



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

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

Monday, November 17, 2025
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

- A. 2025 Sustainability Recognition Award Program
- B. 2025 SSP vs WSP Border Battle to Knock Out Hunger Event

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 November 3, 2025 Council Meeting and November 10th, 2025 Work Session.
- B. Accounts Payable
- C. Business Licenses
- D. Certification of Delinquent Utility Bills, Resolution 2025-129
- E. Submittal of Application for the 2026 Private Property Inflow and Infiltration Grant Program
- F. Assessment Deferments — Parcel No. 367285025107 and Parcel No. 367285025311

- G. Approve Conditional Offer of Employment for Office Support Specialist
- H. Sewer Service Claim Settlement Agreement – 118 2nd Avenue S
- I. Resolution 2025-132, Authorizing the Recording of FAA Airport Improvement Program Grant Agreement

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

- A. Call for a Public Hearing to consider a Consumption & Display Permit at 421 Marie Ave.

11. GENERAL BUSINESS

- A. Voting Precincts for 2026 Election Cycle
- B. Conditional Use Permit for a Reception Hall at 421 Marie Avenue
- C. Conditional Use Permit for Cannabis Cultivation and Manufacturing at 205 Hardman Avenue South
- D. First Reading: An Ordinance Updating Zoning Rules for Accessory Parking Lots and Parcels with Multiple Principal Buildings

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

2025 Sustainability Recognition Award Program

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

N/A

OVERVIEW

The South St. Paul Sustainability Task Force will present the 2025 South St. Paul Sustainability Recognition Awards to Doeren Lighting and Clark Grace United Church of Christ.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

2025 SSP vs WSP Border Battle to Knock Out Hunger Event

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

N/A

OVERVIEW

Deb Griffith, Community Affairs, will give an update on the 2025 SSP vs WSP Border Battle to Knock Out Hunger Event taking place on Saturday, November 29th.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of November 3, 2025 Council Meeting and November 10th, 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, November 3, 2025 and Monday, November 10th, 2025 Work Session.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 11-03-2025 Council Minutes
2. 11-10-2025 WS Minutes RG



SOUTH ST. PAUL CITY COUNCIL MINUTES OF NOVEMBER 3, 2025

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, November 3, 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
Brian Wicke, Chief of Police
Clara Hilger, Director of Finance
Michael Healy, City Planner
Kelsey Gelhar, City Engineer

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

Mark Westpfahl

7. APPROVAL OF AGENDA

Moved by: Tom Seaberg / Matt Thompson
Moved: To approve the Agenda as presented.
Vote: 7 ayes / 0 nays, motion Passed

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:
October 20th, 2025 Council Meeting
October 27, 2025 Work Session
- B. Accounts Payable
- C. Business Licenses
- D. Approve a Joint Powers Agreement for Recycling Services
- E. Approve Proposal with JLG Architects for Design Services for the Outdoor Aquatics Facility
- F. Final Payment for the 7th Avenue S Reconstruction & I-494 Watermain Improvement Project (City Project No. 2023-012)
- G. Accept Letter of Resignation
- H. Approve Plans and Specifications and Call for Bids for the 2026 Fuel System Replacement Project at the South St. Paul Airport
- I. Approve Conditional Job Offers for General Facility Maintenance Worker at Doug Woog Arena
- J. Declaring Property Surplus and Authorize the Sale of Such Property

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. Public Improvement Hearing — South Street Reconstruction Project

Moved by: Pam Bakken / Matt Thompson
Moved: To Approve Resolution 2025-122, Public Improvement Hearing — South Street Reconstruction Project
Vote: 7 ayes / 0 nays, motion Passed
- B. Certifying Unpaid Charges to the County Auditor

Moved by: Tom Seaberg / Todd Podgorski
Moved: To Approve Resolution 2025-124, Certifying Unpaid Charges to the County Auditor
Vote: 7 ayes / 0 nays, motion Passed

11. GENERAL BUSINESS

- A. Comprehensive Plan Amendment to Implement South Concord Corridor Small Area Plan

Moved by: Pam Bakken / Matt Thompson
Moved: To Approve Resolution 2025-122, Comprehensive Plan Amendment to Implement South Concord Corridor Small Area Plan

Vote: 7 ayes / 0 nays, motion Passed

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: Pam Bakken / Lori Hansen

Moved: To Adjourn

Vote: 7 ayes / 0 nays, motion Passed

The meeting was adjourned at 8:07 PM.

Deanna Werner

/s/: Deanna Werner
City Clerk

South St. Paul City Council Work Session

Session Notes for November 10, 2025

1. CALL TO ORDER

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

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

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

Staff Present: Ryan Garcia, City Administrator, Brian Wicke, Police Chief.

2. DISCUSSION ITEMS

A. Verderosa Avenue Extension – Public Works Facility Earthwork

Mr. Garcia summarized the proposal to enter a termination agreement with Designing Earth Contracting. Through the termination agreement, Mr. Garcia shared that Kimley-Horn estimated a savings of at least \$45,000 for the future Verderosa Avenue and Public Works projects. Mr. Garcia advised that a termination would be prepared for formal approval at the EDA's December 1 meeting.

B. Closed Session Pursuant to Minnesota Statutes § 13D.05, Subd. 3(c) to develop or consider offers for the sale of real property at 106 3rd Avenue North (former South St. Paul Library)

Motion to close was made by Councilmember Seaberg, Seconded by Councilmember Kaliszewski. 7 were in favor of the motion, and the meeting was closed.

Motion to reopen the meeting was made by Councilmember Seaberg, Seconded by Councilmember Bakken. 7 were in favor of the motion, and the meeting was reopened.

3. COUNCIL COMMENTS & QUESTIONS

Councilmember Seaberg asked that staff confirm the “code compliance” of property at 260 Hardman Avenue South, which was under consideration for a business and development loan through the EDA.

Councilmember Seaberg and Mayor Francis noted that the Saint Paul Area Association of Realtors had communicated an interest in engaging with the City of South St. Paul and learning more about our community.

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 8:55 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator



CITY COUNCIL AGENDA REPORT

DATE: November 17, 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 2025-133 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. 11-17-25 Accounts Payable

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-133

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:

155504-155607	\$ 445,484.28
2025355-2025368	210,559.86
801282-801286	<u>1,244.06</u>

Total	\$ 657,288.20
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Adopted this 17th day of November, 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
155504	11/10/2025		14195 4 SEASONS PROPERTY CARE-DJ TROJE							
		500.00	Abatement - 708 8th Ave S		126912	INV0029	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		625.00	Abatement - 201 4th Ave N		126913	INV0030	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		500.00	ABATEMENT-128 5TH A S		126933	INV0031	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		1,625.00								
155505	11/10/2025		13302 ADS ON BOARDS							
		400.00	NET PEGS		126903	1639	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		400.00								
155506	11/10/2025		5257 AL SERVICES LLC							
		1,580.00	INSTALL HEATER @ PUMPHOUSE		126883	0628-567	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		1,580.00								
155507	11/10/2025		2767 ALLSTATE PETERBILT OF SOUTH ST. PAUL							
		284.16	FUEL FILTERS		126861	3004766359	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		284.16								
155508	11/10/2025		14765 AMERITAS LIFE INSURANCE CORP.							
		398.61	NOV PREMIUM		126927	010-065206-CITY SSP NOV25	10101.2181		EYE MED INSURANCE	GENERAL FUND
		398.61								
155509	11/10/2025		9021 ATLAS STAFFING, INC.							
		680.06	NM TEMP OFF SPEC SOPHIE		126892	1309297	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		865.54	JC TEMP OFF SPEC SOPHIE		126893	1309297	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		680.06	NM TEMP OFF SPEC SOPHIE		126894	1309331	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		865.54	JC TEMP OFF SPEC SOPHIE		126895	1309331	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		3,091.20								
155510	11/10/2025		6736 BRAUN INTERTEC CORPORATION							
		7,029.00	Preconstruction Verdosa Ave		126888	B449706	40402.6302		PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		7,029.00								
155511	11/10/2025		14193 CADY BUILDING MAINTENANCE INC							
		5,110.00	CLEANING SVS-CH		126910	4993753	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		550.00	CLEANING SVS-PW		126911	4993753	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		5,660.00								
155512	11/10/2025		1181 CHEMSEARCHFE							
		1,255.17	WATER TREATMENT MO CONTRACT		126805	9325481 SEP25	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA

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
155512	11/10/2025		1181 CHEMSEARCHFE						Continued...	
		1,255.17	WATER TREATMENT MO CONTRACT		126806	9363865 OCT25	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		2,510.34								
155513	11/10/2025		14372 CINTAS CORPORATION							
		79.87	JC MAT CLEANING & REPLACEMENT		126929	20446450	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		129.72	NM MATS CLEANING		126930	20444906	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		209.59								
155514	11/10/2025		1184 CINTAS CORPORATION #754							
		37.69	MECHANICS UNIFORMS/TOWELS		126807	4247181973	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		54.00	SAFETY MATS		126808	4247375327	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		12.14	SAFETY MATS-LOBBY/FD		126809	4247375327	10330.6210		OPERATING SUPPLIES	BUILDINGS
		103.83								
155515	11/10/2025		1192 CITY OF ST. PAUL							
		202.80	ASPHALT FOR STREETS		126810	IN63908	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		202.80								
155516	11/10/2025		5188 COOPER MECHANICAL LLC							
		500.00	SINK REPL-VETS FIELD		126882	974	10340.6371		REPAIRS & MAINT CONTRACTUAL	PARKS FACILITIES AND MTNCE
		500.00								
155517	11/10/2025		6521 CROATIAN HALL							
		2,140.00	EE Appreciation Luncheon		126887	158	20211.6430	227670	MISCELLANEOUS	GRANTS/DONATIONS GEN GVMT
		2,140.00								
155518	11/10/2025		5592 FRATTALONE'S DAWNWAY LLLP							
		108.00	CLEAN BLACKTOP/CONCRETE DISP		126885	2510035	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		108.00								
155519	11/10/2025		14475 GELHAYE, CHARLES							
		3,504.00	38-TUITION REMBURSEMENT		126934	10/29/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		3,504.00								
155520	11/10/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		64.75	RAKES		126814	122805/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		139.00	SOD		126815	806510/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		11.90-	RETD ROLL SOD		126816	806511/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		3.80	SOD/RETD PALLET		126817	806512/6	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		195.65								

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
155520	11/10/2025		1473 GERTEN GREENHOUSES INC. - 446133						Continued...	
155521	11/10/2025		1485 GLOBE PRINTING & OFFICE SUPPLIES INC							
		149.00	10 WINDOW ENV		126818	83496J	50600.6201		OFFICE SUPPLIES	UTILITY ADMINISTRATION
		154.00	9 RETURN ENV		126819	83497J	50600.6201		OFFICE SUPPLIES	UTILITY ADMINISTRATION
		303.00								
155522	11/10/2025		5590 GOODYEAR TIRE & RUBBER CO.							
		1,328.00	TIRES		126884	124-1115567	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,328.00								
155523	11/10/2025		5857 GREATAMERICA FINANCIAL SERVICES							
		187.85	POSTAGE MACH RENT		126886	40429410	10150.6371		REPAIRS & MAINT CONTRACTUAL	FINANCE
		187.85								
155524	11/10/2025		11834 GUARDIAN SUPPLY LLC							
		139.98	C4- long sleeve shirts		126901	22512	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		139.98								
155525	11/10/2025		1667 INVER GROVE FORD							
		1,387.60	BRAKE ROTORS/LININGS		126820	5362063	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		363.06	WIPER BLADES		126821	5362090	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		197.34	TUBE ASY #2158		126822	5362116	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,948.00								
155526	11/10/2025		14086 JOHNSON, DONNETTA							
		200.00	NM OCT KEY PERSON DONNETTA		126909	10/30/2025	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		200.00								
155527	11/10/2025		11377 KATH FUEL OIL SERVICE CO.							
		696.48	FUEL FOR SHOP		126899	838678	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		970.24	DYED DIESEL		126900	839602	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		1,666.72								
155528	11/10/2025		1811 LAWSON PRODUCTS INC.							
		33.93	LICENSE PLATE BOLTS		126823	9312937135	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		86.28	NYLON CABLE TIES		126824	9312937136	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		120.21								
155529	11/10/2025		1878 MARK'S AERIAL SERVICE							
		1,300.00	TREE REMOVAL/LIMBS		126825	005493	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS

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
155529	11/10/2025		1878 MARK'S AERIAL SERVICE						Continued...	
		1,300.00								
155530	11/10/2025		1911 MENARDS, INC-WEST ST PAUL							
		275.40	LUMBER		126826	16435	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		32.77	BOLTS/WASHERS/NUTS		126827	16582	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		13.27	BITS/AUGER		126828	16591	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		36.98	POWERBANK/CHARGER PAD		126829	16632	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		33.66	PVC PIPE/CPLG		126830	18359	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		16.99	USB CORD		126831	18369	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		9.98	FILL VALVE		126832	18398	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		22.99	THEROMSTAT PH3		126833	18559	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		36.57	HOSE DRAIN STOPPER		126834	18578	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		22.47	FLUSH PLUG/END CAP		126835	18722	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		501.08								
155531	11/10/2025		1913 MERIT ELECTRIC COMPANY							
		947.76	ELECTRICAL-REPAIR LOBBY LINES		126836	79493	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		947.76								
155532	11/10/2025		1923 METRO SALES INC.							
		10.00	BASE CHARGE		126837	INV2928147	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		10.00								
155533	11/10/2025		1444 MIDWEST MACHINERY CO							
		217.20	REPAIR TEMP ISSUE #1585		126811	10587545	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		125.70	CASE/FILTER DRAIN VALVE		126812	10628743	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,039.98	BR 800X		126813	10691340	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,382.88								
155534	11/10/2025		1953 MIKE McPHILLIPS INC							
		600.00	CABLEWARP BROOM		126838	5431	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		600.00								
155535	11/10/2025		1985 MINNESOTA DEPARTMENT OF COMMERCE							
		23.55	UNCLAIMED PR CK#135002		126931	10/31/2025	90951.1004		CASH - BREMER BANK	INVESTMENT FUND
		15.70	UNCLAIMED PR CK#135003		126931	10/31/2025	90951.1004		CASH - BREMER BANK	INVESTMENT FUND
		165.00	UNCLAIMED PR CK#135129		126931	10/31/2025	90951.1004		CASH - BREMER BANK	INVESTMENT FUND
		103.89	UNCLAIMED PR CK#135145		126931	10/31/2025	90951.1004		CASH - BREMER BANK	INVESTMENT FUND
		92.35	UNCLAIMED PR CK#135143		126931	10/31/2025	90951.1004		CASH - BREMER BANK	INVESTMENT FUND
		400.49								

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
155535	11/10/2025		1985 MINNESOTA DEPARTMENT OF COMMERCE						Continued...	
155536	11/10/2025		14259 MUNICIPAL BUILDERS, INC							
		22,210.09	WELL NO 3 WTP PAY APP 24		126928	PMT 24 10/31/25	50605.6520	202311	BUILDINGS AND STRUCTURE	WATER UTILITY
		22,210.09								
155537	11/10/2025		9298 NAPA NEWPORT							
		58.71	CABIN AIR FILTER		126896	175398	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		58.71								
155538	11/10/2025		7411 NUSS TRUCK & EQUIPMENT							
		74.12	FILTER KIT #307		126890	PS0251716-1	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		74.12								
155539	11/10/2025		2240 PLUNKETT'S PEST CONTROL, INC.							
		95.16	PEST CONTROL-PW		126839	10205363	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		205.04	PEST CONTROL-SEWER		126840	10205445	50606.6371		REPAIRS & MAINT CONTRACTUAL	SEWER UTILITY
		57.87	NM OCT MTHLY CONTRACT		126841	10213325	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		189.17	JC OCT MONTHLY SERV PLN		126842	10213327	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		480.00	JC INSPECTION UNITS & COM AREA		126843	10235304	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		1,027.24								
155540	11/10/2025		6818 RJ MECHANICAL, INC							
		2,104.50	JC PUMP REPAIR WORK		126889	17741	50678.6371.080		MTNCE-PLUMBING	JOHN CARROLL APT BLDG
		2,104.50								
155541	11/10/2025		11845 SATIN TOUCH, INC.							
		457.50	NM #510 PAINT-TURN NEW MI		126902	1060378	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		457.50								
155542	11/10/2025		14258 SCHMIDT, AARON							
		297.00	gracie training per diem		126915	11/4/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		297.00								
155543	11/10/2025		10859 SOUTH METRO SWAT							
		829.51	2025 annual training fees		126898	10/21/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		829.51								
155544	11/10/2025		13339 SOUTH ST PAUL YOUTH HOCKEY ASSOCIATION							
		800.00	DASHER BOARD ADS		126904	10/21/2025	20243.4513		SIGN RENTAL	DOUG WOOG ARENA
		800.00								

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155544	11/10/2025		13339 SOUTH ST PAUL YOUTH HOCKEY ASSOCIATION						Continued...	
155545	11/10/2025		13871 ST. CROIX COLLISION & RESTORATION LLC							
		3,904.87	2151 VIN 62999 cN# 25002669		126908	6851	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		3,904.87								
155546	11/10/2025		2558 STATE INDUSTRIAL PRODUCTS							
		204.90	NM AIR CARE PROG		126844	903958185	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		210.99	JC DRAIN MAINTENANCE PROG		126932	903978391	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		415.89								
155547	11/10/2025		8560 STONEBROOKE ENGINEERING, INC.							
		1,022.19	ADA TRANSITION PLAN UPDATE		126891	R-002064.00 - 3	10315.6302		PROFESSIONAL SERVICES	ENGINEERING
		1,022.19								
155548	11/10/2025		2655 TOTAL CONTROL SYSTEMS, INC.							
		1,393.50	CHGD INSERTION METER/SURGE		126847	11903	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		1,393.50								
155549	11/10/2025		13362 TURNER, COLLIN							
		274.00	Safety Shoe Reimbursement		126905	10/30/2025	20245.6245		CLOTHING ALLOWANCE	AIRPORT
		274.00								
155550	11/10/2025		15104 URBAN ECOSYSTEMS LLC							
		7,000.00	PLANNING SERVICES		126926	1587	40494.6302		PROFESSIONAL SERVICES	HARDMAN TRIANGLE TIF
		7,000.00								
155551	11/10/2025		14336 VALLE CARPET CORP							
		3,002.55	NM #811 NEW FLOORING MI TURN		126916	1048	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM #811 NEW FLOORING MI TURN		126916	1048	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM #811 NEW FLOORING MI TURN		126916	1048	50677.6560	229057	BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		3,002.55	NM UNIT#510 NEW FLOORING MI		126917	1049	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM UNIT#510 NEW FLOORING MI		126917	1049	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM UNIT#510 NEW FLOORING MI		126917	1049	50677.6560	229057	BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		3,002.55	NM #310 NEW FLOORING MI		126918	1050	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM #310 NEW FLOORING MI		126918	1050	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		3,002.55	NM #310 NEW FLOORING MI		126918	1050	50677.6560	229057	BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		80.00	NM REPAIR		126919	1051	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		80.00	NM UNIT #514 REPAIR		126920	1052	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		80.00	NM UNIT #915 REPAIR		126921	1053	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		80.00	NM #813 REPAIR		126922	1054	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG

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155551	11/10/2025		14336 VALLE CARPET CORP						Continued...	
		80.00	NM UNIT #703 REPAIR		126923	1055	50677.6371.060		MTNCE-UNIT TURNAROUND	NAN MCKAY APT BLDG
		9,407.65								
155552	11/10/2025		2744 VAN PAPER COMPANY							
		207.36	PAPER TOWELS/LINERS		126848	123544	10330.6210		OPERATING SUPPLIES	BUILDINGS
		207.36								
155553	11/10/2025		14579 VCI ENVIRONMENTAL, INC.							
		46,195.25	APP 5 RETAINER JC PLUMBING		126925	APP #5	50678.6560	229901	BUILDING FIXTURES AND IMPRS	JOHN CARROLL APT BLDG
		46,195.25								
155554	11/10/2025		2751 VERIZON WIRELESS							
		40.01	POLICE 4G MOBILE		126849	6126679138	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		40.01	NORTHVIEW		126850	6126679138	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		40.01	SPLASH POOL		126851	6126679138	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		125.04	HOUSING		126852	6126679138	20260.6201		OFFICE SUPPLIES	HOUSING GENERAL
		40.01	CODE ENF		126853	6126679138	10420.6390		POSTAGE AND TELEPHONE	CODE ENFORCEMENT
		95.22	INSP & HOTSPOT		126854	6126679138	10410.6390		POSTAGE AND TELEPHONE	DEVELOPMENT SERVICES
		243.40	ENG		126855	6126679138	10315.6390		POSTAGE AND TELEPHONE	ENGINEERING
		60.01	PW PARKS IPADS		126856	6126679138	10340.6390		POSTAGE AND TELEPHONE	PARKS FACILITIES AND MTNCE
		100.03	PW IPADS		126857	6126679138	10320.6390		POSTAGE AND TELEPHONE	PUBLIC WORKS
		120.03	PW STORM LIFT		126858	6126679138	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		40.01	PW SANT SEWER		126859	6126679138	50606.6390		POSTAGE AND TELEPHONE	SEWER UTILITY
		240.06	PW WATER		126860	6126679138	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		1,183.84								
155555	11/10/2025		10480 WIESE, TREVOR							
		297.00	29-Gracie school per diem		126897	11/4/2025	10210.6331		CONFERENCES, TRAINING, TRAVEL	POLICE PROTECTION
		297.00								
155556	11/10/2025		2844 WSB & ASSOC INC							
		4,045.50	SEIDLS TRAIL AND SHORELINE		126862	R-022116-000 - 33	50610.6302	202115	PROFESSIONAL SERVICES	STORM WATER UTILITY
		888.00	MS4 SERVICES		126863	R-022386-000 - 22	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		218.00	CONCORD EXCHANGE IMP PRJ		126864	R-023128-000 - 28	40440.6302	202401	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		2,343.75	4TH ST REHAB - MATERIALS		126865	R-029115-000 - 2	40441.6302	202503	PROFESSIONAL SERVICES	2025 LOCAL IMPROVEMENTS
		1,905.50	SSP FORESTRY ASSISTANCE		126866	R-030678-000 -	10320.6302		PROFESSIONAL SERVICES	PUBLIC WORKS

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155556	11/10/2025		2844 WSB & ASSOC INC						Continued...	
						3				
		2,246.25	MARIE AVE MATERIALS TESTING		126867	R-030699-000 -	40440.6302	202405	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
						4				
		3,242.25	POND SURVEYS		126868	R-030883-000 -	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
						4				
		14,889.25								
155557	11/10/2025		2849 XCEL ENERGY							
		93.30	131 7TH AVE N		126869	51-0015434101-9 10/24/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,241.99	PUBLIC WORKS		126870	51-4242183-6 10/28/25	10320.6385		UTILITY SERVICE	PUBLIC WORKS
		524.22	STORM UTILITY FUND		126871	51-4242183-6 10/28/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		283.97	STREET LIGHT UTILITY FUND		126872	51-4242183-6 10/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		330.25	SPLASH POOL		126873	51-5316080-0 10/29/25	10527.6385		UTILITY SERVICE	SPLASH POOL
		116.20	NORTHVIEW		126874	51-5316080-0 10/29/25	10528.6385		UTILITY SERVICE	NORTHVIEW POOL
		603.71	PARKS		126875	51-5316080-0 10/29/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		311.45	STREET LIGHT FUND		126876	51-5316080-0 10/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		1,273.03	AIRPORT		126877	51-6236355-3 10/28/25	20245.6385		UTILITY SERVICE	AIRPORT
		9.27	LGTS @ BROMLEY		126878	51-6322985-8 10/28/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		19,479.54	WATER		126879	51-5844319-7 11/3/25	50605.6385		UTILITY SERVICE	WATER UTILITY
		14,401.93	STREETLIGHTS		126880	51-6871028-3 11/3/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		38,668.86								
155558	11/10/2025		2867 ZIEGLER, INC.							
		322.30	BOLTS/NUTS/CUTTING EDGE		126881	IN002123648	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		322.30								
155559	11/14/2025		13118 LAW ENFORCEMENT LABOR SERVICES							
		2,190.00			127014	1112257200916	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND

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155559	11/14/2025		13118 LAW ENFORCEMENT LABOR SERVICES						Continued...	
		2,190.00								
155560	11/14/2025		1842 LOCAL 120							
		2,928.00			127018	111225720094	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		2,928.00								
155561	11/17/2025		1044 ANCOM COMMUNICATIONS							
		670.85	REPAIR RADIO		126940	130471	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		670.85								
155562	11/17/2025		4590 ATEC, LLC							
		4,991.03	2160 NEW SQUAD BUILD		126975	1615	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		750.00	DECOMMISSION OLD 2160		126976	1616	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		5,741.03								
155563	11/17/2025		14348 CENTER FOR ENERGY AND ENVIRONMENT							
		9,660.00	SD LOAN AMT BARICH		126995	27396	20298.1158.58024		SD BARICH 125 DALE ST E	HOUSING REINVESTMENT
		17,460.00	LOAN AMT STEINER		126996	27396	20298.1158.58025		STEINER 335 12TH AVE N	HOUSING REINVESTMENT
		15,000.00	SD LOAN AMT TUJETSCH		126997	27396	20298.1158.58026		SD TUJETSCH 1411 6TH AVE S	HOUSING REINVESTMENT
		2,250.00	ORIG FEE LOANS		126998	27396	20298.6375		OTHER CONTRACTED SERVICES	HOUSING REINVESTMENT
		44,370.00								
155564	11/17/2025		1184 CINTAS CORPORATION #754							
		150.00	GLOVES		126941	1905958582	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		39.45	MECHANICS UNIFORMS/TOWELS		126942	4247952769	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		13.50	SAFETY MAT		126943	4247952769	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		37.69	MECHANICS UNIFORMS/TOWELS		126944	4248729472	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		17.37	SAFETY MATS		126945	4248864964	10330.6210		OPERATING SUPPLIES	BUILDINGS
		54.00	SAFETY MATS		126946	4248864964	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		312.01								
155565	11/17/2025		2884 COMCAST							
		109.85	FOR WATER COMPUTER		127026	877210595017166	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
						6 11/2/25				
		109.85								
155566	11/17/2025		13674 CORO MEDICAL LLC							
		60.00	AED PADS		126992	PS-INV261402	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		60.00								

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155567	11/17/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION						Continued...	
		2,600.00	SHRUB TRIMMING-CONCORD		126990	314438	20280.6375		OTHER CONTRACTED SERVICES	ECON DEV GENERAL
		2,600.00								
155568	11/17/2025		4662 FLEETPRIDE							
		1,231.85	REPAIR GERLOOER MOTOR		126978	RSV0317003	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		589.96-	RETD BRAKE DRUM & SHOE		127004	128996914	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		48.00	DIESEL EXHAUST FLUID		127005	129215554	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		32.00	DIESEL EXHAUST FLUID		127006	128968859	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		721.89								
155569	11/17/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		75.90	LAWN SEEDING SOIL		126948	806696/6	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		75.90								
155570	11/17/2025		1497 GOPHER STATE ONE-CALL							
		116.10	LOCATES		126949	5100758	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		116.10	LOCATES		126950	5100758	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
		232.20								
155571	11/17/2025		1560 HEALTHPARTNERS							
		1,231.72	DEC PREMIUM		126951	767359426529	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL
		1,231.72								
155572	11/17/2025		1562 HEALTHPARTNERS OCCUPATIONAL MEDICINE							
		782.00	RANDOM SCREENS & PRE-EMPL PHYS		127028	20509	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		782.00								
155573	11/17/2025		1665 INTOXIMETERS, INC							
		5,810.00	REPLACEMENT INTOXIMETERS		127029	801041	10210.6580		OTHER EQUIPMENT	POLICE PROTECTION
		5,810.00								
155574	11/17/2025		1667 INVER GROVE FORD							
		163.24	FILTERS		126954	5362400 1G	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		163.24								
155575	11/17/2025		14731 JLG ARCHITECTS							
		955.40	PROJECT 24244 SSP AQUATICS		127032	24244-12	40402.6302		PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		955.40								
155576	11/17/2025		14786 KLETSCHKA INSPECTIONS LLC							

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155576	11/17/2025		14786 KLETSCHKA INSPECTIONS LLC						Continued...	
		2,344.00	ELECTRICAL INSPECTOR OCTOBER		127001	11/1/2025	10410.6302		PROFESSIONAL SERVICES	DEVELOPMENT SERVICES
		2,344.00								
155577	11/17/2025		1772 KREMER SERVICES, LLC							
		367.26	SPRING PARTS		126955	98836	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		367.26								
155578	11/17/2025		7503 KWIK TRIP, INC.							
		405.00	ENG/CODE/PARKS&REC		126982	11/1/2025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		205.48	AIRPORT		126983	11/1/2025	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		7,857.22	POLICE		126984	11/1/2025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		3,488.22	PUBLIC WORKS		126985	11/1/2025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		11,955.92								
155579	11/17/2025		1811 LAWSON PRODUCTS INC.							
		116.72	MUSHROOM LOCKS		126956	9312937134	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		116.72								
155580	11/17/2025		6281 LIGHTNING DISPOSAL, INC.							
		727.27	PW-TRASH SERVICE		126979	0000844293	10320.6379		CONT SERV/REFUSE & SANITATION	PUBLIC WORKS
		727.27								
155581	11/17/2025		9705 MASTER DOOR TECHNOLOGIES LLC							
		1,144.20	JC ROUND PUSH PLAT REPAIR		126988	12125	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		1,144.20								
155582	11/17/2025		3578 MCNAMARA CONTRACTING, INC.							
		98,749.71	7TH/I494 CONSTRUCTION FINAL		126974	PMT 6- FINAL	40439.6530	202312	IMPR OTHER THAN BUILDING	2023 LOCAL IMPROVEMENTS
		98,749.71								
155583	11/17/2025		1911 MENARDS, INC-WEST ST PAUL							
		13.18	PVC CAP		126957	16422	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		103.96	TOILET SEATS		126958	18694	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		117.14								
155584	11/17/2025		1444 MIDWEST MACHINERY CO							
		810.12	ARM/NUTS/GAGE WHEEL KIT		126947	10691140	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		810.12								
155585	11/17/2025		1986 MINNESOTA DEPARTMENT OF HEALTH							

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155585	11/17/2025		1986 MINNESOTA DEPARTMENT OF HEALTH						Continued...	
		23.00	B.ISAKSON CLASS B CERT		126959	ISAKSON	50605.6331		CONFERENCES, TRAINING, TRAVEL	WATER UTILITY
						11/03/2025				
		<u>23.00</u>								
155586	11/17/2025		6348 MINNESOTA DEPARTMENT OF HEALTH							
		785.00	FOOD/BEV LICENSE RENEWAL		126981	10/30/2025	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		<u>785.00</u>								
155587	11/17/2025		1989 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		428.70	OCTOBER STATE SURCHARGE		126960	OCT-25	10101.2083		SURCHARGES	GENERAL FUND
		<u>428.70</u>								
155588	11/17/2025		1991 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		25.00	PRESSURE VESSEL		126961	ABR0362557X	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		<u>25.00</u>								
155589	11/17/2025		9298 NAPA NEWPORT							
		291.66	AIR FILTERS		126986	175964	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		26.54	AIR FILTERS		126987	177052	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>318.20</u>								
155590	11/17/2025		14383 NFI, INC.							
		6.97	COVERS		126999	552129/D	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		46.95	MISC FASTENERS		127000	552147/D	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>53.92</u>								
155591	11/17/2025		2176 OXYGEN SERVICES COMPANY							
		322.65	RECYCLED CYLINDERS		126963	0003633659	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>322.65</u>								
155592	11/17/2025		9082 PEOT, ERIC							
		114.75	INV CLOTHING		127025	11/09/2025	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		<u>114.75</u>								
155593	11/17/2025		2286 QUILL LLC							
		10.06	MARKERS/RUBBER BANDS		127024	46321938	10320.6201		OFFICE SUPPLIES	PUBLIC WORKS
		<u>10.06</u>								
155594	11/17/2025		1636 RICOH USA, INC.							
		21.80	JC COPIER - 300 GRAND		126952	5072258150	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG

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
155594	11/17/2025		1636 RICOH USA, INC.						Continued...	
		7.77	NM COPIER - 200 MARIE		126953	5072258150	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		29.57								
155595	11/17/2025		13760 RIES FARMS							
		300.00	LEAVES/BRUSH DISPOSAL		126993	33539	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		300.00								
155596	11/17/2025		13979 SAFETY-KLEEN SYSTEMS INC							
		448.02	SERVICE PARTS WASHER		126994	98363793	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		448.02								
155597	11/17/2025		6327 SIR LINES-A-LOT							
		432.00	PARKING LOT MARKINGS		126980	H25-0291-11-002	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		432.00								
155598	11/17/2025		13599 THE APPAREL LAB							
		2,321.13	long sleeve shirts		126991	249169	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		2,321.13								
155599	11/17/2025		6696 TR ENVIRONMENTAL COUNSULTING LLC							
		546.00	Pre demolition survey Armour G		127033	TR25814	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		546.00								
155600	11/17/2025		2664 TRACTOR SUPPLY CREDIT PLAN							
		154.97	COUPLERS		127002	200688379	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		154.97								
155601	11/17/2025		2702 ULINE							
		168.91	HYDRANT BAGS		127027	199903755	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		168.91								
155602	11/17/2025		2744 VAN PAPER COMPANY							
		213.39	VAN PAPER CLEANING SUPPLIES		126966	123930	20245.6210		OPERATING SUPPLIES	AIRPORT
		213.39								
155603	11/17/2025		15548 WATEROUS COMPANY							
		20,000.00	LANDSCAPE ESCROW RELEASE		127003	11/04/2025	10101.2205	100259	DEPOSITS	GENERAL FUND
		20,000.00								
155604	11/17/2025		15547 WEBER, STEPHEN							

