the City Council.

b. The Interim Use Permits will expire automatically on November 1, 2027.

c. This interim use permit is being approved only because having a temporary concrete batch plant on-site will assist the property owner in redeveloping their property. If the property owner fails to move forward with Phase I of the redevelopment of their property, the Interim Use Permits will automatically expire one year early on November 1, 2026. Re-platting Lot 1, Block 1, and Lot 2, Block 1 of the Wakota Addition to extend a platted public road right-of-way between Hardman Avenue South and the City-owned MCES parcel to the north shall satisfy this condition.

d. The Interim Use Permits will automatically terminate if the lease with AVR LLC is terminated.

22. **Interim Use Permits are Non-Transferable.** These Interim Use Permits are related to AVR LLC's use of the property for a temporary concrete batch plant and are non-transferable.

23. **Removal of Temporary Building Following Expiration.** The temporary concrete batch plant must immediately cease operations upon the termination of its interim use permit. The temporary building and all support equipment must be removed from the property within three months of the expiration or revocation of the Interim Use Permit. The Applicant shall be required to obtain a utility disconnect permit for the utility services that they are extending to the temporary building and shall comply with any conditions imposed upon that permit which may require the services to be capped or removed. A violation of this condition shall be considered a code violation and may result in administrative citations.

Adopted this 19th day of May, 2025.

City Clerk

**I, the Applicant, accept the conditions
of this Interim Use Permit:**

(signature)

(title)

(date)

**I, the Property Owner, accept the conditions
of this Interim Use Permit:**

(signature)

(title)

(date)

AGREEMENT RELATING TO TEMPORARY CONCRETE BATCH PLANT FEE

AGREEMENT, made and entered into as of the ____ day of _____ 2025, between the City of South St. Paul and AVR, LLC (each of the foregoing entities being sometimes referred to individually as “Party” or collectively referred to as “Parties”).

Subject to the terms and conditions of this Agreement and in reliance upon the covenants and representations herein contained, the Parties agree as follows:

ARTICLE 1 **DEFINITIONS**

Section 1.01. Definitions. The following terms, unless elsewhere specifically defined in this Agreement, shall have the following meanings:

- (a) Agreement means this Agreement, as it may be amended, supplemented, or restated from time to time.
- (b) City means the City of South St. Paul, a Minnesota municipal corporation.
- (c) Interim Use Permit means the Interim Use Permit approved by City Council Resolution #2025-58 on May 19, 2025, for a temporary concrete batch plant at the vacant parcel adjacent to 843 Hardman Avenue South, as it may be amended from time to time.
- (d) Fee-Generating Material means concrete that is being produced at the site by AVR.
- (e) AVR means AVR, LLC, a Minnesota limited liability company.
- (f) Site means the portion of the parcel that is vacant and adjacent to 843 Hardman Avenue South, South St. Paul, Minnesota, that will be used for the location of the concrete production plant. The entire parcel is legally described on Exhibit A of this Agreement and the portion upon which the use is located is depicted on Exhibit B.
- (g) Uncontrollable Circumstance means a delay resulting from a cause over which the Party required to make performance does not have control and which cannot or could not have been avoided by the exercise of reasonable care, including, but not limited to, acts of God, accidents, war, civil unrest, embargos, strikes, litigation, and the delays of the other Party in the performance of its obligations under or incident to this Agreement.

- (h) City Council means the South St. Paul City Council.
- (i) Landowner means Danner Family Limited Partnership, a Minnesota limited partnership.

ARTICLE 2

RECITALS

Section 2.01. AVR desires to establish and operate a temporary concrete batch plant at the Site, owned by Landowner, which land use requires an Interim Use Permit pursuant to the zoning code of the City.

Section 2.02. Concrete production does not all take place inside an enclosed building and involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. The concrete batch plant use requires a transportation system that involves the hauling of materials by heavy trucks in and out of the Site that will exceed normal ordinary wear and tear on the City's Streets surrounding the Site and will impose additional costs on the City, therefore AVR is required to pay a fee pursuant to this Agreement to account for these costs.

Section 2.03. The City Council of the City has approved the Interim Use Permit that requires, among other conditions, the payment of a fee to the City as provided in this Agreement.

Section 2.04. It is the intent of the Parties to satisfy the condition of the Interim Use Permit recited in Section 2.03, above.

Section 2.05. Landowner has agreed to allow the use, as described herein on the Site, and by signing this Agreement, acknowledges that AVR will be using the Site for the use.

ARTICLE 3

FEE; PAYMENT

Section 3.01. Fee. AVR shall pay a \$28,000 annual fee for concrete production operations on the Site which shall entitle them to produce up to 50,000 cubic yards of concrete at the Site each calendar year that this Agreement is in effect. AVR may make a written request for an increase to this total annual output, to which City Staff will respond within 10 business days and will not withhold reasonable approval if no current default conditions exist at the time of written request submission, provided that AVR shall pay an additional fee of \$0.56 for each additional cubic yard of concrete that is produced in excess of 50,000 cubic yards and this payment shall be made prior to the additional output taking place. AVR shall provide the City with a monthly report regarding total cubic yards of output.

Section 3.02. Payment. AVR will not be issued a building permit to construct the new temporary concrete batch plant until it has paid the fee for 2025 in its entirety. Thereafter,

the annual fee shall be paid by AVR to the City before concrete production operations begin each year, or by May 1, whichever comes first.

ARTICLE 4

TERM

Section 4.01. Term. This Agreement shall be in effect from May 19, 2025 to November 1, 2027 unless terminated sooner as provided in this Agreement or by termination or extension of the Interim Use Permit, or by law.

ARTICLE 5

DEFAULT: REMEDIES

Section 5.01. Events of Default. Unless excused by the occurrence of an Uncontrollable Circumstance, any one or more of the following shall constitute an Event of Default on the part of AVR:

- (a) Failure to pay when due any amounts required to be paid by AVR pursuant to this Agreement;
- (b) Failure to observe or perform any of its covenants or agreements to be performed or observed by it under this Agreement for a period of 30 days after written notice of such default;
- (c) An expansion of the operation in size or output without approval by the City;
- (d) Filing a petition in bankruptcy or for an arrangement pursuant to any present or future state or federal bankruptcy act or under any similar federal or state law. Or shall be adjudicated a bankrupt or insolvent, or shall make a general assignment for the benefit of its creditors. Or shall be unable to pay its debts generally as they become due; or
- (e) Final judgment(s) for the payment of money shall be rendered against it and shall remain undischarged for a period of 30 days during which execution shall not be effectively stayed.

Section 5.02. City's Remedies. Upon the occurrence of an Event of Default and at any time thereafter, the City shall have the right to revoke the Interim Use Permit. The Parties agree that the occurrence of an Event of Default is grounds for revocation of the Interim Use Permit by the City Council of the City.

Section 5.03. Remedies Cumulative. All remedies available to the City under the terms of this Agreement or by law are cumulative and may be exercised concurrently or

separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

ARTICLE 6

GENERAL PROVISIONS

Section 6.01. Notices. All notices, requests, or other communications required or permitted to be given or made under this Agreement by either party hereto shall be in writing and shall be deemed to have been duly given or served if delivered personally to or sent by United States registered or certified mail, postage prepaid. Return receipt requested, addressed to the party intended to receive such notice, at the addresses set forth below, or at such other addresses as the parties may designate from time to time by notice given to the other party in the manner hereinbefore set forth:

If to AVR:	AVR, LLC 14698 Galaxie Avenue Apple Valley, MN 55124 Attention: Joshua Edwards
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If to the City:	City of South St. Paul Municipal Building 125 Third Avenue North South St. Paul, MN 55075 Attention: City Administrator
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In case of a mailed notice, the registration or certification slip, and not the return slip, shall be conclusive as evidence of the mailing date of any such notice. All mailed notices are deemed delivered 72 hours after deposit in a regularly maintained United States Post Office mail box in Minnesota, or upon personal delivery.

Section 6.02. Transfer or Assignment. AVR may not sell, transfer, lease, or convey the Site and its rights and obligations under this Agreement without the written consent of the City. No such sale, transfer, conveyance, or lease shall be effective or recognized for any purpose hereunder unless:

- (a) The successor in interest will assume all of AVR's obligations in this Agreement; and
- (b) The successor in interest enters into a written assumption agreement in form and substance acceptable to the City, which approval shall not be unreasonably withheld.

Section 6.03. Choice of Law. This Agreement shall be governed and construed and enforced in accordance with the laws of the State of Minnesota.

Section 6.04. Entire Agreement. This Agreement supersedes any prior agreements and contains the entire agreement of the Parties and all representations with respect to the subject matter hereof. Any prior correspondence, Memoranda or agreements are replaced in total by this Agreement.

Section 6.05. Amendments. Any amendments to this Agreement shall be in writing and signed by all Parties hereto.

Section 6.06. Counterparts. This Agreement may be executed in counterparts, any one of which shall be deemed to be an original, but such counterparts when taken together shall constitute but one agreement.

Section 6.07. Captions. Captions are for convenience only and shall not be deemed part of the contents of this Agreement.

Section 6.08. Parties in Interest. This Agreement shall be binding upon and enure solely to the benefit of the Parties hereto and their permitted assigns, and nothing in this Agreement, expressed or implied, is intended to confer upon any other person any rights or remedies of any nature under or by reason of this Agreement.

Section 6.09. Waiver. The waiver of any of the rights or remedies arising pursuant to this Agreement on any one occasion by any Party shall not constitute a waiver of any rights or remedies in respect to any subsequent breach or default of the terms of this Agreement.

Section 6.10. Conflict of Interest. AVR represents and warrants that no member, official, officer, or employee of the City has or shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 6.11. Minnesota Government Data Practices Act. Information supplied by AVR to the City is subject to the Minnesota Government Data Practices Act (the “Act”), Minnesota Statutes, Chapter 13. Such information shall become public_ data unless it falls into one of the exceptions in the Act. AVR shall notify the City of any data that AVR believes is classified as non-public data.

Section 6.12. Examination of Records. Pursuant to Minnesota Statutes, Section 16B.06, subd. 4, the books, records, documents, and accounting procedures and practices of AVR relative to this Agreement are subject to examination by the City, or its authorized representative, and either the legislative auditor or the state auditor, as appropriate. AVR shall maintain the records for a period of not less than three years from the date of the termination of this Agreement.

[Remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized representatives as of this _____ day of _____, 2025.

CITY:
CITY OF SOUTH ST. PAUL

By: _____
James P. Francis
Mayor

By: _____
Deanna Werner
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared James P. Francis and Deanna Werner to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the City Clerk of the City of South St. Paul, the Minnesota municipal corporation named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

AVR, LLC

By:_____

Printed Name: _____

Its:_____

STATE OF MINNESOTA)
) ss
COUNTY OF DAKOTA)

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared _____ to me personally known, who being each by me duly sworn, each did say that they are the _____ of AVR, LLC, a Minnesota limited liability company.

Notary Public

**LANDOWNER:
DANNER FAMILY LIMITED PARTNERSHIP.**

By:_____

Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF DAKOTA)

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared _____ to me personally known, who being each by me duly sworn, each did say that they are the _____ of Danner Family Limited Partnership, a Minnesota limited partnership.

Notary Public

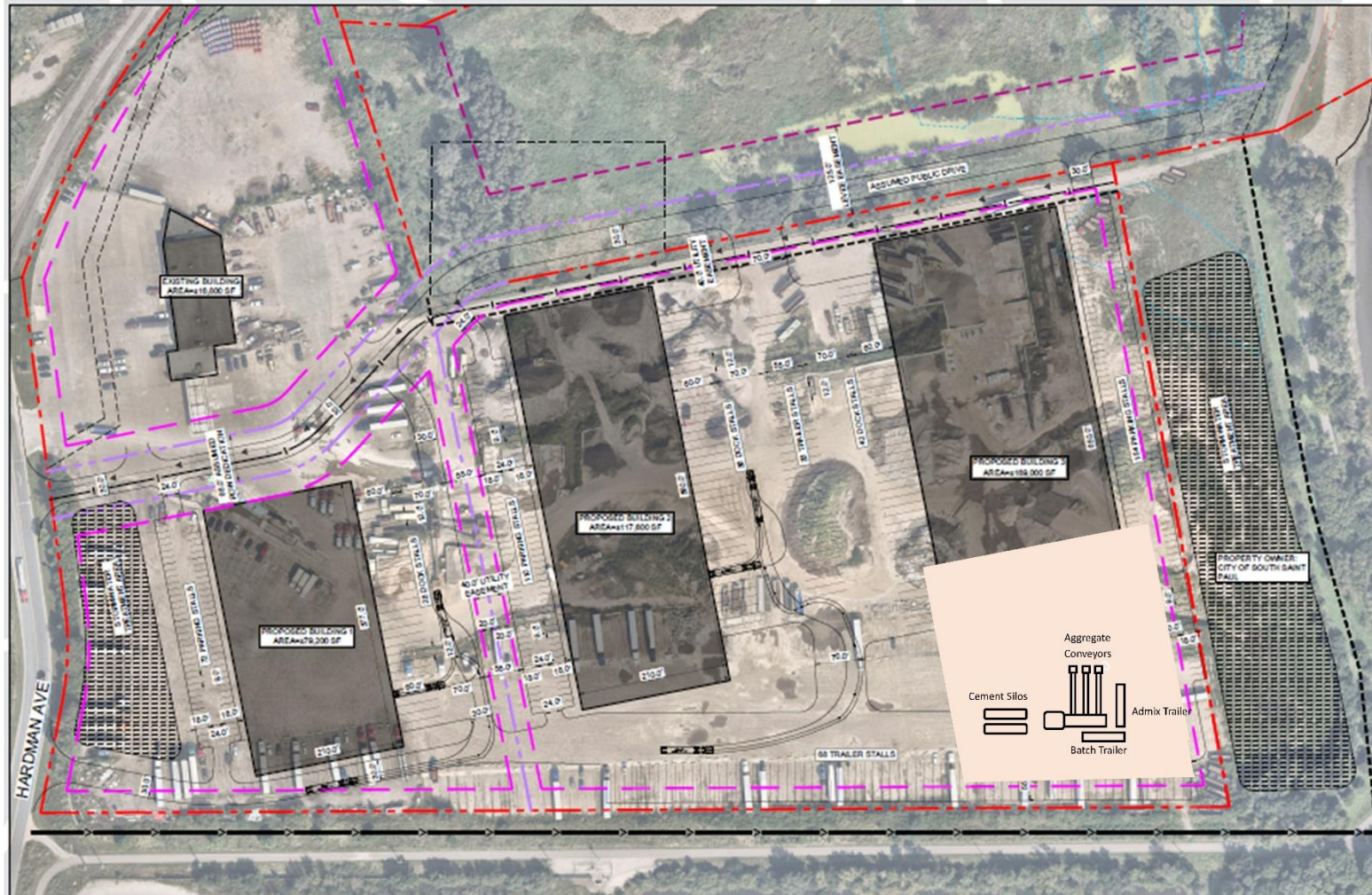
**This instrument drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121

EXHIBIT A
LEGAL DESCRIPTION OF ENTIRE SITE

PID: 36-83200-01-010

Lot 1, Block 1 WAKOTA ADDITION, according to the record plat thereof on file and of record in the office of the County Recorder within and for Dakota County, Minnesota.

EXHIBIT B
DEPICTION OF TEMPORARY CONCRETE BATCH PLANT LOCATION





PLANNING COMMISSION AGENDA REPORT

DATE:

May 7, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Interim Use Permits for a Temporary Concrete Batch Plant for AVR LLC

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of three interim use permits for a temporary concrete batch plant for AVR LLC.

OVERVIEW

Application

The Applicant, AVR LLC, is seeking to operate a temporary concrete batch plant on a vacant 22.86-acre parcel that is located adjacent to 843 Hardman Avenue South (The “Subject Property”). They have the written consent of the property owner, Danner Family Limited Partnership, and are seeking the following approvals:

1. An Interim Use Permit for a Temporary Building. *The proposed concrete batch plant would be a temporary building that would be hauled in and installed on site for the duration of the interim use permit.*
2. An Interim Use Permit to have a Temporary Building that is 62 feet in height. *An interim use permit is required for any temporary structure in the I-Industrial zoning district that is greater than 50 feet in height.*
3. An Interim Use Permit for Exterior Processing. *Concrete production does not all take place inside an enclosed building and involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. Exterior processing can be allowed by interim use permit in some parts of the I-Industrial zoning district. Rock crushing that is part of a land reclamation plan is an exterior processing use that is allowed district-*

wide. The proposed concrete batch plant will be utilized to assist with the redevelopment of the subject property and adjacent properties as part of a reclamation plan and Staff believes it is a “similar use.”

Review Timeline

Date Application was Completed: April 23, 2025

Planning Commission: May 7, 2025

Tentative City Council Meeting: May 19, 2025

60-Day Review Deadline: June 22, 2025

Background

Danner Family Limited Partnership owns roughly 34 acres of land along Hardman Avenue South. They own a 9.47-acre parcel with a building on it which has an address of 843 Hardman Avenue South. They also own the Subject Property, which is a 22.86-acre vacant parcel just south of their building. Finally, they own a 1.25-acre outlot on the other side of the railroad tracks from their building. The parcel configuration of the 34-acre property was originally very messy but it was cleaned up to create the current lot and block configuration with the Wakota Addition plat which was recorded in 2015. The vacant parcel is Lot 1, the parcel with the building on it is Lot 2, and the outlot across the railroad tracks is OUTLOT B. The plat also created new road right-of-way and several other outlots which were deeded to the City for open space and other public purposes.

Danner Family Limited Partnership (which has also operated under different names such as Danner Inc.) has owned a large piece of property along Hardman Avenue South since the 1980's. Their original property was roughly 17 acres in size and had issues with soil conditions which prevented the property from being immediately buildable. In 1988, the City approved an interim use permit that allowed Danner to operate a rock crusher as part of a program of reclaiming the site and preparing the land to be buildable. Danner operates a road construction business, and they hauled in material from their road construction projects throughout the metro area, crushed that material at their SSP property, and then piled that material around their SSP property to surcharge the land and stabilize the soil. Interim Use Permits have a defined expiration date but Danner Inc. repeatedly sought a new interim use permit for rock crushing whenever their IUP expired. Each time, they stated that the land still was not buildable and needed additional grading, filling, and surcharging. Danner did build a roughly 16,000 square foot service garage and office building on their SSP property in 1990 to function as their corporate headquarters. After that building's completion, they continued to seek rock crushing interim use permits so that they could prepare the rest of their land for future redevelopment. In 1996, Danner Inc. also obtained an interim use permit to operate a temporary concrete batch plant.