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
155604	11/17/2025		15547 WEBER, STEPHEN						Continued...	
		200.00	RPR DMG STEEL SIDING		126939	10/21/2025	20245.6365		INS CLAIMS WITHIN DEDUCTIBLE	AIRPORT
		200.00								
155605	11/17/2025		4656 WESTMOR FLUID SOLUTIONS, LLC							
		70.59	GROUNDING CLAMPS		126977	2446186 RI	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		70.59								
155606	11/17/2025		2785 WM CORPORATE SERVICES, INC.							
		752.18	JC MONTHLY BILL OCT		126967	0221077-4166-6	50678.6371.010		MTNCE-GARBAGE/TRASH/RECYCLING JOHN CARROLL APT BLDG	
		752.18								
155607	11/17/2025		2849 XCEL ENERGY							
		18,496.19	WOOG ARENA 9/25- 10/24		126968	51-5660593-9 11/4/25	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		9,724.58	JC ELECTRICITY		126969	51-4563113-2 11/05/25	50678.6385.1		UTILITY SERVICE-ELECTRIC	JOHN CARROLL APT BLDG
		1,462.30	JC NATURAL GAS		126970	51-4563113-2 11/05/25	50678.6385.2		UTILITY SERVICE-GAS	JOHN CARROLL APT BLDG
		24.46	NM PARKING LOT ELECTRICITY		126971	51-4563113-2 11/05/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		5,907.76	NM ELECTRICITY		126972	51-4563113-2 11/05/25	50677.6385.1		UTILITY SERVICE-ELECTRIC	NAN MCKAY APT BLDG
		1,182.16	NM NATURAL GAS		126973	51-4563113-2 11/05/25	50677.6385.2		UTILITY SERVICE-GAS	NAN MCKAY APT BLDG
		445.53	SEWER		127030	51-5538274-4 11/10/25	50606.6385		UTILITY SERVICE	SEWER UTILITY
		1,502.91	CITY HALL		127031	51-4686910-7 11/04/25	10330.6385		UTILITY SERVICE	BUILDINGS
		115.14	ST LGT UTILITY FUND		127031	51-4686910-7 11/04/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		38,861.03								
801282	11/10/2025		2585 STREICHER'S - MINNEAPOLIS							
		70.00	37-vest and shirt alterations		126846	11789706	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		70.00								
801283	11/14/2025		1818 LELS LOCAL 95							
		105.00			127017	111225720093	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		105.00								

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
801284	11/14/2025		1969 MINNESOTA AFSCME, COUNCIL NO. 5						Continued...	
		954.34			127019	111225720095	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		954.34								
801285	11/14/2025		2243 POLICE FLOWER FUND							
		38.00			127012	1112257200914	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		38.00								
801286	11/17/2025		10612 WALL, ANDREW							
		76.72	MILEAGE REIMBURSEMENT		126989	11/6/2025	20245.6331		CONFERENCES, TRAINING, TRAVEL	AIRPORT
		76.72								
2025355	11/3/2025		5900 FP MAILING SOLUTIONS							
		2,000.00	POSTAGE		126935	TDC#600069876-1 030	10101.1610		PREPAID POSTAGE	GENERAL FUND
		2,000.00								
2025356	11/3/2025		6037 HEALTHPARTNERS-DENTAL							
		320.55	DENTAL CLAIMS PAID		126936	10/23/25-10/29/ 25	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		320.55								
2025357	11/5/2025		14645 MEDSURETY, LLC							
		288.00	FSA REIMB-HEALTH 2025		126938	11/04/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		26.28	HRA REIMB 2025		126938	11/04/2025	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		314.28								
2025358	11/9/2025		14645 MEDSURETY, LLC							
		330.00	HRA/HSA/FSA/DCAP FEE NOV25		127034	45831	10125.6375		OTHER CONTRACTED SERVICES	HUMAN RESOURCES
		330.00								
2025359	11/10/2025		6037 HEALTHPARTNERS-DENTAL							
		2,732.74	DENTAL CLAIMS PAID		127035	10/30/25-11/05/ 25	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		2,732.74								
2025360	11/13/2025		14645 MEDSURETY, LLC							
		37.00	FSA REIMB-HEALTH 2025		127036	11/12/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		84.12	HRA REIMBURSEMENT 2025		127036	11/12/2025	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		121.12								

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
2025361	11/14/2025		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER						Continued...	
		49.37			127020	111225720096	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		216.88			127021	111225720097	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		271.34			127022	111225720098	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		23.07			127023	111225720099	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		<u>560.66</u>								
2025362	11/14/2025		2096 NATIONWIDE RETIREMENT SOLUTIONS							
		15,041.32			127010	1112257200912	10101.2175		OTHER RETIREMENT	GENERAL FUND
		<u>15,041.32</u>								
2025363	11/14/2025		2200 PERA							
		78,250.23			127011	1112257200913	10101.2174		PERA	GENERAL FUND
		<u>78,250.23</u>								
2025364	11/14/2025		2748 MISSION SQUARE TRANSFER (EFT)							
		1,310.00			127013	1112257200915	10101.2175		OTHER RETIREMENT	GENERAL FUND
		<u>1,310.00</u>								
2025365	11/14/2025		14645 MEDSURETY, LLC							
		3,448.01			127015	1112257200917	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		<u>3,448.01</u>								
2025366	11/14/2025		1338 EFTPS							
		41,304.52			127007	111225720091	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		42,141.35			127016	111225720092	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		<u>83,445.87</u>								
2025367	11/14/2025		2013 MINNESOTA REVENUE (C)							
		18,980.08			127008	1112257200910	10101.2172		STATE WITHHOLDING	GENERAL FUND
		<u>18,980.08</u>								
2025368	11/14/2025		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		3,705.00			127009	1112257200911	10101.2175		OTHER RETIREMENT	GENERAL FUND
		<u>3,705.00</u>								
		<u>657,288.20</u>	Grand Total							

Payment Instrument Totals

Checks	445,484.28
EFT Payments	210,559.86
A/P ACH Payment	1,244.06

Council Check Register by GL
Council Check Register and Summary

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<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>	<u>Business Unit</u>
		657,288.20	Grand Total							
								<u>Payment Instrument Totals</u>		
								Checks	445,484.28	
								EFT Payments	210,559.86	
								A/P ACH Payment	1,244.06	
								Total Payments	657,288.20	



CITY COUNCIL AGENDA REPORT

DATE: November 17, 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>
15768	Everlight Solar	00016381	Solicitor (Individual)	A	11/10/2025	05/31/2026		Logan Brigham	11/17/2025



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Finance
PREPARED BY: Clara Hilger
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Certification of Delinquent Utility Bills, Resolution 2025-129

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to adopt Resolution No. 2025-129 certifying unpaid utility charges to the Dakota County Auditor for collection with the property taxes payable in 2026.

OVERVIEW

Chapter 62-167 of the City of South St. Paul Municipal Code stipulates that water and sewer accounts which are delinquent on November 1st will be certified to the County for collection along with a \$25 penalty and 8% interest.

There were 1,299 (1,325 last year) water and sewer accounts on the original delinquency list. These delinquent accounts were notified on their billing statement and sent a special letter in October giving them details of the certification process and an opportunity to clear the delinquency. The attached list of 689 accounts remains unpaid and is to be certified. The total to be certified is \$712,904.04 consisting of delinquent accounts of \$660,089.98, which includes \$17,850 in certification fees, and \$52,814.06 of interest. (Last year we certified 678 accounts for a total of \$638,724.02 in delinquent balances and penalties). The City will receive the certified amounts when property owners pay their taxes in 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2025-129
2. 2025 Certification List

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-129

**RESOLUTION CERTIFYING UNPAID UTILITY
CHARGES TO THE COUNTY AUDITOR**

WHEREAS, the Municipal Code of the City of South St. Paul requires the certification of unpaid water and sewer bills to the County Auditor for collection with real estate taxes; and

WHEREAS, customer accounts have been identified which meet the criteria for certification established by the City Code; and

WHEREAS, the City has sent a letter to the property address of each delinquent account notifying them of the details of the pending certification and allowing payment to be made before certification; and

WHEREAS, the City Code requires that an interest charge be added to delinquent accounts at the time of certification;

NOW, THEREFORE, BE IT RESOLVED: that an interest charge of 8% be added to the amount of each account to be certified; and

BE IT FURTHER RESOLVED that the City Clerk be directed to certify to the County Auditor the unpaid charges listed in Attachment A.

Adopted this 17th day of November, 2025.

Deanna Werner, City Clerk

Resolution 2025-129

Attachment A

SA#360564

Customer #	Account #	Property ID #	Address	Certification Amount
0042090	001328	360210026011	2126 WENTWORTH AVE	\$660.48
0121471	001542	360210052010	402 18TH AVE N	\$191.78
0075690	001259	360210052020	403 17TH AVE N	\$1,304.04
0118164	001247	360210052050	339 17TH AVE N	\$865.48
0091640	000213	360220025022	600 CONCORD ST N	\$4,758.32
0123685	004320	360280001020	416 11TH AVE S	\$91.48
0121466	006678	360280025054	1950 4TH ST S	\$1,728.84
0135360	001579	360280025061	350 19TH AVE S	\$643.46
0078050	000992	360280033050	2121 SOUTHVIEW BLVD	\$1,573.10
0121683	005334	360280075030	534 9TH AVE S	\$1,262.44
0090660	005338	360280076011	548 9TH AVE S	\$1,220.88
0120836	006932	360340051020	FIFTH AVE SHOPS	\$14,622.68
0019140	003390	360380000030	548 ARMOUR AVE	\$398.18
0108580	000359	360420000060	508 14TH AVE N	\$2,660.76
0128370	006508	361160002130	1246 9TH AVE S	\$1,986.26
0122769	001043	361320000040	1328 STICKNEY AVE	\$860.72
0011590	001030	361320000110	411 STANLEY AVE	\$568.72
0122418	001538	361321001030	354 18TH AVE N	\$716.56
0060530	007122	361505005100	100 BRIDGEPOINT DR	\$2,636.74
0119727	007206	361520001181	1325 BUTLER CT	\$1,636.72
0122259	003307	361524002022	200 CONCORD ST S	\$356.10
0121309	003294	361526000531	111 CONCORD EXCH S	\$6,436.06
0125160	005635	361550000150	245 BURON LANE	\$302.42
0027740	001079	361570001153	1533 STICKNEY AVE	\$1,180.58
0122911	006513	361700004042	1449 CONCORD ST S	\$1,161.60
0122698	001224	361720000020	221 17TH AVE N	\$204.50
0032390	001524	361720000060	220 18TH AVE N	\$625.50
0120456	002776	361770000030	551 12TH AVE N	\$180.94
0018300	003515	361770000130	1238 DWANE ST	\$1,479.70
0046620	006426	361780000110	123 12TH AVE N	\$1,955.62
0112820	003042	361780000270	146 13TH AVE N	\$899.96
0143010	003043	361780000280	150 13TH AVE N	\$743.74
0118896	001836	361960001170	600 CRESTHAVEN DR	\$1,093.66
0119128	001845	361960001240	632 CRESTHAVEN DR	\$232.84
0021570	001851	361960001270	644 CRESTHAVEN DR	\$1,448.18
0016560	002946	361990001130	350 13TH AVE S	\$1,012.60
0121519	000111	361990001210	339 14TH AVE S	\$1,462.64
0123669	000098	361990001280	311 14TH AVE S	\$166.98
0120931	000104	361990002080	326 14TH AVE S	\$3,565.92
0023040	000109	361990002101	334 14TH AVE S	\$116.06
0118573	000136	361990008200	443 14TH AVE S	\$826.20
0121086	000128	361990008260	419 14TH AVE S	\$238.38
0119028	000216	361995001110	1500 DEERWOOD DR	\$1,108.78
0119288	000240	361995003130	1615 DEERWOOD DR	\$477.40
0121025	001904	362000000090	108 21ST AVE N	\$595.32
0123640	004208	362020001010	402 10TH AVE S	\$1,695.18
0120565	004217	362020001030	408 10TH AVE S	\$628.74

Customer #	Account #	Property ID #	Address	Certification Amount
0121023	004223	362020001050	416 10TH AVE S	\$365.02
0118256	004234	362020001081	428 10TH AVE S	\$190.94
0120431	004338	362020001170	459 11TH AVE S	\$1,837.98
0121180	006461	362020001230	429 11TH AVE S	\$617.98
0121650	004321	362020001271	417 11TH AVE S	\$1,604.04
0122826	004093	362020002150	458 9TH AVE S	\$1,525.68
0121402	004261	362020002170	457-459 10TH AVE S	\$2,180.42
0059200	001519	362340000070	350 18TH AVE S	\$510.20
0120972	000230	362475001210	659 CONCORD ST N	\$1,012.10
0120072	006727	362475001421	617 CONCORD ST N	\$345.98
0093840	000217	362475001460	609 CONCORD ST N	\$774.26
0101870	006655	362475003161	265 WENTWORTH AVE	\$819.98
0122546	000439	362481000020	244 DESSA LANE	\$343.00
0078700	000175	362555001091	2035 BUTLER AVE	\$142.40
0127440	000422	362555001200	2142 CONVER AVE	\$1,078.62
0078290	000415	362555001261	2120 CONVER AVE	\$1,089.72
0134190	006144	362600000050	233 POPLAR ST W	\$711.22
0120088	004994	362600000110	1407 5TH AVE S	\$318.86
0129340	005572	362600000200	208-210 ASH ST W	\$1,517.36
0121814	003977	362610001010	159 9TH AVE N	\$3,003.34
0122455	003949	362610001130	111 9TH AVE N	\$491.76
0122268	004302	362610001190	112 10TH AVE N	\$1,420.58
0087470	004326	362610001263	136 10TH AVE N	\$680.72
0127660	004396	362610002300	152 11TH AVE N	\$1,406.54
0119325	001675	362880001050	132 19TH AVE N	\$977.02
0139210	001668	362880001070	120 19TH AVE N	\$805.24
0092470	001677	362880002040	137 19TH AVE N	\$191.40
0122449	001807	362880002170	136 20TH AVE N	\$678.10
0122213	005216	362910000040	1217 7TH AVE S	\$396.74
0122006	005240	362910000110	1253 7TH AVE S	\$312.64
0144680	005212	362910000220	1212 7TH AVE S	\$546.40
0073130	001752	363020000110	433 20TH AVE S	\$374.70
0120343	004279	363025002010	518 10TH AVE S	\$243.14
0122473	004267	363025002040	500 10TH AVE S	\$961.28
0043020	002552	363025004140	512 12TH AVE S	\$1,534.48
0121666	004337	363025005030	456 11TH AVE S	\$1,649.32
0036570	001078	363060001090	926 16TH AVE N	\$169.00
0122697	001072	363060001120	914 16TH AVE N	\$924.02
0123804	001068	363060001140	908 16TH AVE N	\$507.76
0120893	000785	363060001260	943 15TH AVE N	\$934.20
0122704	001426	363060002010	956 17TH AVE N	\$677.16
0123306	001424	363060002021	954 17TH AVE N	\$636.74
0063740	001400	363060002060	938 17TH AVE N	\$983.06
0069800	001386	363060002140	906 17TH AVE N	\$553.02
0120478	000050	363090002110	1716 BROMLEY ST	\$870.52
0140330	001484	363090007061	1712 LITTLE CROW DR	\$1,636.80
0120746	001948	363095001090	950-952 20TH AVE N	\$203.82
0120817	001951	363095001100	960 20TH AVE N	\$4,101.00
0121086	001926	363095002040	917 20TH AVE N	\$1,013.88
0121355	000852	363095002100	952 LOGAN LANE	\$858.92
0046670	000835	363095002150	926 LOGAN LANE	\$2,208.94

Customer #	Account #	Property ID #	Address	Certification Amount
0120824	004159	363100000010	301 10TH AVE S	\$1,696.22
0120741	004162	363100000020	305 10TH AVE S	\$599.32
0019320	004817	363210001200	1147 6TH AVE S	\$456.06
0048760	004804	363210001280	1111 6TH AVE S	\$1,947.56
0117872	004802	363210001290	1105 6TH AVE S	\$204.16
0121529	004816	363210002130	1144 6TH AVE S	\$820.80
0143430	004818	363210002140	1150 6TH AVE S	\$106.58
0122984	005175	363210002280	1113 7TH AVE S	\$1,638.44
0120439	005173	363210002290	1107 7TH AVE S	\$140.80
0025500	005364	363210003170	1157 8TH AVE S	\$548.94
0117831	005354	363210003210	1141 8TH AVE S	\$799.56
0122604	005352	363210003230	1133 8TH AVE S	\$1,750.96
0118613	005344	363210003271	1115 8TH AVE S	\$1,265.68
0111750	005370	363210005030	1208 8TH AVE S	\$835.66
0122926	005377	363210005060	1218-1220 8TH AVE S	\$1,046.92
0013200	005397	363210005130	1250 8TH AVE S	\$1,263.42
0123996	107870	363210005260	1221 9TH AVE S	\$527.02
0065840	005525	363210005300	1201 9TH AVE S	\$332.88
0118425	005395	363210006200	1243-1245 8TH AVE S	\$1,831.38
0118760	004828	363210007070	1224 6TH AVE S	\$740.12
0089520	004829	363210008240	1227 6TH AVE S	\$633.52
0064640	004822	363210008300	1205 6TH AVE S	\$889.62
0122743	004859	363210009160	1359 6TH AVE S	\$86.66
0076040	004850	363210009220	1333 6TH AVE S	\$310.12
0123822	004845	363210009260	1319 6TH AVE S	\$956.12
0117957	005264	363210010180	1351 7TH AVE S	\$162.00
0120186	005252	363210011070	1322 7TH AVE S	\$1,540.34
0038640	005471	363210013130	1446 8TH AVE S	\$197.10
0123149	005602	363210013210	1441 9TH AVE S	\$268.92
0046070	005285	363210014060	1418 7TH AVE S	\$257.96
0123382	005461	363210014240	1427 8TH AVE S	\$204.16
0123468	005303	363210015190	1447 7TH AVE S	\$636.50
0029670	005283	363210015270	1417 7TH AVE S	\$503.34
0123081	005277	363210015290	1407 7TH AVE S	\$243.14
0086630	002251	363230004092	2310 ANTHONY ST	\$269.04
0136230	002249	363230004100	2300 ANTHONY ST	\$861.78
0119956	002254	363230005040	2321 ANTHONY ST	\$173.60
0020840	002241	363230005110	2400 FRANCIS ST	\$1,560.12
0051030	002242	363230006070	2401 FRANCIS ST	\$1,336.60
0122155	000350	363250000040	1621 CONCORD ST N	\$1,385.10
0122535	003944	363255001071	127 9TH AVE S	\$1,851.60
0121789	003951	363255001090	133 9TH AVE S	\$2,035.02
0120589	003777	363255001180	820 SOUTHVIEW BLVD STE 101	\$2,570.18
0088630	003983	363255002100	239 9TH AVE S	\$934.66
0139090	003746	363255003051	217 8TH AVE S	\$681.96
0090520	003554	363255003290	206 7TH AVE S	\$3,414.72
0123608	003773	363255003300	705 SOUTHVIEW BLVD	\$2,011.60
0119478	107986	363255004301	100 7TH AVE S UNIT A	\$691.56
0119739	003362	363255005210	138 6TH AVE S	\$171.86
0120195	003377	363255006300	202 6TH AVE S	\$426.40
0118019	003173	363255007240	224 5TH AVE S	\$1,065.38

Customer #	Account #	Property ID #	Address	Certification Amount
0037520	006434	363255007260	216 5TH AVE S	\$1,058.88
0056680	003137	363255008230	128 5TH AVE S	\$734.30
0118571	003135	363255009080	125 5TH AVE S	\$735.02
0121059	003150	363255009120	145 5TH AVE S	\$1,784.66
0037520	002838	363255009230	128 4TH AVE S	\$875.42
0122428	002826	363255009270	114 4TH AVE S	\$322.50
0122709	002860	363255011020	203 4TH AVE S	\$1,268.18
0031570	002871	363255011050	219 4TH AVE S	\$2,402.94
0122409	002879	363255011080	227 4TH AVE S	\$2,034.42
0078890	002901	363255011150	257 4TH AVE S	\$1,696.86
0119780	002633	363255012240	128 3RD AVE S	\$815.26
0122368	002621	363255013040	113 3RD AVE S	\$1,389.60
0120844	002496	363255013160	158 2ND AVE S	\$1,280.66
0121021	002488	363255013180	144 2ND AVE S	\$656.04
0122943	002473	363255013230	126 2ND AVE S	\$388.96
0098810	002465	363255013250	120 2ND AVE S	\$902.38
0118851	002452	363255013290	104 2ND AVE S	\$604.34
0123141	002527	363255014170	254 2ND AVE S	\$782.26
0118116	002351	363255015170	252 1ST AVE S	\$1,501.74
0118369	003274	363280002120	926 4TH ST N	\$1,246.78
0125130	003281	363280003140	1010 4TH ST N	\$335.86
0123389	003278	363280003160	1002 4TH ST N	\$634.36
0062710	003701	363283000120	340 PARK LANE	\$1,573.58
0026480	004009	363283000260	344 9TH AVE N	\$1,173.06
0141980	001569	363290001160	444 18TH AVE N	\$220.70
0121953	001548	363290002090	409 18TH AVE N	\$358.82
0023480	001702	363290002140	416 19TH AVE N	\$1,098.84
0120548	001706	363290002150	426 19TH AVE N	\$900.14
0072680	005411	363300000030	1314 8TH AVE S	\$1,019.68
0013330	005434	363300000080	1346 8TH AVE S	\$1,756.06
0120437	005438	363300000090	1352 8TH AVE S	\$1,337.98
0035600	006734	363335001031	1991 WENTWORTH AVE	\$2,119.20
0046330	000956	363340001100	535 16TH AVE N	\$756.94
0061490	000958	363340002050	536 16TH AVE N	\$385.64
0139390	000636	363340002130	547 15TH AVE N	\$714.36
0123493	006343	363490002141	106 SPRUCE ST E	\$492.66
0089570	006071	363490002300	157 MACARTHUR E	\$699.60
0140660	006054	363490003070	136 MACARTHUR E	\$176.54
0120869	006046	363490003110	120 MACARTHUR E	\$1,198.28
0127410	006180	363490003240	135 POPLAR ST E	\$745.90
0121677	006078	363490004031	214 MACARTHUR E	\$633.66
0122589	001357	364020001030	652 17TH AVE N	\$1,213.62
0122744	000787	364130001101	120 BUTLER AVE	\$110.60
0120995	000183	364135000140	2122 CAROLINE LANE	\$1,963.10
0123571	000503	364250001170	2002 EVA LANE	\$313.00
0118820	000499	364250001190	1930 EVA LANE	\$1,656.28
0063920	000914	364250003120	210 REID LANE	\$998.88
0123508	000912	364250003121	206 REID LANE	\$564.52
0122690	006790	364290001040	215 9TH AVE N	\$656.58
0120032	005654	364530005022	404 CHESTNUT ST E	\$147.96
0122144	006776	364530009030	1641 EDWARDS AVE	\$221.68

Customer #	Account #	Property ID #	Address	Certification Amount
0120588	006780	364530009050	1657 EDWARDS AVE	\$113.68
0075330	005861	364530009110	1652 CONCORD ST S	\$193.66
0120536	006514	364530009150	1640 CONCORD ST S	\$658.44
0114520	005849	364530010100	1632 CONCORD ST S	\$971.66
0119328	005827	364530011121	509 POPLAR ST E	\$394.30
0042080	005821	364530011140	1554 CONCORD ST S	\$441.86
0131030	005855	364530014010	1641 CONCORD ST S	\$616.42
0089650	006515	364530014030	1649 CONCORD ST S	\$676.86
0144100	007046	364535001010	1571 LINCOLN PARK DR	\$1,072.68
0121864	001082	364540002110	1560 STICKNEY AVE	\$1,414.08
0059530	001057	364590001030	1417 STICKNEY AVE	\$738.86
0121991	000174	364590002240	2034 BUTLER AVE	\$825.76
0117780	000169	364590002300	2012 BUTLER AVE	\$178.18
0121709	004550	364600002170	725 1ST AVE S	\$216.00
0046670	004533	364600003042	708 1ST AVE S	\$2,150.92
0121598	007130	364600006171	753 5TH AVE S	\$1,693.40
0120717	004909	364600007050	716 5TH AVE S	\$1,500.10
0110660	005096	364600008170	757 7TH AVE S	\$819.02
0129860	005084	364600008260	719 7TH AVE S	\$684.92
0041410	005089	364600009100	736 7TH AVE S	\$591.88
0025520	005204	364600009290	705 8TH AVE S	\$898.88
0118116	006635	364600010032	708 8TH AVE S	\$1,445.70
0123514	005209	364600010040	712 8TH AVE S	\$385.68
0122965	005414	364600011240	825 9TH AVE S	\$411.98
0037520	005290	364600012190	851 8TH AVE S	\$1,841.62
0122648	005275	364600012230	831 8TH AVE S	\$1,173.74
0121389	004761	364600013100	838 6TH AVE S	\$575.68
0119917	005122	364600013200	843 7TH AVE S	\$683.50
0118899	004764	364600014200	843 6TH AVE S	\$1,135.12
0120926	004633	364600015010	800 4TH AVE S	\$599.04
0108060	004637	364600015020	804 4TH AVE S	\$956.02
0121128	004930	364600015240	825 5TH AVE S	\$576.16
0119616	004678	364600017100	852 3RD AVE S	\$212.18
0122725	006122	364620000090	151 POPLAR ST W	\$5,296.38
0056700	005543	364620000161	126 ASH ST W	\$1,310.98
0014770	005536	364620000170	120 ASH ST W	\$1,282.12
0122597	003092	364740001030	253 13TH AVE N	\$351.00
0121503	000517	364740002170	204 15TH AVE N	\$508.72
0120823	000544	364740003050	247 15TH AVE N	\$284.20
0131900	000540	364740003060	241 15TH AVE N	\$859.98
0119410	001211	364740005240	130 17TH AVE N	\$371.14
0099320	003040	364740008062	145 13TH AVE N	\$2,398.60
0123889	006085	364750002060	238 MACARTHUR E	\$626.52
0123131	006280	364755000050	127 SPRUCE ST W	\$820.10
0121871	006293	364755000090	151 SPRUCE ST W	\$971.88
0123391	006004	364755000120	150 MACARTHUR W	\$406.72
0119791	000070	364780007140	2126 BROMLEY ST	\$1,867.24
0047040	001718	364787500010	453 19TH AVE N	\$212.70
0123058	003899	364830001090	511 8TH AVE N	\$877.44
0116890	003682	364830002080	507 7TH AVE N	\$200.28
0086290	003110	364870007250	334 13TH AVE N	\$527.90

Customer #	Account #	Property ID #	Address	Certification Amount
0138630	002230	364870009030	1310 4TH ST N	\$651.56
0121919	005426	364875001020	901 9TH AVE S	\$856.74
0121959	005308	364875001280	914 8TH AVE S	\$245.46
0126360	005306	364875002030	909 8TH AVE S	\$1,427.10
0118378	005142	364875003080	929 7TH AVE S	\$759.18
0122059	004778	364875003270	914 6TH AVE S	\$291.92
0119762	006823	364875004062	921 6TH AVE S	\$1,494.32
0120169	004946	364875004240	924 5TH AVE S	\$778.20
0020660	004791	364875005090	1033 6TH AVE S	\$1,770.18
0044250	004953	364875005170	1052 5TH AVE S	\$727.46
0122946	107975	364875005250	1020 5TH AVE S	\$4,480.60
0085650	005152	364875006090	1033-1035 7TH AVE S	\$1,042.10
0121767	004797	364875006190	1050 6TH AVE S	\$860.30
0121612	005150	364875007230	1032 7TH AVE S	\$1,385.06
0117728	005148	364875007240	1026 7TH AVE S	\$702.20
0123456	003962	364880001130	148 9TH AVE S	\$651.58
0143480	004092	364880001261	119 10TH AVE S	\$7,847.26
0122035	004089	364880002050	116 10TH AVE S	\$2,147.58
0118279	004117	364880002140	148 10TH AVE S	\$998.22
0121561	004209	364880002220	135 11TH AVE S	\$1,215.60
0092250	004203	364880002240	127 11TH AVE S	\$1,061.56
0098980	004182	364880003020	102-104 11TH AVE S	\$1,000.12
0120174	002411	364880003240	125 12TH AVE S	\$195.14
0119958	002416	364880004100	136 12TH AVE S	\$1,893.54
0122708	002859	364880004270	117 13TH AVE S	\$755.18
0120151	004229	364880006030	208 11TH AVE S	\$158.26
0130320	004128	364880007080	228 10TH AVE S	\$699.16
0123257	004238	364880007270	217 11TH AVE S	\$1,363.64
0122504	003796	364880007300	1025 SOUTHVIEW BLVD	\$893.32
0123624	108006	364884301060	285 HARDMAN AVE S-IRR	\$1,051.44
0122686	001241	364910002020	1579 WILLIS AVE	\$1,267.34
0121133	001234	364910002050	1563 WILLIS AVE	\$2,708.94
0093540	000868	364910002170	1542 MOTOR AVE	\$1,694.62
0122313	000521	364910003150	1556 EVANS AVE	\$761.78
0140480	005376	365035001020	700 9TH AVE S	\$799.84
0119764	005380	365035001040	708 9TH AVE S	\$642.26
0088850	005403	365035004020	800 9TH AVE S	\$153.72
0140700	001330	365345001051	2205 WENTWORTH AVE	\$257.36
0122662	001931	365345001110	405 21ST AVE N	\$1,021.72
0114970	001344	365345002050	2325 WENTWORTH AVE	\$497.20
0122176	000020	365345005080	2221 ACORN LANE	\$391.14
0118351	000678	365345008020	2307 ISALONA LANE	\$886.90
0122339	000683	365345008030	2325 ISALONA LANE	\$94.34
0121725	000689	365345008060	2403 ISALONA LANE	\$262.62
0120608	000739	365345010140	235 LIBERTY PL	\$135.00
0119490	000451	365345011130	2114 EARL LANE	\$816.44
0121758	000444	365345012020	256 DESSA LANE	\$307.36
0121791	000610	365345015020	2326 GILBERT LANE	\$1,045.90
0120428	000617	365345016100	2415 GILBERT LANE	\$903.00
0121590	003871	365350000040	721 STEWART LANE	\$603.36
0122659	001621	365360001190	149 19TH AVE S	\$2,083.12

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0121408	001613	365360001240	127 19TH AVE S	\$424.84
0122838	001616	365360002110	140 19TH AVE S	\$178.20
0123025	000780	365360004020	2103 MARIE AVE	\$492.02
0118682	001829	365360004030	106 21ST AVE S	\$2,813.56
0050580	001861	365360004140	152 21ST AVE S	\$54.74
0121616	001999	365360004190	145 22ND AVE S	\$715.60
0112890	002128	365360005230	133 23RD AVE S	\$602.96
0040640	001630	365360009040	210 19TH AVE S	\$142.36
0119496	001717	365360009170	259 20TH AVE S	\$5,513.12
0123465	001705	365360009210	239 20TH AVE S	\$200.94
0121122	000977	365360010020	1801 SOUTHVIEW BLVD	\$693.60
0120087	004646	365690000040	812 3RD AVE S	\$2,025.30
0119177	006309	365780000030	215 SPRUCE ST W	\$159.96
0079600	006018	365780000160	226 MACARTHUR W	\$875.20
0072600	006628	365900001040	1300 STICKNEY AVE	\$1,365.10
0120784	001281	366270004200	448 17TH AVE N	\$724.50
0123460	000575	366270005080	429 15TH AVE N	\$1,953.86
0108330	000598	366270006010	456 15TH AVE N	\$1,943.00
0122547	000587	366270006050	440 15TH AVE N	\$895.16
0078570	000582	366270006070	434 15TH AVE N	\$971.64
0123987	000571	366270006090	424 15TH AVE N	\$357.10
0083490	001401	366274002080	568 ANNAPOLIS E	\$231.24
0122266	000354	366276001110	112 HOMER ST	\$296.82
0017730	001263	366276001150	1654 WILLIS AVE	\$1,601.00
0123088	001267	366276002090	1671 WILLIS AVE	\$799.40
0028160	001262	366276002160	1649 WILLIS AVE	\$552.66
0119400	001101	366276003290	1656 STICKNEY AVE	\$1,754.30
0119231	001210	366290000020	1707 THOMPSON AVE	\$757.92
0119467	004036	366300001120	344 9TH AVE S	\$1,067.36
0063130	004283	366300002260	319 11TH AVE S	\$1,217.40
0123506	004275	366300003030	308 11TH AVE S	\$782.96
0012710	004285	366300003070	322 11TH AVE S	\$1,111.86
0121239	004300	366300003120	346 11TH AVE S	\$380.86
0119658	002440	366300003300	301 12TH AVE S	\$1,184.08
0124059	002455	366300004050	314 12TH AVE S	\$123.08
0123228	002462	366300004070	326 12TH AVE S	\$1,021.10
0020580	002942	366300004210	339 13TH AVE S	\$432.10
0049420	002931	366300004260	319 13TH AVE S	\$632.96
0014760	003793	366430001270	312 8TH AVE S	\$1,109.12
0081680	003790	366430001280	308 8TH AVE S	\$828.34
0121184	003781	366430001300	811 3RD ST S	\$456.16
0035590	004062	366430002030	409 9TH AVE S	\$493.06
0065960	004091	366430002150	457 9TH AVE S	\$652.82
0024200	003890	366430002180	448 8TH AVE S	\$643.02
0120709	003882	366430002200	440 8TH AVE S	\$753.96
0015920	003877	366430002210	436 8TH AVE S	\$1,325.42
0123146	003848	366430002262	420 8TH AVE S	\$824.98
0075630	003885	366430003110	441 8TH AVE S	\$1,759.50
0117763	003893	366430003140	453 8TH AVE S	\$603.88
0118419	003665	366430003180	448 7TH AVE S	\$391.78
0119276	003629	366430003290	406 7TH AVE S	\$64.16