In 1996, Danner Inc. acquired an additional 23.33 acres of land directly east of their existing property from the City of South St. Paul. The land was an old settling pond site which was tied to SSP's former sewage treatment plant. The site had terrible soil conditions and was largely unbuildable in 1996, but the City believed that the land had the potential to be made buildable if

enough grading, filling, and surcharging activity occurred. Danner Inc. proposed to make this happen by expanding the grading, filling, and surcharging activities that they were already undertaking on their adjacent property. The City agreed to sell the 23.33-acre property to Danner Inc. for a nominal fee with the understanding that Danner Inc. would have eight years to grade and fill the property, surcharge it to correct the soil conditions, and turn it into a buildable lot for a redevelopment project that would bring new commercial or industrial buildings to town and add to the property tax base. Under the terms of the original agreement, all this work was supposed to be completed by 2003 (within 7 years) and the property was supposed to be redeveloped by 2011 (within 15 years). Danner Inc. was not able to transform the property into buildable land by 2003 and instead repeatedly returned to the Planning Commission and City Council to ask for new interim use permits to have additional years of rock crushing to grade, fill, and surcharge the overall site.

In late 2019, Danner Inc. sought a new interim use permit for temporary rock crushing as their old interim use permit was about to expire. The City Council denied the request with a 5-1 vote. The consensus of the City Council was that the property owner had twenty-five years to prepare the property for redevelopment and it was not appropriate to grant additional extensions. Furthermore, the City Council voiced a concern that the City may be discouraging the property owner from redeveloping the property by granting interim use permits for highly profitable temporary uses such as rock crushing. The City Council advised Danner Inc. not to request any more interim use permits for temporary uses until they have a real plan for the redevelopment of the property.

What Has Changed Since 2019?

Over the years, Danner Family Limited Partnership has repeatedly come close to reaching a deal to sell their land on Hardman Avenue South to a third-party developer to construct an industrial development. In 2017, the City Council gave a development group called Scannell a Planned Unit Development approval for the construction of a 270,000 square foot FedEx distribution facility on the Danner property. That deal ultimately fell apart. For much of 2022, Danner Family Limited Partnership was under contract to sell their property to a development group called Capital Partners to construct a multi-building industrial park on the subject property. That deal also fell apart.

In 2023 and 2024, City Staff met with the president of Danner Family Limited Partnership, Marlon Danner, to discuss a concept plan that he and his grandson Bryan Chirhart had put together to develop their own multi-building industrial park on Hardman Avenue South. The Danner family's goal is to develop the site themselves and then hold the property long-term so that the buildings can be a continuous source of rental income for the family. Marlon Danner passed away in June of 2024 and Mr. Chirhart is now leading the project on behalf of the family.

Mr. Chirhart has partnered with real estate firm CBRE and they have engaged engineering consultant Kimley Horn to assist them with the development of an industrial park on the subject property. The proposed industrial park will likely feature three large office-warehouse buildings although it is possible that Building #2 and Building #3 will be combined into one very large

building. The development team is working hard to make redevelopment a reality and the City has been supporting these efforts. The City assisted the development team in getting a grant for a Phase 1 environmental assessment. In April of 2025, the City submitted a grant application for the Metropolitan Council's tax base revitalization account and a second grant application for DEED's contamination cleanup program. Additionally, the City was successful in getting federal funds to pay for the extension of Verderosa Avenue to connect to Hardman Avenue and serve this development and the redevelopment of the adjacent MCES parcel that is owned by the City.

What About the Soil Conditions?

The soil conditions on the Danner property are much better than they were 30 years ago because of all the grading, filling, and surcharging that has been done at the property. However, it is still a very challenging site which will cost much more to develop than a regular piece of property with stable soils. The property will likely require expensive "above and beyond" measures such as geo-piers to stabilize the foundation of each building. None of these costs can be recouped by charging higher rents for space in the building and the owner of the building can only charge rents that the market will bear. Because of the soil challenges, it is unclear whether a third-party developer would find it economically viable to acquire and develop the site, even with financial assistance from governmental sources. Danner Family Limited Partnership already owns the land and they do not have any acquisition costs. Also, they are hoping to retain ownership of the buildings long-term, so they are comfortable accepting a lower rate of return on investment than a normal developer. Working with Danner Family Limited Partnership to redevelop this challenging site presents the City with its best opportunity to get meaningful development on this property and help it reach its highest and best use when it comes to jobs and property tax base.

A lot of good was achieved over the past 30 years even if the soil conditions are still not sufficiently improved to build a "normal" building that does not require extraordinary measures such as geo-piers. The Danner property is almost entirely located in the flood fringe district of the Mississippi River floodplain (also known as the 100-year floodplain). Because of all the grading and filling, most of the property has been elevated so that it is above the regulatory flood protection elevation and can be developed without red tape related to FEMA and DNR floodplain regulations.

Status of the Temporary Concrete Batch Plant

Danner Inc. first brought a temporary concrete batch plant to the subject property in 1996 as part of an interim use permit and that same temporary plant is still on the property today. The plant's interim use permit is expired, and it is not currently allowed to operate. City Staff had been working with Mr. Chirhart earlier this year to get the old temporary concrete batch plant deconstructed and removed from the property. However, the development team recently approached the City to ask if it would be possible to keep a temporary concrete plant on the subject property while Danner Family Limited Partnership's redevelopment project is taking place. The new buildings will require a large amount of concrete and having a concrete batch plant on the subject property will bring down construction costs and make it more economically viable to reclaim this very challenging piece of land and implement the proposed redevelopment

project.

The Applicant, AVR LLC, has operated the concrete batch plant on the subject property in recent years. The Applicant apparently had some type of handshake agreement with the late Marlon Danner to operate the concrete batch plant on his land. It is unclear to City Staff exactly what the terms of their handshake agreement were, but this new proposal presents an opportunity to start fresh and for the City to regulate this use appropriately with a new interim use permit and conditions of approval that make it clear what the City's expectations are.

The existing temporary concrete batch plant is blocking the site where the development team wants to construct Building #1 of the proposed redevelopment project. The development team hopes to start site preparation work later this summer, so the old concrete batch plant needs to be out of the way by then. The Applicant is proposing to bring the old concrete batch plant online one last time to use that plant to produce concrete to build a foundation for a new plant. They want to bring in a new modern temporary batch plant to the property and install it in the southeast corner where it will not be in the way of Building #1 or Building #2 of the proposed development. It will still be in the way of Building #3 so it will need to be deconstructed and removed from the site before the final building in the redevelopment project is constructed.

Scope of Proposed New Temporary Concrete Batch Plant Operation

According to the Applicant:

- The concrete batch plant is expected to put out 35,000-50,000 cubic yards of concrete each year. A significant amount of this concrete will be used on-site for the Danner development project but much of it will be transported to other construction sites throughout Dakota County.
- It will cost roughly \$250,000-\$300,000 to demolish the old plant and install a new temporary concrete batch plant in the southeast corner of the subject property. AVR LLC does not believe that this investment will make financial sense unless they can utilize the new plant for at least 2.5 construction seasons, and they are requesting that they be granted an interim use permit that will allow them to operate until November 1, 2027.
- They will have 15-20 employees who are on site each day.
- Most of their trucks will drive on Hardman Avenue directly to the Hardman and I-494 Interchange and will not drive on any local roads other than Hardman Avenue.

- They will follow all applicable city, state, and environmental regulations related to noise, dust, and traffic.
- They will agree to hours of operation restrictions if the City wishes to impose any.
- The plant will operate seasonally between May 1st and November 1st.

Relevant Zoning Code Chapters

- City Code Section 118-41 regulates Interim Use Permits
- City Code Section 118-129 regulates the I-Industrial Zoning District
- City Code Sections 118-165 through 118-177 regulate the Mississippi River Critical Corridor Area (MRCCA)
- City Code Section 118-185 regulates development in the Floodplain Districts.

Zoning and Comprehensive Plan Guidance

The property is zoned I-Industrial which is a general industrial zoning district. However, the property is currently guided “Light Industrial” in the 2040 Comprehensive Plan’s future land use map. The City may or may not want to eventually re-zone the subject property to I-1 Light Industrial. This property is part of the South Concord Corridor Study which is currently taking place. The goal of this study is to determine what the City’s vision is for this corridor and update the future land use map and zoning map accordingly. If the vision ends up calling for general industrial uses to remain in this area, the existing I-Industrial zoning may be appropriate, and the comprehensive plan future land use map may be amended instead of the zoning map.

The I-1 district expressly prohibits concrete plants so this use would no longer be allowed if the subject property were rezoned to I-1 in the future. Because the current future land use guidance for the subject property is “Light Industrial,” the City should not grant any permanent approvals for a concrete plant on this property because that would not align with comprehensive plan guidance. An Interim Use Permit for a temporary use is appropriate and will function as a bridge

to help this property transition to what the City ideally wants it to be, an office-warehouse development.

Zoning Considerations

Interim Use Permit #1- Temporary Building

The subject property is zoned I-Industrial and governed by City Code Section 118-129. “Temporary structures” are listed as an interim use. They are allowed but require an Interim Use Permit. Historically, the City has only been willing to grant interim use permits for temporary buildings in two situations:

1. If there is a project underway to construct or upgrade a permanent building and the temporary building is being used as a short-term solution to support necessary operations while that project is being completed.
2. If the proposed “use” of a property requires a temporary building due to the nature of the use.

The Applicant’s temporary building is proposed to support the development of permanent office-warehouse buildings at the Danner property by providing easier access to concrete during construction.

Interim Use Permit #2- Height of Structure

The I-Industrial district allows buildings and structures to be up to 50 feet tall automatically. An interim use permit for height is required for any temporary building that is going to be taller than 50 feet. The Applicant is proposing a 62-foot-tall building which will require an interim use permit for height. Staff does not have any concerns with this proposed height. There are several industrial structures with a similar or greater height just south of the subject property at Kinder Morgan Dakota Bulk Terminal.

Interim Use Permit #3- Exterior Processing/Similar Use

Not all parts of the concrete production process take place inside of an enclosed temporary building. The proposed use involves storage trailers and conveyor belts that feed raw materials into the concrete batch plant. The I-Industrial zoning district has some areas which allow exterior processing automatically as an interim use and other areas that do not. The I-Industrial district's permitted use and conditional/interim use lists are full of complicated legal descriptions that lay out which parts of the district qualify for various types of uses.

The subject property is not in an area that is automatically allowed to have exterior processing. In fact, the City Code was written explicitly to sunset exterior processing as a principal use on

the subject property on December 31, 2009. The City Code does, however, allow some types of temporary exterior processing anywhere in the I-Industrial district in very specific situations. “Temporary on-site rock crushing operation when used for surcharging the land as an integral part of a land reclamation plan approved by the city engineer” is allowed with an interim use permit. The I District also allows the City Council to approve an interim use permits for a “similar use.”

It is Staff’s belief that today’s proposed concrete batch plant operation is fundamentally different than when Marlon Danner brought the original batch plant to the property in 1996. The original batch plant was truly a principal use that was designed to produce concrete for shipping to off-site projects. The batch plant that is proposed today is an integral part of the reclamation plan for the Danner property and much of the concrete that is produced in this plant will help the Danner redevelopment project come to fruition. Staff believes that this is a “similar use” as rock crushing as part of a reclamation plan and would support granting an interim use permit for exterior processing under the “similar use” provision of the City Code.

MRCCA Regulations

The project does not conflict with any MRCCA regulations. The proposed concrete plant will go into an area that is dirt/gravel today and there will not be any tree removal or impact to any “Primary Conversation Areas” which are environmental resources that are protected by the MRCCA ordinance. The subject property is located within the “Urban Mixed” subdistrict of the Mississippi River Critical Corridor Area (MRCCA) and structures that are taller than 65 feet require a conditional use permit and review by the DNR. Mechanical equipment and stacks are exempt from the height regulations, and it is unclear what the DNR would consider the temporary concrete batch plant since it is not a permanent building and in some ways is just an enormous piece of mechanical equipment. In any case, it is a moot point because the proposed structure is only 62 feet in height and will not trigger the MRCCA height regulations.

Setbacks

The City Code does not establish clear setback requirements for temporary structures, but setback requirements can be imposed “case by case” as part of the Interim Use Permit. Permanent principal buildings are required to be at least 20 feet from rear and side property lines and that seems appropriate here considering that this building will be 62 feet tall and will be located close to the Mississippi River Regional Trail. The Applicant will need to submit a final site plan as part of their building permit application and they will need to verify compliance with the 20 foot setback requirement.

Utilities

The Applicant has indicated that they will need access to City water to operate the concrete plant and will also need an Xcel Energy electrical connection. It is not yet clear to City Staff whether there will be a sewer component to the project and Staff has requested more information. Water will need to be obtained via a metered water source so that the City is paid appropriately for water usage. The Applicant will need to submit a utility plan at time of building permit which

will be subject to review and approval by the City Engineer. If there is a sewer component to their operation, they will need to get a Sewer Access Charge (SAC) determination from the Metropolitan Council and submit that along with their building permit.

Flood Fringe District Considerations

The proposed location of the new temporary concrete batch plant is within the 100-year floodplain in what the City Code calls the “flood fringe” district. This area is regulated by Code Section 118-171. Structures are allowed to be placed in the flood fringe district but there are special construction requirements:

- Structures can be placed on fill so that their lowest floor is above the regulatory flood protection elevation. In this area, that elevation is 705 feet above sea level. If a structure is placed on fill, it can be approved as a “permitted use.”
- The Code does allow buildings to be raised by alternative measures such as stilts, pilings, parallel walls, etc. However, this can only be allowed via a Conditional Use Permit or Interim Use Permit.

Danner Inc. has spent decades grading and filling the property and the current elevation of the land where the concrete plant will be placed is 708 feet above sea level. If the Applicant builds their structure on the existing grade and does not excavate the site, they will comply with flood fringe construction requirements and will not need to import additional fill.

Unmet Performance Standards

Because the proposed use is temporary, it is not feasible for it to comply with all the City Code’s performance standards. Specifically, the proposal will not comply with the minimum .2 Floor Area Ratio requirement, landscaping requirements, building architecture requirements, or paving standards for driveways and parking lots. The proposed batch plant is a temporary and transitional use and the proposed office-warehouse industrial park that Danner Family Limited Partnership is planning to construct is intended to meet all these performance standards.

The Planning Commission and City Council will need to weigh whether the unmet performance standards are an acceptable price to pay for a short-term temporary use that could make a significant difference in helping the Danner redevelopment project move forward. The FAR requirement is intended to ensure that valuable industrial land is not be underutilized and permanent buildings are large enough to add an appropriate amount of value to the property tax base. With a .2 FAR requirement, any property that is being developed with a 1-story building must have a building footprint that covers at least 20% of the lot. Temporary buildings do not add anything to the taxable value of a piece of land so the size of the footprint of the building is not relevant and has no impact on the tax base.

Fee for Impact to the Road System and Ongoing Use of City Staff Time

Permanent buildings pay property taxes which pay for maintenance of the City's infrastructure and for City Staff resources to monitor the use. Temporary buildings do not increase the taxable value of the land that they sit on even though the temporary use will impact municipal infrastructure and typically will have an interim use permit that requires Staff time to monitor. The temporary uses at the Danner property (rock crushing and concrete production) have historically generated large amounts of heavy truck traffic. Even though most of the heavy truck traffic leaving the Danner property has historically used Hardman Avenue to directly access Interstate 494, this traffic has still had an impact on the health of the Hardman Avenue roadway.

The City Council grew concerned in the early 1990's about the impact that temporary uses on the Danner property were having on the health of the roadway. To assuage that concern, Danner Inc. agreed to pay the City an annual fee to account for their impact to the road and the staff time that goes into regulating the temporary uses at their property. This fee was tied to the tonnage of crushed material that was processed on the property each year and the rate and was raised periodically when Danner Inc. came in for a new interim use permit. The fee was most recently raised in 2005 when Danner Inc. agreed to pay 15 cents for each ton of crushed material processed at the site. This generated \$40,000-\$50,000 in annual fees.

City Engineer Nick Guilliams has reviewed the construction cost index between 2005 today and is advising that the 15 cents per ton rate should be raised to 28 cents per ton to account for inflation. The Applicant should be required to enter into the same type of fee agreement that Danner Inc. had during the duration of their temporary crushing activities. Final details of a fee agreement will need to be negotiated with the Applicant. They will not be able to obtain a building permit for the new concrete batch plant until both the Applicant and the City Council have approved and signed the fee agreement and any agreed upon fee for 2025 has been paid.

Interim Use Permit Termination

The Applicant is requesting an interim use permit that will allow them to operate the new concrete batch plant for 2 ½ construction seasons, up until November 1, 2027.

Staff is comfortable with that date but only if the batch plant is utilized in the manner that is proposed, meaning that the proposed Danner Development moves forward, and the batch plant plays an integral role in reclaiming the land by providing on-site access to concrete. Staff believes the Interim Use Permit needs to have multiple events that could trigger termination:

1. The Interim Use Permit can be revoked by the City Council if there is a violation of the conditions of approval.
2. The Interim Use Permit will automatically terminate on November 1, 2027 at the latest, no matter what.

3. The Interim Use Permit will automatically terminate one full year early on November 1, 2026, if the Danner redevelopment project does not move forward. Moving forward will be defined to mean that Danner at a minimum completes a replat that extends the right-of-way for Verderosa Avenue to connect it to Hardman Avenue South.
4. The City needs there to be a formal written lease between Danner Family Limited Partnership and AVR, this new batch plant cannot operate via a handshake agreement like the old batch plant. The interim use permit will terminate if the lease is terminated. The interim use permit will not be transferable.

Interim Use Permit Review Criteria

Per Section 118-41 of the City Code, an Interim Use Permit should only be granted if a project meets the following standards:

1. The use conforms to the zoning regulations;

Temporary structures are listed as being allowed with an Interim Use Permit in the I-Industrial zoning district.

2. The date or event that will terminate the use can be identified with certainty;

The interim use permit will terminate on November 1, 2027 at the latest and will terminate earlier than that if the Danner Family Limited Partnership redevelopment project does not move forward or if there is a lease termination for the concrete batch plant.

3. Permit of the use will not impose additional costs on the city if it is necessary for the city to take the property in the future; and

The temporary building will not impose additional costs on the City if there is a need to take the property in the future. The interim use permit's term is relatively short and the proposed batch plant is being located in a part of the property where it will not interfere with the City's planned extension of Verderosa Avenue. The Applicant will be entering into a fee agreement with the City to account for the additional costs that may be incurred by the City if this type of temporary use is established on the subject property.

4. The user agrees in writing to any conditions that the city council deems appropriate for permission of the use.

A representative for Danner Family Limited Partnership and a representative for AVR LLC will both need to sign the interim use permit and agree to its conditions before the permit will take effect.

Thinking About Conditions of Approval

The retirement of the old batch plant and the installation of a new batch plant will be a fairly complicated undertaking with permitting and site work. Staff is recommending a set of conditions that will regulate the process and ensure that the new plant is operating in a manner that is consistent with the City's expectations. There will be conditions related to permitting, dust control, other potential nuisances, utility usage, and the operation of a washout area for trucks. Staff is also recommending that the Applicant be required to submit a designated haul route plan for review and approval by the City Engineer to ensure that concrete trucks are not routinely driving on local roads that are not built to handle that type of traffic. Planning Commissioners should carefully read the proposed conditions of approval at the end of this document and ask any questions that they might have of City Staff and the Applicant regarding the conditions.

A few things the Planning Commission may want to consider:

1. Staff is not recommending any "hours of operation" restrictions on the concrete batch plant but these could be added to the IUP. The 1996 IUP did restrict hours of operation to Monday through Saturday, 6:30 AM to 9 PM. This condition was not present in subsequent approvals.
2. If the Planning Commission has any concerns about impacts to Mississippi River Trail users, that is something they can discuss with the Applicant.
3. City Staff has drafted Condition #2 with a timeline for sunseting and removing the old batch plant that aligns with the City's understanding of the proposed redevelopment project. City Staff is open to using different dates for Condition #2 if the Applicant and the Property Owner believe that a different timeline would be more workable for removing the old plant from the property.

Discussion

City Staff believes that the proposed temporary concrete batch plant could be a valuable tool in helping the Danner redevelopment project move forward and Staff is supportive of the request. The City does have discretion about whether to allow the proposed use or not since the Applicant is requesting an interim use permit for a "similar use" and they are not meeting many of the performance standards that are required for a permanent development in the I-Industrial district. If the Planning Commission and City Council are not supportive of the proposed use, the application could be denied with the same findings that were made in 2019 when the City Council denied Danner Inc.'s interim use permit for additional years of rock crushing. At that time, the City Council found that the property owner had already exceeded the amount of time

that they were given in their purchase agreement to finish preparing the site for development. They also found that the temporary use would further delay and disrupt the type of redevelopment that the City Council envisioned when they agreed to sell the property to Danner Inc. Because there had been so many extension requests over the years, the City Council also found that the 2019 request was fundamentally inconsistent with the purpose of an Interim Use Permit which is to regulate a temporary use with a definitive end date.

The key difference between 2019 and today is that Danner Family Limited Partnership does now have a redevelopment plan and is actively working to implement that plan. The Planning Commission and the City Council will need to decide whether this is sufficient to adopt different findings than they did in 2019.

Staff Recommendation

Staff recommends approval of the Interim Use Permits, subject to the following conditions:

1. **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance with the following plans on file with the Planning Department:

1. Application (Joshua Edwards)	April 4, 2025
2. Revised Narrative (Joshua Edwards)	April 7, 2025
3. Photographs of Proposed Temporary Building (Joshua Edwards)	Undated
4. AVR Concrete Plant Site Plan (Joshua Edwards)	Undated
5. ALTA Survey (Egan, Field & Nowak, Inc.)	Undated

2. **Status of Old Temporary Concrete Batch Plant.** The old temporary concrete batch plant on the subject property may only be utilized to produce concrete until July 31, 2025 or until the new plant has been brought online, whichever occurs first. The two concrete batch plants shall not be allowed to operate concurrently. All parts of the old concrete batch plant structure and all support equipment must be removed from the subject property by no later than August 31, 2025. Support equipment that is being reused for the new temporary concrete batch plant must be relocated to be consistent with the new approved site plan by no later than August 31, 2025. A violation of this condition shall be considered a code violation and may result in administrative citations.

3. **Written Lease with Property Owner Required.** The Applicant shall enter into a written lease with the property owner that defines the relationship and acknowledges that both parties are responsible for compliance with the interim use permits. A copy of the written

lease must be provided to the City at time of building permit application.

4. **Location of New Temporary Concrete Batch Plant.** The temporary building and support equipment for the exterior processing use shall be located substantially as it is shown on the submitted site plan. All parts of the operation must be located at least 20 feet from property lines. A final site plan must be submitted at time of building permit that calls out property line setbacks.
5. **Building Permit Required.** A building permit is required for the installation of the new temporary concrete batch plant. The foundation must be engineered and needs to have a professionally designed anchorage system. An anchoring plan shall be submitted along with the building permit and is subject to review and approval by the Building Official.
6. **Maximum Height of Temporary Structure.** The temporary structure shall not exceed a height of 65 feet. This is the maximum height that a structure may be in the MCRAA overlay district without a conditional use permit and review by the DNR and adjacent jurisdictions. An installation plan must be submitted at time of building permit that verifies that this height restriction will be complied with.
7. **Temporary Building and Support Equipment Must Be Installed Above the Regulatory Flood Protection Elevation.** The temporary building is in the flood fringe district and all structures must have their lowest floor above the regulatory flood protection elevation which is 705.0 NAVD88 in this area. All exterior storage and exterior processing must also be located above the regulatory flood protection elevation. The ALTA survey shows that the entire area that is proposed to be used for the temporary concrete batch plant has been raised with fill to an elevation of between 708.0 and 709.0 NAVD88 so the proposal will comply with floodplain regulations if there is no significant excavation of the site as part of construction.
8. **Access Road Required.** A level and unobstructed access road must be kept open at all times so that the Fire Department has sufficient access between Hardman Avenue and the temporary concrete batch plant.
9. **Utility Plan Required.** The Applicant shall submit a utility plan for the temporary building at time of building permit and the permit application shall not be considered complete without this plan. The utility plan is subject to review and approval by the City

Engineer.

10. **Metered Water Source Required.** All city water that is being utilized by the new temporary concrete batch plant must come from a metered water source and this must be part of the utility plan. The Applicant or Property Owner is responsible for paying all utility bills as invoiced by the City by the payment deadline. The Applicant will confirm whether the old concrete batch plant is connected to a metered water source. If it is not, they must track water usage during the time that the plant is being operated in 2025 and must make a payment to the City for that usage.
11. **Sanitary Sewer Charges.** If the temporary cement plant is connected to the sanitary sewer system, the Applicant or Property Owner is responsible for paying a sanitary sewer charge which will be calculated in accordance with City policies. The Applicant or Property Owner is responsible for paying all utility bills as invoiced by the City by the payment deadline.
12. **Sewer Access Charge (SAC) Payment.** If there is going to be any discharge into the sanitary sewer system, the Applicant is responsible for securing a Sewer Access Charge (SAC) determination from the Metropolitan Council and submitting this letter and payment for any SAC charges at time of building permit.
13. **Washout Area Required.** The Applicant shall submit a site plan for a washout area for trucks at time of building permit. The design of the washout area is subject to the review and approval of the City Engineer.
14. **Compliance with MPCA Standards.** The Applicant shall adhere to all MPCA stormwater requirements.
15. **Designated Haul Routes Must be Approved by City Engineer.** The Applicant shall submit a designated haul route plan as part of their building permit submittal and this plan is subject to review and approval by the City Engineer. Concrete trucks serving job sites outside of South St. Paul city limits may not utilize streets that are not part of an approved haul route. Trucks shall comply with all applicable spring load restrictions.

16. **Fee Agreement Required.** The proposed temporary concrete plant and the trucks that serve it will have a significant impact on municipal infrastructure and will require City Staff time to monitor but there will be no increase in the taxable value of the property because no permanent buildings are being constructed. To account for the infrastructure impact of the temporary concrete batch plant, the Applicant must enter into an agreement with the City and must pay an annual fee prior to the start of each year's concrete production operations. The Applicant may not obtain their building permit to install the new concrete batch plant until the Applicant and Property owner have both signed the agreement and the required fee for 2025 has been paid.
17. **Timing of Operations.** Unless otherwise agreed to by the City Council as part of the fee agreement, the plant may only operate between May 1st and November 1st during each construction season.
18. **Maximum Annual Output.** The temporary concrete batch plant shall not be allowed to have an output of more than 50,000 cubic yards of concrete each calendar year unless the City Council agrees to an amendment of the fee agreement to allow additional output. The Applicant shall submit a monthly statement to the Planning Office by the 15th of the month regarding the plant's total output the preceding month.
19. **Dust Control Required.** The Applicant is responsible for dust control. No airborne particulate matter related to concrete production is allowed to leave the site and interfere with trail users on the Mississippi River Regional Trail. If the Applicant does not take necessary steps to control dust, the City may take one or more of the following actions to address the issue:
- a. If any airborne particulate matter is found to be emanating from the plant and affecting air quality and impacting trail users, the Zoning Administrator may require the plant to temporarily suspend operations until a dust control plan can be developed and implemented.
 - b. The Zoning Administrator can issue a warning letter followed by administrative citations which will be sent to the property owner.
 - c. The City can abate the problem and charge all costs back to the property owner.
 - d. The City Council may revoke the Interim Use Permit.
20. **Compliance with Nuisance Ordinances.** The temporary concrete batch plant must not in any way be a public nuisance.

21. **Termination of the Interim Use Permits.** The interim use permits will be terminated upon the occurrence of one or more of the following events:
- a. The Interim Use Permits may be terminated if there is a violation of any condition of the approval, following notice and a hearing by the City Council.
 - b. The Interim Use Permits will expire automatically on November 1, 2027.
 - c. This interim use permit is being approved only because having a temporary concrete batch plant on-site will assist the property owner in redeveloping their property. If the property owner fails to move forward with Phase I of the redevelopment of their property, the Interim Use Permits will automatically expire one year early on November 1, 2026. Re-platting Lot 1, Block 1, and Lot 2, Block 1 of the Wakota Addition to extend a platted public road right-of-way between Hardman Avenue South and the City-owned MCES parcel to the north shall satisfy this condition.
 - d. The Interim Use Permits will automatically terminate if the lease with AVR LLC is terminated.
22. **Interim Use Permits are Non-Transferable.** These Interim Use Permits are related to AVR LLC's use of the property for a temporary concrete batch plant and are non-transferable.
23. **Removal of Temporary Building Following Expiration.** The temporary concrete batch plant must immediately cease operations upon the termination of its interim use permit. The temporary building and all support equipment must be removed from the property within three months of the expiration or revocation of the Interim Use Permit. The Applicant shall be required to obtain a utility disconnect permit for the utility services that they are extending to the temporary building and shall comply with any conditions imposed upon that permit which may require the services to be capped or removed. A violation of this condition shall be considered a code violation and may result in administrative citations.

Required Action

The Planning Commission has the following actions available on the proposed application:

1. Approval. If the Planning Commission wishes to recommend approval of the interim use permits, the following action should be taken:
 - Motion to recommend approval of three interim use permits for a temporary concrete

batch plant on the vacant parcel next to 843 Hardman Avenue South.

2. Denial. If the Planning Commission wishes to recommend denial of the interim use permit, the following action should be taken:

- Motion to recommend denial of three interim use permits for a temporary concrete batch plant on the vacant parcel next to 843 Hardman Avenue South.

If the recommendation is denial, the Planning Commission must adopt findings to justify the recommendation.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Map of Danner Family Limited Partnership's Parcels on Hardman Avenue South
3. Danner Redevelopment Concept Site Plan
4. Danner Building #1 Concept Plan
5. AVR Site Plan
6. Photographs of Existing and Proposed Concrete Batch Plants
7. AVR Project Narrative
8. ALTA Survey
9. Resolution Denying 2019 Rock Crushing IUP Request

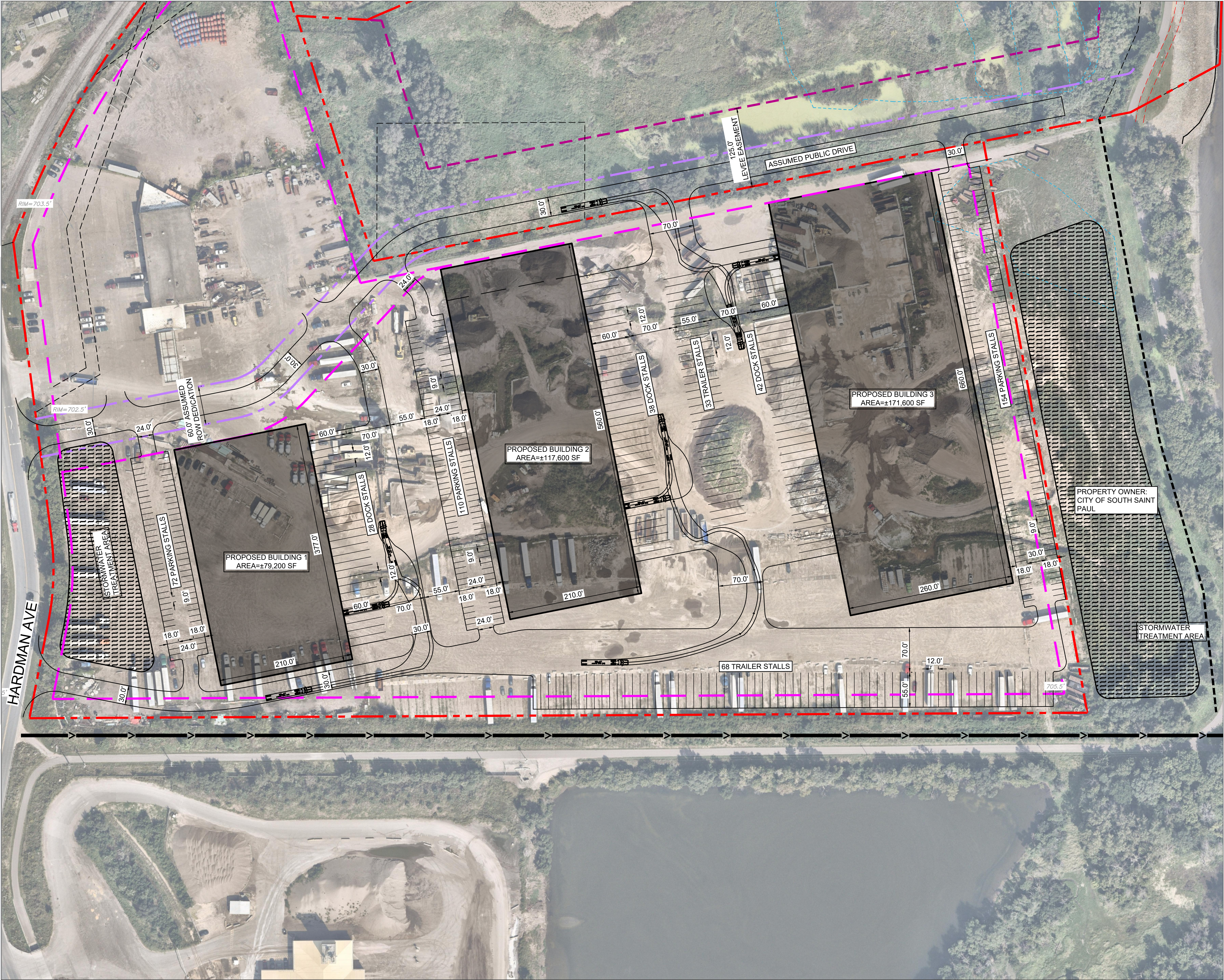
ATTACHMENT 1
SITE LOCATION MAP



ATTACHMENT 2

MAP OF DANNER FAMILY LIMITED PARTNERSHIP'S PARCELS ON HARDMAN AVENUE SOUTH





LEGEND

- PROPERTY LINE
- PROPOSED PROPERTY LINE
- EXISTING LEVEE EASEMENT
- FLOWAGE EASEMENT
- OTHER EASEMENTS
- EXISTING STORM SEWER
- WETLAND
- PROPOSED BUILDING
- BUILDING SETBACK LINE
- EXISTING SPOT ELEVATION

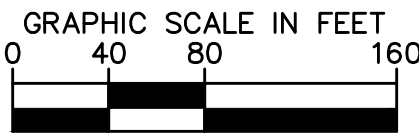
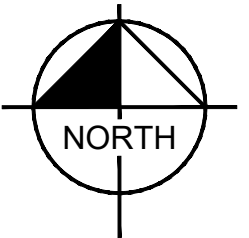
ZONING SUMMARY

EXISTING ZONING	I-INDUSTRIAL
PROPOSED ZONING	PUD / INDUSTRIAL
RIGHT-OF-WAY DEDICATION	39,004 SF / 0.90 AC
TOTAL PROPERTY AREA	1,091,973 SF / 25.07 AC
TOTAL BUILDING AREA	368,366 SF
FAR	0.34
MINIMUM FAR	0.20
PARKING SETBACKS	SIDE/REAR = 10' FRONT = 20'
BUILDING SETBACKS	FRONT = 30' SIDE = 20' REAR = 20'

ATTACHMENT 3
DANNER
REDEVELOPMENT
CONCEPT SITE PLAN



Know what's below.
Call before you dig.

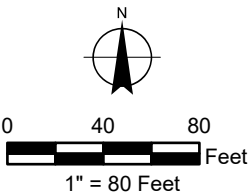


F:\2024\B2402999_03\GIS\B2402999_03.aprx



- Proposed Building
- Stormwater Retention Pond
- Building Setback
- Property Boundary
- Verderosa Avenue Extension

ATTACHMENT 4
DANNER
BUILDING #1
CONCEPT PLAN



Drawing Information

Project No:
B2402999.03

Drawing No:
Redevelopment Plans

Drawn By: ZS
Date Drawn: 6/7/2024
Checked By: IP
Last Modified: 4/4/2025

Project Information

Wakota Crossing

843 Hardman
Avenue South

South St. Paul,
Minnesota

Redevelopment
Plans

[illegible]

ATTACHMENT 6

PHOTOGRAPHS OF EXISTING AND PROPOSED CONCRETE BATCH PLANTS



EXISTING CONCRETE BATCH PLANT ON SUBJECT PROPERTY (INSTALLED IN 1996)



PROPOSED CONCRETE BATCH PLANT (THIS ONE IS IN ROSEMOUNT)

ATTACHMENT 7
AVR PROJECT NARRATIVE
Interim Use Permit Narrative

Project Title: Temporary Ready-Mix Concrete Plant

Project Address: 843 Hardman Avenue South, South St. Paul, Minnesota

Applicant: AVR, LLC.

Date: 4/7/2025

Term: 2025 Operating Season (5/1/2025-11/1/2025) + additional discussion on continuing until the additional development requires to vacate the property. We would like to ask the council for the ability to produce through the 2027 season. The cost to relocate the plant on the site is roughly 250-300K. 2.5 seasons would allow us to recoup some of this movement cost. If we can't get some assurance that being on site until 2027 is possible, relocating the plant might not make financial sense.

Narrative Description:

This application is for an Interim Use Permit (IUP) for a temporary ready-mix concrete plant currently located at 843 Hardman Avenue South in South St. Paul, Minnesota. The plant is an existing facility on the site and has been operating under previously approved interim use permits as well as expired IUP that we were unaware of.

The ready-mix concrete plant serves a critical role in supporting local and regional construction projects, providing accessible and timely delivery of concrete to job sites throughout the surrounding area. The plant produces 35,000-50,000 cubic yards annually and employs 15-20 employees on site daily. The temporary nature of the plant allows for flexibility in meeting seasonal and project-specific demand without committing the site to permanent development. This facility will also be a crucial part of the proposed Danner development. The on-site concrete plant is going to make it easier for their office-warehouse development project to proceed since it will lower their development costs to have concrete production on-site. By shifting parts of the plant further east, we should be able to produce alongside the proposed road and building development. We are also currently working with the landowner on a more permanent location.

The operation of the plant has been and will continue to be conducted in accordance with all applicable city, state, and environmental regulations, including noise, dust, traffic, and operational hour limitations. Measures are in place to minimize impact on adjacent properties, including dust suppression, noise control practices, and traffic management strategies to ensure

safe and efficient ingress and egress to the site. The ingress and egress from this site is done primarily using the Interstate 494 and Hardman Ave. interchange.

We respectfully request the approval of the Interim Use Permit to allow continued operation of the temporary ready-mix concrete plant at this location through the permitted timeframe. We are committed to maintaining compliance with all permit conditions and working collaboratively with city staff to address any operational concerns.