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0071950	003799	366430004050	319 8TH AVE S	\$4,983.22
0078300	003804	366430004070	325 8TH AVE S	\$1,092.54
0093850	003621	366430004170	358 7TH AVE S	\$220.58
0121543	003595	366430005050	317 7TH AVE S	\$1,859.96
0120144	003609	366430005090	333 7TH AVE S	\$2,381.50
0121806	003611	366430005100	337 7TH AVE S	\$1,219.66
0086800	003622	366430005150	359 7TH AVE S	\$252.04
0122598	003437	366430005260	316 6TH AVE S	\$1,156.62
0121634	003627	366430006020	405 7TH AVE S	\$721.28
0120911	003660	366430006120	445 7TH AVE S	\$736.30
0114760	003663	366430006130	447 7TH AVE S	\$632.52
0112810	003666	366430006150	453 7TH AVE S	\$403.28
0121083	003248	366430007280	408 5TH AVE S	\$859.28
0122756	003455	366430008090	335 6TH AVE S	\$1,247.94
0033370	003472	366430008150	359 6TH AVE S	\$367.98
0123135	003238	366430008160	356 5TH AVE S	\$280.28
0059140	003196	366430009010	301 5TH AVE S	\$387.18
0090450	003218	366430009080	327 5TH AVE S	\$962.62
0123877	002954	366430009161	358 4TH AVE S	\$488.64
0123747	002948	366430009180	348 4TH AVE S	\$1,408.00
0097870	002936	366430009200	342 4TH AVE S	\$1,558.66
0119879	003250	366430010030	409 5TH AVE S	\$1,945.56
0123057	003265	366430010080	429 5TH AVE S	\$1,123.86
0121853	003289	366430010140	453 5TH AVE S	\$777.44
0121828	002990	366430010210	438 4TH AVE S	\$398.30
0121906	002972	366430010250	418 4TH AVE S	\$724.46
0121847	002970	366430010260	416 4TH AVE S	\$559.10
0121343	002967	366430010280	412 4TH AVE S	\$166.12
0123648	002958	366430010300	400 4TH AVE S	\$862.36
0121494	002962	366430011020	405 4TH AVE S	\$174.18
0121973	002996	366430011120	445 4TH AVE S	\$473.14
0035310	002758	366430011170	450 3RD AVE S	\$236.90
0120503	002930	366430012090	333 4TH AVE S	\$647.56
0103010	007195	366430012101	341 4TH AVE S	\$1,005.48
0123960	002726	366430012180	350 3RD AVE S	\$692.02
0041570	002716	366430013100	337 3RD AVE S	\$1,543.12
0122707	002717	366430013110	341 3RD AVE S	\$847.40
0119517	002542	366430013270	312 2ND AVE S	\$1,105.06
0119595	002736	366430014030	409 3RD AVE S	\$654.34
0123212	002752	366430014120	441 3RD AVE S	\$594.30
0119405	002760	366430014151	459 3RD AVE S	\$1,493.06
0122422	002590	366430014261	416 2ND AVE S	\$190.28
0123083	002582	366430015020	405 2ND AVE S	\$1,632.74
0015890	002447	366430015160	456 1ST AVE S	\$2,413.30
0101080	002548	366430016040	315 2ND AVE S	\$1,291.36
0122293	002566	366430016070	329 2ND AVE S	\$1,641.16
0121667	002567	366430016090	331 2ND AVE S	\$385.38
0123582	002365	366430017040	315 1ST AVE S	\$949.02
0094720	002396	366430018030	357 1ST AVE S	\$201.90
0118636	002399	366430018050	359 1ST AVE S	\$731.16
0121625	002430	366430019031	423 1ST AVE S	\$1,343.98

Customer #	Account #	Property ID #	Address	Certification Amount
0123201	002150	366530001170	2404 CULLEN AVE	\$229.16
0110410	002162	366530002110	820 24TH AVE N	\$1,859.52
0120451	002282	366530002170	803 23RD AVE N	\$1,001.78
0038180	002287	366530002210	817 23RD AVE N	\$600.92
0117732	002299	366530002290	851 23RD AVE N	\$78.24
0093880	002135	366530008260	739 24TH AVE N	\$1,203.62
0123958	001979	366530012170	604 21ST AVE N	\$498.74
0076440	005522	366582001030	251 9TH ST S	\$658.36
0122977	006090	366582001220	224-226 PARK ST W	\$1,989.30
0123590	006093	366582001230	230 PARK ST W	\$856.64
0067000	006082	366582002110	217 PARK ST W	\$1,503.76
0059690	006077	366582002120	213 PARK ST W	\$901.96
0119143	006390	366582004120	211 Warburton St W	\$455.26
0048520	006388	366582004150	205 Warburton St W	\$638.62
0121497	006187	366582004240	232 Richmond St W	\$653.38
0090210	007147	366582004271	248 Richmond St W	\$620.24
0035380	006204	366582004300	256 Richmond W	\$1,298.42
0122147	006739	366582005050	155 Warburton St W	\$448.62
0120627	006381	366582006250	136 Warburton St W	\$802.34
0123518	006382	366582006270	140 Warburton St W	\$277.80
0123365	006384	366582006280	144-146 Warburton St W	\$234.42
0040950	006067	366582007022	159 Park St W	\$1,013.26
0122166	005483	366582008120	113 9TH ST S	\$854.58
0121794	005480	366582009041	108 9TH ST E	\$323.94
0030630	005741	366582138131	600 Richmond St E	\$5,872.92
0120763	000677	366660001030	630 15TH AVE N	\$2,035.82
0079920	000654	366660001081	610 15TH AVE N	\$1,630.34
0122421	000985	366660003071	615 16TH AVE N	\$1,910.32
0118272	000161	366830001040	1945 Butler Ave	\$542.54
0119704	000385	366830001291	1934 Conner Ave	\$393.44
0068070	000388	366830002051	1935 Conner Ave	\$294.44
0087740	000381	366830002070	1927 Conner Ave	\$1,138.74
0125770	006860	366950001060	847 1ST AVE S	\$1,360.04
0120134	001131	367020004050	1053 16TH AVE N	\$679.08
0121289	001116	367020004120	1023 16TH AVE N	\$313.86
0015190	000810	367020005220	1017 15TH AVE N	\$493.40
0123812	000794	367020006200	1434 Hawley	\$2,393.76
0103960	000808	367020006220	1014 15TH AVE N	\$1,187.84
0123723	000668	367020009090	931 Warner Ave	\$191.40
0123999	000673	367020009270	955 Warner Ave	\$1,102.16
0123563	001724	367020100104	518 19TH AVE N	\$205.02
0117849	000748	367020101130	817 15TH AVE N	\$692.70
0026460	000086	367020105040	780 Holland Ave	\$2,187.28
0077660	000725	367020105050	770 15TH AVE N	\$940.30
0122344	000721	367020105061	768 15TH AVE N	\$1,334.70
0120666	003606	367020200030	1300 Highland Ave	\$1,995.20
0123205	000254	367020203151	1002 Central Ave	\$1,160.22
0122307	006903	367020204141	1251 Bryant Ave	\$1,622.44
0093020	000059	367020401300	2019 Bromley St	\$830.16
0120947	001887	367020402140	808 20TH AVE N	\$1,608.88
0123635	002015	367020403110	720 21ST AVE N	\$515.38

Customer #	Account #	Property ID #	Address	Certification Amount
0143590	001879	367020403290	751 20TH AVE N	\$178.18
0118225	001213	367020404151	1916 THOMPSON AVE	\$1,046.08
0120524	004178	367020502183	778 10TH AVE N	\$1,208.72
0119594	001182	367020503130	1010 THOMPSON AVE	\$352.62
0047630	003597	367020504060	1137 HIGHLAND AVE	\$736.74
0089330	002374	367020504190	717 11TH AVE N	\$1,001.12
0122762	000094	367020601100	1624 BRYANT AVE	\$1,855.66
0120978	001383	367020601140	818 17TH AVE N	\$1,059.68
0123843	000407	367020701050	643 14TH AVE N	\$527.48
0121090	002814	367020703260	641 12TH AVE N	\$584.28
0144270	002819	367020704030	654 12TH AVE N	\$1,053.78
0070910	002789	367020704140	604 12TH AVE N	\$1,066.50
0143750	004140	367020705230	631 10TH AVE N	\$873.22
0096710	004157	367020705300	1001 THOMPSON AVE	\$541.36
0052450	000704	367020805090	715 15TH AVE N	\$246.96
0078010	000709	367020805110	721 15TH AVE N	\$674.78
0077900	001027	367020808220	745 16TH AVE N	\$2,730.90
0023590	001369	367020808270	754 17TH AVE N	\$920.76
0119750	006822	367020901031	555 14TH AVE N	\$2,933.44
0121169	000365	367020901100	525 14TH AVE N	\$1,280.50
0090160	000361	367020901130	511 14TH AVE N	\$844.74
0122063	000332	367020902090	425 14TH AVE N	\$169.28
0130400	000328	367020902100	421 14TH AVE N	\$745.44
0119370	000325	367020902110	417 14TH AVE N	\$399.16
0122524	000344	367020903040	444 14TH AVE N	\$1,367.80
0122338	003121	367020904090	420 13TH AVE N	\$857.56
0119746	002735	367020904161	437 12TH AVE N	\$1,405.14
0119440	003495	367020910190	1207 DWANE ST	\$778.30
0123595	002737	367020910261	444 12TH AVE N	\$342.06
0078670	003454	367020910390	1017 DWANE ST	\$556.50
0021550	003452	367020910400	1015 DWANE ST	\$715.80
0117938	003448	367020910410	1009 DWANE ST	\$289.88
0119662	002765	367020912050	542 12TH AVE N	\$602.70
0122157	002319	367020912180	545 11TH AVE N	\$337.66
0118341	006424	367020913020	556 11TH AVE N	\$876.08
0019950	003460	367020913150	1024 DWANE ST	\$672.10
0032510	003456	367020913160	1020 DWANE ST	\$1,225.74
0123534	003445	367020913200	1004 DWANE ST	\$2,523.64
0124033	004020	367020914070	503 9TH AVE N	\$163.14
0067070	004033	367020914122	525 9TH AVE N	\$637.52
0120248	004059	367020915050	646 9TH AVE N	\$1,031.96
0123653	004043	367020915110	616 9TH AVE N	\$1,136.46
0117841	003913	367020915160	603 8TH AVE N	\$123.50
0120839	003931	367020915250	639 8TH AVE N	\$2,766.34
0120774	003912	367020919231	600 8TH AVE N	\$158.26
0013670	003929	367020919310	634 8TH AVE N	\$1,791.46
0123134	000239	367020923013	772 CONCORD ST N	\$890.84
0122395	000235	367020923160	722 CONCORD ST N	\$455.64
0120653	002769	367030013060	131 4TH AVE N	\$925.56
0121060	003019	367030013150	114 5TH AVE N	\$1,422.42
0121429	002788	367030014090	221 4TH AVE N	\$491.40

Customer #	Account #	Property ID #	Address	Certification Amount
0122711	003081	367030016050	305 5TH AVE N	\$359.12
0072620	003044	367030017141	201 5TH AVE N	\$1,514.96
0121577	003309	367030017170	210 6TH AVE N	\$93.66
0019690	003314	367030017200	220 6TH AVE N	\$957.12
0084880	003318	367030017240	238 6TH AVE N	\$468.16
0087930	002528	367040001090	441 12TH AVE S	\$1,485.92
0117935	002495	367040002010	402 12TH AVE S	\$355.34
0109140	002502	367040002030	414 12TH AVE S	\$204.74
0022830	002526	367040002090	440 12TH AVE S	\$668.02
0120457	002980	367040002170	443 13TH AVE S	\$377.40
0124001	006254	367150026201	203 RICHMOND ST E	\$470.20
0118936	005800	367150029030	1208 ELDRIDGE AVE	\$20,308.72
0024330	005812	367150029060	1220 ELDRIDGE AVE	\$1,194.60
0122809	006524	367150029180	211 DOUGLAS E	\$230.82
0026020	005771	367150029210	202 DALE ST E	\$171.86
0121177	006369	367150030140	237 SPRUCE ST E	\$249.64
0121875	006358	367150030200	215 SPRUCE ST E	\$475.56
0122416	005963	367150030300	222 DOUGLAS ST E	\$951.68
0066300	005950	367150033040	150 FROST ST E	\$127.44
0119482	005935	367150033080	128 FROST ST E	\$1,490.36
0123043	005926	367150033110	116 FROST ST E	\$1,203.60
0123641	005918	367150033140	102 FROST ST E	\$1,037.52
0119433	005759	367150033200	117 DALE ST E	\$1,984.82
0098180	005761	367150033210	121 DALE ST E	\$695.24
0119355	005765	367150033230	133 DALE ST E	\$833.60
0119884	006231	367150034090	124 RICHMOND ST E	\$1,652.38
0121496	006216	367150034140	104 RICHMOND ST E	\$98.18
0120264	006207	367150034150	100 RICHMOND ST E	\$1,940.06
0123497	006405	367150035100	124 Warburton St E	\$306.82
0064070	006248	367150035300	159 RICHMOND ST E	\$348.42
0122334	006162	367150037140	155 RICHMOND ST W	\$1,881.84
0123084	005848	367150037260	120 FROST ST W	\$1,673.42
0122892	005846	367150037270	114 FROST ST W	\$496.80
0084770	005850	367150038060	121 FROST ST W	\$1,156.64
0118437	005867	367150038130	151 FROST ST W	\$1,295.44
0118946	005872	367150038150	157 FROST ST W	\$556.12
0123607	005716	367150038170	154 DALE ST W	\$1,168.76
0123561	005691	367150038270	114 DALE ST W	\$330.46
0137370	005889	367150039270	116 DOUGLAS W	\$933.02
0122825	005881	367150039290	106 DOUGLAS ST W	\$622.00
0119804	005877	367150039300	100 DOUGLAS W	\$1,399.20
0063060	007013	367150042080	231 DALE ST W	\$1,725.00
0117981	005949	367150042160	256 DOUGLAS W	\$757.56
0019810	006521	367150043140	249 FROST ST W	\$875.66
0120780	005738	367150043210	238 DALE ST W	\$1,850.64
0120111	006177	367150044060	221 RICHMOND W	\$899.26
0123992	006203	367150044150	253 RICHMOND W	\$194.80
0111760	005890	367150044230	228 FROST ST W	\$706.64
0031780	005878	367150044290	208 FROST ST W	\$785.66
0036070	005879	367155040020	103 DOUGLAS W	\$1,131.10
0122208	005883	367155040030	109 DOUGLAS W	\$1,591.18

Customer #	Account #	Property ID #	Address	Certification Amount
0122774	005891	367155040060	121 DOUGLAS ST W	\$991.88
0020650	005917	367155041020	203 DOUGLAS W	\$1,966.18
0121120	006311	367155041270	216 SPRUCE ST W	\$2,338.14
0123961	003992	367265001050	245 9TH AVE N	\$323.54
0124430	004370	367265002050	245 10TH AVE N	\$670.50
0101270	004368	367265002070	237 10TH AVE N	\$346.88
0122632	004354	367265002110	217 10TH AVE N	\$1,022.28
0122196	004388	367265002200	216 11TH AVE N	\$1,266.90
0120933	006462	367265002271	244 11TH AVE N	\$302.42
0011890	004409	367265003040	247 11TH AVE N	\$729.50
0122686	004399	367265003081	233 11TH AVE N	\$1,652.76
0089590	004405	367265003140	207 11TH AVE N	\$677.10
0062110	002652	367265003230	230 12TH AVE N	\$710.76
0063160	002667	367265004020	257 12TH AVE N	\$1,433.28
0047400	002663	367265004030	251 12TH AVE N	\$1,376.64
0093430	002650	367265004090	227 12TH AVE N	\$149.60
0120697	003072	367265004220	226 13TH AVE N	\$754.50
0121292	003091	367265004270	246 13TH AVE N	\$1,035.00
0122486	003098	367265004300	258 13TH AVE N	\$1,633.82
0122576	001064	367280003091	1433 EVANS AVE	\$1,286.12
0122964	001073	367280003220	1454 STICKNEY AVE	\$232.84
0123787	001062	367280003280	1430 STICKNEY AVE	\$493.34
0121168	001059	367280003301	1424 STICKNEY AVE	\$3,162.12
0058180	007120	367280101020	410 OUTLOOK AVE	\$1,253.44
0121182	002799	367285011040	232-234 4TH AVE N	\$1,294.20
0121848	006428	367285011050	228 4TH AVE N	\$5,265.66
0094320	006172	367315002070	120 POPLAR ST E	\$780.20
0129510	005616	367315002140	119 ASH ST E	\$441.58
0062200	006282	367315102110	101 SOUTH ST E	\$1,034.48
0123959	006540	367315102150	125 SOUTH ST E	\$324.00
0119583	006300	367315102200	155 SOUTH ST E	\$353.34
0123522	000323	367320001030	1441 CONCORD ST N	\$218.74
0119051	000321	367320001070	1433 CONCORD ST N	\$798.50
0121795	001011	367320002111	305 STANLEY AVE	\$935.32
0121113	005146	367510001170	552 8TH AVE S	\$678.06
0119581	005137	367510001180	548 8TH AVE S	\$236.90
0120334	005076	367510002010	501 8TH AVE S	\$577.66
0035960	005033	367510002200	540 7TH AVE S	\$648.54
0119624	004677	367510004280	510 5TH AVE S	\$1,144.70
0050590	004538	367510007020	505 3RD AVE S	\$568.56
0123779	004433	367510007200	540 2ND AVE S	\$171.86
0119644	004426	367510007240	524 2ND AVE S	\$913.80
0038310	004444	367510008140	555 2ND AVE S	\$862.66
0064800	004470	367510008180	548 1ST AVE S	\$894.00
0121712	004453	367510008230	528 1ST AVE S	\$1,273.02
0112300	004493	367510014150	657 2ND AVE S	\$1,042.18
0120915	004513	367510014201	640 1ST AVE S	\$2,854.28
0099220	004484	367510014290	604 1ST AVE S	\$198.50
0123449	004590	367510015030	609 3RD AVE S	\$625.24
0119965	004627	367510015120	645 3RD AVE S	\$668.82
0121458	004622	367510016130	649 4TH AVE S	\$591.60

Customer #	Account #	Property ID #	Address	Certification Amount
0091630	005045	367510019030	609 7TH AVE S	\$1,444.58
0120208	005053	367510019070	625 7TH AVE S	\$892.20
0119663	005063	367510019120	645 7TH AVE S	\$270.64
0101920	004730	367510019230	632 6TH AVE S	\$807.02
0119938	005066	367510020180	650 7TH AVE S	\$396.78
0120887	005064	367510020190	646 7TH AVE S	\$677.70
0130250	005042	367510020300	602 7TH AVE S	\$512.98
0118884	005365	367510021110	641 9TH AVE S	\$213.50
0120813	005172	367510021230	630 8TH AVE S	\$364.74
0070160	005156	367510021290	608 8TH AVE S	\$983.88
0120843	004440	367515109030	511 1ST AVE S	\$331.10
0038790	004477	367515109150	553 1ST AVE S	\$3,471.00
0122476	004504	367515113110	629 1ST AVE S	\$1,314.54
0137030	006341	367530000010	901 SPRUCE ST W	\$1,678.42
0120467	005561	367530000030	1316 9TH AVE S	\$508.70
0122029	007948	367640001060	703 13TH AVE N	\$358.36
0031660	002294	367680001040	838 23RD AVE N	\$2,402.32
0122705	002284	367680001090	808 23RD AVE N	\$510.52
0107760	002276	367680001130	750 23RD AVE N	\$359.72
0122553	002264	367680001200	708 23RD AVE N	\$837.88
0098440	002049	367680001220	703 22ND AVE N	\$437.56
0120152	002054	367680001240	715 22ND AVE N	\$713.54
0018560	002097	367680001370	827 22ND AVE N	\$192.02
0123091	002107	367680002030	844 22ND AVE N	\$355.00
0136870	002089	367680002080	814 22ND AVE N	\$3,329.28
0122145	002086	367680002090	808 22ND AVE N	\$1,689.72
0121958	002071	367680002130	750 22ND AVE N	\$1,155.12
0119749	002055	367680002180	720 22ND AVE N	\$747.04
0122923	002012	367680002230	709 21ST AVE N	\$419.56
0121415	002017	367680002250	721 21ST AVE N	\$439.96
0078710	002027	367680002280	739 21ST AVE N	\$680.26
0118233	003108	368010006010	385 5TH AVE N	\$676.24
0039000	003338	368010006220	336 6TH AVE N	\$195.04
0119936	006481	368170000060	730 6TH AVE S	\$1,427.08
0118968	005496	368210002121	144 9TH ST S	\$432.00
0117662	004679	368210002150	853 3RD AVE S	\$594.00
0120946	004653	368210003010	820 3RD AVE S	\$1,135.66
0122677	004671	368210003100	857 4TH AVE S	\$497.56
0120580	004662	368210003120	847 4TH AVE S	\$255.50
0122045	004638	368210004020	805 4TH AVE S	\$683.46
0024070	005995	368330001040	121 MACARTHUR W	\$1,034.20
0118422	005997	368330001050	127 MACARTHUR W	\$238.62
0123119	006009	368330002010	203 MACARTHUR W	\$972.20
0119174	006152	368330002132	246 POPLAR ST W	\$1,909.28
0108640	006126	368330002200	202 POPLAR ST W	\$1,549.24
0122729	006827	368357502020	710 WENTWORTH AVE	\$821.18
0123373	001732	368370001010	400 20TH AVE S	\$1,373.62
0033830	001779	368370001120	437 21ST AVE S	\$260.96
0118683	001769	368370001151	409 21ST AVE S	\$377.66
0085710	001766	368370003030	400 21ST AVE S	\$771.58
0122283	001784	368370004010	500 21ST AVE S	\$1,798.90

Customer #	Account #	Property ID #	Address	Certification Amount
0069180	002877	368390001110	144 13TH AVE S	\$90.84
0119062	002882	368390001140	152 13TH AVE S	\$491.32
0045030	000005	368390001280	111 14TH AVE S	\$593.64
0121887	000942	368390002150	1406 SOUTHVIEW BLVD	\$1,532.28
0077710	000459	368390002170	159 15TH AVE S	\$382.44
0122254	000452	368390002190	147 15TH AVE S	\$475.98
0120695	000421	368390002260	119 15TH AVE S	\$806.08
0082540	000414	368390002280	109 15TH AVE S	\$850.24
0121317	000944	368390003150	1504 SOUTHVIEW BLVD	\$808.32
0098800	000846	368390003230	129 16TH AVE S	\$352.44
0122681	000834	368390003270	117 16TH AVE S	\$778.10
0099910	000832	368390003291	109 16TH AVE S	\$2,027.14
0123287	000964	368390004180	1616 SOUTHVIEW BLVD	\$833.30
0120143	001181	368390004200	145 17TH AVE S	\$769.76
0121846	001168	368390004240	127 17TH AVE S	\$541.24
0023480	001456	368390005183	155 18TH AVE S	\$1,717.64
0023480	001457	368390005184	157 18TH AVE S	\$9,027.14
0121046	001454	368390005200	145 18TH AVE S	\$584.76
0118407	001427	368390005280	111 18TH AVE S	\$410.92
0115490	001476	368390006200	245 18TH AVE S	\$1,136.56
0121082	000208	368390009010	200 14TH AVE S	\$765.04
0131430	000475	368390009260	219 15TH AVE S	\$1,035.68
0124086	002887	368390010040	214 13TH AVE S	\$193.40
0122664	002905	368390010100	234 13TH AVE S	\$1,679.06
0123548	004398	368395000020	157 11TH AVE N	\$1,375.34
0122189	002581	368395000190	108 12TH AVE N	\$1,286.94
0045020	002601	368395000240	134 12TH AVE N	\$894.14
0023580	002616	368395000280	150 12TH AVE N	\$764.90
0090800	007058	368410001020	1435 STICKNEY AVE	\$2,718.32
0085360	003647	368430003030	800 MARIE AVE	\$972.58
TOTAL				\$712,904.04



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Submittal of Application for the 2026 Private Property Inflow and Infiltration Grant Program

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2025-126 authorizing submittal of an application to the Metropolitan Council for the 2026 Private Property Inflow and Infiltration Grant Program

OVERVIEW

Inflow and infiltration is clear water — stormwater and groundwater — that enters the wastewater system. More than half of this clear water in the metro region's sewer system comes from private properties, homes, and businesses. Pipes, also known as sewer laterals, connect private properties to the city sanitary sewer and can experience cracks and deterioration that come with age or when roots break through the pipes, allowing groundwater into the system. This clear water does not need to be treated as wastewater. It can take up space in the wastewater system and cause costly sewer backups into homes and buildings, or sewer overflows into rivers and lakes.

The 2026 Private Property Inflow and Infiltration Grant Program provides \$1.5 million in wastewater revenue to provide grants to private property owners across the metro to help with repairs that will remove and prevent clear water from entering the wastewater treatment system. The Minnesota Legislature amended statute 471.342 to allow the Metropolitan Council to provide grant funding to local municipalities to assist private property owners with costs associated with repairing sewer infrastructure on their property.

Eligible work includes:

- Private lateral repair and / or replacement
- Foundation drain disconnections and new sump pump, if associated with the foundation drain disconnect
- Sewer lateral inspection and cleaning costs if:
 - Applicant meets the equity need or
 - Televising and cleaning result in repair or replacement of sewer lateral

Grant awards to private property owners may be 50% of eligible costs, with a maximum award of \$5,000. Qualified spending on eligible work can happen between January 1, 2026, and December 31, 2026.

Staff recommends that Council consider approving Resolution 2025-126 authorizing submittal of an application to the Metropolitan Council for the 2026 Private Property Inflow and Infiltration Grant Program.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Resolution 2025-126 - 2026 Private I&I Grant App

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-126
RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE
METROPOLITAN COUNCIL FOR THE 2026 PRIVATE INFLOW AND
INFILTRATION GRANT PROGRAM

WHEREAS, Inflow and Infiltration is clear water that enters the wastewater system; and

WHEREAS, More than half of this clear water in the metro region's sewer system comes from private properties, homes, and businesses; and

WHEREAS, The 2026 Private Property Inflow and Infiltration Grant Program provides \$1.5 million in wastewater revenue to provide grants to private property owners across the metro to help with repairs that will remove and prevent clear water from entering the wastewater treatment system.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of South St. Paul hereby authorizes submittal of an application to the Metropolitan Council for the 2026 Private Property Inflow and Infiltration Grant Program.
2. The City of South St. Paul hereby certifies that they have read the program guidelines and support participation in the program.

Adopted this 17th day of November 2025.

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Assessment Deferments — Parcel No. 367285025107 and Parcel No. 367285025311

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2025-128 RESOLUTION APPROVING THE DEFERMENT OF SPECIAL ASSESSMENTS AGAINST PARCEL NO. 367285025107 AND PARCEL NO. 367285025311.

OVERVIEW

City Code Section 50-21 authorizes the City Council to consider the deferral of special assessments to persons meeting certain criteria pertaining to age and financial conditions. The following requests were received for such deferments:

ADDRESS: 100 4th Avenue N Unit 107
PARCEL ID: 367285025107
PROJECT: 2024-05 Marie Avenue Reconstruction Project
AMOUNT DEFERRED: \$316.63

ADDRESS: 100 4th Avenue N Unit 311
PARCEL ID: 367285025311
PROJECT: 2024-05 Marie Avenue Reconstruction Project
AMOUNT DEFERRED: \$316.63

Staff reviewed the applications, and it appears that the applicants do meet the criteria established by the Municipal Code. Staff recommends approval of Resolution No. 2025-128.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. 2025-128 Resolution Deferring Assessments

**CITY OF SOUTH ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 2025-128

**A RESOLUTION APPROVING THE DEFERMENT OF SPECIAL ASSESSMENTS
AGAINST PARCEL NO. 367285025107 AND PARCEL NO. 367285025311**

WHEREAS, that the South St. Paul City Council hereby finds that the persons listed herein are found to be qualified for the deferment of payment of special assessments as listed under Municipal Code, Section 50-21;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the deferment of payment of special assessments as listed with interest to accrue at the rate specified by that assessment:

Address: 100 4th Avenue N Unit 107
Parcel ID No.: 367285025107
Assessment Project: 2024-05 Marie Avenue Reconstruction Project
Amount Deferred: \$316.63

Address: 100 4th Avenue N Unit 311
Parcel ID No.: 367285025311
Assessment Project: 2024-05 Marie Avenue Reconstruction Project
Amount Deferred: \$316.63

Passed by the City Council of South St. Paul this 17th day of November 2025.

James Francis, Mayor

Attest:

Deanna Werner, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Conditional Offer of Employment for Office Support Specialist

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve conditional officer of employment to Brian Cotroneo for the position of part-time Office Support Specialist, contingent upon successful completion of a background check.

OVERVIEW

The City Council accepted a letter of resignation from D. Letcher, former Finance Office Support Specialist, at the August 14, 2025, council meeting. The position was reopened and posted on both the League of Minnesota Cities job board and the City of South St. Paul website. An interview panel consisting of Finance Director Clara Hilger and Asst. Finance Director Jeffery Hines conducted interviews for the vacancy, and recommended Brian Cotroneo for the position of part-time Office Support Specialist.

Mr. Cotroneo served as a Client Service Representative, where he performed duties similar to the job duties of the Office Support Specialist. Those duties include customer service, responding to customer inquiries, data entry, and processing financial transactions. A conditional offer of employment has been extended to Mr. Cotroneo, and he has accepted. This offer is contingent upon the successful completion of a background check and final approval by the City Council.

Staff recommends City Council approval of the conditional offer of employment to Brian Cotroneo for the position of part-time Office Support Specialist. The position will begin at Step 1 of the wage schedule, with a starting hourly wage of \$25.79. This position is part of the AFSCME bargaining unit, and all terms and benefits will be administered in accordance with the current union contract.

SOURCE OF FUNDS

Finance Department Budget: 10150

ATTACHMENTS

1. Cotroneo, Brian_Application Redacted

EMPLOYMENT APPLICATION



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

Cotroneo, Brian T.
25-00046 OFFICE SPECIALIST (PART-TIME)

Received: 10/16/25 2:51 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: OFFICE SPECIALIST (PART-TIME)	EXAM ID#: 25-00046
NAME: (Last, First, Middle) Cotroneo, Brian T.	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	EMAIL ADDRESS:
HOME PHONE:	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? Bachelor's Degree	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time

EDUCATION

DATES:	SCHOOL NAME: Concordia University - St. Paul
DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelor of Science	

WORK EXPERIENCE

DATES: From: 1/2024 To: 7/2025	EMPLOYER: Animal Emergency and Referral Center	POSITION TITLE: Client Service Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Oakdale, Minnesota		
MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No		
DUTIES: Served as the first point of contact for clients, answering calls, addressing inquiries, and providing guidance. Assisted customers with inquiries, appointments, and billing questions, ensuring accurate and timely communication. Entered client data into electronic medical record systems and processed financial transactions accurately. Resolving service issues by identifying solutions, and escalating complex problems when necessary. Acted as liaison between clients, clinicians, and technical teams, demonstrating patience, empathy, and strong interpersonal communication skills.		
REASON FOR LEAVING: I left due to facility restructuring. The hospital closed its urgent care clinic, and the entire team was laid off as a result.		
DATES: From: 1/2011 To: 1/2024	EMPLOYER: Team Personnel	POSITION TITLE: Business Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) St. Paul, Minnesota		
MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No		
DUTIES: Provided high-quality customer service in a financial services environment, serving as the first point of contact for clients both in person and over the phone. Processed payments, money transfers, and financial transactions accurately, including handling cash and credit card payments. Process background checks and drug screen results. Trained and mentored new staff in customer service procedures, office protocols, and company policies, ensuring consistency and quality of service. Worked as a Business Manager, helping oversee operations, manage staff, and support the overall success of the business.		

REASON FOR LEAVING:

Left due to business sale and change in ownership.

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Priscila Pinho

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:****PHONE NUMBER:**

Brian T. Cotroneo

OBJECTIVE

Motivated and detail-oriented professional with extensive customer service and administrative experience.

SKILLS

1- Front desk and reception support ; 2- Customer service and conflict resolution ; 3- Data entry and records management ; 4- Cash, credit card, and financial transaction handling ; 5- Microsoft Office 365 (Word, Excel, Outlook, Teams, SharePoint) ; 6- Scheduling, calendar management ; 7- Office administration: filing, scanning, faxing, mailing ; 8- Confidentiality, discretion, and professionalism

REFERENCES

Available upon request.

ADDRESS

PHONE

EMAIL

EXPERIENCE

2024 - 2025

Customer Service Representative – AERC Hospital, Oakdale/MN

+Key responsibilities:

Served as the first point of contact for clients, answering calls, addressing inquiries, and providing guidance.

Assisted costumers with inquiries, appointments, and billing questions, ensuring accurate and timely communication.

Entered client data into electronic medical record systems and processed financial transactions accurately.

Resolving service issues by identifying solutions, and escalating complex problems when necessary.

Acted as liaison between clients, clinicians, and technical teams, demonstrating patience, empathy, and strong interpersonal communication skills.

2011 - 2024

Business Manager - Team Personnel, St. Paul/MN

+Key responsibilities:

Provided high-quality customer service in a financial services environment, serving as the first point of contact for clients both in person and over the phone.

Processed payments, money transfers, and financial transactions accurately, including handling cash and credit card payments.

Process background checks and drug screen results

Trained and mentored new staff in customer service procedures, office protocols, and company policies, ensuring consistency and quality of service.

EDUCATION

+ Concordia University - Bachelor of Science Degree

+ Customer Engagement Specialization - Certification

+ Microsoft office 365



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.H.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Sewer Service Claim Settlement Agreement – 118 2nd Avenue S

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve a settlement agreement with Robert Zins for the property at 118 2nd Avenue S regarding sewer service line repair.

OVERVIEW

The property owner of 118 2nd Avenue S has completed all the necessary requirements to qualify for 50% of the cost of the sewer repair up to a maximum of \$2,500 settlement from the City for repair of the sewer service line, in accordance with the adopted sewer service line repair policy.

SOURCE OF FUNDS

Sanitary Sewer Utility Fund

ATTACHMENTS

1. Sanitary Sewer Service Line Repair Policy
2. Settlement Agreement - 118 2nd Ave S

SANITARY SEWER SERVICE LINE REPAIR POLICY

PURPOSE

The purpose of this Policy is to clarify the City's position on repair of the sanitary sewer service lines as it relates to connections made to City installed sanitary sewer service line.

GENERAL INFORMATION

During street reconstructions or sanitary sewer mainline replacements the City often times replaces sanitary sewer service lines to individual properties. The costs for these sanitary sewer service line replacements are normally assessed back to the individual property owners. For many years prior to the mid-1990's, the City used the practice of only using 4" service line pipe for single family and two-family service line replacements. If a 6" service line was encountered a transitions was made from the 6" pipe to the newly installed 4" pipe. The City has discovered that some of these connection points have not functioned as well as planned. Based on this situation, the City has decided that a policy was needed to address any participation the City might have if a repair of the service line was needed. However, the majority of these connections have been in place for many years with no adverse effects.

REPAIRS & REIMBURSEMENT

At such times it is deemed necessary by the homeowner (e.g. back-up or breakage), to dig up and repair their sanitary sewer service line, the property owner should follow these steps in order to have the City consider any participation in the repair.

- 1) The property owner shall have the service line televised, if possible, and make a copy of the recording available to the City.
- 2) The property owner then hires a licensed contractor to repair the service line (the owner may do it on their own, but this is not very common). A sewer repair permit is required to be obtained from the City.
- 3) At the time the permit is obtained, the contractor is notified to make sure the City is present to see the connection point, to determine if the to be repaired connection was at the City-installed connection point. (i.e. the 4" and 6" connection point).
- 4) If it is verified that the faulty connection point is the source of the back up or lack of sewage flow, then the City could participate in the cost of the investigation of the repair and the repair of the service line. Pictures should be taken by City staff.
- 5) If City personnel are unavailable to be present, pictures can be taken with a signed affidavit by the property owner and/or contractor in place of City personnel witnessing and taking pictures of the repair.
- 6) The City's cost sharing participation will be based on 50% of the documented costs to investigate and repair the sewer service line up to a maximum amount of \$2500 per property. The \$2500 is based on the cost of a typical investigation and repair averaging about \$5000. Using a 50/50 cost share results in a maximum of \$2500 City participation cost.
- 7) A signed release (attached) must be submitted to the City from the property owner before the City releases the reimbursement.

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (“Agreement”) is entered into and effective as of the 17th day of November, 2025 (“Agreement Date”), by and between the City of South St. Paul, a Minnesota municipal corporation (the “City”), and Robert Zins a (*single person, married couple*) (“Property Owner”).

RECITALS

WHEREAS, the Property Owner owns real property which is improved with a single-family home in the City of South St. Paul, located at 118 2nd Avenue South (“Property”); and

WHEREAS, it has been determined that the Property has a sanitary sewer service pipe connection in the City’s right of way that involves a six inch line being connected to a four inch line; and

WHEREAS, the Property Owner has experienced problems of clogging, backup or other sewer issues (“Sewer Issues”) and

- The City had previously replaced the service line and made the connection to the existing service line that is in question; and
- The connection has been determined by a 3rd party contractor hired by the homeowner to be the cause of the Sewer Issues; and
- The City Engineer or his designee has visually verified that the connection is the likely cause of the Sewer Issues;

WHEREAS, this Agreement is intended to resolve the dispute between the parties arising from the Sewer Issues.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this Agreement and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

ARTICLE I **THE AGREEMENT**

Section 1.01 Purpose. The purpose of this Agreement is to memorialize the covenants and agreements between the City and the Property Owner with regard to the Sewer Issues.

Section 1.02 Cooperation. The City and Property Owner shall cooperate and use their respective best efforts to ensure the most expeditious implementation of the various provisions of this Agreement.

Section 1.03 Recitals. The above recitals are true and correct as of the date hereof and constitute a part of this Agreement.

ARTICLE II **COVENANTS AND AGREEMENTS**

Section 2.01 Covenants and Agreements of the City. The City covenants and agrees with the Property Owner that:

- (a) City Execution of This Agreement: In consideration of this Agreement, the City agrees to execute this Agreement and implement its terms as they relate to the Property.
- (b) City Settlement Payment: In consideration of this Agreement, the City agrees to pay Property Owner up to One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) to reimburse Property Owner for the costs of inspection and repair of the Sewer Issues as full and final settlement of the Sewer Issues. Payment will be made to Property Owner upon proof of compliance with the provisions of Section 2.02 of this Agreement.

Section 2.02 Covenants and Agreements of the Property Owner. Property Owner covenants and agrees with the City that:

- (a) Title and Agreement Execution and Processing: Property Owner warrants that Property Owner has good right, title and interest in the Property to enter into this Agreement and Property Owner agrees to execute this Agreement and deliver said executed copy to the City.
- (b) Performance of Work and Proof of Payment: Property Owner agrees that it will engage a 3rd party contractor to correct the Sewer Issues in a manner that is satisfactory to the City Engineer or his designee. Upon receipt of proof of completion and payment, the City will reimburse the Property Owner up to the amount stated in Section 2.01 (b).
- (c) Release of Claims: In exchange for the payments made to Property Owner in this Agreement, Property Owner, for themselves and on behalf of their heirs, executors, administrators, attorneys, and assigns, hereby releases City, its present and former council members, contractors, attorneys, representatives, employees, and agents from any and all claims, rights or causes of action of any kind and nature whatsoever, which they have or may claim to have, in any way arising out

of, connected with the Claim. This Release shall also include, but not be limited to, all claims, rights and causes of action for costs, attorney's fees, or percentage of awards or settlements which Property Owner may assert against or which may be asserted against City by anyone on behalf of Property Owner, or against any of the released parties from any third parties.

ARTICLE III **GENERAL PROVISIONS**

Section 3.01 Binding Effect. This Agreement and the terms, conditions and covenants contained herein and the transaction contemplated hereunder shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, personal representatives, and permitted assigns. This Agreement shall further be binding on subsequent purchasers of the Property and shall run with the Property herein described.

Section 3.02 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 3.03 Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified or changed only by a written amendment authorized and executed by the parties hereto.

Section 3.04 Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 3.05 Entire Agreement. This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

Section 3.06 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 3.07 Captions. The captions and the headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.

Section 3.08 Recording. The parties hereto agree that this Agreement shall not be recorded with the County Recorder and/or Registrar of Titles.

CITY OF SOUTH ST. PAUL

By: _____
Mayor James Francis

ATTEST:

City Clerk Deanna Wener

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 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 the seal affixed to said instrument was signed and sealed in 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



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Airport
PREPARED BY: Deanna Werner, Andrew Wall
AGENDA ITEM NUMBER: 8.I.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Resolution 2025-132, Authorizing the Recording of FAA Airport Improvement Program Grant Agreement

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approval of Resolution 2025-132, Authorizing Recording of the FAA Airport Improvement Grant Agreement.

OVERVIEW

The City Attorney was recently contacted by SEH stating the FAA wants to close out the runway reconstruction project. The FAA requests confirmation of the recording of the Grant. In order to record the agreement Council must adopt the attached resolution, which includes the Grant Agreement and the properties against which the agreement has to be recorded and authorizes recording of the resolution with its attachments.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025-132, Resolution Authorizing Recording of FAA Airport Improvement Program Grant Agreement 11-11-25

**CITY OF SOUTH ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 2025-132

**RESOLUTION AUTHORIZING THE RECORDING
OF FAA AIRPORT IMPROVEMENT PROGRAM
GRANT AGREEMENT 3-27-0093-022-2021**

WHEREAS, the City entered into a Grant Agreement with the Federal Aviation Administration on September 8, 2021, for a runway rehabilitation project, entitled FAA Airport Improvement Program Grant Agreement 3-27-0093-022-2021, (“Grant Agreement”) which is attached hereto as Exhibit A; and

WHEREAS, the Grant Agreement must be recorded against a portion of the South St. Paul Municipal Airport-Fleming Field property that was acquired through the Grant Agreement (“Airport Property”), which is legally described on Exhibit B.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes the City Staff to take any steps necessary to ensure this Resolution and Grant Agreement are recorded against the Airport Property.

Adopted this 17th day of November, 2025.

Deanna Werner, City Clerk

EXHIBIT A
GRANT AGREEMENT

3-27-0093-022-2021



U.S. Department
of Transportation
Federal Aviation
Administration

FAA Airport Improvement Program (AIP)

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date	<u>August 25, 2021</u>
Airport/Planning Area	<u>South St Paul Municipal-Richard E Fleming Field Airport</u>
FY2021 AIP Grant Number	<u>3-27-0093-022-2021</u>
Unique Entity Identifier	<u>087259636</u>

TO: City of South St. Paul
(herein called the "Sponsor")
Channeled through the State of Minnesota

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated August 16, 2021, for a grant of Federal funds for a project at or associated with the South St Paul Municipal-Richard E Fleming Field Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the South St Paul Municipal-Richard E Fleming Field Airport (herein called the "Project") consisting of the following:

Rehabilitate Runway 16/34 including connector taxiways, Reconstruct Runway 16/34 lighting, Acquire land (fee simple acquisition of Parcels 18 and 19) and Update Exhibit A.

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$4,049,284.**

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$ 253,800 for planning

\$ 3,608,184 airport development or noise program implementation; and,

\$ 187,300 for land acquisition.

The source of this Grant includes funding from the Small Airport Fund, in accordance with 49 U.S.C. § 47116.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:
 - a. Period of Performance:
 1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
 2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).
 - b. Budget Period:
 1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the period of performance provided in Paragraph a.1. Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
 2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to § 200.308.
 - c. Close Out and Termination
 1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344).

2. The FAA may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary, and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, 49 U.S.C. Chapters 471 and 475, and the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"). Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project, and request prior approval from FAA. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 10, 2021, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.

11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**

- a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/SAM/pages/public/index.jsf>.

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.

15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

16. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.

17. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:

- a. May not be increased for a planning project;
- b. May be increased by not more than 15 percent for development projects if funds are available;

- c. May be increased by not more than the greater of the following for a, land project, if funds are available:
 - 1. 15 percent; or
 - 2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 U.S.C. § 47110, or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

18. Audits for Sponsors.

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

19. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
 - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
 - 2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or
 - 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- c. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

20. Ban on Texting While Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:

- a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

21. Trafficking in Persons.

- a. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not –
 - 1. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
 - 2. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
 - 3. Use forced labor in the performance of the Grant or any subgrants under this Grant.
- b. We as the Federal awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
 - 1. Is determined to have violated a prohibition in paragraph a. of this condition; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph a. of this condition through conduct that is either –
 - a. Associated with performance under this Grant; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 49 CFR Part 29.
- c. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a. of this condition.
- d. Our right to terminate unilaterally that is described in paragraph a. of this condition:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant Agreement.

22. Exhibit "A" Property Map. The Exhibit "A" Property Map dated October 11, 2006, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.

23. Employee Protection from Reprisal.

- a. Prohibition of Reprisals —
 - 1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated

against as a reprisal for disclosing to a person or body described in sub-paragraph a.2. below, information that the employee reasonably believes is evidence of:

- i. Gross mismanagement of a Federal grant;
 - ii. Gross waste of Federal funds;
 - iii. An abuse of authority relating to implementation or use of Federal funds;
 - iv. A substantial and specific danger to public health or safety; or
 - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered. The persons and bodies to which a disclosure by an employee is covered are as follows:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;
 - v. A court or grand jury;
 - vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
 - vii. An authorized official of the Department of Justice or other law enforcement agency.
 3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph a of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
 4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this condition more than three years after the date on which the alleged reprisal took place.
 5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).
 6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

SPECIAL CONDITIONS

24. **Lighting.** The Sponsor must operate and maintain the lighting system during the useful life of the system in accordance with applicable FAA standards.
25. **Title Evidence.** The Sponsor understands and agrees that the FAA will not make nor be obligated to make any payments involving Parcel(s) 18 and 19 until title evidence has been submitted to, and found to be satisfactory by the FAA, subject to no liens, encumbrances, reservations, or exceptions which, in the opinion of the FAA, might create an undue risk or interference with the use and operation of the airport.
26. **Update Approved Exhibit "A" Property Map for Land in Project.** The Sponsor understands and agrees to update the Exhibit "A" Property Map to standards satisfactory to the FAA and submit it in final form to the FAA. It is further mutually agreed that the reasonable cost of developing said Exhibit "A" Property Map is an allowable cost within the scope of this project.

27. **Pavement Maintenance Management Program.** The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Airport Sponsor Grant Assurance 11, Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport. The Sponsor further agrees that the program will:
- a. Follow the current version of FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
 - b. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
 - c. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
 1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
 - a. Location of all runways, taxiways, and aprons;
 - b. Dimensions;
 - c. Type of pavement; and,
 - d. Year of construction or most recent major rehabilitation.
 2. Inspection Schedule.
 - a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
 - b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
 3. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
 - a. Inspection date;
 - b. Location;
 - c. Distress types; and
 - d. Maintenance scheduled or performed.
 4. Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.

28. **Project Containing Paving Work in Excess of \$500,000.** The Sponsor agrees to:

- a. Furnish a construction management program to the FAA prior to the start of construction which details the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal specifications. The program must include as a minimum:
 1. The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract;
 2. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided;
 3. Procedures for determining that the testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077);
 4. Qualifications of engineering supervision and construction inspection personnel;
 5. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test; and
 6. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
 - a. Submit at completion of the project, a final test and quality assurance report documenting the summary results of all tests performed; highlighting those tests that indicated failure or that did not meet the applicable test standard. The report must include the pay reductions applied and the reasons for accepting any out-of-tolerance material. Submit interim test and quality assurance reports when requested by the FAA.
 - b. Failure to provide a complete report as described in paragraph b., or failure to perform such tests, will, absent any compelling justification, result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction will be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under the Grant Agreement.
 - c. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.

29. **Land Acquisition.** The Sponsor agrees that no payments will be made on the Grant until the Sponsor has presented evidence to the FAA that it has recorded the Grant Agreement, including the Grant Assurances in the public land records of the county courthouse. The Sponsor understands and agrees that recording the Grant Agreement legally enforces these requirements, encumbrances and restrictions on the obligated land.

30. **Buy American Executive Orders.** The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.¹

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

E. Lindsay Butler
(Signature)

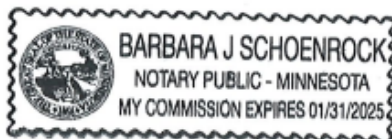
E. Lindsay Butler

(Typed Name)

Deputy Manager, FAA-DMA-ADO

(Title of FAA Official)

ACKNOWLEDGEMENT STATE OF <u>Minnesota</u> COUNTY OF <u>Scott</u> On <u>August 25, 2021</u>, before me, a Notary Public, personally appeared <u>E. Lindsay Butler</u>, who proved to me through satisfactory evidence to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that <u>she</u> executed the foregoing instrument in their authorized capacity by their signature on the instrument. <u>Barbara J. Schoenrock</u> Signature of Notary



¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

Part II - Acceptance

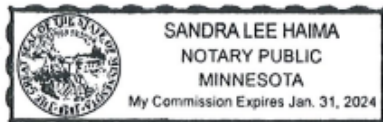
The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated 9/7/21

ACKNOWLEDGEMENT STATE OF <u>MN</u> COUNTY OF <u>Dakota</u> On <u>9-7-21</u> , before me, a Notary Public, personally appeared _____, who proved to me through satisfactory evidence to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that <u>James P. Francis</u> executed the foregoing instrument in their authorized capacity by their signature on the instrument. <u>Sandra Lee Haima</u> <i>Signature of Notary</i>



City of South St. Paul

(Name of Sponsor)

James P. Francis
 (Signature of Sponsor's Authorized Official)

By: JAMES FRANCIS
 (Typed Name of Sponsor's Authorized Official)

Title: MAYOR
 (Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Peter Mikhail, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State, the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49 U.S.C., Chapters 471 and 475; 49 U.S.C. §§ 40101, et seq., and 48103; and the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2). In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated September 8, 2021

ACKNOWLEDGEMENT STATE OF <u>Minnesota</u> COUNTY OF <u>Dakota</u> On <u>September 8, 2021</u>, before me, a Notary Public, personally appeared _____, who proved to me through satisfactory evidence to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that <u>Peter Mikhail</u> executed the foregoing instrument in their authorized capacity by their signature on the instrument. <u>Shirley L. Pike</u> Signature of Notary	By: <u>Peter Mikhail</u> (Signature of Sponsor's Attorney)
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EXHIBIT B
LEGAL DESCRIPTION OF AIRPORT PROPERTY

Parcel 1

Real property situated in the City of Inver Grove Heights, County of Dakota, State of Minnesota, legally described as:

All that part of Lot 3, Block 1, REGAL HEIGHTS SECOND ADDITION, according to the plat thereof, on file and of record in the office of the County Recorder, Dakota County, Minnesota, described as follows:

Beginning at the northwest corner of said Lot 3; thence North 73 degrees 51 minutes 33 seconds East, assumed bearing, along the northerly line of said Lot 3, a distance of 34.43 feet; thence South 19 degrees 03 minutes 59 seconds East 100.81 feet; thence southerly and southwesterly 158.59 feet, along a tangential curve, concave westerly, having a radius of 132.00 feet and a central angle of 68 degrees 50 minutes 10 seconds to the west line of said Lot 3; thence North 17 degrees 45 minutes 16 seconds West, along said west line, 79.09 feet to an angle point in the west line of said Lot 3; thence North 00 degrees 53 minutes 09 seconds West, along said west line, 154.30 feet to the point of beginning.

PID No.: 20-63251-01-031

Abstract Property

Parcel 2

Real property situated in the City of Inver Grove Heights, County of Dakota, State of Minnesota, legally described as:

All that part of Lot 2, Block 1, REGAL HEIGHTS SECOND ADDITION, according to the plat thereof, on file and of record in the office of the County Recorder, Dakota County, Minnesota, described as follows:

Beginning at the southwest corner of said Lot 2; thence North 73 degrees 51 minutes 33 seconds East, assumed bearing, along the southerly line of said Lot 2, a distance of 34.43 feet; thence North 19 degrees 03 minutes 59 seconds West 106.47 feet to the west line of said Lot 2; thence South 00 degrees 53 minutes 09 seconds East, along said west line, 110.21 feet to the point of beginning.

PID No: 20-63251-01-021

Abstract Property



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 10.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Call for a Public Hearing to consider a Consumption & Display Permit at 421 Marie Ave.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

To call for a public hearing to be held on Monday, December 1, 2025, to consider the application for a consumption and display permit to be issued to Hilltop Event Center, 421 Marie Ave, South St. Paul.

OVERVIEW

The City has received an application for a Consumption and Display Permit from Hilltop Event Center, LLC with a business name of the same, located at 421 Marie Avenue, in South St. Paul. This business currently occupies the storefront next to this address as a restaurant which does not serve alcohol. The have recently purchased the storefront next to the existing restaurant and are hopeful of using this location to hold catered events.

The events would not necessarily have liquor on the premises, but the owner would like to be able to have this option if guests using the site would like to have liquor available. The applicant understands the difference between a liquor license and what is allowed with a consumption and display permit.

The applicants have provided all the required documents. A background investigation has been conducted and there are no concerns. As required by City Code, the City Council now needs to call for a public hearing. Staff is recommending the hearing be scheduled for Monday, December 1, 2025. A notice will be published and the community will have an opportunity to provide comments at the hearing on December 1, 2025 or may send comments to the City Clerk prior to the meeting.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 11.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Voting Precincts for 2026 Election Cycle

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approval of Resolution 2025-127, Creating a New City Precinct and Designating Polling Places for the 2026 Elections.

OVERVIEW

A 2025 goal for the City Clerk's office was to analyze the current city precincts, assess the functionality of current polling locations and determine if changes to polling locations or the addition of precincts are needed to better accommodate the voters of the city.

Section 2.10 of the City Charter, states that except as otherwise provided in this chapter, state law pertaining to registration of voters and conduct of primary, special and general elections shall apply to all city elections. The city council may by ordinance adopt suitable and necessary supplementary procedures for the conduct of elections.

Minnesota Statute 204B.14 Subdivision 1. states: The governing body of each municipality shall establish the boundaries of the election precincts in the municipality.

MN Statute 204 B.14 Subd. 3 (c) A municipality or county may establish new election precincts lying entirely within the boundaries of any existing precinct and shall assign names to the new precincts which include the name of the former precinct.

MN Statute 204 B.14 Subd. 4. Boundary change procedure. Any change in the boundary of an election precinct must be adopted at least ten weeks before the date of the next election and, for the state primary and general election or presidential nomination primary, no later than December 1 in the year prior to the year of the state general election. The precinct boundary change shall not take effect until notice of the change has been posted in the office of the municipal clerk or county auditor for at least 56 days.

The City of South St. Paul is currently divided into five (5) precincts for approximately 12,500 registered voters. Precinct 3, located at Luther Memorial Church, and Precinct 5 located at the Kaposia Education Center are both very large, with P5 ranking as the largest precinct in Dakota

County (3800+ voters). In addition, Precinct 4, located at the Lawshe Museum is very small, with just over 800 voters. Guidance for municipalities from the Minnesota Office of the Secretary of State strongly suggests the optimum number of registered voters for a precinct should be approximately 1500 - 1700. In addition, P5 which is currently located Kaposia Education Center, is not an ideal polling location due to the presence of students and staff at the site on Election Day.

After careful review, the best option to achieve a more even distribution of voters across the city would be to create an additional precinct. This proposal would even out the voters across the city by adding a 6th precinct in the area north of I494, which is currently a part of Precinct 5 and using Woog Arena as a polling location.

The new Precinct 6 would contain approximately 1,873 voters and would be comprised specifically of all the voters north of I494, who were previously assigned to Precinct 5 (1774 registered voters), and a small portion of voters from P3 (99 registered voters).

Staff worked with the Dakota County GIS Team to determine the proposed changes. The goal was to disrupt the least number of voters and still have precinct boundaries that make sense. The proposed realignment would not make any changes to the boundaries of Precinct 1 or Precinct 2; a few voters from Precinct 3 would be reassigned to Precinct 4.

The breakdown of how the proposed realignment would affect voters is as follows:

Precinct 1, St. John Vianney

Registered voter count:

Current: 2,793

Proposed: 2,793

No changes to this precinct. Estimated registered voters will be unchanged.

Precinct 2, 1st Presbyterian Church

Registered voter count:

Current: 1,689

Proposed: 1,689

No changes to this precinct. Estimated registered voters will be unchanged.

Precinct 3, Luther Memorial

Registered voter count:

Current: 3,221

Proposed: 2,358

A total of approximately 863 registered voters from Precinct 3 would be relocated.

764 voters would be moved to Precinct 4, 99 voters would be moved to the new Precinct 6, decreasing the registered voters in Precinct 3.

Precinct 4, Lawshe Museum

Registered voter count:

Current: 820

Proposed: 1,584

No current voters in Precinct 4 will be affected; but approximately 764 voters from Precinct 3 would be relocated to Precinct 4, increasing the registered voters in Precinct 4. This polling location is well suited to accommodate more voters. There is ample space at the site to accommodate the additional people and voting booths and there is sufficient parking for voters on the street in front of the building as well as parking lots on both sides of the building.

Additionally, the 2023 School District Election, Lawshe Museum was used as the sole polling location for the entire city; 1,308 voters turned out for that election, and we did not run into any issues.

Precinct 5, Wakota Ridge Campus, Woodbury Lutheran Church

Registered voter count:

Current: 3,873

Proposed: 2,099

A total of approximately 1,774 Precinct 5 voters would be moved to a new Precinct 6.

The Kaposia Education Center will not be used as a polling location for the 2026 Election. The Wakota Ridge Campus of Woodbury Lutheran Church has been secured as a Precinct 5 polling location for the 2026 election cycle. The property has been renovated, there is ample parking in the rear of the building where voters will enter and the interior of the space is well apportioned for the flow of voters in and out of the polling location.

Precinct 6, Woog Arena

Registered voter count:

Current: 0

Proposed: 1,873

A total of approximately 1,774 voters from Precinct 5 and 99 voters from Precinct 3 would be moved to this new precinct.

Woog Arena has ample space and ample parking to house the two elections to be conducted in 2026. The main concern with the use of this site would be the hockey traffic. In discussions with the Parks and Recreation Director, we have agreed that the August Primary would likely not have any issues with hockey traffic, causing congestion for voters trying to access the poll. For the November election, we foresee the greatest potential for congestion and parking issues to occur between the peak hours of 4:00 PM - 6:00 PM. To offset this, we would block off parking spaces near the front of the arena as "Election Parking Only."

The costs associated with this proposed realignment would be minimal and would include notifications mailed to those voters impacted by the change, but the benefits outweigh the cost. The plan also smooths out, to the best of our ability, the hills and valleys that currently exist in our precinct population, making for a better experience for the voters. The key to these changes will be to communicate to the voters. Staff will work with the Communications Team as well as Dakota County to make sure voters have ample notice of the change well in advance of Election Day.

SOURCE OF FUNDS

City Clerk miscellaneous operating budget.

ATTACHMENTS

1. 2025-127, Polling Place Designations for 2026 Elections
2. Precinct Statutes
3. Round II P3
4. Round II P4
5. Round II P5 and New P6
6. SSP 6 Precinct Plan - Boundary

RESOLUTION NO. 2025-127

**RESOLUTION CREATING A NEW CITY PRECINCT AND
DESIGNATING POLLING PLACES FOR THE 2026 ELECTIONS**

WHEREAS, Minnesota Statutes 204B.16, Subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, Minnesota Statutes 204B.14 Subd. 1 allows the governing body of the municipality to establish the boundaries of the election precincts in the municipality.

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places become unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of South St. Paul hereby designates the following polling places for elections conducted in 2026:

Precinct 1:	St. John Vianney 789 17 th Avenue North	Precinct 2:	First Presbyterian Church 535 20 th Avenue North
Precinct 3:	Luther Memorial Church 315 15 th Avenue North	Precinct 4:	Dakota County Museum 130 3 rd Avenue North
Precinct 5:	Wakota Ridge Campus 255 Douglas Street West	Precinct 6:	Doug Woog Arena 141 6 th Street South

AND BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting:

AND BE IT FURTHER RESOLVED, that the City Clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Dakota County Elections Office.

Adopted this 17th day of November 2025.

City Clerk

204B.14 ELECTION PRECINCTS.

Subdivision 1. **Boundaries.** The governing body of each municipality shall establish the boundaries of the election precincts in the municipality. The governing body of a county shall establish the boundaries of precincts in unorganized territory in the county. Except as provided in subdivision 3, a governing body may change the boundaries of any election precinct which it has established.

Subd. 1a. **Legislative policy.** It is the intention of the legislature to complete congressional and legislative redistricting activities in time to permit counties and municipalities to begin the process of reestablishing precinct boundaries as soon as possible after the adoption of the congressional and legislative redistricting plans but in no case later than 25 weeks before the state primary election in the year ending in two.

Subd. 2. **Separate precincts; combined polling place.** (a) The following shall constitute at least one election precinct:

- (1) each city ward; and
- (2) each town and each statutory city.

(b) A single, accessible, combined polling place may be established no later than November 1 if a presidential nomination primary is scheduled to occur in the following year or May 1 of any other year:

- (1) for any city of the third or fourth class, any town, or any city having territory in more than one county, in which all the voters of the city or town shall cast their ballots;
- (2) for contiguous precincts in the same municipality;
- (3) for up to four contiguous municipalities located entirely outside the metropolitan area, as defined by section 200.02, subdivision 24, that are contained in the same county; or
- (4) for noncontiguous precincts located in one or more counties.

Subject to the requirements of paragraph (c), a single, accessible, combined polling place may be established after May 1 of any year in the event of an emergency.

A copy of the ordinance or resolution establishing a combined polling place must be filed with the county auditor within 30 days after approval by the governing body, and the county auditor must provide notice within ten days to the secretary of state, in a manner and including information prescribed by the secretary of state. A polling place combined under clause (3) must be approved by the governing body of each participating municipality. A polling place combined under clause (4) must be approved by the governing body of each participating municipality and the secretary of state and may be located outside any of the noncontiguous precincts. A municipality withdrawing from participation in a combined polling place must do so by filing a resolution of withdrawal with the county auditor no later than October 1 if a presidential nomination primary is scheduled to occur in the following year or April 1 of any other year, and the county auditor must provide notice within ten days to the secretary of state, in a manner and including information prescribed by the secretary of state.

The secretary of state shall provide a separate polling place roster for each precinct served by the combined polling place. In a precinct that uses electronic rosters, the secretary of state shall provide separate data files for each precinct and the election official responsible for the electronic rosters may combine the files as necessary to be loaded onto one or more electronic rosters, provided that the requirements under section 201.225, subdivision 2, are met. The secretary of state and county auditor must provide guidance to the election judges serving in a combined polling place on the procedures to be used to ensure each voter is

provided the correct ballot for that voter's precinct. A single set of election judges may be appointed to serve at a combined polling place. The number of election judges required must be based on the total number of persons voting at the last similar election in all precincts to be voting at the combined polling place. Separate ballot boxes must be provided for the ballots from each precinct. The results of the election must be reported separately for each precinct served by the combined polling place, except in a polling place established under clause (2) where one of the precincts has fewer than ten registered voters, in which case the results of that precinct must be reported in the manner specified by the secretary of state. In addition to other required informational material and notices, a map showing the precincts served by the combined polling place, along with a notice that multiple ballot styles are in use, must be prominently displayed near the entrance to the combined polling place.

(c) If a local elections official determines that an emergency situation preventing the safe, secure, and full operation of a polling place on election day has occurred or is imminent, the local elections official may combine two or more polling places for that election pursuant to this subdivision. To the extent possible, the polling places must be combined and the election conducted according to the requirements of paragraph (b), except that:

(1) polling places may be combined after May 1 and until the polls close on election day;

(2) any city or town, regardless of size or location, may establish a combined polling place under this paragraph;

(3) the governing body is not required to adopt an ordinance or resolution to establish the combined polling place;

(4) a polling place combined under paragraph (b), clause (3) or (4), must be approved by the local election official of each participating municipality;

(5) the local elections official must immediately notify the county auditor and the secretary of state of the combination, including the reason for the emergency combination and the location of the combined polling place. As soon as possible, the local elections official must also post a notice stating the reason for the combination and the location of the combined polling place. The notice must also be posted on the governing board's website, if one exists. The local elections official must also notify the election judges and request that local media outlets publicly announce the reason for the combination and the location of the combined polling place; and

(6) on election day, the local elections official must post a notice in large print in a conspicuous place at the polling place where the emergency occurred, if practical, stating the location of the combined polling place. The local election official must also post the notice, if practical, in a location visible by voters who vote from their motor vehicles as provided in section 204C.15, subdivision 2. If polling place hours are extended pursuant to section 204C.05, subdivision 2, paragraph (b), the posted notices required by this paragraph must include a statement that the polling place hours at the combined polling place will be extended until the specified time.

Subd. 3. Boundary changes; prohibitions; exception. (a) Notwithstanding other law or charter provisions to the contrary, during the period from January 1 in any year ending in zero to the time when the legislature has been redistricted in a year ending in one or two, no changes may be made in the boundaries of any election precinct except as provided in this subdivision.

(b) If a city annexes an unincorporated area located in the same county as the city and adjacent to the corporate boundary, the annexed area may be included in an election precinct immediately adjacent to it.

(c) A municipality or county may establish new election precincts lying entirely within the boundaries of any existing precinct and shall assign names to the new precincts which include the name of the former precinct.

(d) Precinct boundaries in a city of the first class electing council members by wards may be reestablished within four weeks of the adoption of ward boundaries in a year ending in one, as provided in section 204B.135, subdivision 1. If precinct boundaries are reestablished in a year ending in one, the city council must designate polling places for each election precinct pursuant to section 204B.16, subdivision 1, within 30 days of establishing precinct boundaries. The polling place designations are effective for the year ending in one.

(e) Precinct boundaries must be reestablished within 60 days of the time when the legislature has been redistricted, or at least 19 weeks before the state primary election in a year ending in two, whichever comes first. The governing body of each municipality and of each county with precincts in unorganized territory must designate polling places for each election precinct pursuant to section 204B.16, subdivision 1, within 30 days of establishing precinct boundaries or at least 19 weeks before the state primary election in a year ending in two, whichever comes first. The adoption of reestablished precinct boundaries and polling places becomes effective on the date of the state primary election in the year ending in two.

(f) Precincts must be arranged so that no precinct lies in more than one legislative or congressional district.

Subd. 4. **Boundary change procedure.** Any change in the boundary of an election precinct must be adopted at least ten weeks before the date of the next election and, for the state primary and general election or presidential nomination primary, no later than December 1 in the year prior to the year of the state general election. The precinct boundary change shall not take effect until notice of the change has been posted in the office of the municipal clerk or county auditor for at least 56 days.

The county auditor must publish a notice illustrating or describing the congressional, legislative, and county commissioner district boundaries in the county in one or more qualified newspapers in the county at least 14 days before the first day to file affidavits of candidacy for the state general election in the year ending in two.

Alternate dates for adopting changes in precinct boundaries, posting notices of boundary changes, and notifying voters affected by boundary changes pursuant to this subdivision, and procedures for coordinating precinct boundary changes with reestablishing local government election district boundaries may be established in the manner provided in the rules of the secretary of state.

Subd. 4a. **Municipal boundary adjustment procedure.** A change in the boundary of an election precinct that has occurred as a result of a municipal boundary adjustment made under chapter 414 that is effective more than 46 days before a regularly scheduled election takes effect at the scheduled election.

A change in the boundary of an election precinct that has occurred as a result of a municipal boundary adjustment made under chapter 414 that is effective 46 or fewer days before a regularly scheduled election takes effect the day after the scheduled election.