Thank you for your consideration of this application.

Sincerely,

Joshua J. Edwards, P.E.
Vice President – Aggregates & Engineering
AVR, LLC.
14698 Galaxie Avenue
Apple Valley, MN 55124



GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 250571097.

COMCAST
CITY OF SOUTH ST. PAUL
CENTURYLINK - CTLOL
MCI
METROPOLITAN COUNCIL (MCES)

MNDOT
SPRINT/COGENT COMMUNICATIONS
MAGELLAN MIDSTREAM PARTNERS
XCEL ENERGY

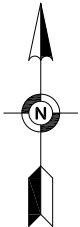
LEGEND:

- FOUND IRON MONUMENT
- SET IRON MONUMENT MARKED WITH LICENSE NUMBER 53536
- ① UNKNOWN MANHOLE
- ② SANITARY MANHOLE
- ③ STORM MANHOLE
- ④ CATCH BASIN
- ⑤ GATE VALVE
- ⑥ HYDRANT
- ⑦ AUTO SPRINKLER
- ⑧ GAS METER
- ⑨ VENT
- ⑩ METAL COVER

- ⊠ ELECTRIC BOX
- ⊡ ELECTRIC PANEL
- ⊢ ELECTRIC METER
- ⊣ HANDHOLE
- ⊤ LIGHT
- ⊥ UTILITY POLE
- ⊦ TELEPHONE MANHOLE
- ⊧ COMMUNICATION BOX
- ⊨ FIBER OPTIC SIGN
- ⊩ SIGN
- ⊪ BOLLARD
- ⊫ RR CROSSBUCK W/ GATE

- 920 EXISTING CONTOUR LINE
- OR TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE

- CHAIN LINK FENCE
- GUARDRAIL
- S SANITARY SEWER
- SS STORM SEWER
- W WATERMAIN
- OHW OVERHEAD WIRE
- G UNDERGROUND GAS
- FO UNDERGROUND FIBER OPTIC
- TREELINE
- RETAINING WALL



0 60 120
SCALE IN FEET

FIELD BOOK	PAGE	FIELDWORK CHIEF:	REVISIONS	
		LCH, SS	NO.	DATE DESCRIPTION
		DRAWN BY: PMD		
		CHECKED BY: CAT		
DRAWING NAME:				
JOB NO. 42510				
FILE NO. DAK 45				

ALTA/NSPS
LAND TITLE SURVEY

SURVEY FOR:

Kimley Horn & Associates, Inc

PROPERTY ADDRESS:

843 Hardman Avenue South
South St. Paul, Minnesota 55075

Dakota County Tax PID 36-83200-01-020 & 36-83200-01-010



Egan, Field & Nowak, Inc.
land surveyors since 1872

475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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ATTACHMENT 9
RESOLUTION DENYING 2019 ROCK
CRUSHING IUP REQUEST

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2019-152

A RESOLUTION **DENYING** A PROPOSED INTERIM USE PERMIT FOR A TEMPORARY ROCK CRUSHING OPERATION ON THE PROPERTY AT 843 HARDMAN AVENUE

WHEREAS, the City received an application from Danner Incorporated for an Interim Use Permit for a temporary rock crushing operation located at 843 Hardman Avenue South and legally described as follows:

Lots 1 and 2, Block 1 and Outlot B, WAKOTA ADDITION

WHEREAS, the Planning Commission held a public hearing on the application preceded by notice as required by law at their October 2, 2019 meeting and at the conclusion of the hearing recommend approval of the Interim Use Permit (3-1); and

WHEREAS, the City Council has considered the application, the recommendation of the Planning Commission and other evidence presented for consideration;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota as follows:

Section 1
Recitals

- 1.01 Danner Incorporated, applicant and owner of the property at 843 Hardman Avenue South, by application submitted August 28, 2019 has requested the City Council to:
 - (a) Approve an Interim Use Permit for a temporary rock crushing operation on the property at 843 Hardman Avenue.
- 1.02 The City Council has received and considered information from the Planning Commission, and the public record from a public hearing at the Planning Commission on October 2, 2019.

Section 2
Findings

Based on the information and other facts and circumstances the City Council deems relevant, the City council makes the following findings:

- 2.01 South St. Paul City Code, Chapter 118-129 (c) (22) permits a “temporary on-site rock crushing operation when used for surcharging the land as an integral part of a land reclamation plan approved by the city engineer”. The applicant has completed surcharging activities at the site within the term of previous interim use permit approvals, and no further surcharging activity is required for the property. City Code does not provide that temporary rock crushing operations are permitted within the City under any other circumstances besides those found in 118-129 (c) (22).
- 2.02 Via previous interim use permit approvals and extensions over the course of the previous 25 years, the applicant agreed to several conditions, including definitive end dates for all rock crushing operations, which dates have all passed. Further extension of end dates would not be consistent with the purpose or intent of an Interim Use Permit.
- 2.03 The City Council conveyed title to the property by deed to the applicant in 1996, with such deed being conditioned on the applicant conducting filling activity at the property “on or before seven years after the date” of said deed and preparing the property for redevelopment “within eight years after completion of the filling” of the property. These dates have all passed.
- 2.04 Extending an interim use of on-site rock crushing would further delay and disrupt the nature of redevelopment that the City Council envisioned when agreeing to convey by deed the subject property to the applicant in 1995.

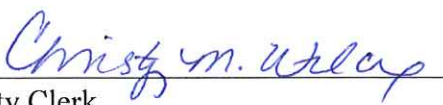
Section 3

Action

Based upon the foregoing, the City Council:

- 3.01 Denies the application for an interim use permit for a temporary rock crushing operation on the property at 843 Hardman Avenue South.

Adopted this 18th day of November, 2019.


City Clerk



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy, Kori Land
AGENDA ITEM NUMBER: 11.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Comprehensive Plan Amendment to Update Future Land Use Map Guidance for City-Owned Facilities

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution #2025-59 approving a comprehensive plan amendment to update future land use map guidance for City-owned facilities.

OVERVIEW

Application

The Applicant is the City of South St. Paul. *The City Council reviewed this proposed comprehensive plan amendment at a Worksession meeting and requested that it move forward.*

Background

The City of South St. Paul is required by State Statute to adopt a 20-year Comprehensive Plan and update it at least every 10 years. That Plan (including its amendments) is considered to reflect the community's strategic direction through the year 2040. The City adopted its 2040 Comprehensive Plan in October 2020. One of the Plan's tools is a "future land use map." As explained in more detail below, that map depicts how the Plan "guides" each parcel of land in the City. Future land use map guidance is significant because the City is expected to act consistently with its most current Comprehensive Plan when making rezoning decisions. Additionally, the City aspires to approve variances and Planned Unit Developments only if they are substantially consistent with the Comprehensive Plan and to utilize City-owned property only if it is in a manner that is substantially consistent with the Comprehensive Plan.

If the future land use map guides properties in a way that is inconsistent with the City's current strategic direction, the City should be actively working to address that inconsistency. Sometimes, the best way to address the inconsistency is to rezone the property so that it aligns with the future land use map's guiding. Other times, the best way to address the inconsistency is to amend the future land use map's guiding so that it aligns with current zoning.

City Staff and the City Attorney have identified four inconsistencies between the future land use map and the zoning map that relate to properties that host City-owned facilities. Two of the properties host drinking water wells, one property hosts the City's public works building, and the fourth property is the Doug Woog Ice Arena. City Staff and the City Attorney feel that the current zoning of these parcels better reflects the City's current strategic direction, so that the four inconsistencies would be best addressed with a comprehensive plan amendment to update the future land use map.

Local Control Versus Metropolitan Council Control

The City has local control over the zoning map and can approve zoning changes that are consistent with the most current Comprehensive Plan (as amended). The City only has partial local control over the future land use map. To change the future land use map, the City Council needs to adopt a comprehensive plan amendment and submit the amendment for review by the Metropolitan Council, which is a layer of regional government appointed by the Governor to oversee land-use planning in the 7-County Metropolitan Area. Very basic comprehensive plan amendments like the one being discussed in this staff report can sometimes be approved administratively by Metropolitan Council Staff. More consequential amendments must go through a much more complicated Metropolitan Council review process that can easily take 4-6 months. This is much longer than the 2 months that it takes the Planning Commission and City Council to review a rezoning request.

City Staff recently participated in a focus group with Metropolitan Council Staff and learned that they are open to giving municipalities more flexibility when it comes to City-owned properties that host a municipal facility (well houses, city halls, public works buildings, etc.). Metropolitan Council Staff do not require these properties to be guided strictly as municipal facilities in the future land use map and are fine with these properties being guided the same way as one or more adjacent properties. Handling the future land use map this way can remove zoning barriers and make it easier for the City to make improvements to the municipal facility, lease out surplus space in the facility if a municipal use does not need the space, or even repurpose the property with a private sector use if it is no longer needed for a municipal use.

How do Future Land Use Map Categories Work?

The Land Use Chapter of the 2040 Comprehensive Plan contains the future land use map. Each color on the map corresponds to a future land use category such as "MU-Mixed Use," "COM-Commercial," and "HDR-High Density Residential." Most of the categories are given descriptions. For instance, "COM- Commercial" is described as: *"Includes retail sales/services, restaurants, hotels/motels, and for-profit entertainment/recreational facilities as well as general office buildings."* A few categories are self-explanatory, such as "Railroad" and "Utility," and these categories do not have descriptions listed in the Land Use Chapter.

The City does have the option of guiding a parcel as "Institutional" on the future land use map which means that it is only supposed to be used for institutional uses (i.e. churches, schools, hospitals, government buildings, cemeteries, etc.). As previously stated, the Metropolitan Council does not require the City to guide municipal uses as "Institutional" and it is better to

guide the municipal use as “Commercial,” “Industrial,” or “Mixed-Use” if the use is located in a commercial area, industrial area, or mixed-use area that allows municipal uses. South St. Paul’s City Code allows municipal facilities as a “permitted” use in all its commercial, industrial, and mixed-use zoning districts. The City Code requires a conditional use permit whenever a municipal use is in a residential zoning district and there are also stricter performance standards when a municipal use has residential zoning.

Property #1: The Doug Woog Ice Arena at 141 6th Street East

- Current Zoning: GB-General Business
- Existing Future Land Use Map Guidance: Consists of four (4) parcels. Two (2) are guided “Institutional” and two (2) are guided “Open Space.”
- Proposed Future Land Use Map Guidance: “Commercial”

The Doug Woog Ice Arena building sits on a 7-acre property that straddles four different parcels. Two of the parcels are guided “Open Space” and two of the parcels are guided “Institutional.” The open space guidance does not make sense because these parcels have a building on them (the ice arena) and the City does not expect to remove the building or restore the land as open space. Part of the ice arena building is a large tenant space that the City has historically leased to the South St. Paul School District to use as an alternative high school. The School District terminated its lease in 2019 and moved the alternative high school. The tenant space is currently being used for storage and for some Park Department programming.

The City is the owner of the ice arena building and ultimately controls how the tenant space is used but the use should be consistent with the Comprehensive Plan. There have been intermittent discussions over the past 5 years about repurposing some or all of the tenant space for a private commercial use (i.e. commercial recreation or a food service vendor). The ice arena already has GB-General Business zoning which allows most commercial uses either as permitted uses or with a conditional use permit. However, the guide plan map designation of the property should be shifted to “Commercial” so that the City has the flexibility to work within its zoning code to find a user. There is no real downside to re-guiding the property as “Commercial;” it just gives the City more flexibility to repurpose the vacant space if a reuse opportunity presents itself.

Property #2: Pump House and Well #4 Next to Interstate 494

- Current Zoning: GB- General Business
- Existing Future Land Use Map Guidance: “Right-of-Way”
- Proposed Future Land Use Map Guidance: “Commercial”

This ¼-acre parcel is currently guided “Right-of-Way” but it has commercial zoning and hosts a municipal building that contains one of the City’s highest producing drinking water wells. The City has owned this parcel since at least 1944, and it is not part of MnDOT's Interstate 494 right-of-way even though it is directly adjacent to the right-of-way. MnDOT has suggested that they find the current land use guidance confusing and there is further confusion about what it means to have a parcel guided as "right-of-way" when that property hosts a building instead of a road. An administrative law judge who will preside at a contested-case proceeding involving this parcel scheduled for October 2025 noted in January 2025 that “[t]he nexus between the 2040 Comprehensive Plan amendment and the zoning of the parcel is not also apparent based on the evidence submitted at this time.” As the City Council’s 2023 rezoning decision reflects, a “Commercial” guide plan map designation more closely reflects how this parcel is expected to be used in the future than its current “right of way” designation. Re-guiding the parcel as “Commercial” to align with the future land use map guidance of the abutting Fury Motors property should reduce confusion. It will make it clear that the City intends to have a municipal building on this property indefinitely and intends to keep the property zoned GB-General Business, which is a zoning district that allows municipal buildings as a permitted use.

Property #3: Well House and Well #3, Radium Treatment Plant, and Archery Range on Parcel at Intersection of Wentworth

- Current Zoning: R-2 Single and Two Family Residence
- Existing Future Land Use Map Guidance: “Open Space”
- Proposed Future Land Use Map Guidance: “Institutional”

This 3.03-acre parcel has hosted a municipal well for many decades and that building contains

drinking water well #3. The City was recently required to build a radium treatment plant on this parcel to treat the water coming out of well #3 to conform to the Minnesota Department of Health's requirements for water quality. The radium treatment plant is currently under construction. The parcel has also been home to a municipal archery range for many years and the archery range will be re-established after the construction of the radium treatment plant is complete.

The parcel is currently guided "Open Space" in the future land use map. While there is an open space component to the City's use of this property (i.e. the archery range and hillside vegetation), the primary use of the property is the municipal buildings that support the drinking water system. Re-guiding this parcel to "Institutional" will better align with how the City is using, and will continue to use, this piece of land.

Property #4: City's Public Works Garage at 400 Richmond Street East

- Current Zoning: I-Industrial
- Existing Future Land Use Map Guidance: "Institutional"
- Proposed Future Land Use Map Guidance: "Industrial"

The City's Public Works Garage at 400 Richmond Street East was built in the 1970s and is poorly equipped to serve the Public Works Department. The building is too small, it has a poor configuration, it does not comply with ADA rules, and it is not set up with bathroom and locker facilities to support a modern workforce that includes female employees. The City Council has been working with the Legislature to try to get State bonding money to construct a new Public Works building elsewhere in the community, most likely on a City-owned property south of the DNR Boat Launch park. If that happens, the old facility and its 4.66-acre lot will become surplus property that can be sold off to an industrial user and put back on the tax rolls.

The parcel is currently guided "Institutional" which is only consistent when used as a municipal building, a school, a hospital, a church, or a cemetery. It should be re-guided "Industrial" to match its current zoning and match the guidance of the industrial property that is directly adjacent to it. This will give the City flexibility to work with the private sector to reuse or redevelop the property if it is no longer needed for municipal purposes.

Discussion

The Metropolitan Council is very focused on housing production and addressing the State's housing crisis and they take comprehensive plan amendments related to residential housing units very seriously. The Metropolitan Council is relatively less interested in the kinds of guiding

changes for non-residential uses that are being proposed in this request. They want non-residential properties guided accurately so that they can keep track of which properties are not in play for housing development in the next 20 years, but they are very unlikely to offer the City any pushback for changing the future land use map to guide a property from one non-residential land use category to a different non-residential land use category. As previously stated, Metropolitan Council Staff recently told City Staff that they are fine with the City guiding its municipal buildings to match existing zoning and nearby land uses when they are near commercial or industrial areas instead of guiding these buildings as “Institutional.”

City Staff and the City Attorney view the proposed comprehensive plan amendment as a “no-brainer” that will give the City additional flexibility to exercise local control over its own properties.

The proposed minor amendments to the City’s 2040 Comprehensive Plan involve lands that are not contiguous to other local governmental units. A letter from a senior planner for the Metropolitan Council has agreed that the affected parcels are relatively small and are located more than a quarter-mile from adjacent jurisdictions. This means that this comprehensive plan amendment qualifies for an expedited review process and does not require a 60-day comment period where adjacent communities must be invited to review the proposed amendment.

Planning Commission Recommendation

The Planning Commission held a public hearing for the proposed comprehensive plan amendment at their May 7th meeting. No members of the public attended the hearing or submitted comments. The Planning Commission asked City Staff whether the amendment would have any impact on zoning or any impact on public recreational uses at the subject properties, such as the archery range that will soon be installed next to the new radium treatment plant. City Staff explained that the zoning map is not changing at all and the comprehensive plan amendment would simply align the future land use map with the current zoning map. The amendment will not have any impact on existing or planned recreational uses and an archery range is still planned for next to the new radium treatment plant.

The Planning Commission recommended approval with a 7-0 vote.

Recommended Action

Approve Resolution #2025-59 approving a comprehensive plan amendment to update the future land use map guidance for City-owned facilities.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Zoning Map
2. Future Land Use Map

3. Proposed Map Changes
4. Resolution 2025-59

City of South St Paul Zoning Map



City of South St Paul Planning Department
<https://www.southstpaul.org/>

ATTACHMENT 1 ZONING MAP

Zoning Designations

Residential		
R1 - Single Family	617.54	21.4%
R2 - Single and Two Family Residence District	795.46	27.5%
R3 - General Residence	31.88	1.1%
R4 - Multifamily Residential District	90.19	3.1%
Commercial		
C1 - Retail Business District	44.63	1.5%
GB - General Business District	145.71	5.0%
CGMU1 - Concord Gateway Mixed Use District 1	54.68	1.9%
CGMU2 - Concord Gateway Mixed Use District 2	11.09	.4%
MMM1 - Mixed Markets and Makers District 1	6.09	.2%
MMM2 - Mixed Markets and Makers District 2	27.54	1.0%
MMM3 - Mixed Markets and Makers District 3	6.39	.2%
MMM4 - Mixed Markets and Makers District 4	10.80	.4%
Industrial		
I - Industrial District	584.06	20.2%
I-1 - Light Industrial District	241.32	8.4%
Other		
NRDD - North Riverfront Development District	126.14	4.4%
MH - Mobile Home	3.43	.1%
RT- Rail Transportation District	91.28	3.2%
ROW - Right of Way		
WAT - Water		
Total		
	2888.21	100%

MRCCA - Mississippi River Corridor Critical Area

Airport Safety Zone A

Airport Safety Zone B

Airport Safety Zone C

Primary Surface

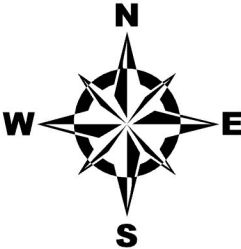
PUD - Planned Unit Development

Shoreland District Overlay

0 0.25 0.5 1 Miles

This Zoning map is a representation of various maps and ordinances that make up the City of South St. Paul zoning code. Percentage of Acreage is calculated from county parcel data. Results are representational and not to be used for purposes other than zoning. For detail information pertaining to a specific property or zoning district, please contact the City of South St. Paul Planning Department at <http://www.southstpaul.org/>

MRCCA districts can be found on a separate PDF.