Subd. 5. **Precinct boundaries; description; maps.** If a precinct boundary has been changed or an annexation has occurred affecting a precinct boundary, the municipal clerk shall immediately notify the county auditor and secretary of state. The municipal clerk shall file a corrected base map with the secretary of state and county auditor within 30 days after the boundary change was made or, in the case of an annexation, the later of: (1) 30 days after the approval of the annexation order; or (2) the effective date of the annexation order. Upon request, the county auditor shall provide a base map and precinct finder to the municipal clerk.

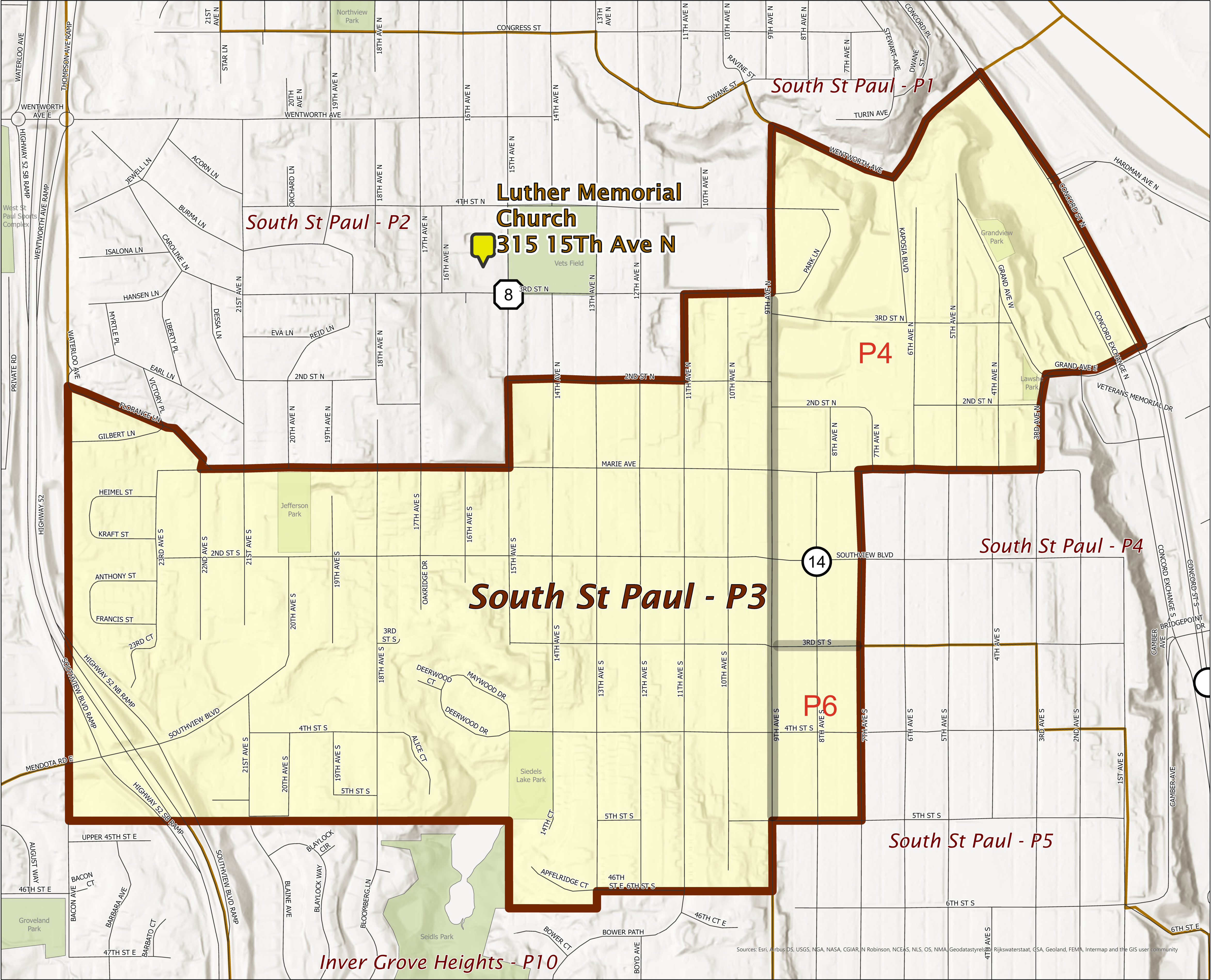
The municipal clerk shall prepare a corrected precinct map and provide the corrected map to the county auditor, who shall correct the precinct finder in the statewide voter registration system and make the corrected map and precinct finder available for public inspection, and to the secretary of state, who shall update the precinct boundary database. The county auditor shall prepare and file precinct boundary maps for precincts in unorganized territories in the same manner as provided for precincts in municipalities. For every election held in the municipality the election judges shall be furnished precinct maps as provided in section 201.061, subdivision 6. If a municipality changes the boundary of an election precinct, or if an annexation affecting a precinct boundary occurs, the county auditor shall notify each school district with territory affected by the boundary change at least 30 days before the effective date of the change.

Subd. 6. [Repealed, 2015 c 70 art 1 s 63]

Subd. 7. **Application to municipalities.** Notwithstanding the provisions of section 410.21, or any other law, ordinance or charter to the contrary, the provisions of subdivisions 1 and 3 apply to all municipalities.

Subd. 8. [Repealed, 1994 c 607 s 7]

History: 1981 c 29 art 4 s 14; 1Sp1981 c 4 art 4 s 43; 2Sp1981 c 2 s 2; 1983 c 289 s 115 subd 1; 1985 c 248 s 36; 1986 c 444; 1987 c 186 s 15; 1987 c 212 s 1-4; 1987 c 297 s 2; 1990 c 453 s 4; 1991 c 349 s 31-34; 1993 c 208 s 1,2; 1993 c 223 s 9; 1994 c 607 s 1-4; 1999 c 237 s 1; 2000 c 467 s 13-15; 2005 c 156 art 6 s 34; 2005 c 162 s 2; 2006 c 270 art 1 s 1; 2010 c 184 s 13,14; 2010 c 201 s 24; 2010 c 313 s 3,4; 2011 c 18 s 2,3; 2014 c 288 art 2 s 4; 2016 c 161 art 1 s 5; art 3 s 1; 2016 c 162 s 4,5; 1Sp2021 c 12 art 4 s 7; 2023 c 62 art 4 s 77; 2025 c 39 art 8 s 47,48



South St Paul Precinct #3

Polling Location

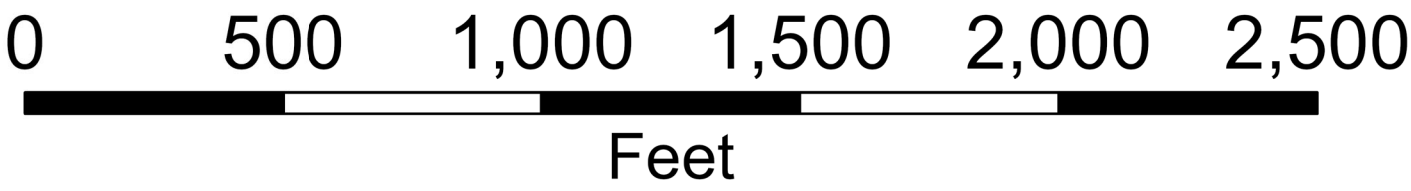
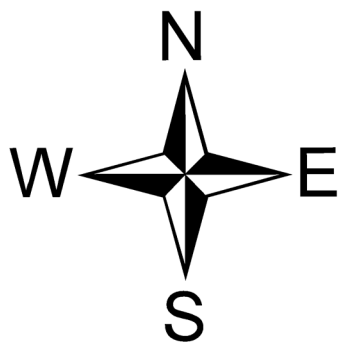
LUTHER MEMORIAL CHURCH

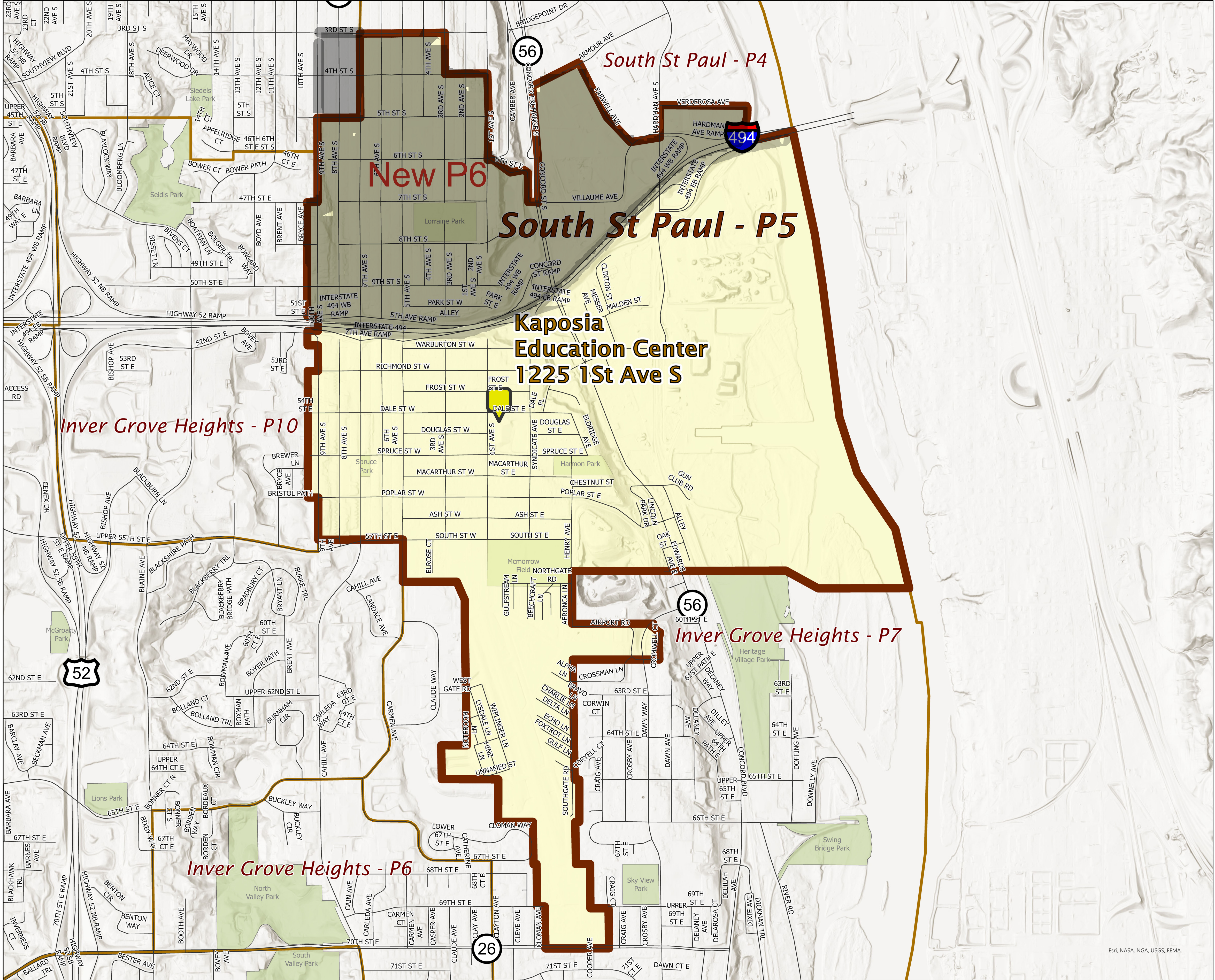
Address

315 15TH AVE N

Directions

2 BLKS S OF WENTWORTH AVE
ACROSS FROM VET'S FIELD





South St Paul Precinct #5

Polling Location

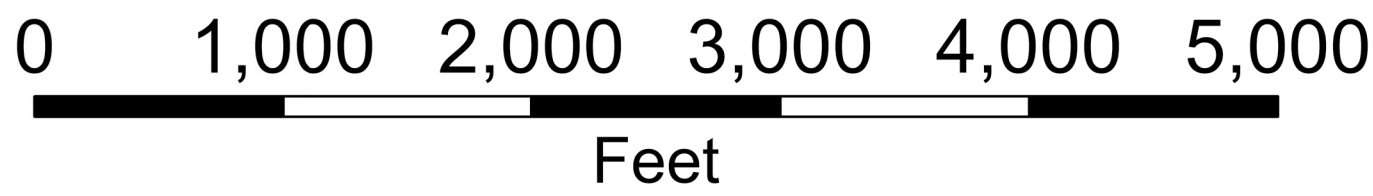
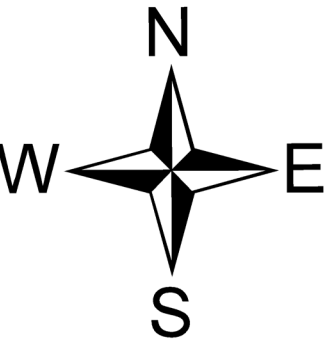
KAPOSIA EDUCATION CENTER

Address

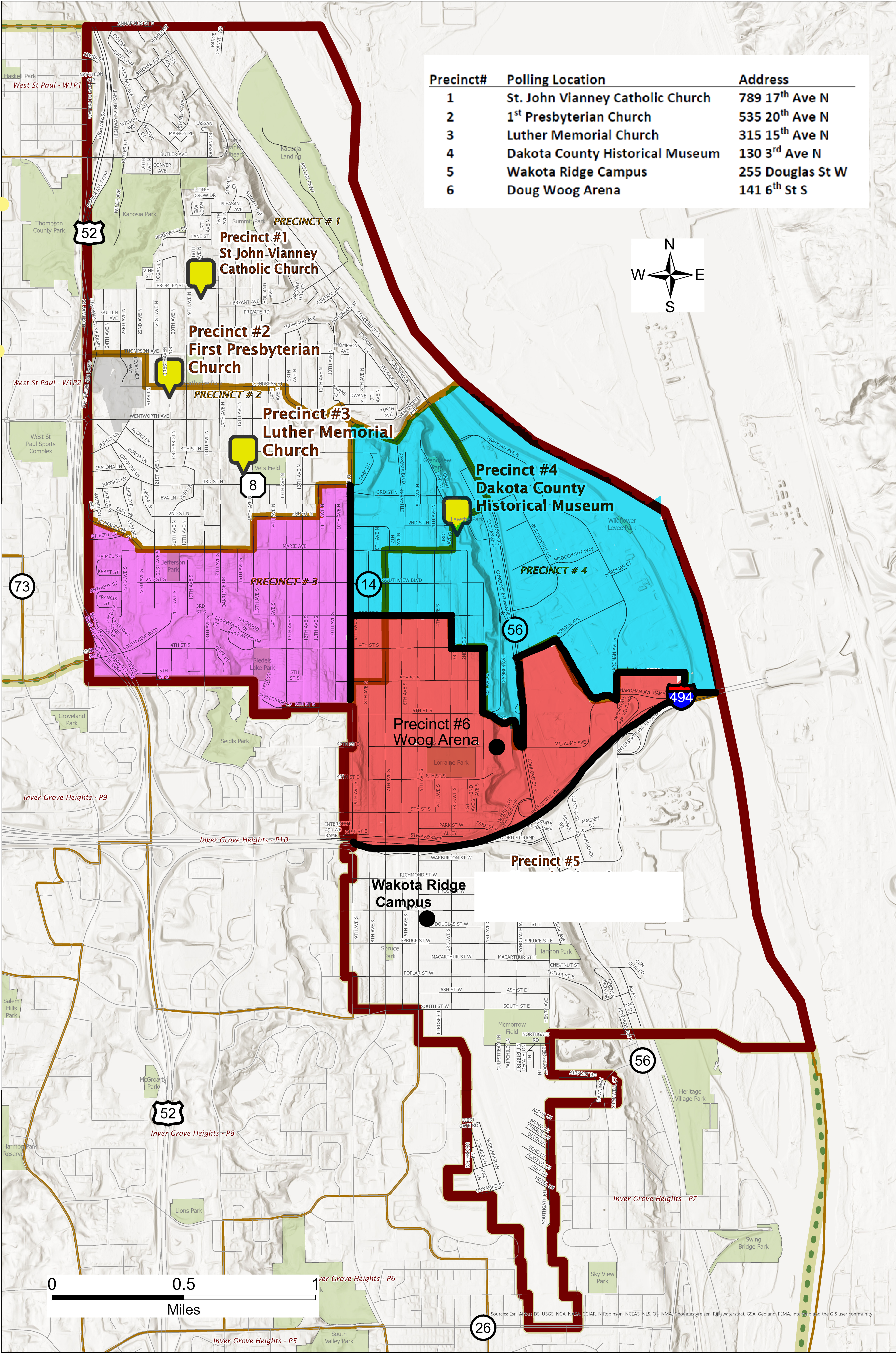
1225 1ST AVE S

Directions

SE CORNER OF 1ST AVE S AND DALE ST E INTERSECTION



SOUTH ST PAUL PRECINCTS & POLLING LOCATIONS





CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy
AGENDA ITEM NUMBER: 11.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for a Reception Hall at 421 Marie Avenue

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution #2025-130 approving a conditional use permit for a reception hall at 421 Marie Avenue.

OVERVIEW

Application

The Applicant, Nessib Negusse, owns and operates the Hilltop International Cuisine restaurant at 417 Marie Avenue. The Applicant has purchased the 2-story building that is directly adjacent to his restaurant, which has the address 421 Marie Avenue. The Applicant is seeking to turn the first floor of the 2-story building into a reception hall which he will rent out for private events. He is seeking a conditional use permit to establish the new reception hall.

60-Day Review Deadline

The deadline to act upon this application is December 7, 2025.

Background

The “Subject Property,” 421 Marie Avenue, is 2,040 square feet in size and the entire property is taken up by the footprint of the building and a small dumpster enclosure. It is one of three small “main street”-style commercial buildings located on the west end of the 400 block of Marie Avenue. The three buildings were constructed in the 1910’s and 1920’s on land that was originally a single platted 40’ x 125’ city lot. The lot was split up into three separate tax parcels and a building was constructed on each parcel. Each building takes up almost its entire parcel and the three buildings all touch each other with no setback between structures.

The three buildings historically were retail buildings under separate ownership. The middle building, 417 Marie Avenue, was renovated and converted to a restaurant in 2019. It was initially

a Thai restaurant named “Basil and Sprout” which went out of business in 2021. The Applicant purchased the restaurant space and opened his full-service restaurant "Hilltop International Cuisine" in late 2021. The Applicant also has a caterer’s license and operates a catering company called Amazing Dining Catering (ADS Catering). He provides catered meals for events across the metro and prepares that food in his commercial kitchen at the restaurant and a second commercial kitchen that he has in Saint Paul.

The subject property contains a 2-story building with a first floor retail space and a 2nd floor apartment unit above it. The previous owner of the building hired an architect and secured a building permit in 2019 to turn the first floor space into a café. The interior of the retail space was demolished, but the remodel project was never completed. The building sat mostly vacant between 2019-2025 with shower curtains hung up in the windows to block the view of the demolished space. During this time, the previous owner of the building rented out the 2nd floor apartment and allowed a mail order bookstore to utilize the first floor space as a storage area for their book inventory. The building had a poor appearance and pieces of the old awning and sign structure were starting to fall down.

The Applicant purchased the subject property in 2024. At the time, he told City Staff that his primary motivation for buying the property was to beautify the building because he felt that its poor appearance was hurting business at his restaurant next door. He secured a building permit to convert the space back into a retail storefront and installed new drywall, new flooring, and other interior finishes. He also repaired the exterior of the building, replaced the shower curtains with drapes, and restored the building to a presentable appearance. The first floor retail space at the subject property has mostly been vacant since the remodel, although it did host a pop-up art gallery earlier this year.

The Applicant recently approached City Staff and shared that he has a new goal for the commercial space on the first floor of his 2-story commercial building. After years of providing catering services, he would like to own and operate his own reception hall that he can rent out for private events. He would prepare food at his restaurant next door and then use his caterer’s license to serve the prepared food in the event space.

Site Overview

The subject property is a 2,040 square foot corner lot with 51 feet of frontage on Marie Avenue and 40 feet of frontage on 5th Avenue South. The 2-story building has a retail storefront with glass windows that face Marie Avenue on the first floor and there is an apartment unit on the second floor. The retail space gets its primary access from a door that is located on the corner of the building at the street intersection. The apartment unit gets its primary access from a door that is located on 5th Avenue South near the property line that is shared with the adjacent single-family home. There is a hallway that connects this secondary door to a staircase that goes up to the apartment unit. People who are in the retail space are able to access the hallway and the 2nd exit door by opening up a door inside the building that separates the two spaces.

Overview of Proposed Business Operations

Per the Applicant:

- The business would be named “Hilltop Event Center.” It would be a small community-focused reception hall that would be primarily for children’s birthday parties, wedding showers, baby showers, wedding showers, and similar events. The Applicant would cater events himself.
- Events would not start before 8 AM, and they would not go later than 10 PM.
- The reception hall's banquet space will be 1,188 square feet in size. *This number does not include the bathrooms, the sink room, the storage room, or other non-assembly spaces.*
- The Applicant's architect has conducted a code analysis of the 1,188 square foot banquet room space. The building's maximum occupancy is 79 people for an event with tables and chairs. There will be room for 68 attendees to be seated at the tables.
- The Applicant’s restaurant next door does not have a liquor license, and he is not interested in getting a liquor license at this time. Because his restaurant does not have a liquor license, he is not eligible to get a “caterer’s permit with alcohol” to provide alcohol sales at events that he is catering. Regarding the proposed reception hall space:
 - The Applicant would like event attendees to be allowed to bring their own beer and wine to events. *This is up to the City Council and requires a “Consumption and Display” permit which must be approved each year.*
 - The Applicant would like to have the ability to partner with another catering company that does have a “caterer’s permit with alcohol” that allows them to sell alcohol when they are working at an event.

Zoning

The subject property is zoned “C-1 Retail Business” and guided “mixed-use” in the 2040 Comprehensive Plan. In the C-1 zoning district:

- “Cafés, cafeterias, and restaurants” are a permitted use and are automatically allowed.
- Freestanding reception halls are considered an “amusement or entertainment” use which requires a conditional use permit.

Restaurants are allowed to have “party rooms” inside them which they rent out for private events, and this does not require a conditional use permit. Angelo’s Italian Restaurant would be an example of a South St. Paul restaurant with C-1 zoning that has a party room inside the restaurant that can be rented for private events. City Staff initially encouraged the Applicant to work with an architect to combine his two buildings into one restaurant space so that his operation would flow more smoothly, and he would not need a conditional use permit. This would have required combining the two parcels, opening up the wall between the two buildings, and complying with any State Building Code and State Fire Code requirements that are triggered when two “grandfathered” buildings that are 100 years old are combined to create one new building. The Applicant told City Staff that he did explore combining the two buildings into one space, but it would be prohibitively expensive.

Southview Hill Small Area Plan and Comprehensive Plan Guidance

In 2014, the City hired a consultant team and undertook a zoning study to help revitalize the Southview Boulevard and Marie Avenue commercial area. The City Council approved the “Southview Hill Plan” on June 16, 2014. The small area plan inspired many of the goals and policies that were officially adopted when the City approved its 2040 Comprehensive Plan in October of 2020.

Per the small area plan:

- The overwhelming majority of residents want to see more businesses on Southview Boulevard and Marie Avenue, specifically more restaurants. Residents also want the ability to enjoy alcohol at some of those restaurants. *The City Code was updated in 2014 to make it much easier for restaurants to serve alcohol on Southview Boulevard and Marie Avenue. The City Code was updated in 2022 to make it legal to adaptively reuse an existing commercial building as a restaurant without needing a parking variance. The City Code was updated in 2023 to make it easier to construct a new building or add a building addition in the C-1 district without needing a setback variance.*
- Residents want this area to have traditional pedestrian-oriented architecture and attractive streetscapes so that it is pleasant to walk around, and they can visit businesses on foot. They do not want this area to have a sea of parking lots and low walkability. *Southview Boulevard was rebuilt in 2019 by Dakota County with pedestrian-oriented streetscape features. Marie Avenue was rebuilt in 2025 by the City with pedestrian-oriented streetscape features. The previously mentioned code amendments all support traditional pedestrian-oriented architecture and neighborhood walkability.*

The 2040 Comprehensive Plan has numerous goals and policies that relate to this part of Marie Avenue which is guided "mixed use," including the following:

- Goal #4.24: “In the Southview Hill area, emphasize a node of neighborhood mixed use generally located in the area of Southview/Marie and 5th/7th Avenues that will build on the existing mixture walkable residential, commercial, and institutional uses. Promote redevelopment that is walkable, dense, diverse, and is complementary with the pedestrian scale and architectural character.”
- Policy #4.24.1: “Support development and redevelopment of the area where parking is limited by either providing public parking lots that can help accommodate parking for multiple businesses, or by decreasing minimum requirements for parking in this area.”
- Policy #4.24.2: “Utilize the Southview Hill plan as a guide for redevelopment of the area.”
- Policy #4.23.8: “Excessive surface parking interrupts the character of the area and is an inefficient use of land. Emphasize sustainable design that supports walkability and reduces reliance upon surface parking lots. Consider decreasing the required parking minimums, adding community parking lots, or allowing flexibility for increased bicycle parking or other innovative ways of providing transportation access to uses in the area.”

Site and Building Plan Review

The Applicant is not currently proposing to make any changes to the exterior of the building or the overall site.

Size of Events

The Applicant's architect has prepared an architectural code analysis which is provided as an attachment. The proposed design of the space will include a 1,188 square foot assembly area for use as a banquet hall. The Applicant has indicated that he primarily wants to cater to events that will have tables and chairs such as birthday parties, wedding showers, and baby showers. The Building Code requires 15 square feet of space per person for an event with tables and chairs which means max occupancy for an event with tables and chairs is 79 people (with 68 people seated at tables). An event where all attendees are standing (no tables and chairs) requires a minimum of 7 square feet per person, which means that, theoretically, a standing-room-only event could be as large as 169 people. It seems unlikely that there will be many standing-room-only events in this space.

The conditional use permit should contain a condition of approval that caps event size based on compliance with the State Building Code and requires maximum occupancy numbers to be posted on a sign inside the space.

Parking

The subject property is only 2,040 square feet in size and does not have its own parking lot. This is common in the Southview Hill district and is desirable from a land use perspective. Walkable commercial areas generally look and function best if there are shared parking facilities and individual buildings can be built right up to the public sidewalk instead of being set back behind a large surface parking lot. The Applicant's existing restaurant has twelve (12) stalls of off-street parking that have been secured via shared parking agreements with the funeral home across Marie Avenue and the School District offices across 5th Avenue. Both of those facilities have large parking lots and their main hours of usage (generally 9 AM to 5 PM) are different than the restaurant's peak hours which are in the evening.

In the C-1 Retail Business zoning district, existing commercial buildings that are 15,000 square feet or less in size may be repurposed for any permitted use, including a restaurant, without requiring a parking variance. This new adaptive reuse code provision, which was added to the City Code in 2022, has been a game-changer for economic development. Prior to the code change, it was usually not possible to start a new business in an existing building in the C-1 district without getting a parking variance. The adaptive reuse code provision only applies to permitted uses. With conditional uses, the Planning Commission and the City Council evaluate transportation needs for each project on a "case by case" basis, considering factors such as number of employees, number of visitors, the hours of operation, availability of on-street parking and shared parking, and availability of bicycle and pedestrian connections.

City Staff would recommend that the City Council take the same approach with the proposed reception hall that was taken when the historic Serbian Home on 3rd Avenue was proposed to be turned into a reception hall in 2020. The City can approve a conditional use permit that allows small events to take place at the reception hall without additional steps but requires the Applicant to secure an off-street parking facility for any large event that exceeds that number. Staff would recommend that dedicated off-street parking be required for any event that has more than 70 attendees, which is the same number that was used for the Serbian Home approval. For larger events, at least one off-street parking stall should be required for each three attendees, which is the "default" parking requirement in the City Code for large assembly uses.

The Applicant has multiple options for providing off-street parking for attendees going to a larger event:

1. They can enter into an updated parking agreement with the school district or funeral home to provide parking for events that are taking place outside the business hours of those buildings.

2. They can direct event attendees to park in City-owned public off-street parking facilities that are within 500 feet of the reception hall. The City owns a 23-stall public parking lot behind the former B & G Crossing clothing store that currently gets almost no use and could be used for event parking. It is roughly 400 feet from the proposed reception hall.
3. They can secure an off-site parking lot and run a shuttle service to the event.

Second Floor Apartment and Basement

The building has a second floor apartment that currently operates as a short-term rental that is listed on AirBNB. The apartment "meets code" as a residential dwelling unit and has an active rental license. The building also has a basement that is used for storage.

The proposed 1,050 square foot banquet hall space requires two exits because it will have an occupancy that is greater than 50 people. The architect is proposing to meet this requirement by removing the wall and door that separate the retail space from the hallway that connects the apartment unit to its door to the outside. This could potentially make it less pleasant to utilize the apartment unit, since one would need to walk through a hallway that is shared with event guests in order to access the interior stairs up into the dwelling unit.

Some event guests may be tempted to make use of other spaces within the building (i.e. booking the AirBnB room and then letting party guests wander upstairs into the apartment unit as an extension of the event space). The Building Official has requested that a condition of approval be added to the conditional use permit stating that the basement and the second floor apartment cannot be used as part of the event space. The basement can only be used for storage and the apartment can only be used as a residential dwelling unit.

Trash Enclosure

The property currently has a vinyl fence trash enclosure that was constructed in 2019 when the building was proposed to be converted to a restaurant. Staff visited the property while preparing this report and observed that the gates of the enclosure are damaged and need to be repaired or replaced. This should be a condition of approval for the conditional use permit.

Surrounding Land Uses

Direction	Existing Use	Existing Zoning	Comp Plan Guidance
<i>West</i>	School District Offices	C-1 Retail Business	Mixed-Use
<i>North</i>	Auto Repair Garage and	C-1 Retail Business	Mixed-Use

	Funeral Home		
<i>East</i>	Applicant's restaurant	C-1 Retail Business	Mixed-Use
<i>South</i>	Single-Family Home (Licensed Rental)	C-1 Retail Business	Mixed-Use

CONDITIONAL USE PERMIT CRITERIA

Conditional Use Permits should be reviewed through the lens of the criteria outlined in the City Code:

- (1) That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
- (2) If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
- (3) That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
- (4) That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
- (5) That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.
- (6) *In Business districts.* Certain uses are considered, as a rule, unsuitable in commercial areas because of inherent characteristics (e.g., traffic hazards, noise, light glare), proximity to residential areas, the fact that they tend not to serve nearby residential areas, or may adversely affect nearby permitted business uses.

Section 118-268 of the City Code also has additional criteria that are in effect for “Amusement or Entertainment” uses:

- (1) The use is desirable to the public convenience and welfare;
- (2) The use is not detrimental or injurious to the public health, peace, or safety;
- (3) The use is not detrimental or injurious to the character or value of surrounding properties;
- (4) The use has adequate off-street parking facilities;
- (5) The use is served, or can be served, by adequate utility services;
- (6) The hours of operation of the proposed use will not be detrimental to nearby residential uses;
- (7) The use will not stimulate the gathering of large numbers of persons outside the building within which the use is located.

DISCUSSION

Conditional Use Permit review is case-by-case, and the City can attach reasonable conditions to the approval. A conditional use permit can be revoked by the City Council if the conditions are

not adhered to. Conditional Use Permits run with the land and are inherited by the new owner if the property changes hands. There is no guarantee that the reception hall and the restaurant next door will always be owned and operated as one multi-building business by the same individual, and the “conditions of approval” should be approached with this fact in mind.

Staff has a few observations to frame the discussion:

- The Applicant’s proposal is consistent with the goals of the Southview Hill Plan, which calls for strengthening this commercial area and providing more dining options for residents. This venue could potentially make the restaurant next door stronger and more financially resilient. Empty storefronts suck the life out of a commercial street and this storefront has been empty for many years. It is exciting to see the Applicant investing in a building that has largely been forgotten since 2019.
- The intent of the adaptive reuse provision in the parking ordinance is to allow existing commercial buildings to be reused without requiring a parking variance. It is understood that conditional uses are more intense than "permitted" uses and that is why they necessitate a case-by-case review and do not get automatic access to the adaptive reuse code provision. Staff feels that it is consistent with the intent of the adaptive reuse ordinance to allow a small reception hall (up to 70 persons) without additional red tape. This number fits well because it was what was granted to the Serbian Home in 2020, and it aligns well with the proposed event space's maximum capacity for seated guests at an event with tables and chairs. There is City-owned public parking nearby behind the vacant B & G Crossing building, and it should not be hard for the Applicant to direct his guests to park there if they are attending a large event.
- Staff would recommend that several permanent operating conditions be placed on the reception hall via the conditional use permit.
 - Hours of operation need to be regulated to prevent the reception hall from being a nuisance to nearby residential neighborhoods. The Applicant is requesting 8 AM to 10 PM hours of operation. Citywide quiet hours start at 10 PM and end at 7 AM.
 - The conditional use permit should include the same alcohol-related conditions that have been added to other conditional use permits for restaurants and reception halls that have been approved in recent years. This includes hiring an on-site security officer for any event that will have more than 100 guests and securing an entertainment license from the City Council before events with alcohol can be held

that feature live music, singing, or dancing.

- The reception hall must follow the noise ordinance and cannot be a public nuisance. The conditional use permit can be revoked if there are repeated violations of the noise ordinance and the City Council determines that the business has become a nuisance.

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission held a public hearing on November 5th. No members of the public spoke at the public hearing. The Planning Commission did receive written comments from Mark Fenton, the Director of Buildings and Grounds for the South St. Paul School District. Mr. Fenton wanted to put it on the record that the Applicant does have a shared parking agreement with the school district for his restaurant, but the School District has not yet agreed to a shared parking agreement yet for the banquet hall space. At his request, Mr. Fenton's email exchange with City Staff is included as an attachment.

The Planning Commission voted to recommend approval of the conditional use permit "as presented" with a 7-0 vote.

Staff Recommendation

Staff recommends approval of Resolution #2025-130 approving a conditional use permit for a reception hall at 421 Marie Avenue.

LINKS

[Southview Hill Plan \(Approved June 16, 2024\)](#)

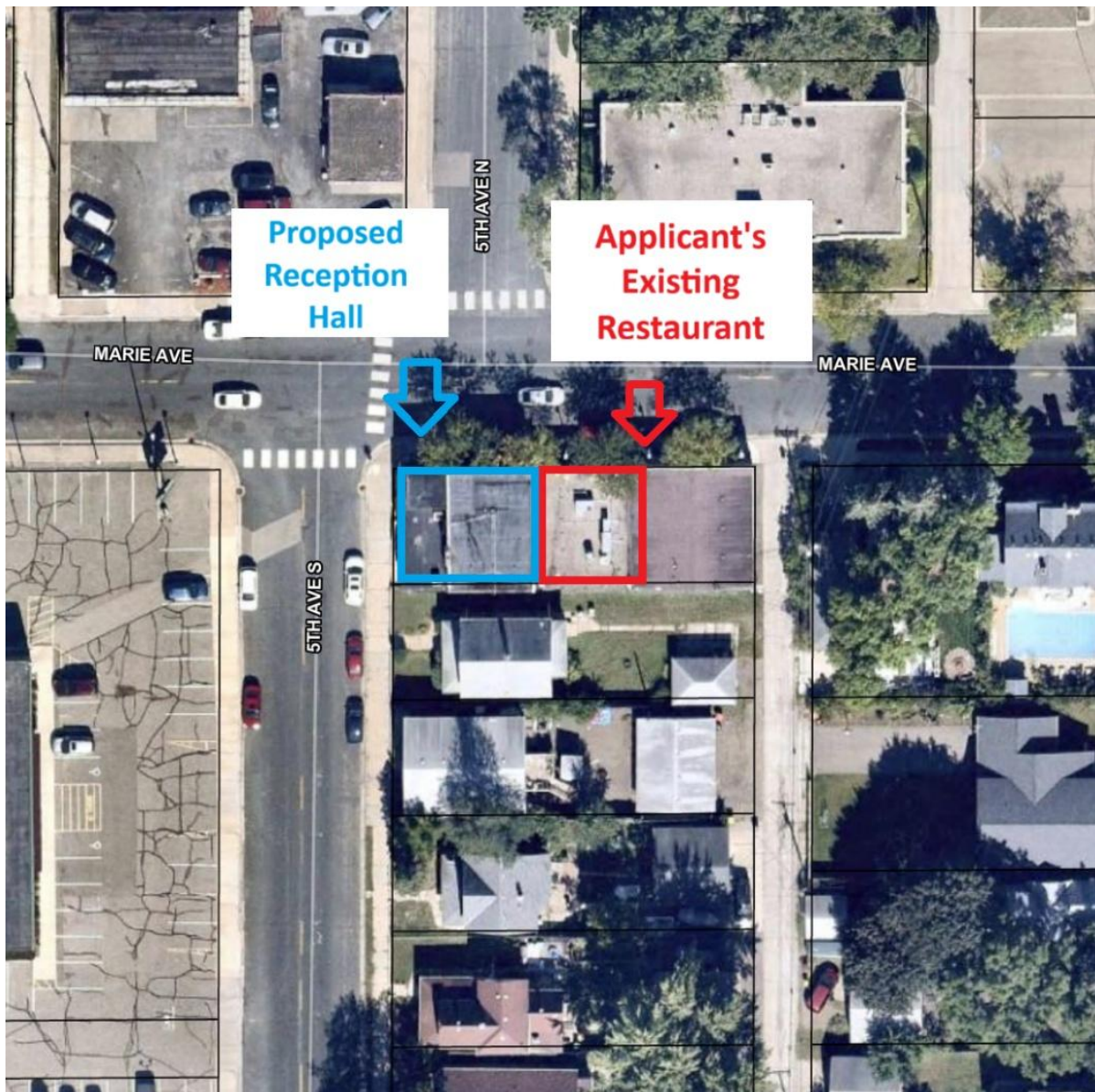
SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Photographs of Subject Property
3. Applicant's Narrative
4. Proposed Floorplan and Code Analysis
5. Public Hearing Notice
6. Written Public Comments
7. Resolution 2025-130

ATTACHMENT 1
SITE LOCATION MAP



ATTACHMENT 2
PHOTOGRAPHS OF SUBJECT PROPERTY



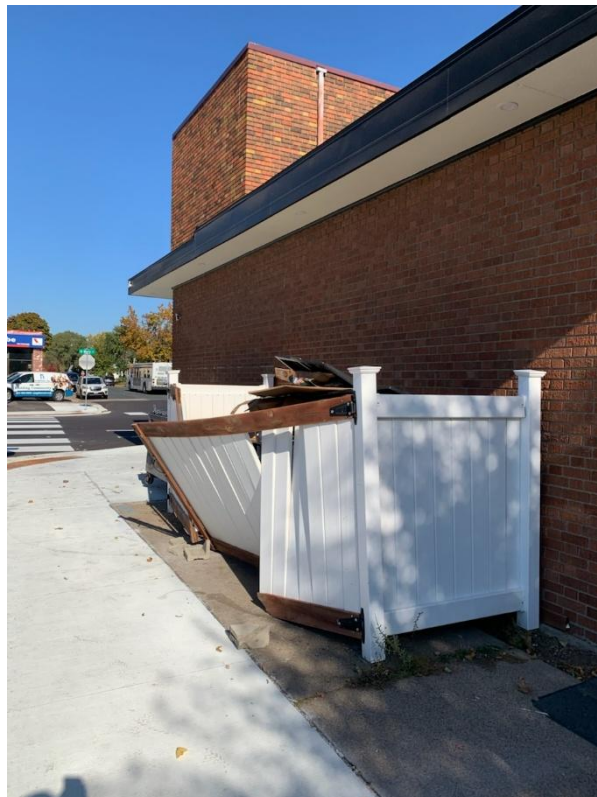
Photograph of Marie Avenue frontage taken by City Staff on October 3rd



Google Streetview Photograph from 2022 (Before Applicant Purchased and Renovated 421 Marie)



Secondary Access Door on 5th Avenue South



Existing Dumpster Enclosure on 5th Avenue South

ATTACHMENT 3

APPLICANT'S NARRATIVE

My name is Nessib Negusse, owner of Hilltop International Cuisine. I am writing to request approval to use part of my building as a small event space (party hall).

Many of my restaurant customers have been asking for a nearby place to host small gatherings such as kids' birthday parties, wedding showers, baby showers, and similar events. Based on this growing demand, I have developed an idea and plan to open a small, community-focused event hall within my property.

This addition will not only serve my neighbors and loyal customers, but it will also help my business grow, create a welcoming community space, and provide opportunities to hire more employees.

I would be very grateful for your consideration and support for this proposal. Please let me know if there are any forms or additional information needed to proceed.

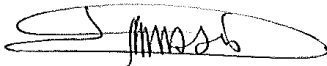
Thank you very much for your time and support.

Warm regards,

Nessib Negusse

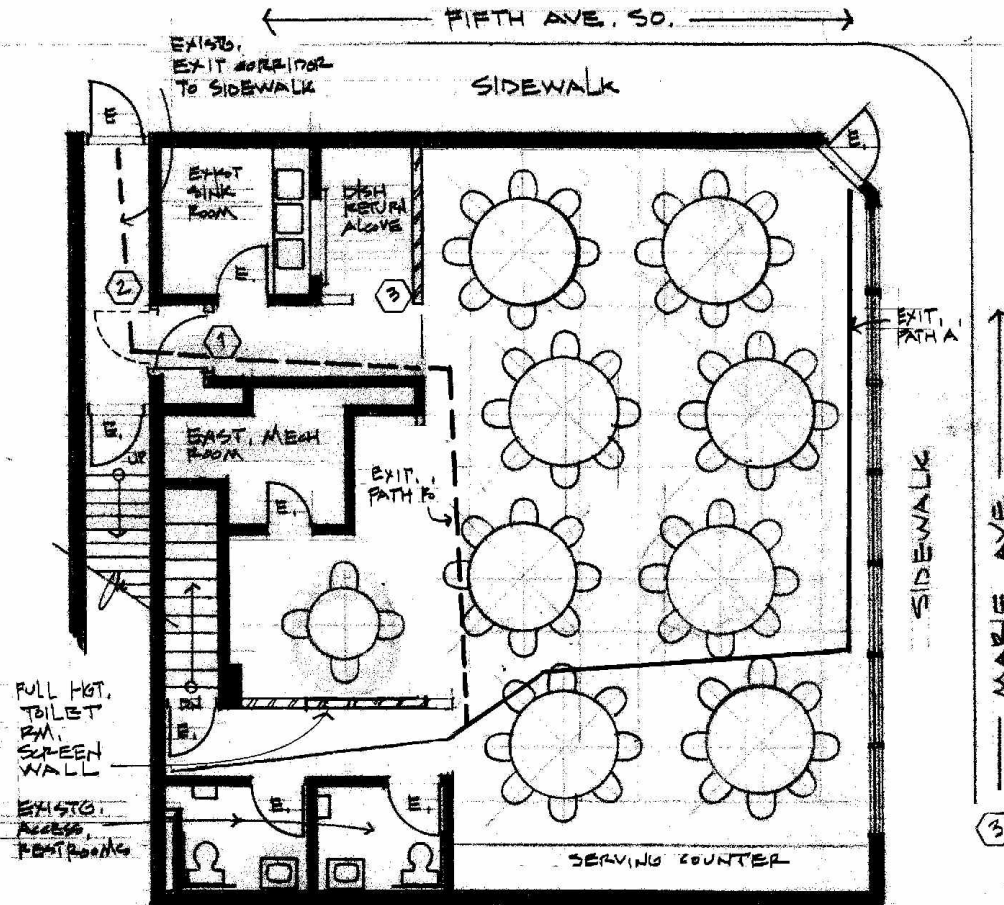
Hilltop International Cuisine

[Your Contact Information]



10/08/2025

ATTACHMENT 4 PROPOSED FLOORPLAN AND CODE ANALYSIS



① FLOOR PLAN
A1 1/8" = 1'-0"

① 32x6 & 4 1/4" 20 MIN. WD. DOOR AND FRAME W/ (3) 4 1/2" S.G. BUTT STYLE HINGES, AUTOMATIC DOOR CLOSER, LEVER HANDLE STYLE LOCKSET (CLASS ROOM FUNCTION) - STAINLESS STL. FINISH

68 PEOPLE @ TABLES

② REMOVE EXIST. DOOR AND FRAME - PATCH WALL @ JAMB AND HEAD AS REQ'D. - FINISH TO MATCH EXIST.

③ CONSTRUCT 6'-0" H. WALL - 1/2" GYP. B.D. ON BOTH SIDES OF 6" MTL. (OR F.R. WD.) STUDS @ 12" O.C. - SECURE TO FLR. W/ DBL. F.R. WD SOL. PLATE RUNNER

Code Analysis:

Minnesota State Building Code 2020 Edition
Minnesota Accessibility Code 2020 Edition

Occupancy Classification:
Assembly - Banquet Facility - A-2 Occupancy

Occupant load Per Occupancy
Assembly - 79 occupants based on 15 SF/person

Plumbing Fixture Analysis:
2 Toilets required, 2 toilets supplied
2 lavatories required, 2 lavatories supplied

Fire Protection: Non-Sprinkled Building, open on two + sides
Max Allowed distance of travel = 200 l.f.
Max calculated distance of travel -
Exit Path A = 66 lin ft.
Exit Path B = 67 lin ft.
see plan for distances

Type of Construction - Type III B (existing)

Total Gross Floor Area:
Gross floor area including stair to basement = 1600GSF
Assembly (Event Banquet Rm) = 1188 sf

Required number of exits per Occupancy
Assembly - A-2 2 exits required, 2 exits are provided

Glazing shall comply with National Safety Glazing Standards and 2406.4.2 Glazing adjacent to doors, of the MN State Building Code

architecture + product design
residential - commercial
or homes

J. Sweitzer
Architects LLC

www.jweitzerarchitects.com
jwe@jweitzerarchitects.com
612.230.3283

Certification
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect or engineer under the laws of the State of Minnesota.
13001
JEFFREY R. SWEITZER
Jeffrey R. Sweitzer
Legal Notice: These documents shall not be reproduced for circulation without the expressed written consent of J. Sweitzer Architects LLC

Issued
10-31-25

Hilltop Event Center
421 Marie Ave.
So. St. Paul MN
55075

10-31-25



City of South St. Paul

125 Third Avenue North
South St. Paul, MN 55075

www.southstpaul.org

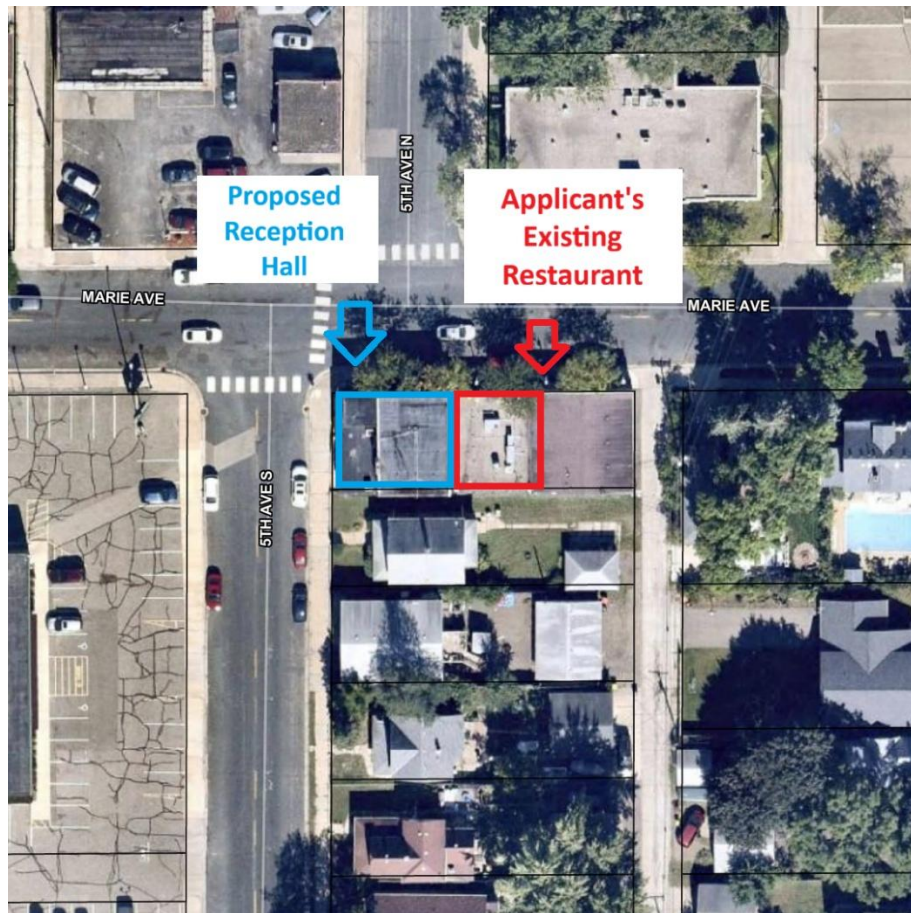
ATTACHMENT 5 PUBLIC HEARING NOTICE

Notice of Public Hearing

Applicant(s):	Nessib Neguss
Request:	The Applicant owns and operates the “Hilltop International Cuisine” restaurant at 417 Marie Avenue. The Applicant has purchased the 2-story building that is directly adjacent to his restaurant which has the address 421 Marie Avenue. The Applicant is seeking to turn the ground floor of the 2-story building into a reception hall which he will rent out for private events. He is seeking a conditional use permit to establish the new reception hall. <i>The subject property is in the C-1 Retail Business zoning district. Freestanding reception halls that are not located inside a restaurant require a conditional use permit for an “amusement and entertainment” use. The Applicant is not structurally combining his two adjacent buildings into one building. Because the reception hall technically is a separate building and will not be inside the Applicant’s restaurant, a conditional use permit is required for the use.</i>
Subject Property	421 Marie Avenue
Public Hearing Time and Location:	City Hall, Council Chambers, 125 Third Avenue North, South St. Paul Wednesday, November 5th, 2025 at 7:00 P.M. Or as soon thereafter as the matter can be heard. All those interested are encouraged to attend and will be given an opportunity to be heard.
Questions or Comments, Please Contact:	The Planning Commission will also consider oral and written comments that are received prior to the meeting. You can submit your comments: By mail: City of South St. Paul, Attn: Planning Manager 125 Third Avenue North South St. Paul, MN 55075 By phone: (651) 554-3217 By fax: (651) 554-3271 By e-mail: mhealy@southstpaul.org <u>All written, faxed, or e-mailed comments must be received by the City Planner no later than Noon on Wednesday, November 5th to be considered by the Planning Commission as part of the public hearing*.</u> <i>*Please include your name and address as well as the project address</i>

A detailed staff memo analyzing the project be posted to the City’s website by Friday, October 31st as part of the Planning Commission packet. It can be accessed using the following link:

<https://www.southstpaul.org/926/Agendas-Minutes>



Applicant's Existing Restaurant at 417 Marie Avenue & Proposed Reception Hall at 421 Marie Avenue

ATTACHMENT 6

WRITTEN PUBLIC COMMENTS

From: [Fenton, Mark](#)
To: [Michael Healy](#)
Subject: RE: Public Hearing 417 Marie
Date: Tuesday, November 4, 2025 1:28:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Micheal, Both emails. As you will share with the planning commission your response to me.

Thank you

Mark Fenton
Director of Buildings and Grounds
District Office
Phone: 651-457-9431
South St. Paul Public Schools



**South St. Paul
Public Schools**

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From: Michael Healy <mhealy@southstpaul.org>
Sent: Tuesday, November 4, 2025 1:23 PM
To: Fenton, Mark <mfenton@sspps.org>
Subject: RE: Public Hearing 417 Marie

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

Mark,

Just this second email, right? Or do you want me to put your first email "on the record" as well?

Michael

Michael Healy | Planning Manager

Phone : 651-554-3217 | Fax: 651-554-3211

City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075



From: Fenton, Mark <mfenton@sspps.org>

Sent: Tuesday, November 4, 2025 1:21 PM

To: Michael Healy <mhealy@southstpaul.org>

Subject: RE: Public Hearing 417 Marie

Micheal, I would like to make my comments to be official and to be shared with the planning commission.

Today, Nessib contacted me regarding updating the parking agreement with the district for the restaurant and the reception hall. I agreed to update the existing 6-stall parking agreement for the restaurant but not for the reception hall at this time, as I do not have details on its specific use. Nessib will send me a copy of the agreement, and I will incorporate the following updates:

- Add language specifying an annual expiration/review date.
- Include specific parking terms, as conditions may change year to year:

Parking Terms

- District parking lots may only be used outside of building operating hours:
 - Monday: 7:00 AM – 9:00 PM
 - Tuesday–Friday: 7:00 AM – 5:00 PM
- No overnight parking is permitted.
- Any vehicle not conducting business with the school district during business hours or left overnight will be towed.

Thanks

Mark Fenton

Director of Buildings and Grounds

District Office

Phone: 651-457-9431

South St. Paul Public Schools



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From: Michael Healy <mhealy@southstpaul.org>

Sent: Friday, October 31, 2025 4:38 PM

To: Fenton, Mark <mfenton@sspps.org>

Subject: RE: Public Hearing 417 Marie

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Mark,

I have attached a Staff memo that explains what we are thinking. I can assure you that we aren't making any assumptions about the school district parking lot being available for all of his events. We are encouraging Nessib (the restaurant owner) to direct his customers towards the 23-stall City-owned public parking lot that is directly behind the old B & G Crossing:



Please let me know if you want to chat about this on Monday, Tuesday, or Wednesday of next week. You can just give me a call at 651-554-3217. If you want to make any “official” comments in writing for the public hearing, I can share them with the Planning Commission.

Michael

Michael Healy | Planning Manager

Phone : 651-554-3217 | Fax: 651-554-3211

City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075



From: Fenton, Mark <mfenton@sspps.org>

Sent: Friday, October 31, 2025 1:49 PM

To: Michael Healy <mhealy@southstpaul.org>

Subject: Public Hearing 417 Marie

Hi Micheal,

I wanted to raise a concern regarding parking at the venue. While the district has a parking agreement with Hilltop Cuisine restaurant (it does not include the reception hall), the potential expansion of the space to include a reception hall may significantly increase the number of vehicles in the area. Since the restaurant/venue does not have any off-street parking, this could lead to parking issues. Could you please share how the venue plans to address parking? Additionally, please note the district's parking procedures:

- District parking lots may only be used outside of building operating hours.
- No overnight parking is permitted.
- Any vehicle not conducting business with the school district during business hours or left overnight will be towed.

We are also planning to hold more evening meetings at the district office, which makes parking availability even more critical.

Unfortunately, I won't be able to attend the public hearing due to my recent knee surgery, but I'd appreciate being kept in the loop regarding any decisions or updates.

Best regards,

Mark Fenton

*Mark Fenton
Director of Buildings and Grounds
District Office
Phone: 651-457-9431
South St. Paul Public Schools*



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City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-130

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A RECEPTION
HALL AT 421 MARIE AVENUE**

WHEREAS, the City received an application from Nessib Negusse on behalf of “Hilltop Event Center” requesting the following approvals:

- A Conditional Use Permit for a reception hall which is an “Amusement or Entertainment” use in the C-1 Retail Business district.

WHEREAS, the subject property is located at 421 Marie Avenue (“the Property”); and legally described as follows:

(See Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their November 5, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended approval (7-0) of the application at their November 5, 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 City Council as stated in the Planning Manager’s City Council report dated November 17, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:
 - a. Site Location Map
 - b. Photographs of Subject Property
 - c. Applicant’s Narrative
 - d. Proposed Floorplan and Code Analysis
 - e. Public Hearing Notice
 - f. Written Public Comments

2. Findings.

A. The City Council determines that the proposed Conditional Use Permit is consistent with the following criteria for conditional uses in a business district:

- i. That the conditional use, which such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
- ii. If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
- iii. That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
- iv. That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
- v. That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.
- vi. The use is suitable in a commercial area and will not adversely affect nearby permitted business uses or nearby residential areas.

B. The City Council determines that the proposed Conditional Use Permit is consistent with the following criteria for “amusement or entertainment” uses:

- i. The use is desirable to the public convenience and welfare.
- ii. The use is not detrimental or injurious to the public health, peace, or safety.
- iii. The use is not detrimental or injurious to the character or value of surrounding properties.
- iv. The use has adequate off-street parking facilities.
- v. The use is served, or can be served, by adequate utility services.
- vi. The hours of operation of the proposed use will not be detrimental to nearby residential uses.
- vii. The use will not stimulate the gathering of large numbers of persons outside the building within which the use is located.

C. The City Council approves the Conditional Use Permit subject to the following conditions:

1. **Approved Plans.** The conditions of this approval are based on the following plans:
 - a. **Application (Nassib Negusse)** **dated 10/8/2025**
 - b. **Narrative (Nassib Negusse)** **dated 10/8/2025**
 - c. **Floor Plan and Code Analysis (J. Sweitzer Architects LLC)** **dated 10/31/2025**
2. **Building Permit Required.** The Applicant shall obtain a building permit for a change of use to convert the space from a retail storefront to a reception hall. At time of building permit, the Applicant will provide any materials required by the Building Official for processing this type of permit application, which shall include an architectural code analysis by a Minnesota-licensed architect. The Applicant shall pay any required sewer access charges.
3. **Certificate of Occupancy Required Before the First Event.** The Applicant may not hold his first event in the reception hall until the Building Official has issued a certificate of occupancy for the new use.
4. **Maximum Number of Attendees at Events.** The Applicant is proposing to create a 1,188 square foot reception hall space for events.
 - a. Seated events with tables and chairs may not exceed 79 attendees. This is based on the State Building Code requirement that requires 15 square feet of space per attendee at a seated event in this type of space.
 - b. Events without tables and chairs where attendees will be standing may not exceed 169 guests. This is based on the State Building Code requirement that requires 7 square feet of space per attendee for an event space at maximum occupancy without tables and chairs.
 - c. A sign must be posted inside the reception hall space stating that the maximum occupancy for seated events is 79 people and the maximum occupancy for “standing room only” events is 169 people.
 - d. The City’s Building Official may require the maximum occupancy numbers to be adjusted based on the final floorplan that is submitted along with the building permit for the change of use.
5. **Scope of Conditional Use Permit.** This conditional use permit shall only apply to the first-floor commercial space that is shown on the Applicant’s proposed floor plan. Events may not be held in a way that incorporates the 2nd floor apartment unit or the basement. The 2nd floor apartment will remain a residential dwelling unit and must be separated from the event space by a lockable door. The basement may only be used as storage.
6. **Parking.** The Applicant must provide off-street parking for any private event that will have more than 70 attendees. For such events, at least one off-street parking stall shall be required for each 3 guests. The Applicant shall present the Zoning Administrator with

evidence of adequate off-street parking before they are allowed to host events with more than 70 attendees. This requirement may be satisfied by one or more of the following means:

- a. The Applicant can provide the Zoning Administrator with evidence of a lease agreement with the owner of a parking lot(s) within 500 feet of the subject property along with evidence that they are requiring guests to park in the leased stalls as part of their rental contract for events with more than 70 guests.
 - b. The Applicant can direct guests to park in City-owned public parking lots within 500 feet of the subject property. The Applicant shall provide the Zoning Administrator with evidence that they are requiring guests to use the public parking facility as part of their rental contract for events with more than 70 guests.
 - c. The Applicant can secure access to an off-site parking lot that is further than 500 feet from the subject property and provide a shuttle service to the event. The Applicant shall provide the Zoning Administrator with evidence of a lease agreement with the owner of the parking lot(s) and evidence that they are requiring guests to park in the off-site parking lot as part of their rental contract for events with more than 70 guests.
7. **Hours of Operation.** Events may not begin prior to 8 AM and must conclude by 10 PM.
 8. **Compliance with Noise and Nuisance Ordinances.** Excessive violations of the noise ordinance may result in the revocation of the conditional use permit. The City Council, at their sole discretion, shall determine what constitutes excessive violations. In addition to complying with the noise ordinance, the Applicant must not in any way be a public nuisance.
 9. **Alcohol at Events.** The facility shall not include any type of public bar and there shall be no serving of alcohol to the general public. Private events may include alcohol, served only to guests of the event, provided that the alcohol is served by a licensed caterer who holds a caterer's liquor license. The City Council may also choose to allow event guests to bring their own alcohol to events by issuing a consumption and display permit. If a consumption and display permit is granted, the Applicant must comply with any conditions that are placed on that permit.
 10. **Entertainment Licensing for Events with Alcohol.** Prior to hosting any events with alcohol where entertainment will be provided (i.e. live music, dancing, or singing), the Applicant shall obtain any entertainment license that is required for businesses that serve alcohol and have this type of entertainment. This condition shall apply to any events where alcohol is served by a licensed caterer and any events where attendees have been allowed to bring their own alcohol through the issuance of a consumption and display permit.

11. On-Site Security Officer Required for Large Private Events with Alcohol. The Applicant shall be required to provide an on-site security officer for the duration of any private event with over 100 guests where alcohol will be present. Ticketed events are considered private events.

12. Termination of the Conditional Use Permit. The Conditional Use Permit will terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval in the conditional use permit may terminate the conditional use permit(s), following a hearing by the City Council.

Adopted this 17th day of November, 2025

City Clerk

Exhibits

A- Legal Description

EXHIBIT A
LEGAL DESCRIPTION

The West 51 feet of Lot 1, Block 9, Hepburn Park Addition to the City of St. Paul, subject to the recorded plat thereof, Dakota County, Minnesota.



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy
AGENDA ITEM NUMBER: 11.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for Cannabis Cultivation and Manufacturing at 205 Hardman Avenue South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution #2025-131 approving conditional use permits for cannabis cultivation and cannabis manufacturing at 205 Hardman Avenue South.

OVERVIEW

Application

The Applicant, “DW Green Ventures, LLC,” has a tentative lease agreement with the owner of 205 Hardman Avenue South to repurpose the building as a cannabis cultivation and manufacturing facility. The Applicant is seeking the following City approvals for the use of the subject property:

1. A Conditional Use Permit for cannabis cultivation.
2. A Conditional Use Permit for cannabis manufacturing.

60-Day Review Period

The application's 60-day review period will expire on December 5, 2025.

Background

The existing 59,274 square foot office/warehouse/distribution facility at 205 Hardman Avenue South (“The Subject Property”) was constructed in 2004. The building was initially constructed by Hoeltkoetter International LLC, a manufacturer and distributor of light fixtures. Hoeltkoetter was operating out of an existing 22,000 square foot building on a neighboring property, and they connected their old building and their new building with a skyway to form one unified facility that spanned two parcels. The skyway was demolished in 2015 and the two buildings are now

under separate ownership.

The building on the subject property was most recently occupied by Polytek, a manufacturer of specialty polymers. The building has been vacant since Polytek relocated to a different facility elsewhere in the Bridgepoint Industrial Park. The subject property is currently owned by “205 Hardman Avenue South LLC” and they are proposing to lease the building to the Applicant.

Site Characteristics

The subject property is roughly 4.92 acres in size and is legally described as Lot 2, Block 1 of the Mississippi Landing 4th Addition. The property is located between Hardman Avenue and the Union Pacific railroad tracks. The building sits roughly 117 feet away from the public sidewalk along Hardman Avenue and sits roughly 175 feet away from the rear property line and the railroad tracks. The property is well landscaped. There is a stormwater pond and thick group of trees which limits the view of the building from Hardman Avenue. There is also a row of trees between the subject property and the railroad tracks. A large concrete wall runs along the railroad tracks which is part of the levee system that protects the Bridgepoint Industrial Park from river flooding. On the other side of the concrete wall is the Mississippi River Trail (MRT) and Wildflower Levee Park. The edge of the subject property is roughly 183 feet away from the Ordinary High Water Level (OHWL) of the Mississippi River.

The existing building has a roughly 39,000 square foot footprint. Some parts of the building have a second-floor mezzanine and the tax assessor lists the building as having a total finished square footage of 59,274 square feet.

DW Green Ventures LLC’s Proposal for Adaptively Reusing the Subject Property

The Applicant is proposing to repurpose the existing building via a major interior remodel. They are proposing to construct a series of containment rooms on the 1st floor of the facility and each room will house a separate group of cannabis plants. Keeping the plants separate will allow for quality control and will allow for the plants inside one room to be quarantined from the plants in the other rooms if something goes wrong in that room (i.e. illness, bug infestation, etc.).

The Applicant is not currently proposing to make any changes to the outside of the building or the grounds of the facility other than re-striping the parking lot because the existing striping is faded.

Scope of the Proposed Cannabis Business

The Applicant is proposing to use the property as a cannabis cultivation and manufacturing facility:

- They will obtain two (2) licenses from the State of Minnesota, one for cannabis cultivation and one for cannabis manufacturing.

- They will grow cannabis plants inside the building. They will also do manufacturing and processing of cannabis products, secure packaging and storage, and distribution of finished goods to other licensed cannabis businesses.
- They plan to start with 15 employees. Normal hours will be 7 AM to 6 PM Monday through Friday with some weekend plant care, maintenance, and other essential facility functions. The business may eventually grow to 35 employees.
- They are proposing a robust security plan with a video surveillance system, controlled access systems, alarm systems, and secure storage areas.
- They are not seeking to operate a retail storefront, which is something that requires a different conditional use permit from the City and a different license from the State.

Zoning and Comprehensive Plan Guidance

The property is zoned I-1 Light Industrial and guided light industrial in the 2040 comprehensive plan. It is also located in the Mississippi River Critical Corridor Area (MRCCA) overlay district and the Shoreland overlay district.

The I-1 Light Industrial zoning district allows “cannabis cultivation” and “cannabis manufacturing” with a conditional use permit. The State of Minnesota legalized cannabis in 2023 and the new law required cities to allow cannabis businesses. Cities are allowed to use their zoning codes to establish “time, place, and manner” regulations about where and how cannabis businesses can operate. The State allowed cities to place a moratorium on cannabis businesses until January 2025 while studying the issue. The City of South St. Paul adopted new zoning rules for cannabis businesses in December 2024 before its moratorium was set to expire. At the end of this staff memo, there is a link to a City Council memo from 2024 that thoroughly explains SSP’s adopted cannabis zoning rules and the process that was used to arrive at those rules.

Site Plan Review

The Applicant is not proposing to make any changes to the exterior of their building or the property’s overall site plan. They plan to re-stripe the 41-stall parking lot because the existing striping is badly faded.

Parking

The City Code lays out default parking requirements for each land use in the I-1 Light Industrial district. A business can either meet the default requirement or they can submit a parking plan to the Planning Commission and City Council for review. The default requirement for a manufacturing or warehousing facility is that the property must have at least one parking stall for each 2,000 square feet of floor space or one stall for each two employees on maximum shift, whichever is more. The property has roughly 60,000 square feet of floor space, which means the “default” parking requirement is 30 stalls. The Applicant is providing 41 stalls and this exceeds the requirement.

City Staff would highly encourage the Applicant to also consider providing on-site bicycle parking, since some employees may want to commute using the nearby Mississippi River Trail.

Landscaping

The property has extensive landscaping from when it was developed in 2004 and most of the landscaping is still in good shape. Properties in the I-1 Light Industrial zoning district require one overstory tree per 70 feet of lot perimeter and the subject property requires at least 28 overstory trees.

It does not appear that the landscaping that was installed in 2004 matches the landscaping plan that was submitted to the City. The original landscaping plan called for a substantial amount of tree planting in the rear yard and this was not completed, possibly because this area was planned as a future parking lot expansion. Instead, there was extensive tree planting around the stormwater pond at the front of the property. The property does have more than 28 overstory trees, but there are a few trees in key locations which are missing. These trees were planted in 2004 but have died.

This issue was discussed with the Planning Commission in November and City Staff met with the current property owner on-site after the Planning Commission meeting. The recommendation is that the Applicant be required to replace all the trees that were planted in 2004 that have died. Associate Planner Miller has put together a tree replacement plan, which is included as an attachment to the approval resolution. The Applicant should be required to follow that plan and establish a landscaping escrow that they will get back after the new trees have been kept alive for one full calendar year.