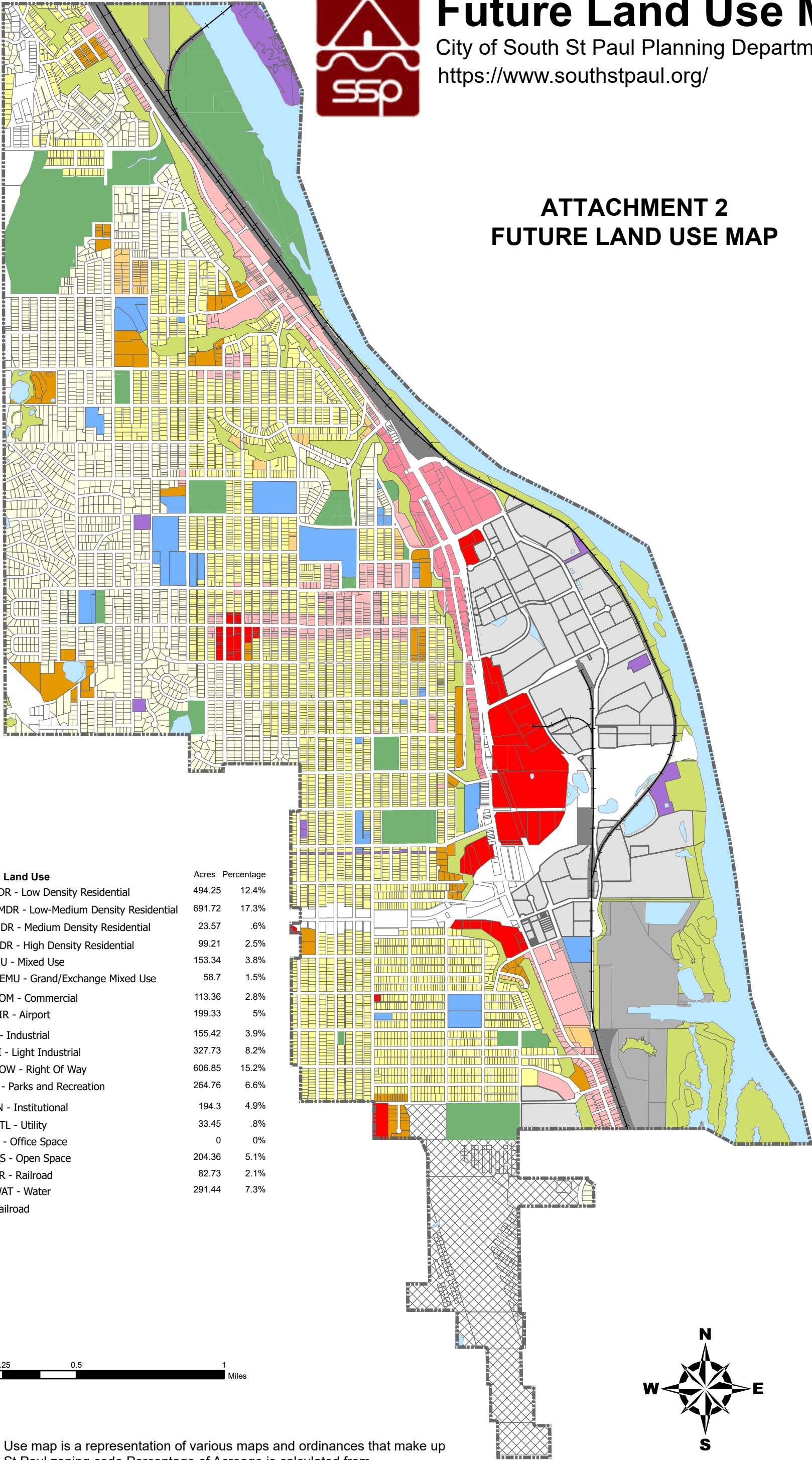
Print Date: Friday, January 17, 2025
Last Updated: September 8, 2023
Prepared by: South St Paul GIS



Future Land Use Map

City of South St Paul Planning Department
<https://www.southstpaul.org/>

ATTACHMENT 2 FUTURE LAND USE MAP



Res. Density Units/Acre	Future Land Use	Acres	Percentage
1-5	LDR - Low Density Residential	494.25	12.4%
6-15	LMDR - Low-Medium Density Residential	691.72	17.3%
6-20	MDR - Medium Density Residential	23.57	.6%
13-60	HDR - High Density Residential	99.21	2.5%
13-60	MU - Mixed Use	153.34	3.8%
25-75	GEMU - Grand/Exchange Mixed Use	58.7	1.5%
	COM - Commercial	113.36	2.8%
	AIR - Airport	199.33	5%
	I - Industrial	155.42	3.9%
	LI - Light Industrial	327.73	8.2%
	ROW - Right Of Way	606.85	15.2%
	P - Parks and Recreation	264.76	6.6%
	IN - Institutional	194.3	4.9%
	UTL - Utility	33.45	.8%
	O - Office Space	0	0%
	OS - Open Space	204.36	5.1%
	RR - Railroad	82.73	2.1%
	WAT - Water	291.44	7.3%
	Railroad		

The Future Land Use map is a representation of various maps and ordinances that make up the City of South St.Paul zoning code.Percentage of Acreage is calculated from county parcel data. Results are representational and not to be used for purposes other than zoning. For detail information pertaining to a specific property or zoning district, please contact the City of South St.Paul Planning Department at <http://www.southstpaul.org/>

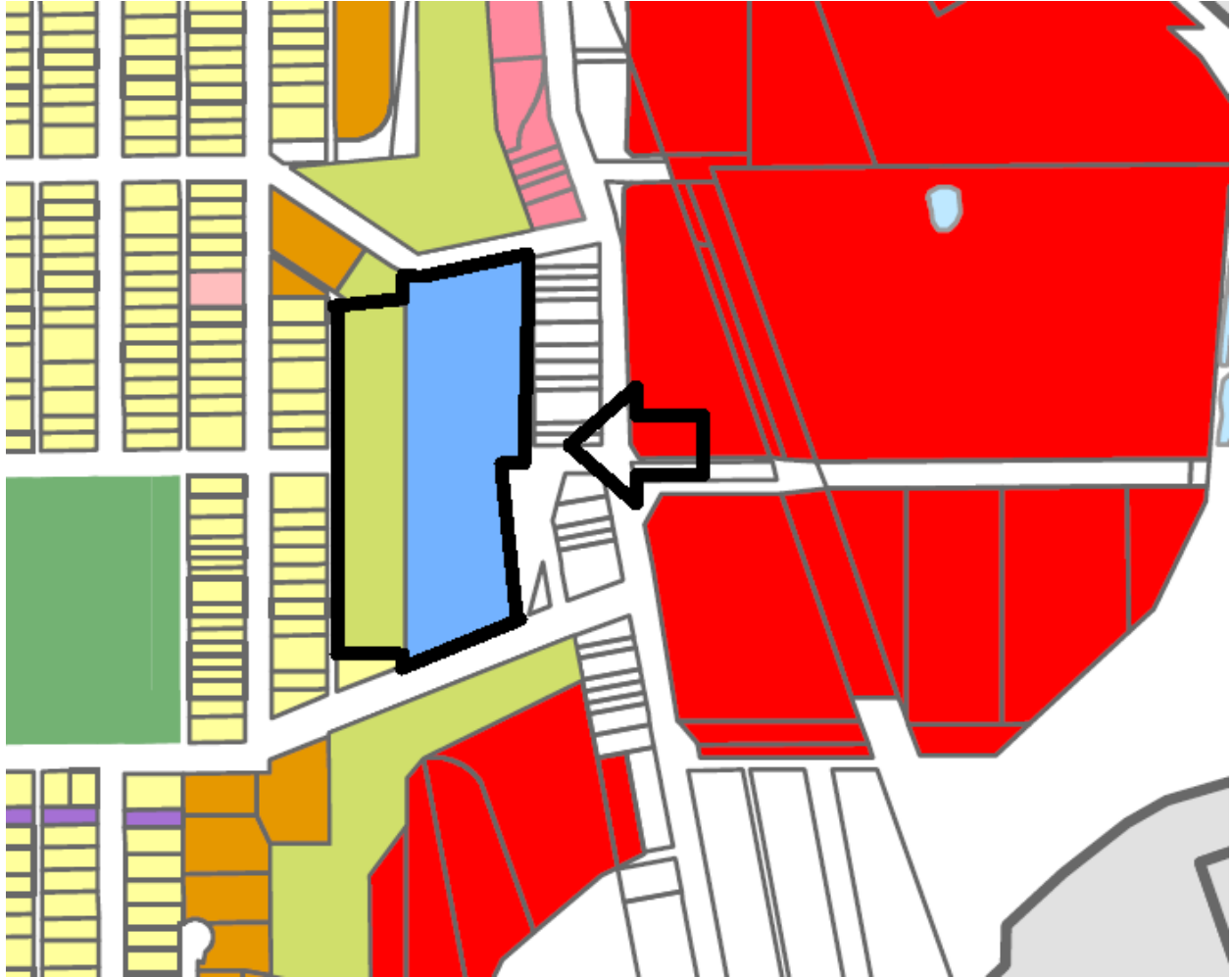
Print Date: Friday, December 16, 2022
Last Updated: December 5, 2022
Prepared by: South St Paul GIS

ATTACHMENT 3

PROPERTIES PROPOSED TO BE RE-GUIDED

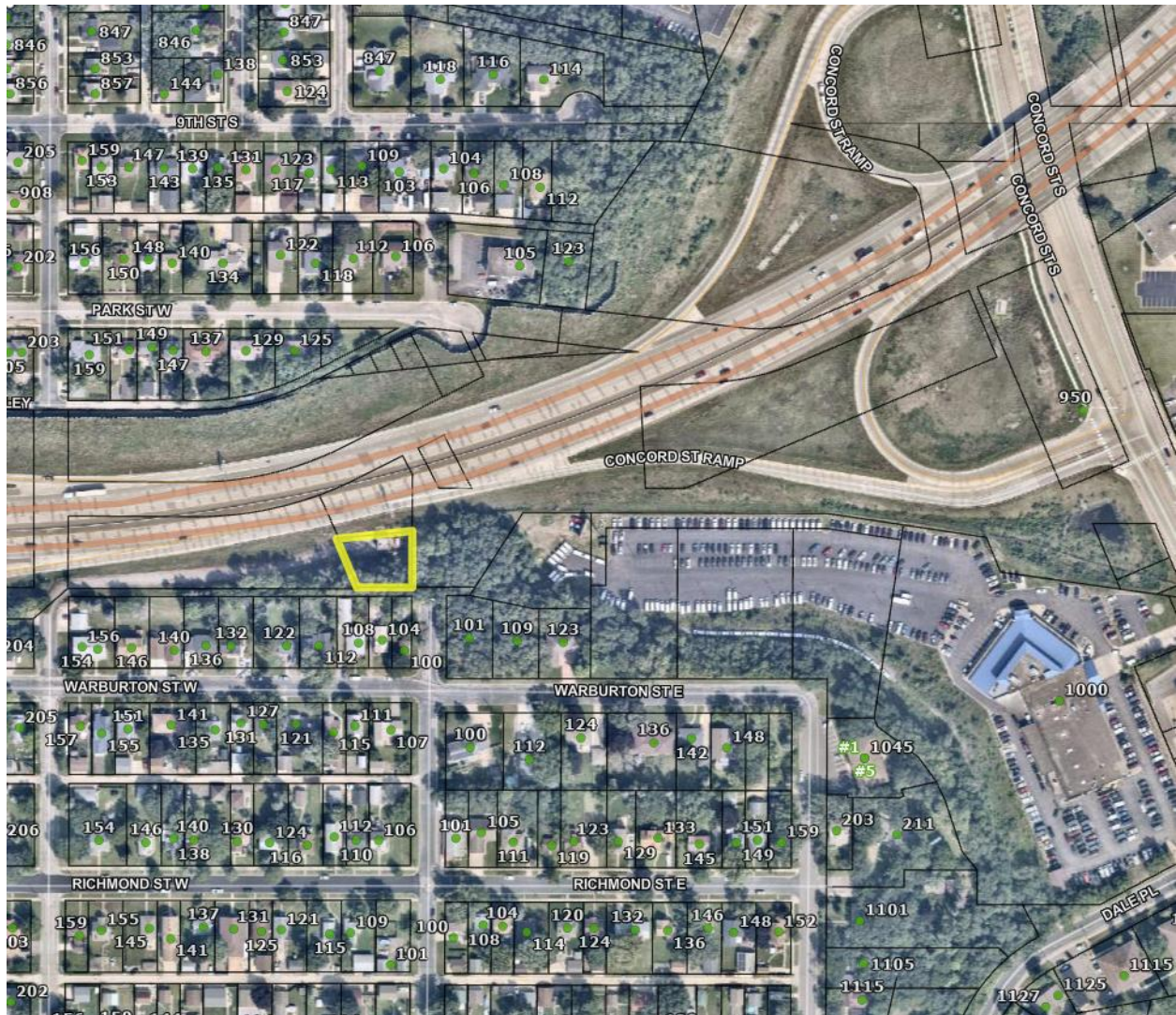


Property #1: Doug Woog Arena at 141 6th Street South

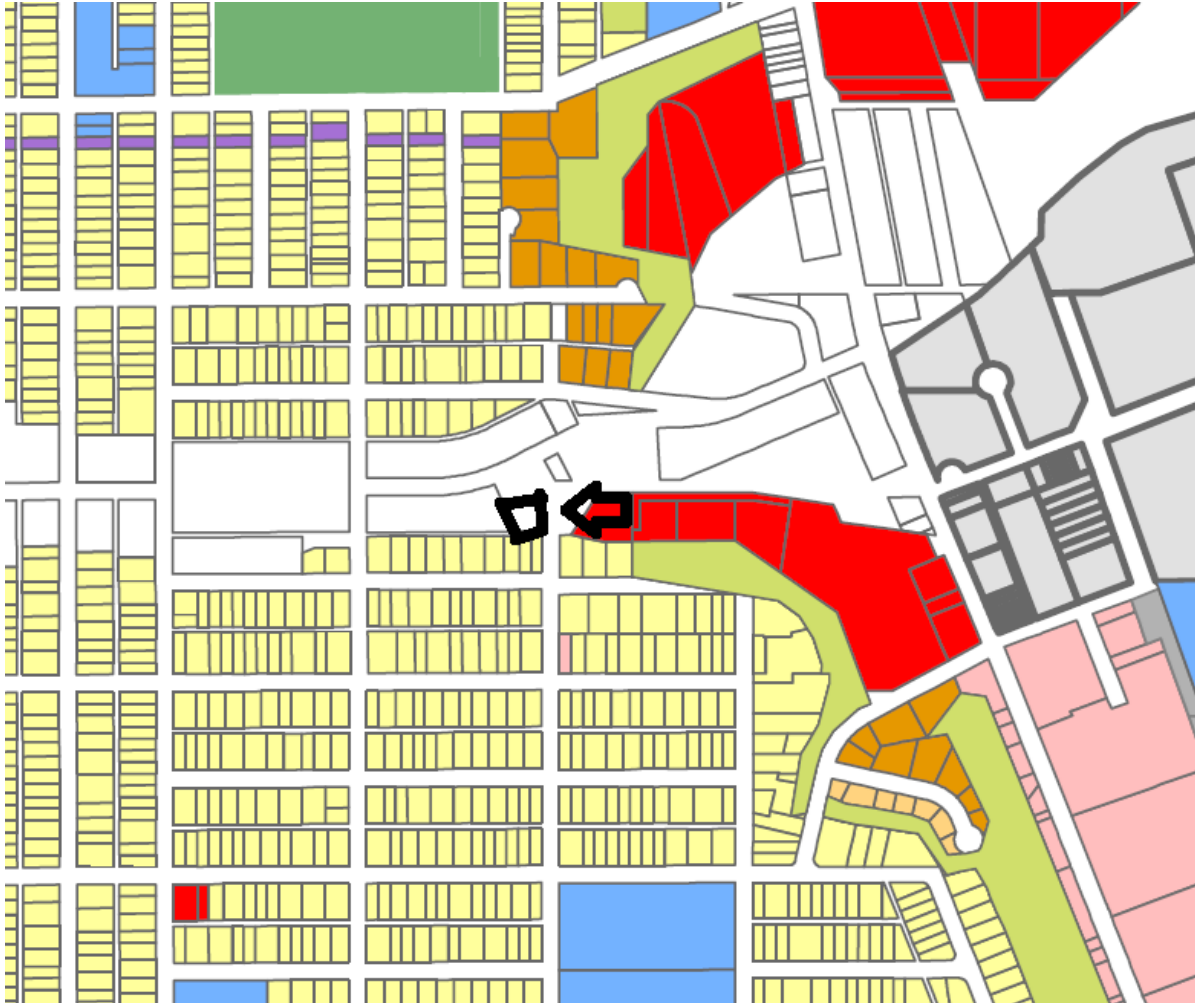


Doug Woog Ice Arena at 141 6th Street East

- Current Zoning: GB-General Business
- Existing Future Land Use Map Guidance: Consists of four (4) parcels. Two (2) are guided “Institutional” and two (2) are guided “Open Space.”
- Proposed Future Land Use Map Guidance: “Commercial”



Property #2: Pump House and Well #4 Next to Interstate 494



Pump House and Well #4 Next to Interstate 494

- Current Zoning: GB- General Business
- Existing Future Land Use Map Guidance: “Right-of-Way”
- Proposed Future Land Use Map Guidance: “Commercial”