Dumpster Enclosure

The property originally had a wood fence dumpster enclosure, but it has been demolished. The Applicant is tentatively planning to store all dumpsters inside their building. If they do decide that they want to have exterior trash handling in the future, they will need to apply for a zoning permit and build a code-conforming trash enclosure. Wood fencing is not a good material for an industrial trash enclosure as it does not weather well and is susceptible to being damaged during operations. Consistent with current zoning rules, the enclosure should be built of exterior materials that match or complement the building. The conditional use permit should spell out

that this either means a masonry trash enclosure or a trash enclosure constructed out of Trex or a similar composite decking material.

Lighting

Sources of light need to be hooded or controlled so as not to light adjacent property. Private lighting may not cast more than 1 footcandle of light onto the centerline of a road. A photometric plan that demonstrates compliance with the footcandle ordinance has been submitted.

Signage

The Applicant has indicated that they want their operation to be discrete and are not planning to provide any site signage other than address signage and directional signage in the parking lot. If they change their mind in the future and want to add signage, they will need to get a permit and meet sign code requirements.

Mechanical Equipment

The Applicant will need to provide a screening/painting plan if they intend to expand the size or footprint of the rooftop mechanical equipment. Any new ground-mounted mechanical equipment will also need to be screened in accordance with code requirements.

Odor

Throughout the Stockyards era of the 1800's and 1900's, South St. Paul had a reputation for smelling bad due to the abundance of agricultural-industrial uses located in the industrial area near the Mississippi River. The Stockyards closed in 2008 following a long decline and the City made odor mitigation a priority in its 2030 Comprehensive Plan which was enacted in 2011. The City has worked diligently over the past 10+ years to tackle lingering odor problems that continue to affect quality of life in South St. Paul:

- The City adopted an odor ordinance in 2014. The odor ordinance establishes objective criteria for determining when a business has created an odor nuisance by becoming what the City Code calls a "Significant Odor Generator." The City utilizes the Nasal Ranger® Field Olfactometer to investigate odor complaints. Any Dilution to Threshold (D/T) reading of "7" or higher on the Nasal Ranger that is taken beyond the property lines of the business causing the odor is considered a "verified odor complaint" which is automatically considered an odor nuisance and can result in an administrative citation.
- In 2017, the City granted Twin City Hide (a cow hide processing plant) and Twin City Tanning (a tannery) a PUD approval for a master plan to tear down most of their old and outdated buildings and replace them with new buildings with state-of-the-art odor mitigation technology. Twin City Hide and Twin City Tanning have not had a verified odor complaint since 2021, which suggests that their new odor management approach is

working well.

- From 2020-2024, the City issued 57 administrative citations to Sanimax USA LLC for verified odor complaints where it was determined during a Nasal Ranger investigation that they violated the odor pollution ordinance by generating a verified odor complaint. Sanimax USA LLC appealed the citations and disputed the findings. Sanimax USA LLC also unsuccessfully challenged the constitutionality of the City's odor regulations in federal court. After over four years of litigation, the City and Sanimax reached a settlement agreement on March 17, 2025. Sanimax is still not admitting fault for the 57 code violations, but they have agreed to develop an odor mitigation plan to bring their facility into code compliance. They have already agreed to implement many changes at the facility by fine-tuning existing mechanical equipment and improving existing processes. They are currently working with a third-party consultant on a comprehensive odor study of their facility which should culminate in a set of recommendations for new mechanical equipment that can further mitigate odor.
- In December 2024, the City adopted its new cannabis zoning ordinance to comply with the State's January 1st deadline for lifting its moratorium on cannabis businesses. All cannabis businesses must get a conditional use permit prior to operating and must submit an odor management plan as part of their conditional use permit application. Per City Code Section 118-278, it is a mandatory performance standard for all cannabis businesses that cannabis odors must not be discernible at the property line.
- The State Legislature passed a new State law in 2023 that gives the Minnesota Pollution Control Agency (MPCA) the authority to develop odor management rules and enforce those new rules in locations throughout Minnesota. The MPCA is still working on rulemaking and has not provided a timeline for when they will complete this process. It is unclear exactly when the MPCA will begin its formal role as an odor regulator, but they have already begun incorporating odor management into their process when they are reviewing air permits for industrial businesses.

The Applicant submitted a preliminary odor management plan as part of their conditional use permit application. City Staff reviewed the plan in consultation with the City Attorney and the City's odor management consultant. The City has a contract with Charles McGinley, the inventor of the Nasal Ranger®, who resides in the Twin Cities and runs an odor management consulting firm. The review team has the following comments regarding the Applicant's odor plan and some recommendations for "conditions of approval" that should be placed in the conditional use permit:

1. Per the City Code, cannabis odors must not be discernable at any property line. This means that they cannot have a Nasal Ranger® D/T reading of 2 or higher at any property line at any time. This should be enshrined in the conditional use permit. That will allow the conditional use permit to be revoked if there are violations and the Applicant is unable to resolve the violations in a reasonable amount of time. *Per Charles McGinley, facilities in Denver have sometimes been required to accept a limit of 2 on the Nasal Ranger as a condition of getting their permits.*
2. All cannabis waste should be stored inside the building until pickup.
3. In addition to the containment rooms that will be built for cannabis cultivation, the Applicant is proposing to use mechanical equipment to manage cannabis odors. This should be an effective approach as long as they select the right equipment and properly calibrate and maintain that equipment in accordance with industry standards. At time of building permit, they need to submit a final odor mitigation mechanical equipment plan and a maintenance plan. The odor management mechanical equipment needs to be brought online before they can get their certificate of occupancy. They must maintain the equipment in accordance with the maintenance plan or their conditional use permit can be revoked. Upon request, the Applicant must be able to provide City Staff with maintenance records going back 7 years.
4. The Applicant's preliminary odor management plan includes a proposal for how they would handle odor complaints, but their proposed approach assumes that complaints are being submitted to them directly. Their proposal does not appear to comply with the Minnesota Data Practices Act because it depends on them having direct interaction with people who are submitting complaints, and it also relies on the City to connect them with complainants. Under State Law, complainants have the right to remain anonymous. The City needs to handle complaints, not the Applicant. If any neighbors want to voluntarily reach out to the Applicant to discuss odor concerns, they are welcome to do so, but the City needs to handle the formal complaint process. The MPCA may also get involved in the future after they finish rulemaking.
5. The Applicant must fully comply with the odor ordinance and must cooperate with investigations if the City receives complaints about odor emissions that have cannabis characteristics. That cooperation shall include sharing any available records about mechanical equipment performance and process irregularities on the date the alleged odor ordinance violation occurred.

6. The City should not have to bear full responsibility for monitoring the site for odor ordinance compliance and should require the Applicant to conduct periodic odor monitoring. This is something that the City of Cottage Grove does with the "Leafline Labs" cannabis cultivation and manufacturing facility that is in their city limits. The Applicant should be required to do the following:
 - a. Either an in-house employee or a third-party consultant needs to be trained to use the Nasal Ranger® field olfactometer or a similar device that is approved by the City.
 - b. The Applicant needs to perform a Nasal Ranger® test at all four property lines once a month. The test needs to take place on a day that both cultivation and manufacturing activities are occurring. A written investigation report needs to be filed with the City.
 - c. If there are two months in a row where the odor test reveals a Nasal Ranger® D/T reading of 2 or higher, the Applicant needs to submit a plan for fixing the odor issue in a timely manner.

Conditional Use Permit

The Code states that a Conditional Use Permit must be reviewed using a specific set of criteria and must be approved if the criteria are met:

1. That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
2. If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
3. That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
4. That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
5. That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.

In industrial zoning districts, additional criteria should be considered:

1. Certain uses may be considered generally unsuitable in industrial districts because of conditions that would tend to discourage other industrial development in the vicinity; these conditions may include noise, vibrations, dust, glare, unsightliness, or similar nuisances. Certain other industrial land uses are considered generally inappropriate because they represent underutilization of land, which, in turn, means a low tax return

from land that under fuller development would be contributing needed revenue to the city's tax base.

Discussion

The City can attach reasonable case-by-case conditions to a Conditional Use Permit to regulate the use and ensure harmony with surrounding land uses. Conditional Use Permits run with the land and transfer if the property changes hands. The City cannot add any new conditions to the permit after the conditional use permit has been approved. On the other hand, the City does have the ability to revisit the conditional use permit in the future and remove conditions if the business has proven itself and demonstrated that one or more of the conditions are not necessary or are counterproductive. Conditional use permits typically can only be terminated if a condition is violated, and the City Council votes to revoke the conditional use permit after holding a public hearing.

Staff and the City Attorney have prepared a robust set of “recommended conditions of approval” which include conditions that were suggested by various departments and the City’s odor management consultant. If the Applicant abides by all the conditions, this project could be an economic development win for SSP because this cannabis business will bring 15–35 new good-paying jobs to the community and will utilize a building that has been vacant for years and has been challenging to repurpose due to its unusual floorplan. If the Applicant does not abide by the conditions of approval and creates a public nuisance with odor emissions, the City will be in a strong position to revoke the conditional use permit and require the cannabis business to shut down its operations and vacate the premises. This is an entirely different position than the City has been in historically with other odor-generating businesses. The other odor-generating businesses that the City has struggled with in the past did not have conditional use permits that were tied to odor emissions, so the City could not revoke a permit or require the odor-generating processes to cease.

Comments from Other Departments

Police Department

Their physical security plan appears robust. The South St. Paul Police Department does not have enough experience with this new industry to offer suggestions. The Police Department wants to be part of any conversation about amending the security plan should issues arise.

City Staff has added a “condition of approval” that requires the Applicant to follow the security plan that they submitted and get the Police Chief’s approval prior to making any changes to the security plan.

Engineering

This property was developed in 2004 before it was standard for cities to require a stormwater maintenance agreement to ensure that the property owner is maintaining all the private

stormwater management features on the property (i.e. private ponds and pipes). The MPCA has made it clear that they want cities to secure these agreements whenever possible and this is generally a legal requirement for new development. A condition of approval for this conditional use permit should be that the property owner enters into a stormwater maintenance agreement with the City and that this agreement be recorded against the property. The Applicant will not be eligible for any building permits until the property owner has signed the agreement and it has been recorded.

The City Engineer sent a draft stormwater maintenance agreement to the property owner. The property owner is reviewing the agreement with his bank and his attorney, and it will need to be brought to a future City Council meeting for approval.

Building Department

Building Official Joe Heimkes provided several comments which the Applicant has responded to:

1. They will need to do a complete code analysis on the building and it must be performed by a Minnesota-licensed architect. They are changing the occupancy from a F-2 Low Hazard use to an F-1 Moderate hazard use. They need to prove to us that this use fits into the building and the change in use does not make the building non-code compliant.

Applicant's Response: We'll make any necessary updates to ensure the manufacturing area is fully code-compliant with F-1 Moderate Hazard use.

2. We need to know what kind and the volume of hazardous materials they will need on site for processing the cannabis. If the hazardous chemicals exceed allowable quantities, they will need to have them stored in control rooms. This should all be sorted out by the designer (Architect).

Applicant's Response: The butane (LP-Gas) storage plan for this F-1 occupancy facility has been designed in accordance with NFPA 58 (Liquefied Petroleum Gas Code). The proposed setup includes two 100 lb cylinders for charging the system, with the potential to add two additional cylinders on-site. All cylinders and the extraction system will be housed within a Class I, Division 1 (C1D1) room, providing an engineered environment for the safe handling of flammable gases.

3. Ventilation will need to be designed by an Engineer. Engineering calculations will need to be submitted with an engineer's stamp and signature.

Applicant's Response: We will be working closely with the architect and engineer to ensure

that everything submitted with the building permit aligns with all relevant rules and regulations.

PLANNING COMMISSION REVIEW AND RECOMMENDATION

The Planning Commission held a public hearing at their November 5th meeting. Several community members provided comments which are summarized below:

- Donovan Kostron, the owner of Ameritek International, Inc., requested that his email exchange with the Planning Manager be printed out and shared with the Planning Commission. That email exchange is being included as an attachment. Mr. Kostron's business is located in the building directly north of the subject property at 155 Hardman Avenue South. He employs some individuals who are in recovery from substance abuse, and he has concerns that having a cannabis business next door could negatively impact his employees' mental health.
- Robert Dabbs, 218 10th Avenue North, stated that young teenagers are getting access to marijuana, and you are smelling it more and more around the community. He and others he has talked to would like to keep cannabis businesses out of the city entirely.
- Justin Humenik, 608 4th Avenue South, stated that not all teenagers use cannabis, but we are certainly smelling it more in the community. He is pleased to see the odor management plan for the proposed cannabis business, and he is glad that it has been reviewed by professionals. In the future, he wants to see the City hold all businesses, including rendering plants, to the same odor standards that we are using for cannabis flower.
- Dennis Fob, the owner of Great River Electronics at 164 Hardman Avenue South, stated that he is not a big fan of cannabis, but the State has made decisions about that. He stated that there are a lot of odors in his area due to the bagel manufacturing facility, the pet crematorium, and the rendering plant. He thinks that this new business needs to have a tighter leash than the rendering plant. He asked if a power budget has been done for the facility. He is an electrical engineer and stated that there are a lot of brief brownouts in this area and this new facility would add demand to the grid. He stated that once-per-month sampling of odors does not seem like enough. He thinks there probably is some sort of continuous automatic odor monitoring equipment available.

The Planning Commission asked City Staff a series of clarifying questions, primarily about the

City's odor regulations and the Nasal Ranger®. City Staff explained that the Nasal Ranger requires a training course to operate and take readings. It is not a device that provides automatic readings for quick and easy testing. Staff is not aware of any devices that automatically monitor odor. Leafline Labs in Cottage Grove is attempting to address existing odor issues with a mitigation plan. They are voluntarily performing very frequent Nasal Ranger® testing in the short term, but their conditional use permit allows for the testing frequency to be reduced in the future once the odor issues have been addressed. City Staff and the City Attorney believe it is reasonable to have the Applicant perform Nasal Ranger® testing once-per-month in addition to any testing that City Staff does in response to complaints. The Applicant has not objected to performing a Nasal Ranger® test once each month.

Commissioner Felton asked City Staff whether it would be allowable for the Applicant to add cannabis retail sales in the future in the I-1 zoning district. City Staff explained that this would require a separate conditional use permit and a separate State license with its own new conditions. Cannabis retail is allowed in the I-1 zoning district as an accessory use.

Following the discussion, the Planning Commission voted to recommend approval "as presented" with a 7-0 vote.

Recommended Action

Approve Resolution #2025-131 approving conditional use permits for cannabis cultivation and cannabis manufacturing at 205 Hardman Avenue South.

LINKS

[2024 Staff Memo Explaining SSP's Cannabis Zoning Ordinance](#)

[Office of Cannabis Management \(OCM\) Licensing Information Website](#)

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Written Public Comments
2. Resolution 2025-131
3. Planning Commission Memo

ATTACHMENT 1

WRITTEN PUBLIC COMMENTS

From: [Donovan Kostron](#)
To: [Michael Healy](#)
Cc: [Ryan Garcia](#); [Jimmy Francis](#)
Subject: RE: Pot growing next door
Date: Wednesday, November 5, 2025 12:28:42 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Yes, please – I'd appreciate it

And maybe share any of the other interaction we've had if you feel it would be helpful

Best Regards,

Donovan Kostron

CEO - Owner

Ameritek International, Inc.

155 Hardman Ave S | South St. Paul, MN 55075

t: 651-688-9700 | f: 651-688-9709

dkostron@ameritekinternational.com | ameritekinternational.com



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From: Michael Healy <mhealy@southstpaul.org>
Sent: Wednesday, November 5, 2025 11:49 AM
To: Donovan Kostron <dkostron@ameritekinternational.com>
Cc: Ryan Garcia <rgarcia@southstpaul.org>; Jimmy Francis <jfrancis@southstpaul.org>
Subject: **External Message Warning!** RE: Pot growing next door

Thanks, Donovan. Do you want me to print out a copy of that last email you sent and share it with the Planning Commission during the public hearing?

Michael

Michael Healy | Planning Manager

Phone : 651-554-3217 | Fax: 651-554-3211

City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075



From: Donovan Kostron <dkostron@ameritekinternational.com>
Sent: Wednesday, November 5, 2025 11:40 AM
To: Michael Healy <mhealy@southstpaul.org>
Cc: Ryan Garcia <rgarcia@southstpaul.org>; Jimmy Francis <jfrancis@southstpaul.org>
Subject: RE: Pot growing next door

Some people who received this message don't often get email from dkostron@ameritekinternational.com. [Learn why this is important](#)

Hi Michael

I greatly appreciate your help on this.

I was intending to attend tonight but am not sure I will be able to. I'm caring for my wife who is recovering from surgery.

The main point I wanted on record is that we have employees who have gone through various recovery programs for substances like this.

Having a facility right next door to their place of employment may trigger or cause unknown reactions.

It simply makes our place of employment higher risk for folks like this.

Best Regards,

Donovan Kostron

CEO - Owner

Ameritek International, Inc.

155 Hardman Ave S | South St. Paul, MN 55075

t: 651-688-9700 | f: 651-688-9709

dkostron@ameritekinternational.com | ameritekinternational.com



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From: Michael Healy <mhealy@southstpaul.org>
Sent: Wednesday, October 29, 2025 11:42 AM
To: Donovan Kostron <dkostron@ameritekinternational.com>
Cc: Ryan Garcia <rgarcia@southstpaul.org>; Jimmy Francis <jfrancis@southstpaul.org>
Subject: **External Message Warning!** RE: Pot growing next door

Donovan,

This is entirely different than the Sanimax situation and we will have a completely different set of

enforcement tools.

- Sanimax is a “grandfathered” business operating out of a rendering facility from the 1960’s that pretty clearly is not designed to meet modern odor management requirements. They do not have a conditional use permit that regulates odor, they are “grandfathered.” This means that we do not have the ability to revoke their conditional use permit and require them to shut down until they fix the odor problem. Our only tools are issuing them citations and going to court. The City and Sanimax reached a settlement agreement earlier this year after spending over 4 years fighting in court (see attached). They are undertaking a major odor study and are planning to overhaul their facility with new mechanical equipment based on the recommendations that come out of the odor study. They have already made some improvements and we expect that there will be even more significant odor management improvements in 2026 and 2027.
- The proposed cannabis business will have a conditional use permit that requires compliance with our odor regulations and requires cannabis smells to be undetectable at the property line. This means that there cannot be a reading of 2 or higher on the Nasal Ranger field olfactometer at any property line at any time. If they violate their conditional use permit and are not able to fix the problem, the City Council can revoke the conditional use permit. This means that they have to stop manufacturing cannabis products immediately and also need to stop planting new cannabis plants inside the building immediately. If their conditional use permit is revoked, we will probably give them two or three weeks to remove any existing cannabis plants that are inside the building before they need to fully vacate the premises.

Legally, your role at this time is to provide comments to the Planning Commission to assist them in reviewing the conditional use permit. If you want to put any written comments “on the record,” just let me know and I will include your comments as an official attachment when I send out the Planning Commission packet this Friday. You also have the option of attending the Planning Commission meeting and providing comments. The City can only deny the conditional use permit if the proposed use does not meet the City Code’s CUP criteria (attached). This is almost impossible in situations where the use is listed as a conditional use in the zoning district and all performance standards are being met. Indoor cannabis cultivation and indoor cannabis manufacturing are both listed as conditional uses in the I-1 zoning district. The cannabis business is proposing to meet all of our required performance standards.

When the Planning Commission packet goes live on Friday, I will send you City Staff recommended “conditions of approval” for the cannabis business conditional use permit. I think you will be pleasantly surprised at how robust the conditions are and how tightly regulated the use will be.

Michael

Michael Healy | Planning Manager

Phone : 651-554-3217 | Fax: 651-554-3211

City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075



From: Donovan Kostron <dkostron@ameritekinternational.com>
Sent: Wednesday, October 29, 2025 10:52 AM
To: Michael Healy <mhealy@southstpaul.org>
Cc: Ryan Garcia <rgarcia@southstpaul.org>; Jimmy Francis <jfrancis@southstpaul.org>
Subject: RE: Pot growing next door

Hello Michael,
Thank you for getting back to me.

Our primary concern is that we have employees that have recovered from products like this.

Having something like this right next door can be high risk for triggering or potential relapse. We've also considered providing a work program for organizations like MNTC. This would likely ruin those opportunities.

I appreciate the smell management requirements, but given the failure of Sanimax managing their smell, I have little faith this will be successful. Especially if the recourse is simple a slap on wrist and a fine.

This will mean continuous monitoring to ensure they are honoring their obligation. Unfortunately, this will fall on us. We will be the ones having to call the enforcement officer every time we smell pot.

Our location will have the highest negative impact in the entire city so I'm sure you can understand why we are opposed to this.

Not only for our current employees, future employees and property resale value.

But from the information you sent, it seems there is little we can do about it.

Best Regards,

Donovan Kostron

CEO - Owner

Ameritek International, Inc.

155 Hardman Ave S | South St. Paul, MN 55075

t: 651-688-9700 | f: 651-688-9709



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From: Michael Healy <mhealy@southstpaul.org>
Sent: Monday, October 27, 2025 3:27 PM
To: Donovan Kostron <dkostron@ameritekinternational.com>
Cc: Ryan Garcia <rgarcia@southstpaul.org>; Jimmy Francis <jfrancis@southstpaul.org>
Subject: **External Message Warning!** RE: Pot growing next door

Good afternoon Donovan,

Mayor Francis asked that I reach out to you regarding the email you sent him earlier. Here is where things stand:

- In Minnesota, municipalities only have the legal rights that they are given by the State Legislature. The State has the absolute authority to preempt the City on any issue and overrule local city ordinances by passing a new State Law.
- The State of Minnesota legalized recreational cannabis in 2023 and their legalization bill included preemption language that requires cities to allow cannabis businesses. We are not allowed to ban them entirely. We are allowed to use our zoning codes to impose reasonable “time, place, and manner” restrictions that govern these businesses (i.e. rules about which zoning districts they can be in, hours that they can operate, whether there can be cannabis grown outdoors, etc.).
- The State is handling all licensing and Cities do not have any local authority to require licenses for cannabis businesses.
- Municipalities were only given until January 1, 2025 to create zoning rules for cannabis, otherwise these businesses would automatically be allowed everywhere within city limits. Our City Council passed an ordinance establishing SSP’s local cannabis zoning rules on December 16, 2024 (see attached staff memo).
- Ameritek and the building next door are both zoned I-1 Light Industrial.
 - Indoor cannabis cultivation and indoor cannabis manufacturing are both allowed in this zoning district with a conditional use permit. The City is legally required to approve a conditional use permit as long as the business meets a set of criteria that are laid out in City Code and State Law (see attached code section). It is illegal for the City to deny a conditional use permit if the criteria are met. We almost never get to deny a

conditional use permit, what we get to do is attach conditions to the permit. The business must follow all of the conditions on their conditional use permit or else they can have their permit revoked and then they need to shut down.

- We are only granting conditional use permits to cannabis businesses if they agree to a condition that cannabis odors cannot be discernable at the property line. We enforce this ordinance in response to complaints using our Nasal Ranger Field Olfactometer. Our code enforcement officer is trained to use this device and we can issue citations or revoke the conditional use permit if there are violations.

Can you help me understand what your specific concerns are regarding your employees and their recovery journeys? This cultivation and manufacturing business is not going to have a retail sales to the public and (if they follow their conditional use permit terms) it won't have any smell. I think their goal is to be as undetectable as possible and they don't even want to put up signage because they don't want to attract negative attention or have their facility targeted by burglars.

Happy to discuss further if you want to give me a call- 651-554-3217.

Michael

Michael Healy | Planning Manager

Phone : 651-554-3217 | Fax: 651-554-3211

City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075



From: Jimmy Francis <jfrancis@southstpaul.org>

Sent: Monday, October 27, 2025 3:01 PM

To: Ryan Garcia <rgarcia@southstpaul.org>; Michael Healy <mhealy@southstpaul.org>

Subject: Fw: Pot growing next door

FYI

James P. Francis

Mayor of South St. Paul

From: Donovan Kostron <dkostron@ameritekinternational.com>

Sent: Monday, October 27, 2025 2:36:00 PM

To: Jimmy Francis <jfrancis@southstpaul.org>

Subject: Pot growing next door

You don't often get email from dkostron@ameritekinternational.com. [Learn why this is important](#)

Hey Jimmy

Not sure if you knew this or not, but it looks like someone is looking to grow and process cannabis next door to us on Hardman.

We have several employees that are recovering addicts that work for Ameritek. If we had something like this next door, it would be catastrophic for us.

How do we block this from happening?

Any guidance or insight would be much appreciated.

Best Regards,

Donovan Kostron

CEO - Owner

Ameritek International, Inc.

155 Hardman Ave S | South St. Paul, MN 55075

t: 651-688-9700 | f: 651-688-9709

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City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-131

**APPROVING CONDITIONAL USE PERMITS FOR CANNABIS CULTIVATION AND
CANNABIS MANUFACTURING AT 205 HARDMAN AVENUE SOUTH**

WHEREAS, the City received an application from DW Green Ventures requesting the following approvals for a proposed cannabis business at 205 Hardman Avenue South:

- A Conditional Use Permit for Cannabis Cultivation
- A Conditional Use Permit for Cannabis Manufacturing

WHEREAS, the subject property is located at 205 Hardman Avenue South (“the Property”); and is legally described as follows:

(See Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their November 5, 2025 meeting, proceeded by notice as required by law; and

WHEREAS, the Planning Commission took action to recommend approval of the variance and conditional use permit (7-0) at their November 5, 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 November 5, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:
 - a. Site Location Map
 - b. Aerial Photograph
 - c. Photographs of Subject Property
 - d. Site Plan
 - e. Preliminary Floor Plan
 - f. Security Plan
 - g. Applicant’s Narrative
 - h. Preliminary Odor Management Plan
 - i. Approved Landscaping Plan from 2004

2. Findings.

A. The City Council determines that the conditional use permit is consistent with the following criteria:

- i. That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
- ii. If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
- iii. That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
- iv. That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
- v. That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.
- vi. That the proposed use will not discourage other industrial development in the vicinity.
- vii. That the proposed use is not an inappropriate underutilization of land.

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

1. **Approved Plans.** The conditions of this approval are based on the following plans:

- | | |
|---|---------------------|
| a. Application (DW Green Ventures) | submitted 10/6/2025 |
| b. Narrative (DW Green Ventures) | Not dated |
| c. Site Plan (DW Green Ventures) | dated October 2025 |
| d. Preliminary Floor Plans (DW Green Ventures) | dated October 2025 |
| e. Preliminary Odor Management Plan (DW Green Ventures) | Not dated |
| f. Photometric Plan (Dialux) | dated 5/10/2025 |
| g. Approved Landscaping Plan from 2004 (Miller Hanson Partners) | dated 6/24/2004 |
| h. Tree Replacement Plan (Monika Miller) | dated 11/12/2025 |

2. **Building Permit Required.** The Applicant shall obtain a building permit for a change of use to convert the space from a F2 Low Hazard Use to an F-1 Moderate Hazard Use. At time of building permit, the Applicant will provide any materials required by the Building Official for processing this type of permit application. The Applicant shall provide a SAC determination letter from the Metropolitan Council as part of their building permit application and must pay any required sewer access charges.
3. **Architectural Code Analysis Required.** Prior to submitting their building permit for the change of use, the Applicant shall have an architectural code analysis for the new use completed by a Minnesota-licensed architect. This is subject to review and approval by the Building Official.
4. **Ventilation System Design.** The ventilation system must be designed by a licensed engineer. Engineering calculations will need to be submitted with an engineer's stamp

and signature. This information must all be provided as part of the building permit application. The design of the ventilation system is subject to review and approval by the Building Official.

5. **Building and Fire Code Compliance.** The building must be maintained in compliance with all applicable building codes and fire codes. All storage of hazardous materials must comply with applicable codes.
6. **Mechanical Equipment Screening.** If the new use will include new or expanded exterior mechanical equipment, a mechanical equipment screening plan shall be submitted as part of the building permit submittal. All ground-mounted and building-attached mechanical equipment shall be screened according to the standards contained within Code Section 118-9. All roof-mounted mechanical equipment shall be screened according to the standards contained within Code Section 118-242.
7. **Signage.** No signage shall be installed without the Applicant first obtaining the appropriate sign permit. All new signage shall comply with the South St. Paul City Code.
8. **Certificate of Occupancy Required.** Cultivation and manufacturing of cannabis may not begin until the Building Official has issued a certificate of occupancy for the new use. No certificate of occupancy will be issued until all odor management equipment identified in the odor management plan has been installed and is operational.
9. **State License Required.** No cannabis shall be cultivated, manufactured, processed, or stored on-site until the applicable license(s) are approved by the State of Minnesota Office of Cannabis Management (OCM). The Applicant must provide the City with a copy of its initial OCM license(s) and shall provide the City with a copy of its new license(s) each time there is a renewal. The OCM license(s) must be kept in good standing.
10. **No Exterior Storage.** There shall be no exterior storage of containers, pallets, equipment, or materials unless the Applicant obtains a conditional use permit for exterior storage.
11. **Trash Enclosure Required if Dumpsters are Stored Outdoors.** If the Applicant wants to store dumpsters outside the building, they must obtain a permit and construct a trash enclosure that will fully screen the dumpsters. The enclosure must be built of exterior materials that match or complement the exterior of the principal structure. The Applicant shall use brick, block, or an equivalent non-combustible masonry material to construct the trash enclosure. Alternatively, they may utilize Trex or an equivalent composite decking material to construct the enclosure if it is located at least 10 feet away from any principal building that is not equipped with a sprinkler system.
12. **Stormwater Maintenance Agreement Required.** The owner of the subject property must enter into a stormwater maintenance agreement for the continued maintenance of the private stormwater systems on the subject property (i.e. the private pond and the pipes/structures in the parking lot). The building permit for the change of use shall not be issued until this agreement has been fully executed and recorded against the property.
13. **Maintenance of Landscaping Plan.** A landscaping plan was approved when the building was constructed in 2004 but this plan was only partially implemented. The

Applicant shall work with the Zoning Administrator on the installation and maintenance a revised landscaping plan which shall be based upon the Miller Hanson Partners Plan dated 6/24/2004. The Applicant is responsible for maintaining landscaping at the property that satisfies these minimum requirements:

- a. There must be at least 28 overstory trees.
- b. The plan must have a commensurate level of curb appeal when viewed from Hardman Avenue as the plan dated 6/24/2004. The Applicant shall replace all trees shown on the Tree Replacement Plan prepared by Associate Planner Monika Miller which is dated 11/12/2025.

14. Landscape Guarantee. The Applicant shall establish a landscape escrow in the amount of \$7,500 or 125% of the estimated cost of implementing the tree replacement plan, whichever is less. The security shall be maintained for at least one year after the date that the landscape materials have been planted. After one year has passed, the Applicant must replace any required landscape materials that are not alive or are in an unhealthy state. Once the City has confirmed that the replacements have been installed, the entire security may be released.

15. Security Plan. The Applicant shall implement the security plan that is outlined in their narrative and shown in their site plan and floor plans. Any changes to the security plan shall require the approval of the Police Chief. The approved plan shall include:

- 24/7 video surveillance covering all interior and exterior access points as required by Minn. Admin. R. 9810.1500 subp. 9:
 - Cameras will allow for clear recording of activity within a radius of at least 20 feet from all entrances and exits.
 - Cameras will allow for the clear identification of all individuals entering and exiting the facility, all limited-access areas, and all restricted-access areas.
 - Cameras will allow for the viewing of all areas where cannabis is stored, packaged and labeled, prepared for transfer, prepared for sale, sold, where samples are collected, or where cannabis waste is destroyed.
 - The facility's video surveillance system is able to produce video files that are stored in a secure place for at least 90 days and saved in an industry standard file format that can be played without the purchase of specialized software or equipment while also recording for an additional eight hours during a power outage.
 - Cameras are capable of recording at a minimum of 15 frames per second and with a minimum resolution of 720p and display an accurate date and time stamp on all recordings that do not obscure the image.
 - Cameras will be permanently affixed to interior and exterior walls.
- Controlled access systems limiting entry to authorized personnel only.
- Alarm systems with monitoring to detect and deter unauthorized access that includes an audible alarm capable of being heard within a 100-foot radius from all facility entrances and exits and is able to be remotely disabled by authorized personnel.

- The facility's alarm system will be monitored by a security company or an employee of the licensed business and is capable of immediately alerting local law enforcement and the business for any unauthorized breaches or a system failure.
 - Secure storage areas for all cannabis and cannabis-related products.
 - Visitor protocols, requiring all non-employees to be pre-approved, logged, and escorted while on site.
 - Existing exterior lighting will be used and maintained as required by Minn. Admin. R. 9810.1500 Subp. 10-11. Security cameras will be equipped with infrared to ensure recording even in low light level areas.
 - Photometric plans have been provided to show lighting allows observers to see and cameras to record activity within a radius of at least 20 ft around all entrances and exits. Exterior lighting will not disturb neighbors and any deficient or inoperable lighting will be repaired within 48 hours of detection.
 - Periodic testing and inspection of security measures will occur at least every 90 days as required by Minn. Admin. R. 9810.1500 subp. 3.
16. **No Retail Sales.** Retail cannabis sales shall not be permitted without a conditional use permit for retail sales. The facility is limited to cannabis cultivation and manufacturing. Products that are produced on site may be sold wholesale to other cannabis businesses.
17. **Compliance with Applicable Laws Related to Cannabis.** The Applicant shall comply with all State of Minnesota Laws and Rules relating to cannabis.
18. **Lighting.** All exterior lighting shall be compliant with City Code Section 118-242. Light sources shall be hooded or controlled so as not to light adjacent property.
19. **Compliance with Nuisance Ordinances.** The cannabis and cultivation manufacturing operation must not in any way be a public nuisance.
20. **Indoor Cultivation and Manufacturing Only.** All cultivation and manufacturing of cannabis must take place inside the building.
21. **Storage of Cannabis Waste.** All cannabis waste shall be stored inside the building while awaiting disposal.
22. **Compliance with Cannabis Zoning Ordinance's Odor Control Provision.** The Applicant shall comply with the City's cannabis zoning ordinance which states that odors from a cannabis business must not be discernable beyond the property line. For the purposes of enforcing this provision, the City shall consider any dilution/threshold (D/T) reading of 2 or higher on the Nasal Ranger® Field Olfactometer (or a similar testing device that is approved by the City) that is taken beyond the property line and traced back to the Applicant's facility to be a conditional use permit violation. All readings for enforcement of this provision will be taken by a City employee or a third party contractor who has a certificate of completion as a Nasal Ranger® Inspector or an equivalent level

of training on a similar testing device. The City may take one or more of the following actions to correct a violation of this condition:

- a. The City may issue a compliance letter, followed by administrative citations if the compliance deadline is not met.
- b. The Zoning Administrator may require the facility to temporarily suspend all cannabis manufacturing processes until a plan to resolve the violation has been developed and implemented.
- c. The Zoning Administrator may require the facility to temporarily stop planting new cannabis plants until a plan to resolve the violation has been developed and implemented.
- d. The City Council may revoke the conditional use permit.