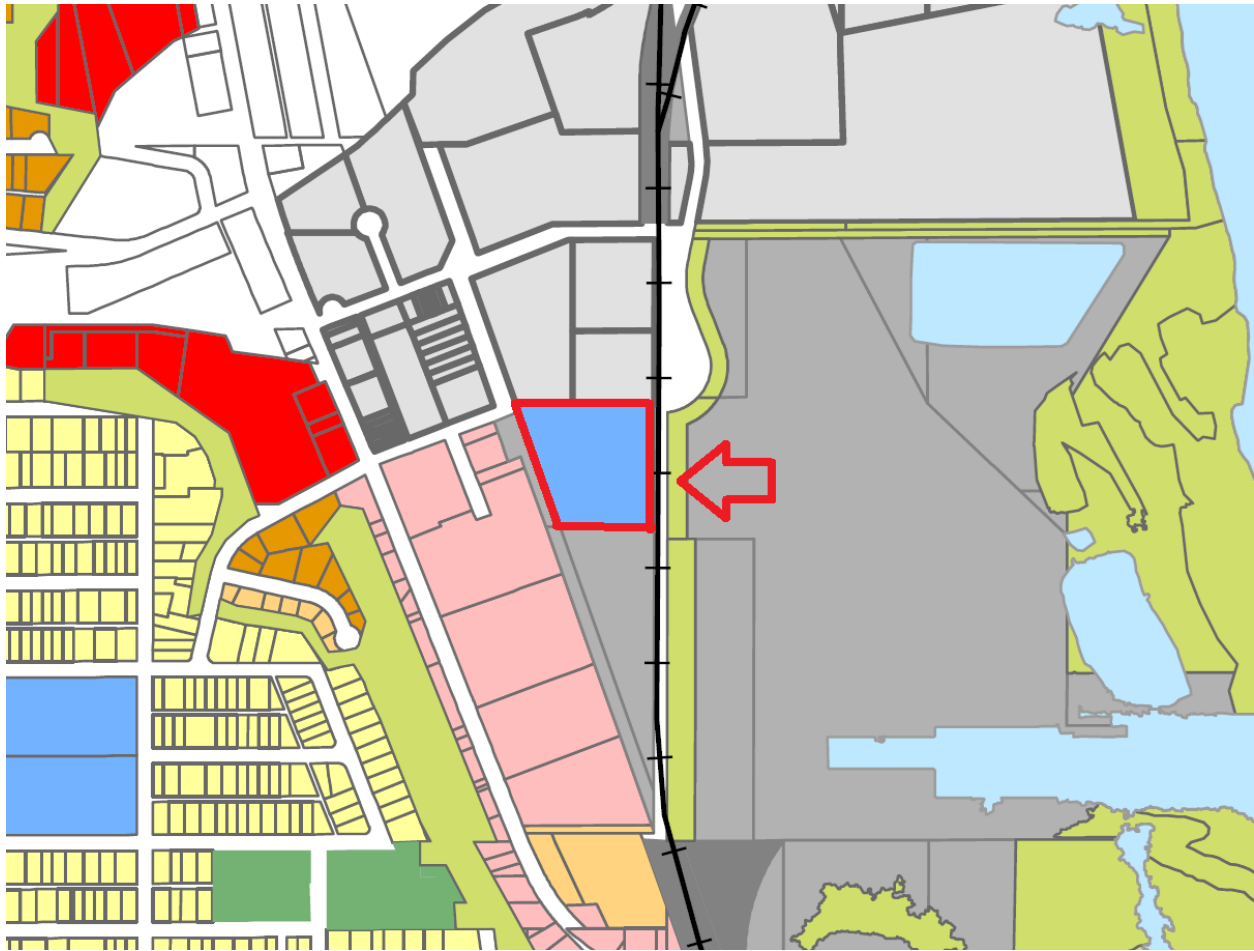


Well House and Well #3, Radium Treatment Plant, and Archery Range on Parcel at Intersection of Wentworth

- Current Zoning: R-2 Single and Two Family Residence
- Existing Future Land Use Map Guidance: "Open Space"
- Proposed Future Land Use Map Guidance: "Institutional"



Property #4: City's Public Works Garage at 400 Richmond Street East



City's Public Works Garage at 400 Richmond Street East

- Current Zoning: I-Industrial
- Existing Future Land Use Map Guidance: "Institutional"
- Proposed Future Land Use Map Guidance: "Industrial"

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NUMBER 2025-59

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2040 COMPREHENSIVE
PLAN TO UPDATE THE FUTURE LAND USE MAP GUIDANCE FOR CITY-OWNED
FACILITIES**

WHEREAS, the City of South St. Paul enacted its 2040 Comprehensive Plan on October 19, 2020 following the Metropolitan Council's approval of the plan at their regular meeting on September 23, 2020; and

WHEREAS, the 2040 Comprehensive Plan contains a future land use map that provides land use guidance for all parcels within city limits; and

WHEREAS, City Staff and the City Attorney have identified four inconsistencies between the future land use map and the zoning map that relate to properties that host City-owned facilities; and

WHEREAS, City Staff and the City Attorney feel that the current zoning of these facilities better reflects the City's current strategic direction and the inconsistencies would best be addressed with a comprehensive plan amendment to update the future land use map; and

WHEREAS, the South St. Paul City Council has initiated a comprehensive plan amendment to update the future land use map guidance for City-owned facilities; and

WHEREAS, the proposed comprehensive plan amendment affects a small amount of land, all affected parcels are at least ¼ mile from municipal boundaries, and there is no housing component to the amendment; and

WHEREAS, the City's Metropolitan Council Sector Representative Merritt Clapp-Smith formally waived the 60-day adjacent and affected jurisdiction review via an email that was received by City Staff on April 30, 2025;

WHEREAS, the Planning Commission held a public hearing for the proposed comprehensive plan amendment at their regular meeting on May 7, 2025. After considering the amendment and all public comments, they recommended approval of the amendment with a 7-0 vote; and

WHEREAS, the City of South St. Paul understands that the Metropolitan Council may issue advisory comments as part of an approval; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit proposed comprehensive plan amendments to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul, Minnesota as follows:

1. The City Planner is directed to submit the comprehensive plan amendment updating the future land use map guidance for City-owned facilities.
2. The City Planner shall work with the City's consultants and the Metropolitan Council to respond to any advisory comments given by the Metropolitan Council as part of their approval.
3. The City Planner shall work with the City's consultants to prepare an updated future land use map that shows the correct colors for future land use and correctly shows the total acreage of each land use.

Adopted this 19th day of May, 2025

City Clerk

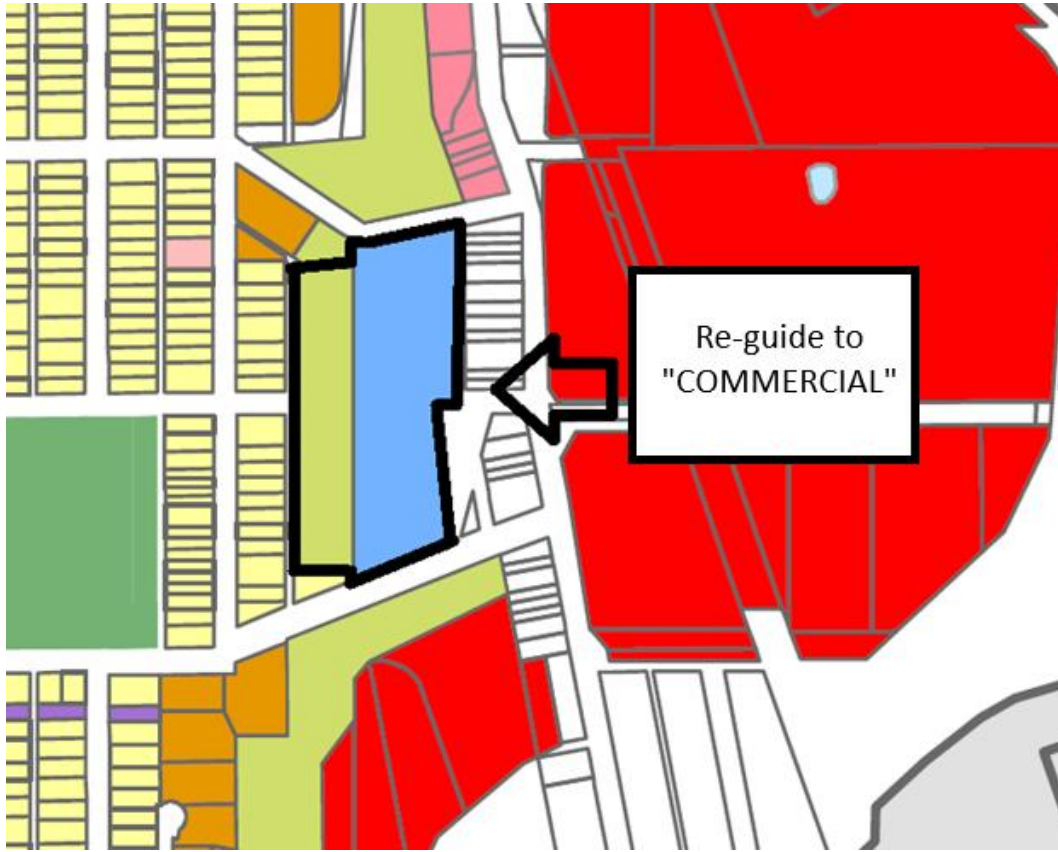
ATTACHMENTS

A- Proposed Future Land Use Map Changes

ATTACHMENT A PROPOSED FUTURE LAND USE MAP CHANGES

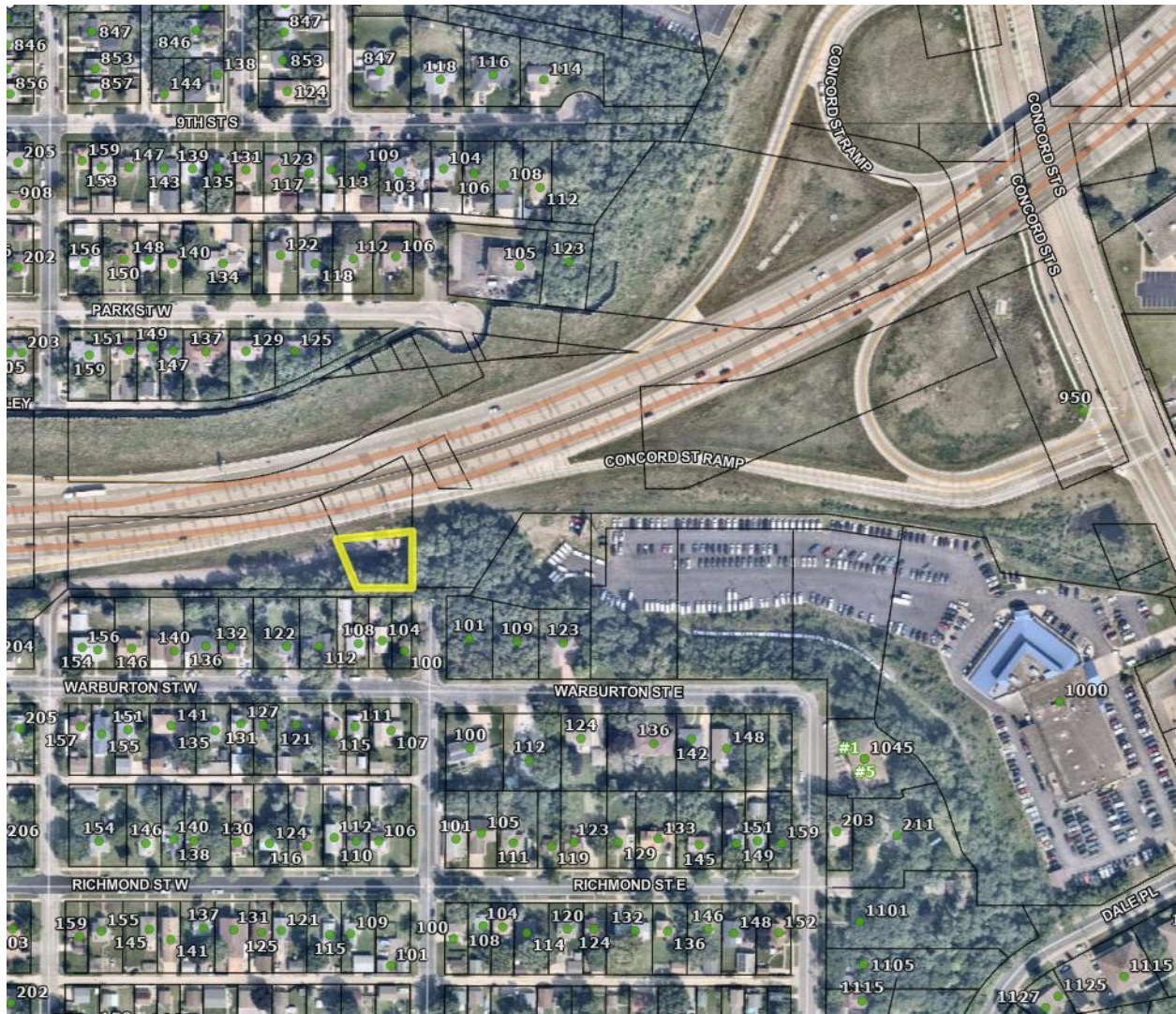


Property #1: Doug Woog Arena at 141 6th Street South

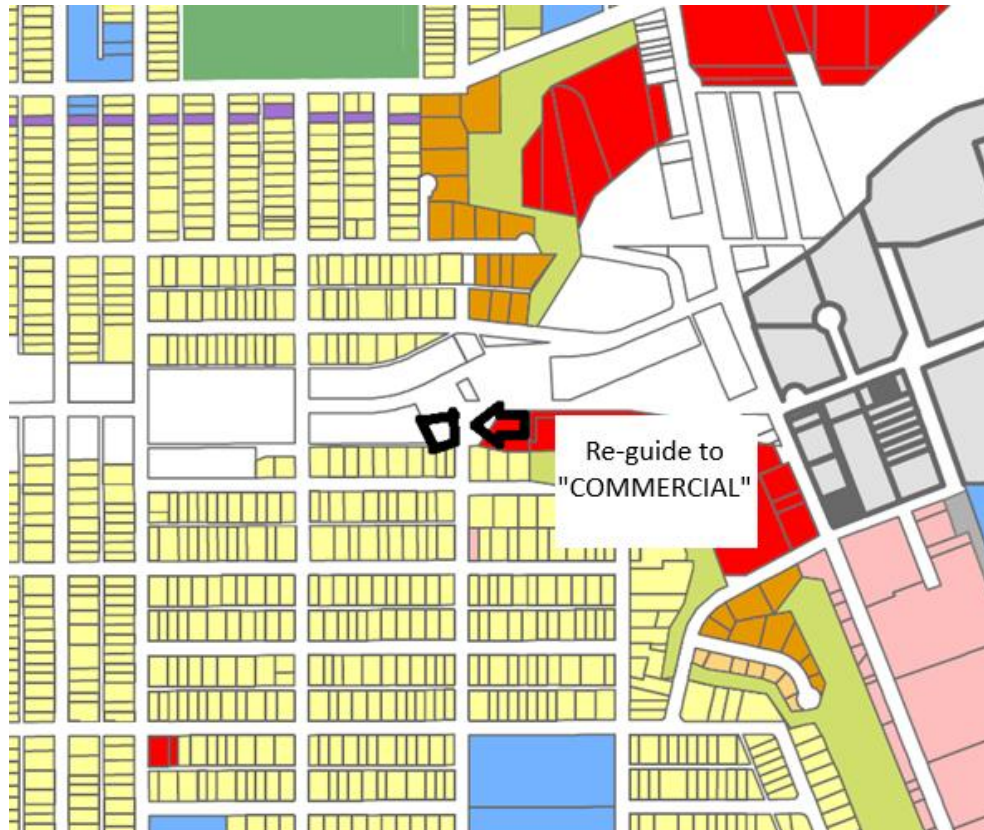


Doug Woog Ice Arena at 141 6th Street East

- Current Zoning: GB-General Business
- PID #'s:
 - 36-75100-12-100
 - 36-75151-13-260
 - 36-46000-02-090
 - 36-46000-00-080
- Existing Future Land Use Map Guidance: Consists of four (4) parcels. Two (2) are guided "Institutional" and two (2) are guided "Open Space."
- **Proposed Future Land Use Map Guidance: "Commercial"**



Property #2: Pump House and Well #4 Next to Interstate 494



Pump House and Well #4 Next to Interstate 494

- Current Zoning: GB- General Business
- PID #: 36-65820-06-150
- Existing Future Land Use Map Guidance: "Right-of-Way"
- **Proposed Future Land Use Map Guidance: "Commercial"**



Property #3: Well House and Well #3, Radium Treatment Plant, and Archery Range on Parcel at Intersection of Wentworth

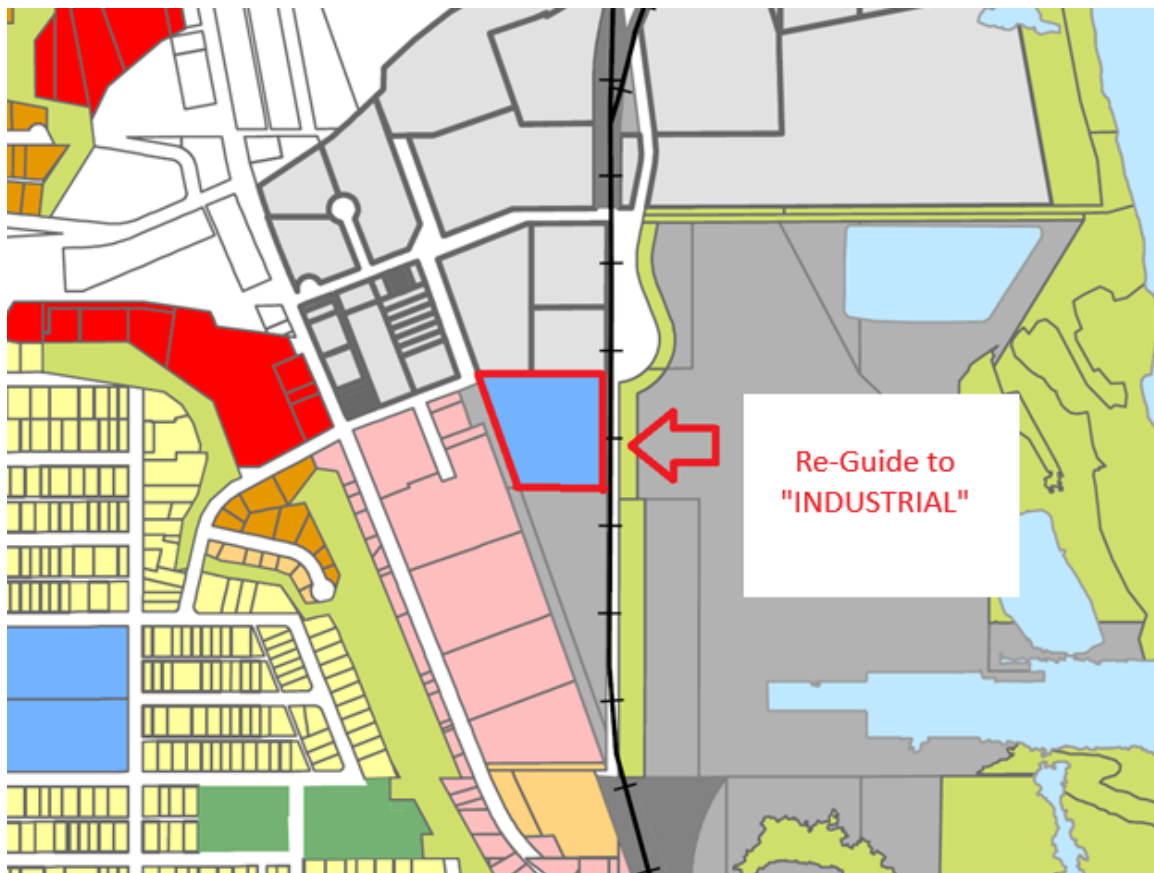


Well House and Well #3, Radium Treatment Plant, and Archery Range on Parcel at Intersection of Wentworth

- Current Zoning: R-2 Single and Two Family Residence
- PID #: 36-83576-01-010
- Existing Future Land Use Map Guidance: “Open Space”
- **Proposed Future Land Use Map Guidance: “Institutional”**



Property #4: City's Public Works Garage at 400 Richmond Street East



City's Public Works Garage at 400 Richmond Street East

- Current Zoning: I-Industrial
- PID #: 36-03400-06-010
- Existing Future Land Use Map Guidance: "Institutional"
- **Proposed Future Land Use Map Guidance: "Industrial"**



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Economic Development
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 11.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Library Reuse Study Conclusion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Receive information about the conclusion of the library reuse study and engage the consultant with any questions.

OVERVIEW

In 2024, the City received funding through a grant from the Minnesota Department of Employment and Economic Development (DEED) to help study options for repurposing the former South St. Paul Library. At the August 5, 2024 City Council meeting, the City Council awarded the project to New History. New History is a Minneapolis-based firm that specializes in historic building reuse projects. The purpose of the reuse study was to explore practical reuse strategies based on the physical condition of the building, community input, and market information. The purpose of the study was not to hand select several individuals or businesses to take over the building.

Over the past 9 months, New History has worked diligently on the library reuse study which was broken down into 4 steps:

- Step 1: Building Definition
- Step 2: Program Development
- Step 3: Project Funding
- Step 4: Conclusion

Step 1 involved a deep dive into the physical condition of the building, the building's neighborhood context, and historical significance to better define the building within the context of redevelopment. This step revealed that overall, the building's physical condition is in good shape but that remedial work would be necessary for reuse. This work would include updates to the mechanical systems (including a new boiler), a new roof, hazardous material abatement, and waterproofing of the building. The significance of the library building as a community asset during the twentieth century means there is a high likelihood that the building is eligible for the National Register of Historic Places.

Step 2 looked at how the building could be used, both in terms of the physical use of the space as well as the operating model. This step involved extensive community engagement that started at On the Road Again in 2024 and spanned through an Open House in February 2025. Community engagement ranged from surveys to in-person discussions to open houses. Targeted engagement of key stakeholders such as community leaders and representatives was also leveraged to understand their level of support and opportunities for reuse. Finally, the project team engaged with a handful of private developers to get a read on the level of interest in taking on this type of reuse project and how market forces impact the potential for the project. The community and stakeholder engagement revealed a strong interest in reusing the building and a general interest in using the space for public/community/recreational use or a commercial use such as a restaurant, coffee shop or other commercial use. While many private developers were intrigued by the property, they all cited market conditions as a barrier and most were not interested in taking on the development. Some seemed more willing to take on the project if there was a commitment from a future tenant. This step also addressed options for ownership. The popular option was to explore sale to a private owner with a development agreement.

Step 3 addressed the financial feasibility of a reuse project led by a private developer. This started with basic space planning, review of various relevant codes (Building Code, etc), and defining a baseline scope of work to get the building into working order regardless of the future use. Costs were estimated for a "hold and maintain" scenario (where the City would continue to hang onto the building until a future user is found), a "Base Building" improvement scenario, and a "Tenant Improvements" scenario (with both low-end and high-end costs). Conceptual operating pro-formas were crafted for each of the different scopes. This step revealed the range of costs related to a reuse project, the comparative projected market value in comparison to the cost of reuse, and discussed gap funding sources that may be available. The analysis of potential funding sources highlights opportunities to help with the gap but provides a sobering reality of the gap. The market value of the property compared to the cost to rehab and improve the property explains why some of the city's initial efforts to find a new user for the space were unsuccessful.

Step 4 is the concluding step which includes a final report that is currently being compiled by New History and a presentation to the City Council. Katie Kuisle and Kirk Davis will be in attendance to deliver a summary presentation and answer any questions from the Council.

SOURCE OF FUNDS

DEED Grant

ATTACHMENTS

1. 2025-05-19 SSP Feasibility Study Conclusion - Council Meeting Packet



NEW HISTORY

AMERICAN LEGION MEMORIAL LIBRARY ADAPTIVE REUSE FEASIBILITY STUDY

COUNCIL MEETING

May 19, 2025



PROJECT FUNDING SUMMARY

The third step of this study analyzes the project financial feasibility to renovate the former South St. Paul library for its next use. This Step identified and evaluated the potential funding sources available for a rehabilitation project in comparison to the estimated total development cost to identify the project funding “gap”. Finally, operating financial viability was conceptually modeled for potential uses for the former library building.

Key Findings

1. Estimated costs for the future of the library building were assessed as:
 - The annual cost budgeted for the City to hold the building: \$30,000+
 - The cost to rehabilitate the building at a Base Level: \$2,300,000
 - The cost for a range of interior Tenant Improvement (TI) Build-Outs: \$2,000,000 - \$3,000,000

The total cost of a reuse project (including building rehabilitation and tenant improvements) ranges from **\$4,300,000–\$5,300,000**.

2. The projected market value of the library building, after a rehabilitation project, ranges from **\$830,000–\$2,500,000** which is significantly less than the cost required to renovate the building.
3. A private owner (developer) will be able to contribute traditional debt and equity (i.e. a combination of loans and cash) up to the perceived market value. The remaining project funding sources (“gap sources”) will need to come from unconventional debt, tax incentives, and grants, or other forms of project subsidy. Gap sources have prerequisites, approval processes, scope requirements, and application schedules meaning it could take a significant amount of time to secure complete project financing.
4. The amount of conventional debt (i.e. a loan) that a private developer can obtain is limited by many factors, including the projected market value of the completed project, the operating income of the building, and the developer’s own capacity to repay the loan. A conventional project loan for this reuse is likely to be in the range of **\$580,000–\$1,750,000**.
5. One of the most likely gap funding sources for a private developer is tax incentives. Historic Tax Credits could range from **\$500,000–\$1,500,000**. New Market Tax Credits may bring an additional **\$1,000,000** in financing to the project. Investment Tax Credits (i.e. energy incentives) may also be available.
6. Any project is contingent on identifying a use (“tenant”) that can pay rent in order to generate building income; without a tenant, the owner of the building will lose money each year. Even with minimal improvements, it may be feasible to achieve a viable operating model that is financially neutral or even positive.

CONCLUSIONS

INTRODUCTION

The final step of this study was to summarize the activities, compile the key findings, and make recommendations for possible actions. We refer to the “Key Findings” from each step, and offer a brief summary here:

Step 1 found that the building is in fair condition and offers opportunity for various programs of reuse, with some significant maintenance and abatement needed. It has a likelihood of National Register eligibility, and is limited in parking, size, and opportunity for expansion.

In Step 2 different options for reuse were considered and discussed. The exploration started with community engagement and key stakeholder engagement. With numerous ideas for occupancy, the study then turned to options for ownership, working closely with City Staff and City Council for feedback. The popular option was to explore sale to a private owner with a development agreement. Concurrently, outreach to private developers was done to inform on the opportunities and challenges of reuse, local market trends, and conditions for a successful project.

Step 3 then sought to inform a reuse project led by a private developer. This included basic space planning and code review, and defining a baseline scope of work needed for the building regardless of use, and then defining a “low” and “high” scope of work that represent the range of various build-outs that are possible. Costs were then estimated for the work, and a sources and uses analysis was performed, along with the crafting of a conceptual pro-forma.

SUMMARY

The first three steps, and specifically Step 3, illustrate that there is a “funding gap” for reuse of the building. Our opinion of current market conditions, from high interest rates to rising construction costs, is that many building reuse projects are currently faced with a gap. However, this study has sought to inform this gap as much as possible to inform next steps. There are still many variables, including funding sources, potential developers, and most of all tenants, but the current position can be summarized by the following possible paths:

To move forward toward a private development, we suggest that there are two paths; filling the gap or increasing the market value of the property. We offer that this reuse study provides extensive information to inform these paths, in particular the sources and uses analysis.

There remain alternate actions the City can entertain, which extend beyond the limits of this study and may not align with the City and Community input, but are mentioned for completeness. These can be summarized as: Changing the definition of the reuse project by considering properties and considerations outside this study; Re-considering development as a public development; or selling the property with no development agreement or controls.



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 11.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Marie Avenue Phase II Reconstruction Project Design Options

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Selection of Option 1 or 2 for the proposed Marie Avenue Phase II Reconstruction Project design.

OVERVIEW

The reconstruction of the Marie Avenue corridor, from 3rd Avenue to 21st Avenue, is set to be completed in 2025 and 2026. Phase 1 of the project, which spans from 3rd Avenue to 9th Avenue, will be constructed in the summer of 2025. Phase 2, covering the area from 9th Avenue to 21st Avenue, is scheduled for completion in 2026.

The city has secured two separate \$1,000,000 Safe Routes to School Grants for each project phase. This funding requires the installation of bike lanes on both sides of the street and a sidewalk on one side. Recent discussions at city council work sessions regarding the proposed design for Phase 2 were held on April 28 and May 12. The council directed staff to present two design options for consideration.

Option 1: Design according to the Safe Routes to School Grant

- 11-foot travel lanes
- 6-foot bike lanes on both sides
- 5-foot sidewalk on the north side
- 8-foot parking lane on one side only

Option 2: Design according to the City of South St. Paul Standard Street Design

- 11-foot travel lanes
- No bike lanes
- Sidewalk replaced only where it currently exists (no extension)
- 8-foot parking lanes on both sides

At the city council meeting, staff will provide further details on both options, including estimated costs and funding sources.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 11.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Economic Development Authority (EDA) - 2024 Annual Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to accept the 2024 Economic Development Authority Annual Report.

OVERVIEW

The Economic Development Authority's (EDA's) Bylaws establish that the EDA provide a summary of its activities in an annual report to the City Council. The 2024 EDA Annual Report is enclosed and provides an overview of the EDA's activities in the past year. EDA efforts continued to be focused on business retention and expansion, redevelopment of vacant, blighted, and underutilized properties, and supporting small business development in SSP through various programs and partnerships. Congratulations to the EDA, City Council, and City Staff on a successful year!

SOURCE OF FUNDS

The EDA is funded through a special purpose property tax levy in accordance with Minnesota Statutes.

ATTACHMENTS

1. EDA Annual Report-2024



MEMORANDUM

To: South St. Paul Economic Development Authority

From: City Staff

Subject: 2024 EDA Annual Report

Date: May 5, 2025

Purpose

This report provides relevant information about the activities of the South St. Paul Economic Development Authority (EDA) during 2025 and fulfils the requirement stated in the EDA's bylaws to submit a report detailing annual activities to the City Council.

2024 EDA Members

Pam Bakken
Jimmy Francis
Lori Hansen
Joe Kaliszewski
Todd Podgorski
Tom Seaberg
Matthew Thompson

2024 EDA Officers

President- Jimmy Francis
Vice President- Tom Seaberg
Executive Director – Ryan Garcia
Secretary- Deanna Werner
Treasurer- Jimmy Francis
Assistant Treasurer- Clara Hilger

1. Permits for 2024

743 building permits were issued in the calendar year of 2024, representing a decrease of approximately 15% from 2023 and the lowest since 2020 when 664 Building Permits were issued. Total permit fees in 2024 eclipsed \$22,500,000, down less than 4% from 2023 but still the fifth-highest total on record for the City. Included in these permits were the permits for Asian Mart, United Rentals, and the Lab (remodel), among others.

	----- CURRENT RANGE ----- 1/1/2024 - 12/31/2024			
	QTY	BASE FEE	VALUATION	PLAN REVIEW
Building Subtotal	743	164,531.50	18,539,513.00	50,837.05
Electrical Subtotal	434	36,794.90	0.00	0.00
Mechanical Subtotal	327	36,172.78	708,554.00	0.00
Plumbing Subtotal	304	72,188.92	2,510,746.00	0.00
Point of Sale Subtotal	274	9,975.00	0.00	0.00
Sewer & Water Subtotal	40	6,400.00	0.00	0.00
Sign Subtotal	13	1,666.25	52,455.00	0.00
Zoning Subtotal	121	21,078.50	872,666.00	0.00
Total	2,256	348,807.85	22,683,934.00	50,837.05

2. Fund Transfers

In January 2024, the EDA passed a series of resolutions to formally close a number of “legacy” funds of the HRA that no longer had a programmatic purpose, but which continued to have cash balances. In the resolutions, the EDA transferred the fund balances to the EDA’s Fund 20284 (Development) and Fund 20298 (Housing Reinvestment) in order to support programs and carry out initiatives that were identified in the City’s Economic Development Strategy and Master Housing Strategy.

3. Mortgage Satisfactions

In 2024, the EDA approved the satisfaction of two (2) mortgages. When these loans are satisfied, the payoffs are either submitted to the Dakota County Community Development Agency (CDA) for redistribution through their Community Development Block Grant (CDBG) Home Improvement Loan programs, or retained in the EDA’s Fund 20298 for redistribution through our Housing Reinvestment programs.

Applicant #931- \$40,000 (\$25,000 in principal, \$15,000 in interest) (Submitted to CDA)

Applicant #960 - \$26,570 (\$16,606 in principal, \$9,964 interest) (Retained by EDA)

4. Successful Launch of Home Improvement Loan Programs

While technically launched in November 2023, the EDA's Home Improvement Loan Programs were successful in expanding the availability of financial support that our homeowners and landlords are able to access to reinvest in their residential properties. In 2024, the program closed five (5) loans to homeowners at a fixed interest rate of 3.875% for a 15 year repayment period and twelve (12) loans to homeowners that were eligible for 0% interest, deferred repayment due to the fact that at least one of the applicants were aged 55 or older and the owner of their property for at least five consecutive years prior to applying. These programs, which complement programs offered by our partners at the County and State level, are critical tools in preserving, maintaining, and improving South St. Paul's housing stock.

5. Key Development and Redevelopment Activities:

- Difficult Year for Prospective Developments

There is no sugar-coating it: 2024 saw numerous South St. Paul development projects evaporate in the pipeline due to a persistently challenging interest rate and cost environment for small developers. The EDA approved numerous termination agreements in 2024, beginning with the April 2024 termination of purchase agreement for the "Vaquero" project, the May 2024 termination of development agreement for the 110 Bridgepoint Court project (Binder), the August 2024 termination of preliminary development agreement for the Wakota Crossing project (Capital Partners), the September 2024 termination of development agreement for the SSP Animal Hospital project, and the December 2024 termination of preliminary development agreement for a modified Wakota Crossing project (Interstate).

- TIF Districts

Tax Increment Financing ("TIF") is an economic development tool in which a City uses the increase in property taxes that a new real estate development generates to finance costs of the development. Cities and development authorities make a policy decision to utilize TIF in order to spur development or redevelopment that would not otherwise occur. The South St. Paul Economic Development Authority (the "EDA") is granted the power to utilize TIF in accordance with Minnesota Statutes §469.174 through 469.1791. In 2024, the following actions were taken with respect to TIF:

- In June, the EDA adopted Resolution 2024 – 10, which modified the Tax Increment Financing Plan for the Grand Avenue Gateway Tax Increment Financing District by eliminating parcels south of Grand Avenue from the District's boundary. This action was taken after the Vaquero housing project (adjacent to the Drover) failed to materialize and Staff and our TIF Consultants determined that the removal of these parcels from the Grand Avenue Gateway TIF was necessary to both consolidate the focus of the Grand Avenue Gateway TIF District and to best prepare the EDA to respond to future development interest and opportunities to the south of Grand Avenue.

- In July, the EDA approved Resolution 2024 – 13, rescinding previous EDA Resolutions that were adopted in 2022 to effectuate the creation of the Vaquero Tax Increment Finance District. Essentially, this was another “housekeeping” action made necessary by the failure of the Vaquero project to advance.

- The Backyards Tax Increment Financing (TIF) Note

In August, the EDA approved Resolution 2024 – 15, approving a Tax Increment Revenue Note for the Backyards Project. The Backyards is a 111-unit, 4-story building with under-building parking at the site of a former bi-level surface parking lot (built into the bluff). The EDA approved a Pay-as-you-go TIF Note in an amount not to exceed \$2,500,000 to support the project, which had a total development cost of approximately \$27,000,000 and a partial-year taxable value (for 2025) of almost \$19,000,000.

- 139 Grand Avenue East Demolition

The EDA purchased 139 Grand Avenue East, formerly occupied by Twin City Pallet Company, in 2021 as a strong step forward in pursuing the implementation of the Hardman Triangle Redevelopment Plan. Due to vandalism, blight and other hazards of the building, the decision was made to demolish the existing building and a call for bids was placed in January of 2024. The low bid was awarded to Fitzgerald Excavating and Contracting in February 2024, with demolition completed in June of 2024.

- Gap Loan – Hrvatski Dom

In October, the EDA approved Resolution 2024 – 23 to provide a zero-interest, deferred gap loan to Hrvatski Dom Association (Croatian Hall). This unique arrangement sees the EDA serving as a bridge so that the Cro can complete improvements at the historic community landmark, to be reimbursed by a grant through the State of Minnesota. Funds are being utilized to update HVAC, Fire Suppression, and Kitchen facilities as well as to make ADA improvements and other needed structural and cosmetic improvements at the Croatian Hall.

- Payoff of Quick-Serv License Center Loan

In November, the EDA approved Resolution 2024 – 24, which acknowledges the payoff of a \$149,500 loan to Quick-Serv License Center. The loan was instrumental in helping Quick-Serv relocate from space in South St. Paul City Hall to its current location at 820 Southview Boulevard, providing funding for tenant improvements and technology and helping Quick-Serv expand its job count by 20%.

- Hardman Triangle – Preliminary Development Agreement

In November, the EDA approved a Preliminary Development Agreement with ZAS, LLC for a dramatic redevelopment of an approximately 5.6-acre site at the northeast corner of Grand Avenue East and Concord Street North. The developer’s proposed concept seeks to transform the site, which is currently vacant but was previously developed with industrial uses including the Dakota County Technical College's meat-cutting school, 20/20 Brand Solutions, yard space for

Twin City Pallet Co., and more historically several ag-industrial buildings of the former Swift & Co. packinghouse campus. The EDA and Developer's vision aligns closely to the mixed-use, walkable, livable vision for this area as identified in numerous City plans over the past 25 years: they propose adding an independent restaurant, "destination retail" (currently vetting an indoor pickleball center), and nearly 200 units of market-rate housing at the site in a two-phase development program. Pre-development work is slated to commence with surcharge for the destination retail and restaurant sites in Q2 2025, with site work for the first phase residential building anticipated Q4 2025/Q1 2026.

- **TBRA Investigation Grant Application**

In November, the EDA approved Resolution 2024 – 25, supporting an application to the Metropolitan Council's Tax Base Revitalization Account for the completion of environmental due diligence activities at property owned by the Danner Family Limited Partnership at 843 Hardman Avenue South. The property owner is proposing the adaptive reuse of an existing building at the property and the construction of a new 80,000 square foot modern office-warehouse building to be marketed to light industrial tenants. Ultimately, the grant was approved in late 2024 and environmental due diligence completed in early 2025, indicating the need for environmental remediation as a part of future development. More to come on this one in the 2025 report!

5. Key Policy Actions

- **Renewal of Open to Business Joint Powers Agreement**

In March, the EDA approved the continuation of a Joint Powers Agreement with the Dakota County Community Development Agency (CDA), and other Dakota County municipalities, for the "Open to Business" program. Through the program, MCCD provides technical assistance and access to capital for small businesses and entrepreneurs. The program's designated business advisor is available on-call for consultations in South St. Paul through staff and community referrals as well as their external marketing efforts. The Open to Business program has been successful in South St. Paul, and our local Open to Business Advisor, Natalie Mouilso, has been an invaluable resource to our local small business community.

- **Establishing a Housing Reinvestment Fund**

While administration of the HRA's Home Rehab Loan Program was shifted to Dakota County CDA in 2015 and CDA continues to offer this program in SSP for low- to moderate- income households, the City Council identified a need to expand the resources available for a broader swath of households in South St. Paul that wish to reinvest in their homes, including seniors on fixed incomes and new working families. In February the EDA established the Housing Reinvestment Fund, in order to administer low-interest loan programs to facilitate reinvestment in the City's stable but aging housing stock, a policy decision made in late 2023 to establish a more inclusive renovation and rehabilitation loan program within South St. Paul to complement and supplement the offerings already available through the CDA and Minnesota Housing Finance Agency (MHFA).

- Public Housing Assessment by Nan McKay & Associates

In August, the EDA authorized a professional services agreement with Nan McKay & Associates to conduct an assessment of the organizational function and operation of the City's public housing program. Concluded in early 2025, the assessment revealed opportunities for slight modification to the organizational chart, additional training and certifications necessary for staff proficiency and growth, and updates to key policy documents (such as the Admissions and Continuing Occupancy Policy). In addition, the consultant provided guidance on a number of best practices that the public housing program should implement to improve accounting, recordkeeping, and program management.

- Public Housing Project Development Agreement with Johnson Controls, Inc.

In September, the EDA authorized a project development agreement with Johnson Controls to develop a proposed solution and infrastructure plan utilizing the most efficient resources possible, at the lowest cost to us, in order to complete these projects. The project development agreement represented a key first step to allow the EDA (through the HRA) to enter a new Energy Performance Contract (EPC) with HUD, along with the Rate Reduction Incentives (RRI) that the HRA received annually through a previous contract. Identified projects are found in the HRA's Annual Plan and Capital Plan, and represent key investments into the public housing properties to ensure the longevity of the properties for our senior residents to continue to have quality, safe, and affordable homes.

6. Upcoming Development Prospects:

- Wakota Crossing

Mentioned above, Danner Family Limited Partnership (DFLP) is advancing a multiple-phase light industrial development that is envisioned to add three new buildings with more than 300,000 SF of leasable flex office, warehouse, and production space to the market. Stated to begin in Q2/Q3 2025, phase one of this development encompasses the repurposing of the existing Danner Fleet Maintenance and office facility for a new tenant, removal of the retail fueling facility, construction of a speculative 80,000 square foot office-warehouse building, and the construction of a new roadway and utilities extension (Verderosa Avenue) to provide through connection from Hardman Avenue South through the Wakota Crossing Industrial Park to existing Hardman Avenue, just under the Wakota Bridge.

Concurrently, the EDA continues to explore the development potential of the EDA-owned site immediately north of DFLP's property, the former "MCES Site". While efforts to find a private development partner did not bear fruit due to site conditions, the EDA has a unique opportunity to support the potential relocation of existing Hardman Triangle businesses as well as to reserve a future home for the Central Maintenance Facility within this site. Continued due diligence and planning for this concept continues, with the potential to begin site work in mid- to late-2025.

- Hardman Triangle

Alluded to above, the EDA and ZAS, LLC are collaborating on a catalytic redevelopment of the southern portion of the Hardman Triangle with a mix of residential, commercial, and public uses that will redefine the Concord/Grand gateway. The EDA will be surcharging the restaurant/retail building pad in 2025, with construction anticipated to begin on the residential, restaurant/retail, and stormwater/public space features as soon as late 2025.

- Armour Gate Property

After seeing another development prospect back away in 2024, the Armour Gate property continues to be a frequent discussion topic with businesses and developers for new light industrial development. Staff anticipates that by early summer at least one potential development proposal will be presented for EDA consideration. Meanwhile, Staff continues to work cross-departmentally to identify a purposeful reuse and relocation option for the Armour Gates. Council's consensus has been to identify a relocation option, with a strong favorite being integration into Kaposia Landing, for these important symbols of the community's heritage.

- Concord/Villaume

True North Investments, owner of the former "Bremer Bank" property at Concord and Villaume, continues to market the site for commercial redevelopment. A serious suitor has emerged (Circle K/Holiday) with a preliminary concept, and it is possible that a formal application for site plan approval will be presented sometime in Q2 2025.

7. Property Acquisition:

In July, the EDA acquired two parcels comprising 240 Concord Street North. This property, previously home to Concord Poultry Processing/Concord Fresh Meat and prior to that home to the Shipper's Club, was a strategic acquisition to advance the implementation of the Hardman Triangle Redevelopment vision. The negotiated purchase price of \$3,750,000 was funded through the Concord TIF District Fund and Development Fund, and included estoppel payments to buy out the remaining 20-year lease and sublease at the property.



CITY COUNCIL AGENDA REPORT

DATE: May 19, 2025
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 11.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accept 2025 Goal-Setting Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to adopt the 2025 Council Goals and to accept the 2025 Goal Setting Report.

OVERVIEW

David Drown Associates (DDA) has prepared a report on the March goal setting session, summarizing the day's discussion and the identified priorities of Council and senior staff. As the report indicates, some priorities are an evolution of previous years' top priorities/goals, while additional goals, strategies and priorities have also emerged. The purpose of the report is to represent those issues and opportunities of focus that will guide the work that the City Council and Staff undertake through formal policies and actions. The report and its outcomes were discussed at a Council worksession on April 28th, with the following "synchronized" priority goals presented for the coming year and recommended for adoption tonight by the City Council:

1. Provide accessible, resilient and welcoming City Buildings and Facilities to support the community's service and recreational needs.
2. Continue to recruit and retain a skilled and service-oriented workforce.
3. Maintain a healthy, viable, and stable housing stock.
4. Continue to facilitate the redevelopment of under-improved, unimproved, and distressed properties to support the growth of the property tax base and private employment.

Upon adoption of the 2025 Goals, Staff and Council will collaborate to advance the strategies and priorities identified in the DDA report, and to guide and measure progress towards each goal.

SOURCE OF FUNDS

N/A at this time; as strategies are advanced for further implementation Staff will analyze any anticipated cost impacts.

ATTACHMENTS

1. 2025 South St. Paul Goal Setting Report



2025 Goal Setting Process Report

April 17, 2025

Prepared by DDA Human Resources, Inc.

Process

The City of South St. Paul undertook a goal setting process in March of 2025. The process included the consultant having individual meetings with the Mayor, City Council, and City Management Team as well as a facilitated group session on Saturday, March 15th. The session included:

- An Ice-Breaker/Team Building Exercise
- Mayor, Council, and Management Team presentations on recent accomplishments and priorities
- Discussion on priorities, strategies, and projects
- Discussion on actionable steps to move the priorities, strategies, and projects forward

This report summarizes the discussions from the individual meetings and facilitated session. It is intended to be a working document that is fluid as it elicits continued discussion on the priorities, strategies, projects, and action steps for the City of South St. Paul.



Participants

South St. Paul Officials

- Mayor James Francis
- Council Member Pam Bakken
- Council Member Lori Hansen
- Council Member Joe Kaliszewski
- Council Member Todd Podgorski
- Council Member Tom Seaberg
- Council Member Matthew Thompson
- City Administrator Ryan Garcia
- Asst. City Administrator/HR Director Shelly Anderson
- Airport Manager Andrew Wall
- City Clerk Deanna Werner
- Building Official Joe Heimkes
- City Planner Michael Healy
- City Engineer Nick Williams
- Finance Director Clara Hilger
- IT Director Ian Hardie
- Parks & Rec Director Shannon Young
- Police Chief Brian Wicke
- Public Works Director Howie Steenberg
- Community Affairs Liaison Deb Griffith
- Deputy Fire Chief Terry Johnson
- Housing Program Administrator Tiffany Greene

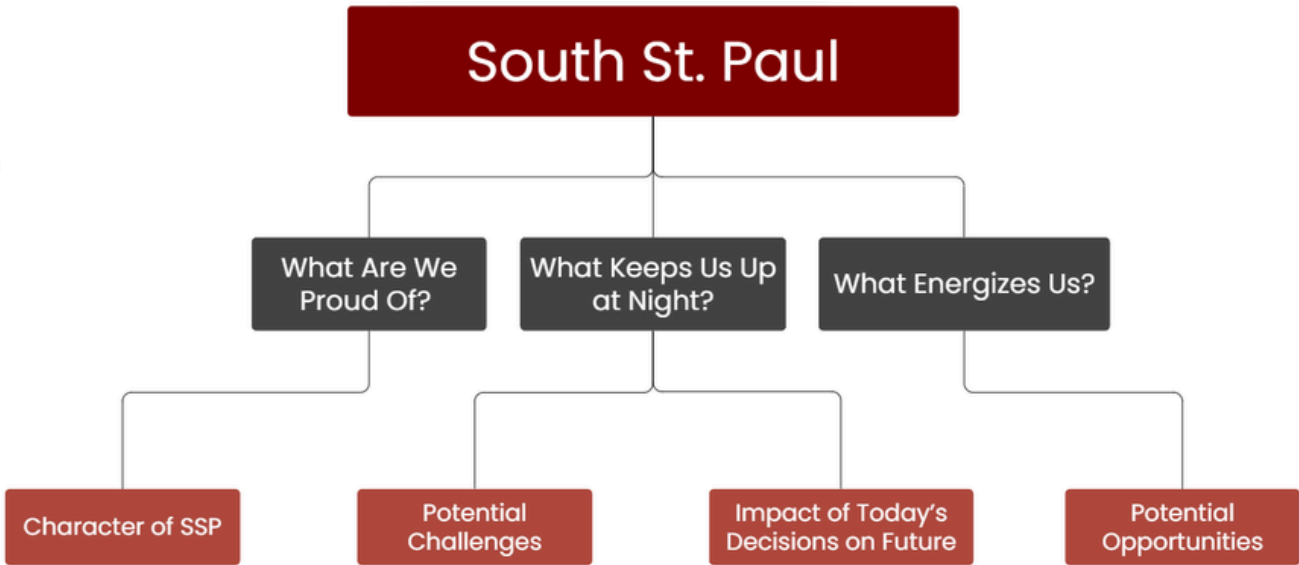
Consultants

- Bart Fischer, DDA Human Resources, Inc.
- Liza Donabauer, DDA Human Resources, Inc.

Discussion Themes

The input from the individual meetings with participants as well as the presentations of expectations by Council and Staff led to a discussion around three main themes and topics.

Themes from Pre-Session Meetings



Priorities/Strategies/Projects

This chart represents the priorities, strategies, and projects that came out of the group discussion during the strategic planning session. This list is in no order of importance and is meant to be fluid and adaptable. It is recommended that the South St. Paul Team regularly discuss target timelines and lead people/persons for each priority, strategy, and project.

For more information surrounding each PRIORITY/STRATEGY/PROJECT, please see the Supplemental Information section at the end of this report.

PRIORITY/STRATEGY/PROJECT	TARGET TIMELINE	LEAD
BUDGET FORECAST 1. Research the Pros & Cons of a rolling or biennial two-year budget and have a policy discussion/ decision with the Council regarding these options 2. Take an in-depth review of the CIP process including the infrastructure fund and capital programs fund. Projects to focus on include roads/streets and aging water system		Finance Director, City Engineer, and City Administrator
STAFF & TECHNOLOGY 1. Determine the City's pay philosophy and approach to compensation 2. Obtain salary and benefit data annually from appropriate comparable organizations to analyze trends 3. Research and evaluate effective recruitment and retention trends 4. Explore opportunities to enhance the diversity of staff to mirror the community 5. Update and streamline technology across all departments. (e.g., utilize GIS system/data across multiple departments) 6. Regularly schedule staff team-building opportunities 7. Schedule quarterly meetings with the entire leadership team – Council and Management Team		HR Director, City Administrator, IT Director, and Fellow Department Heads as needed
CODE ENFORCEMENT AND RENTAL INSPECTION PROGRAM 1. Have a policy discussion with Council to provide direction on pro-active vs re-active code enforcement 2. Based on the results of #1, discuss options such as utilizing a contracted WSB inspector, coordinated code enforcement inspections by zone, and the public's involvement in submitting complaints 3. Have a policy discussion with Council regarding rental density 4. Consider the hiring of an in-house rental inspector		City Clerk, Building Official, City Administrator

Priorities/Strategies Cont'd

PRIORITY/STRATEGY/PROJECT	TARGET TIMELINE	LEAD
COMMUNICATIONS 1. Review Communications Strategy to identify and standardize priorities for internal and external communications 2. Seek ways to utilize external communications to empower a community of "givers" 3. Exercise increased communication methods to educate taxpayers (see supplemental information) 4. Establish a bi-monthly "Communications Update" on City Council Worksession Agendas		Communications Coordinator working with all Department Heads
FACILITIES 1. City Council to have discussions on and <u>determine</u> whether to move forward as well as the cost/risk of not moving forward with the Public Works Building and pool 2. Determine the future of the old library building. 3. Determine the need for a public safety (Police and Fire) facility 4. Consider a space/layout study of City Hall to address perceived silos of operation 5. Come to a decision on the Armour Gates – remove or re-locate		City Council, City Administrator, Finance Director, Public Works Director, Parks & Rec Director, Police Chief, Fire Chief
ECONOMIC DEVELOPMENT AND REDEVELOPMENT 1. Continue economic development and re-development efforts and opportunities as well as business retention and attraction efforts 2. Have a conversation and make a part of the communications strategy the realistic expectations around business types		City Administrator and City Planner
PUBLIC SAFETY 1. Pursue development of a Risk Assessment Study and Plan 2. Continue to explore enhanced and effective recruitment and retention efforts to maintain and develop an effective Public Safety Team		Fire Chief and Police Chief



Summary/Conclusion

The key takeaways from the session, as shared by the participants, are as follows:

- There is enthusiasm about the Public Safety Team further exploring a Risk Assessment Plan.
- There is excitement around focusing on employee retention initiatives.
- The Council and Management Team engaged in respectful and productive conversations, which allowed the Council to gain valuable insights from the Management Team.
- The Leadership Team (Council and Management Team) collaboratively defined actionable next steps.
- The City's Building Official, who interacts with 8-10 residents daily in their homes, shared valuable feedback regarding residents' concerns, needs, and expectations for City services and amenities.
- There is unanimous agreement on the need for improved communication – internal and external.
- All participants have acknowledged and committed to the action steps discussed.
- The action steps were formulated around the questions, "What would happen if we don't take action?" and "What would be the cost of inaction?"
- There is a recognition that much work remains to be done.
- The group is largely aligned in its goals and priorities.
- A clear priority hierarchy for tasks has been established.
- The Council recognizes and appreciates the work staff does.
- Action is the next step, with a concrete plan in place.
- The group is committed to moving forward with a decision: "We are done with the can we? Let's move ahead."
- The open and constructive conversations between the Council and the Management Team have been valuable.
- The group is united in how to proceed.
- Both the Management Team and Council are invested and ready to take action.
- South St. Paul is a highly functional Leadership Team.

The 2025 South St. Paul Goal Setting Process allowed the City Council and Management Team to discuss priorities, strategies, projects, and actionable steps for South St. Paul. The process allowed for listening and better understanding of individual goals in an effort to collaborate and move forward with a list of group strategies, priorities, projects, and action steps. It is recommended that opportunities are created throughout the year for updates and continued discussion by the South St. Paul Leadership Team (Council and Management Team) on the priorities, strategies, projects, and action steps as laid out in this document. This will be vital in keeping the lines of communication open for collaboration, understanding, the building of trusting relationships, and the continued momentum in maintaining and creating a successful future for the Community of South St Paul.



Supplemental Information

This section includes notes that were taken during the afternoon session where the group discussed priorities, strategies, and projects and explored action steps for each.

STAFF & TECHNOLOGY

- Is there a potential for a shared software/tech platform across departments? This could help break down silos between departments and provide better customer service (internal/external). This would require quite a bit of staff time on the front end which will be a heavy lift for many, but the benefits could be exponential.
- Investigate whether the City can utilize the GIS platform for:
 - Address location
 - Property records
 - Inspection notes and records
 - Building permits
 - Fire module
 - Front-end for customers to submit complaints, access forms, process building permits
 - Assist the City in becoming more paperless
- In an effort to demonstrate that staff is valued, the City needs to determine a pay philosophy, compensation, training and development, provide additional employee events such as the summer picnic, determine the City's niche as a recruitment tool, explore and be open to offering other employee benefits (e.g. summer hours, wellness programs, flexible hours).
 - Staff asked the City Council to allow for failure when trying new programs and endeavors.
 - Council asked staff to compile vetted comparables and data for discussion to determine pay philosophy and monitor trends.

BUDGET FORECAST

- The group expressed interest in moving forward with a two-year budget cycle/forecast. A two-year budget process will help the City Council to identify trends and plan ahead for future deficits. Staff asked Council to understand that the second year of the budget will likely be estimates.
- The group discussed taking a closer look at how the CIP is developed and whether there is a re-allocation that needs to be done in the Infrastructure or Maintenance Reserve Fund to be used to maintain the life of equipment and infrastructure.



Supplemental Information - Cont'd



COMMUNICATION (External/Internal)

- The group discussed how they have been utilizing the newly appointed Communications Coordinator position and the successes the departments have had as a result. There was an agreement amongst the group to utilize the Communications Coordinator more and effectively.
- The group discussed developing communication campaigns for the following:
 - Communicate results from the Space Study out to the public
 - Develop messaging about the Public Works Building
 - Educate the public on the Infrastructure Fund/CIP
 - Develop a video on what is under the street/pavement as an educational tool for the public
 - Utilize cable tv more on various city topics
- As a long-term goal, is there a potential to create a Legislative Commission which would include community members who could be a voice for the City on various initiatives?



FACILITIES

- There are many potential facility projects: Pool, Public Works, Police/Fire, Old Library, City Hall.
- The City is waiting to hear the results of a feasibility study on the pool. The City Council needs to determine when it will act - at failure or on a specific date.
- Discussion was had on what the associated costs and risks for not moving forward with new construction on the Public Works Building, Pool, Police/Fire, Old Library and City Hall would be.

Supplemental Information - Cont'd

CODE ENFORCEMENT PROGRAM

- Discussion was had on pro-active vs re-active code enforcement. Currently, the City is unable to be pro-active due to a lack of staffing power.
- The following ideas were brought forth for exploration:
 - Public involvement in submitting complaints
 - In-house rental inspector
 - How to address rental density
 - More needs to be learned about coordinated zone code inspections/enforcement – Rosemount was brought up as an example
 - A plan should be developed for license inspectors
 - Can the services of WSB be utilized more in the area of code enforcement
 - Can code enforcement become some sort of revenue source

ECONOMIC DEVELOPMENT AND RE-DEVELOPMENT

- The group touched on the future of the Hardman Triangle, Wakota Crossing, and Marie/Southview as well as other re-development opportunities for some of the city's older and more run-down properties.

PUBLIC SAFETY

- The Deputy Fire Chief discussed the Department's initial work on a risk assessment study and developing a plan to reduce risks. This study could include environmental assessments, fire, crime, and health issues within a community and identify risks that affect community members, such as falls, mental health, substance abuse, diabetes, cardiac arrest and other health issues. The plan would identify the need for resources such as social workers and assigning a specialist with an EMT.

RELATIONSHIPS

- There was a brief discussion on the City continuing to enhance its relationships with various community and regional partners including state legislators.