23. Compliance with Odor Ordinance. The Applicant shall fully comply with the City's odor ordinance. In any instance where the cannabis zoning ordinance is stricter than the odor ordinance, the stricter provision shall be complied with. Regarding odor emissions:

- a. The Applicant shall not create odors or smells which are offensive to another person within the City.
- b. The Applicant shall not allow odor emissions that create a detrimental effect on the property of another person in the City.
- c. The Applicant shall not unreasonably interfere with the enjoyment of life, health, safety, peace, comfort, or property of another person in the City.
- d. If the City receives a complaint about an odor emission that has cannabis-related characteristics, the City may share the complaint with the Applicant. If there is reasonable suspicion that the subject property is the source of the odor complaint, the Applicant shall assist with the investigation of the odor complaint. This assistance shall include sharing any available records relating to mechanical equipment performance or process irregularities at the facility on the date that the alleged odor emission occurred.

24. Installation and Maintenance of Mechanical Equipment Outlined in Odor

Management Plan. The Applicant must submit a final odor management plan at the time of building permit application. They must also submit a maintenance plan for any filtration systems or other mechanical equipment related to odor management that are identified in the odor management plan. The Applicant shall install all mechanical equipment identified in the odor management plan before they can obtain their certificate of occupancy. The Applicant is responsible for maintaining all equipment in accordance with the maintenance plan. Upon request, the Applicant must provide the City with maintenance records for each piece of odor management mechanical equipment, going back 7 years.

25. Periodic Odor Monitoring. The Applicant is responsible for conducting a monthly test utilizing the Nasal Ranger® Field Olfactometer or a similar testing device that is approved by the City. This test may be performed by an employee or a third-party

contractor. If the Nasal Ranger® Field Olfactometer is used, the individual conducting the test must have a certificate of completion as a trained Nasal Ranger Inspector and a copy of the certificate of completion must be provided to the Zoning Administrator. If a different approved device is used, the City must be provided with similar written evidence of adequate training.

- a. A test must take place each calendar month and the test shall take place during a time of day when the facility is conducting both its cannabis cultivation activities and its cannabis manufacturing activities. If there is a calendar month where either cultivation or manufacturing is not taking place, the Applicant shall submit a statement attesting to that fact.
- b. The individual performing the test must take a reading from a point at each of the four property lines of the subject property. For each reading, they shall record the time, the location of the property line they are standing at, the wind speed and direction, a description of any odor that is present, and the dilution to threshold (D/T) ratio measured by the Nasal Ranger® Field Olfactometer (i.e. non-detect, 2, 4, 7, 15, 30, or 60). If a different approved device is used instead of a Nasal Ranger® field olfactometer, the individual performing the test shall record whatever reading is provided by that device.
- c. The results of the monthly test must be submitted to the Zoning Administrator within two weeks of the test being completed.
- d. Deliberate falsification of test results shall be grounds for termination of the conditional use permit.
- e. If the test results show a D/T reading of 2 or higher at any of the four property lines for two consecutive months, the Applicant shall submit a corrections plan to the Zoning Administrator within one month of the date of the second test.

26. **Compliance with MPCA Requirements, Dakota County Requirements, and Other State Agency Requirements.** The Applicant shall comply with any requirements that are imposed upon them by the Minnesota Pollution Control Agency (MPCA), including but not limited to requirements related to air pollution, odor control, and the handling of hazardous materials. The Applicant shall also comply with any relevant requirements that are imposed upon them by other State agencies and by Dakota County.
27. **Access to Facility.** The Applicant shall provide City Staff with reasonable access to the inside and outside of the facility for the purposes of enforcing the terms of this conditional use permit.
28. **Termination of the Conditional Use Permit.** The Conditional Use Permit will terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval in the conditional use permit may terminate the conditional use permit(s), following a hearing by the City Council.
29. **Timeline for Cessation of Use Following a Termination.** If the conditional use permit is terminated, all cannabis manufacturing activity must cease immediately. Existing cannabis plants inside the building must be removed from the property within two weeks and no new cannabis plants may be planted.

Adopted this 17th day of November 2025

City Clerk

ATTACHMENTS

A- Legal Description

B- Tree Replacement Plan

ATTACHMENT A
LEGAL DESCRIPTION

Lot 2, Block 1, Mississippi Landing 4th Addition, Dakota County, Minnesota.

Together with the benefits contained in Utility Easement Agreement dated August 21, 2014,
filed October 10, 2014 as Document Number T736982.

Torrens Property

ATTACHMENT B
TREE REPLACEMENT PLAN

Tree Replacement Plan

Prepared by Associate Planner Monika Miller

11/12/2025





PLANNING COMMISSION AGENDA REPORT

DATE:

November 5, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for Cannabis Cultivation and Manufacturing at 205 Hardman Avenue South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of conditional use permits for cannabis cultivation and cannabis manufacturing at 205 Hardman Avenue South.

OVERVIEW

Application

The Applicant, “DW Green Ventures, LLC,” has a tentative lease agreement with the owner of 205 Hardman Avenue South to repurpose the building as a cannabis cultivation and manufacturing facility. The Applicant is seeking the following City approvals for the use of the subject property:

1. A Conditional Use Permit for cannabis cultivation.
2. A Conditional Use Permit for cannabis manufacturing.

Review Timeline

Application Submittal: October 6, 2025

Planning Commission: November 5, 2025

Tentative City Council Meeting: November 17, 2025

60-Day Review Deadline: December 5, 2025

Background

The existing 59,274 square foot office/warehouse/distribution facility at 205 Hardman Avenue South (“The Subject Property”) was constructed in 2004. The building was initially constructed by Hoeltkoetter International LLC, a manufacturer and distributor of light fixtures. Hoeltkoetter was operating out of an existing 22,000 square foot building on a neighboring property, and they connected

their old building and their new building with a skyway to form one unified facility that spanned two parcels. The skyway was demolished in 2015 and the two buildings are now under separate ownership.

The building on the subject property was most recently occupied by Polytek, a manufacturer of specialty polymers. The building has been vacant since Polytek relocated to a different facility elsewhere in the Bridgepoint Industrial Park. The subject property is currently owned by “205 Hardman Avenue South LLC” and they are proposing to lease the building to the Applicant.

Site Characteristics

The subject property is roughly 4.92 acres in size and is legally described as Lot 2, Block 1 of the Mississippi Landing 4th Addition. The property is located between Hardman Avenue and the Union Pacific railroad tracks. The building sits roughly 117 feet away from the public sidewalk along Hardman Avenue and sits roughly 175 feet away from the rear property line and the railroad tracks. The property is well landscaped. There is a stormwater pond and thick group of trees which limits the view of the building from Hardman Avenue. There is also a row of trees between the subject property and the railroad tracks. A large concrete wall runs along the railroad tracks which is part of the levee system that protects the Bridgepoint Industrial Park from river flooding. On the other side of the concrete wall is the Mississippi River Trail (MRT) and Wildflower Levee Park. The edge of the subject property is roughly 183 feet away from the Ordinary High Water Level (OHWL) of the Mississippi River.

The existing building has a roughly 39,000 square foot footprint. Some parts of the building have a second-floor mezzanine and the tax assessor lists the building as having a total finished square footage of 59,274 square feet.

DW Green Ventures LLC’s Proposal for Adaptively Reusing the Subject Property

The Applicant is proposing to repurpose the existing building via a major interior remodel. They are proposing to construct a series of containment rooms on the 1st floor of the facility and each room will house a separate group of cannabis plants. Keeping the plants separate will allow for quality control and will allow for the plants inside one room to be quarantined from the plants in the other rooms if something goes wrong in that room (i.e. illness, bug infestation, etc.).

The Applicant is not currently proposing to make any changes to the outside of the building or the grounds of the facility other than re-striping the parking lot because the existing striping is faded.

Scope of the Proposed Cannabis Business

The Applicant is proposing to use the property as a cannabis cultivation and manufacturing facility:

- They will obtain two (2) licenses from the State of Minnesota, one for cannabis cultivation and one for cannabis manufacturing.

- They will grow cannabis plants inside the building. They will also do manufacturing and processing of cannabis products, secure packaging and storage, and distribution of finished goods to other licensed cannabis businesses.
- They plan to start with 15 employees. Normal hours will be 7 AM to 6 PM Monday through Friday with some weekend plant care, maintenance, and other essential facility functions. The business may eventually grow to 35 employees.
- They are proposing a robust security plan with a video surveillance system, controlled access systems, alarm systems, and secure storage areas.
- They are not seeking to operate a retail storefront, which is something that requires a different conditional use permit from the City and a different license from the State.

Zoning and Comprehensive Plan Guidance

The property is zoned I-1 Light Industrial and guided light industrial in the 2040 comprehensive plan. It is also located in the Mississippi River Critical Corridor Area (MRCCA) overlay district and the Shoreland overlay district.

The I-1 Light Industrial zoning district allows “cannabis cultivation” and “cannabis manufacturing” with a conditional use permit. The State of Minnesota legalized cannabis in 2023 and the new law required cities to allow cannabis businesses. Cities are allowed to use their zoning codes to establish “time, place, and manner” regulations about where and how cannabis businesses can operate. The State allowed cities to place a moratorium on cannabis businesses until January 2025 while studying the issue. The City of South St. Paul adopted new zoning rules for cannabis businesses in December 2024 before its moratorium was set to expire. At the end of this staff memo, there is a link to a City Council memo from 2024 that thoroughly explains SSP’s adopted cannabis zoning rules and the process that was used to arrive at those rules.

In terms of the status of adjacent properties:

Direction	Existing Use	Existing Zoning	Comp Plan Guidance
<i>West</i>	Bridgepoint Business Condos	I-1 Light Industrial	Light Industrial
<i>North</i>	Manufacturing/Warehousing	I-1 Light Industrial	Light Industrial
<i>East</i>	Mississippi River Trail and Wildflower Levee Park	I-1 Light Industrial	Open Space

	(across railroad tracks)		
<i>South</i>	Law Office and Office/Warehouse	I-1 Light Industrial	Light Industrial

Relevant City Code

The following zoning code sections are relevant to this review:

- Section 118-9 of the City Code establishes architectural requirements for the I-1 zoning district.
- Section 118-40 of the City Code governs Conditional Use Permits.
- Section 118-134 of the City Code governs the I-1 Light Industrial zoning district.
- Section 118-165 through Section 118-177 of the City Code regulate the Mississippi River Corridor zoning overlay district.
- Section 118-184 of the City Code regulates the Shoreland overlay district.
- Section 118-240 of the City Code regulates exterior storage and trash enclosures.
- Section 118-242 of the City Code regulates screening of rooftop mechanical equipment.
- Section 118-278 of the City Code regulates Cannabis Businesses.
- Section 118-351 through 118-355 of the City Code regulates parking and loading.

Site Plan Review

The Applicant is not proposing to make any changes to the exterior of their building or the property's overall site plan. They plan to re-stripe the 41-stall parking lot because the existing striping is badly faded.

Parking

The City Code lays out default parking requirements for each land use in the I-1 Light Industrial district. A business can either meet the default requirement or they can submit a parking plan to the Planning Commission and City Council for review. The default requirement for a manufacturing or warehousing facility is that the property must have at least one parking stall for each 2,000 square feet of floor space or one stall for each two employees on maximum shift, whichever is more. The property has roughly 60,000 square feet of floor space, which means the "default" parking requirement is 30 stalls. The Applicant is providing 41 stalls and this exceeds the requirement.

City Staff would highly encourage the Applicant to also consider providing on-site bicycle parking, since some employees may want to commute using the nearby Mississippi River Trail.

Landscaping

The property has extensive landscaping from when it was developed in 2004 and the landscaping is still in good shape. Maintenance of landscaping should be a requirement of the conditional use permit.

Dumpster Enclosure

The property originally had a wood fence dumpster enclosure, but it has been demolished. The Applicant is tentatively planning to store all dumpsters inside their building. If they do decide that they want to have exterior trash handling in the future, they will need to apply for a zoning permit and build a code-conforming trash enclosure. Wood fencing is not a good material for an industrial trash enclosure as it does not weather well and is susceptible to being damaged during operations. Consistent with current zoning rules, the enclosure should be built of exterior materials that match or complement the building. The conditional use permit should spell out that this either means a masonry trash enclosure or a trash enclosure constructed out of Trex or a similar composite decking material.

Lighting

Sources of light need to be hooded or controlled so as not to light adjacent property. Private lighting may not cast more than 1 footcandle of light onto the centerline of a road. A photometric plan that demonstrates compliance with the footcandle ordinance has been submitted.

Signage

The Applicant has indicated that they want their operation to be discrete and are not planning to provide any site signage other than address signage and directional signage in the parking lot. If they change their mind in the future and want to add signage, they will need to get a permit and meet sign code requirements.

Mechanical Equipment

The Applicant will need to provide a screening/painting plan if they intend to expand the size or footprint of the rooftop mechanical equipment. Any new ground-mounted mechanical equipment will also need to be screened in accordance with code requirements.

Odor

Throughout the Stockyards era of the 1800's and 1900's, South St. Paul had a reputation for smelling bad due to the abundance of agricultural-industrial uses located in the industrial area near the Mississippi River. The Stockyards closed in 2008 following a long decline and the City made odor mitigation a priority in its 2030 Comprehensive Plan which was enacted in 2011. The City has worked diligently over the past 10+ years to tackle lingering odor problems that continue to affect quality of life in South St. Paul:

- The City adopted an odor ordinance in 2014. The odor ordinance establishes objective criteria for determining when a business has created an odor nuisance by becoming what the City Code calls a "Significant Odor Generator." The City utilizes the Nasal Ranger® Field Olfactometer to investigate odor complaints. Any Dilution to Threshold (D/T) reading of "7" or higher on the Nasal Ranger that is taken beyond the property lines of the business causing the odor is

considered a “verified odor complaint” which is automatically considered an odor nuisance and can result in an administrative citation.

- In 2017, the City granted Twin City Hide (a cow hide processing plant) and Twin City Tanning (a tannery) a PUD approval for a master plan to tear down most of their old and outdated buildings and replace them with new buildings with state-of-the-art odor mitigation technology. Twin City Hide and Twin City Tanning have not had a verified odor complaint since 2021, which suggests that their new odor management approach is working well.
- From 2020-2024, the City issued 57 administrative citations to Sanimax USA LLC for verified odor complaints where it was determined during a Nasal Ranger investigation that they violated the odor pollution ordinance. Sanimax USA LLC appealed the citations and disputed the findings. Sanimax USA LLC also unsuccessfully challenged the constitutionality of the City’s odor regulations in federal court. After over four years of litigation, the City and Sanimax reached a settlement agreement on March 17, 2025. Sanimax is still not admitting fault for the 57 code violations, but they have agreed to develop an odor mitigation plan to bring their facility into code compliance. They have already agreed to implement many changes at the facility by fine-tuning existing mechanical equipment and improving existing processes. They are currently working with a third-party consultant on a comprehensive odor study of their facility which should culminate in a set of recommendations for new mechanical equipment that can further mitigate odor.
- In December of 2024, the City adopted its new cannabis zoning ordinance to comply with the State’s January 1st deadline for lifting its moratorium on cannabis businesses. All cannabis businesses must get a conditional use permit prior to operating and must submit an odor management plan as part of their conditional use permit application. Per City Code Section 118-278, it is a mandatory performance standard for all cannabis businesses that cannabis odors must not be discernible at the property line.
- The State Legislature passed a new State law in 2023 that gives the Minnesota Pollution Control Agency (MPCA) the authority to develop odor management rules and enforce those new rules in locations throughout Minnesota. The MPCA is still working on rulemaking and has not provided a timeline for when they will complete this process. It is unclear exactly when the MPCA will begin its formal role as an odor regulator, but they have already begun incorporating odor management into their process when they are reviewing air permits for industrial businesses.

The Applicant submitted a preliminary odor management plan as part of their conditional use permit

application. City Staff reviewed the plan in consultation with the City Attorney and the City's odor management consultant. The City has a contract with Charles McGinley, the inventor of the Nasal Ranger®, who resides in the Twin Cities and runs an odor management consulting firm. The review team has the following comments regarding the Applicant's odor plan and some recommendations for "conditions of approval" that should be placed in the conditional use permit:

1. Per the City Code, cannabis odors must not be discernable at any property line. This means that they cannot have a Nasal Ranger® D/T reading of 2 or higher at any property line at any time. This should be enshrined in the conditional use permit. That will allow the conditional use permit to be revoked if there are violations and the Applicant is unable to resolve the violations in a reasonable amount of time. *Per Charles McGinley, facilities in Denver have sometimes been required to accept a limit of 2 on the Nasal Ranger as a condition of getting their permits.*
2. All cannabis waste should be stored inside the building until pickup.
3. In addition to the containment rooms that will be built for cannabis cultivation, the Applicant is proposing to use mechanical equipment to manage cannabis odors. This should be an effective approach as long as they select the right equipment and properly calibrate and maintain that equipment in accordance with industry standards. At time of building permit, they need to submit a final odor mitigation mechanical equipment plan and a maintenance plan. The odor management mechanical equipment needs to be brought online before they can get their certificate of occupancy. They must maintain the equipment in accordance with the maintenance plan or their conditional use permit can be revoked. Upon request, the Applicant must be able to provide City Staff with maintenance records going back 7 years.
4. The Applicant's preliminary odor management plan includes a proposal for how they would handle odor complaints, but their proposed approach assumes that complaints are being submitted to them directly. Their proposal does not appear to comply with the Minnesota Data Practices Act because it depends on them having direct interaction with people who are submitting complaints, and it also relies on the City to connect them with complainants. Under State Law, complainants have the right to remain anonymous. The City needs to handle complaints, not the Applicant. If any neighbors want to voluntarily reach out to the Applicant to discuss odor concerns, they are welcome to do so, but the City needs to handle the formal complaint process. The MPCA may also get involved in the future after they finish rulemaking.
5. The Applicant must fully comply with the odor ordinance and must cooperate with investigations if the City receives complaints about odor emissions that have cannabis characteristics. That cooperation shall include sharing any available records about mechanical equipment performance and process irregularities on the date the alleged odor ordinance

violation occurred.

6. The City should not have to bear full responsibility for monitoring the site for odor ordinance compliance and should require the Applicant to conduct periodic odor monitoring. This is something that the City of Cottage Grove does with the "Leafline Labs" cannabis cultivation and manufacturing facility that is in their city limits. The Applicant should be required to do the following:
 - a. Either an in-house employee or a third-party consultant needs to be trained to use the Nasal Ranger® field olfactometer or a similar device that is approved by the City.
 - b. The Applicant needs to perform a Nasal Ranger® test at all four property lines once a month. The test needs to take place on a day that both cultivation and manufacturing activities are occurring. A written investigation report needs to be filed with the City.
 - c. If there are two months in a row where the odor test reveals a Nasal Ranger® D/T reading of 2 or higher, the Applicant needs to submit a plan for fixing the odor issue in a timely manner.

Conditional Use Permit

The Code states that a Conditional Use Permit must be recommended for approval if the Planning Commission has made the following determinations:

1. That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.
2. If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.
3. That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.
4. That adequate utilities, access roads, streets, drainage, and other necessary facilities have been or will be provided.
5. That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.

In industrial zoning districts, additional criteria should be considered:

1. Certain uses may be considered generally unsuitable in industrial districts because of conditions that would tend to discourage other industrial development in the vicinity; these conditions may include noise, vibrations, dust, glare, unsightliness, or similar nuisances. Certain other industrial land uses are considered generally inappropriate because they represent underutilization of land, which, in turn, means a low tax return from land that

under fuller development would be contributing needed revenue to the city's tax base.

Discussion

The City can attach reasonable “case by case” conditions to a Conditional Use Permit to regulate the use and ensure harmony with surrounding land uses. Conditional Use Permits run with the land and transfer if the property changes hands. The City cannot add any new conditions to the permit after the conditional use permit has been approved. On the other hand, the City does have the ability to revisit the conditional use permit in the future and remove conditions if the business has proven itself and demonstrated that one or more of the conditions are not necessary or are counterproductive. Conditional use permits typically can only be terminated if a condition is violated, and the City Council votes to revoke the conditional use permit after holding a public hearing.

Staff and the City Attorney have prepared a robust set of “recommended conditions of approval” which include conditions that were suggested by various departments and the City’s odor management consultant. If the Applicant abides by all the conditions, this project could be an economic development win for SSP because this cannabis business will bring 15–35 new good-paying jobs to the community and will utilize a building that has been vacant for years and has been challenging to repurpose due to its unusual floorplan. If the Applicant does not abide by the conditions of approval and creates a public nuisance with odor emissions, the City will be in a strong position to revoke the conditional use permit and require the cannabis business to shut down its operations and vacate the premises. This is an entirely different position than the City has been in historically with other odor-generating businesses. The other odor-generating businesses that the City has struggled with in the past did not have conditional use permits that were tied to odor emissions, so the City could not revoke a permit or require the odor-generating processes to cease.

Comments from Other Departments

Police Department

Their physical security plan appears robust. The South St. Paul Police Department does not have enough experience with this new industry to offer suggestions. The Police Department wants to be part of any conversation about amending the security plan should issues arise.

City Staff has added a “condition of approval” that requires the Applicant to follow the security plan that they submitted and get the Police Chief’s approval prior to making any changes to the security plan.

Engineering

This property was developed in 2004 before it was standard for cities to require a stormwater maintenance agreement to ensure that the property owner is maintaining all the private stormwater management features on the property (i.e. private ponds and pipes). The MPCA has made it clear that they want cities to secure these agreements whenever possible and this is generally a legal requirement for new development. A condition of approval for this conditional use permit should be that the

property owner enters into a stormwater maintenance agreement with the City and that this agreement be recorded against the property.

Building Department

Building Official Joe Heimkes provided several comments which the Applicant has responded to:

1. They will need to do a complete code analysis on the building and it must be performed by a Minnesota-licensed architect. They are changing the occupancy from a F-2 Low Hazard use to an F-1 Moderate hazard use. They need to prove to us that this use fits into the building and the change in use does not make the building non-code compliant.

Applicant's Response: We'll make any necessary updates to ensure the manufacturing area is fully code-compliant with F-1 Moderate Hazard use.

2. We need to know what kind and the volume of hazardous materials they will need on site for processing the cannabis. If the hazardous chemicals exceed allowable quantities, they will need to have them stored in control rooms. This should all be sorted out by the designer (Architect).

Applicant's Response: The butane (LP-Gas) storage plan for this F-1 occupancy facility has been designed in accordance with NFPA 58 (Liquefied Petroleum Gas Code). The proposed setup includes two 100 lb cylinders for charging the system, with the potential to add two additional cylinders on-site. All cylinders and the extraction system will be housed within a Class I, Division 1 (CID1) room, providing an engineered environment for the safe handling of flammable gases.

3. Ventilation will need to be designed by an Engineer. Engineering calculations will need to be submitted with an engineer's stamp and signature.

Applicant's Response: We will be working closely with the architect and engineer to ensure that everything submitted with the building permit aligns with all relevant rules and regulations.

Staff Recommendation

Staff recommends approval of the two conditional use permits with the following conditions:

1. **Approved Plans.** The conditions of this approval are based on the following plans:

- a. **Application (DW Green Ventures)**
- b. **Narrative (DW Green Ventures)**
- c. **Site Plan (DW Green Ventures)**

submitted 10/6/2025
Not dated
dated October 2025

- d. **Preliminary Floor Plans (DW Green Ventures)** dated October 2025
- e. **Preliminary Odor Management Plan (DW Green Ventures)** Not dated
- f. **Photometric Plan (Dialux)** dated 5/10/2025
- g. **Approved Landscaping Plan from 2004(Miller Hanson Partners)** dated 6/24/2004

2. **Building Permit Required.** The Applicant shall obtain a building permit for a change of use to convert the space from a F2 Low Hazard Use to an F-1 Moderate Hazard Use. At time of building permit, the Applicant will provide any materials required by the Building Official for processing this type of permit application. The Applicant shall provide a SAC determination letter from the Metropolitan Council as part of their building permit application and must pay any required sewer access charges.

3. **Architectural Code Analysis Required.** Prior to submitting their building permit for the change of use, the Applicant shall have an architectural code analysis for the new use completed by a Minnesota-licensed architect. This is subject to review and approval by the Building Official.

4. **Ventilation System Design.** The ventilation system must be designed by a licensed engineer. Engineering calculations will need to be submitted with an engineer's stamp and signature. This information must all be provided as part of the building permit application. The design of the ventilation system is subject to review and approval by the Building Official.

5. **Building and Fire Code Compliance.** The building must be maintained in compliance with all applicable building codes and fire codes. All storage of hazardous materials must comply with applicable codes.

6. **Mechanical Equipment Screening.** If the new use will include new or expanded exterior mechanical equipment, a mechanical equipment screening plan shall be submitted as part of the building permit submittal. All ground-mounted and building-attached mechanical equipment shall be screened according to the standards contained within Code Section 118-9. All roof-mounted mechanical equipment shall be screened according to the standards contained within Code Section 118-242.

7. **Signage.** No signage shall be installed without the Applicant first obtaining the appropriate sign permit. All new signage shall comply with the South St. Paul City Code.

8. **Certificate of Occupancy Required.** Cultivation and manufacturing of cannabis may not begin until the Building Official has issued a certificate of occupancy for the new use. No certificate of occupancy will be issued until all odor management equipment identified in the odor management plan has been installed and is operational.
9. **State License Required.** No cannabis shall be cultivated, manufactured, processed, or stored on-site until the applicable license(s) are approved by the State of Minnesota Office of Cannabis Management (OCM). The Applicant must provide the City with a copy of its initial OCM license(s) and shall provide the City with a copy of its new license(s) each time there is a renewal. The OCM license(s) must be kept in good standing.
10. **No Exterior Storage.** There shall be no exterior storage of containers, pallets, equipment, or materials unless the Applicant obtains a conditional use permit for exterior storage.
11. **Trash Enclosure Required if Dumpsters are Stored Outdoors.** If the Applicant wants to store dumpsters outside the building, they must obtain a permit and construct a trash enclosure that will fully screen the dumpsters. The enclosure must be built of exterior materials that match or complement the exterior of the principal structure. The Applicant shall use brick, block, or an equivalent non-combustible masonry material to construct the trash enclosure. Alternatively, they may utilize Trex or an equivalent composite decking material to construct the enclosure if it is located at least 10 feet away from any principal building that is not equipped with a sprinkler system.
12. **Stormwater Maintenance Agreement Required.** The owner of the subject property must enter into a stormwater maintenance agreement for the continued maintenance of the private stormwater systems on the subject property (i.e. the private pond and the pipes/structures in the parking lot). The building permit for the change of use shall not be issued until this agreement has been fully executed and recorded against the property.
13. **Maintenance of Approved Landscaping Plan.** A landscaping plan was approved and implemented when the building was constructed in 2004. All required landscaping shown on the "Miller Hanson Partners" landscaping plan dated 6/24/2004 must be maintained unless the Zoning Administrator approves a modified landscaping plan that still meets minimum code requirements and has at least one overstory tree for each 70 feet of lot perimeter.

14. **Security Plan.** The Applicant shall implement the security plan that is outlined in their narrative and shown in their site plan and floor plans. Any changes to the security plan shall require the approval of the Police Chief. The approved plan shall include:

- 24/7 video surveillance covering all interior and exterior access points as required by Minn. Admin. R. 9810.1500 subp. 9:
 - Cameras will allow for clear recording of activity within a radius of at least 20 feet from all entrances and exits.
 - Cameras will allow for the clear identification of all individuals entering and exiting the facility, all limited-access areas, and all restricted-access areas.
 - Cameras will allow for the viewing of all areas where cannabis is stored, packaged and labeled, prepared for transfer, prepared for sale, sold, where samples are collected, or where cannabis waste is destroyed.
 - The facility's video surveillance system is able to produce video files that are stored in a secure place for at least 90 days and saved in an industry standard file format that can be played without the purchase of specialized software or equipment while also recording for an additional eight hours during a power outage.
 - Cameras are capable of recording at a minimum of 15 frames per second and with a minimum resolution of 720p and display an accurate date and time stamp on all recordings that do not obscure the image.
 - Cameras will be permanently affixed to interior and exterior walls.
- Controlled access systems limiting entry to authorized personnel only.
- Alarm systems with monitoring to detect and deter unauthorized access that includes an audible alarm capable of being heard within a 100-foot radius from all facility entrances and exits and is able to be remotely disabled by authorized personnel.
- The facility's alarm system will be monitored by a security company or an employee of the licensed business and is capable of immediately alerting local law enforcement and the business for any unauthorized breaches or a system failure.
- Secure storage areas for all cannabis and cannabis-related products.
- Visitor protocols, requiring all non-employees to be pre-approved, logged, and escorted while on site.
- Existing exterior lighting will be used and maintained as required by Minn. Admin. R. 9810.1500 Subp. 10-11. Security cameras will be equipped with infrared to ensure recording even in low light level areas.
 - Photometric plans have been provided to show lighting allows observers to see and cameras to record activity within a radius of at least 20 ft around all entrances and exits. Exterior lighting will not disturb neighbors and any deficient or inoperable lighting will be repaired within 48 hours of detection.
- Periodic testing and inspection of security measures will occur at least every 90 days as required by Minn. Admin. R. 9810.1500 subp. 3.

15. **No Retail Sales.** Retail cannabis sales shall not be permitted without a conditional use permit for retail sales. The facility is limited to cannabis cultivation and manufacturing. Products that are produced on site may be sold wholesale to other cannabis businesses.
16. **Compliance with Applicable Laws Related to Cannabis.** The Applicant shall comply with all State of Minnesota Laws and Rules relating to cannabis.
17. **Lighting.** All exterior lighting shall be compliant with City Code Section 118-242. Light sources shall be hooded or controlled so as not to light adjacent property.
18. **Compliance with Nuisance Ordinances.** The cannabis and cultivation manufacturing operation must not in any way be a public nuisance.
19. **Indoor Cultivation and Manufacturing Only.** All cultivation and manufacturing of cannabis must take place inside the building.
20. **Storage of Cannabis Waste.** All cannabis waste shall be stored inside the building while awaiting disposal.
21. **Compliance with Cannabis Zoning Ordinance's Odor Control Provision.** The Applicant shall comply with the City's cannabis zoning ordinance which states that odors from a cannabis business must not be discernable beyond the property line. For the purposes of enforcing this provision, the City shall consider any dilution/threshold (D/T) reading of 2 or higher on the Nasal Ranger® Field Olfactometer (or a similar testing device that is approved by the City) that is taken beyond the property line and traced back to the Applicant's facility to be a conditional use permit violation. All readings for enforcement of this provision will be taken by a City employee or a third party contractor who has a certificate of completion as a Nasal Ranger® Inspector or an equivalent level of training on a similar testing device. The City may take one or more of the following actions to correct a violation of this condition:
 - a. The City may issue a compliance letter, followed by administrative citations if the compliance deadline is not met.

- b. The Zoning Administrator may require the facility to temporarily suspend all cannabis manufacturing processes until a plan to resolve the violation has been developed and implemented.
- c. The Zoning Administrator may require the facility to temporarily stop planting new cannabis plants until a plan to resolve the violation has been developed and implemented.
- d. The City Council may revoke the conditional use permit.

22. **Compliance with Odor Ordinance.** The Applicant shall fully comply with the City's odor ordinance. In any instance where the cannabis zoning ordinance is stricter than the odor ordinance, the stricter provision shall be complied with. Regarding odor emissions:

- a. The Applicant shall not create odors or smells which are offensive to another person within the City.
- b. The Applicant shall not allow odor emissions that create a detrimental effect on the property of another person in the City.
- c. The Applicant shall not unreasonably interfere with the enjoyment of life, health, safety, peace, comfort, or property of another person in the City.
- d. If the City receives a complaint about an odor emission that has cannabis-related characteristics, the City may share the complaint with the Applicant. If there is reasonable suspicion that the subject property is the source of the odor complaint, the Applicant shall assist with the investigation of the odor complaint. This assistance shall include sharing any available records relating to mechanical equipment performance or process irregularities at the facility on the date that the alleged odor emission occurred.

23. **Installation and Maintenance of Mechanical Equipment Outlined in Odor Management Plan.** The Applicant must submit a final odor management plan at the time of building permit application. They must also submit a maintenance plan for any filtration systems or other mechanical equipment related to odor management that are identified in the odor management plan. The Applicant shall install all mechanical equipment identified in the odor management plan before they can obtain their certificate of occupancy. The Applicant is responsible for maintaining all equipment in accordance with the maintenance plan. Upon request, the Applicant must provide the City with maintenance records for each piece of odor management mechanical equipment, going back 7 years.

24. **Periodic Odor Monitoring.** The Applicant is responsible for conducting a monthly test utilizing the Nasal Ranger® Field Olfactometer or a similar testing device that is approved by the City. This test may be performed by an employee or a third-party contractor. If the Nasal Ranger® Field Olfactometer is used, the individual conducting the test must have a certificate of completion as a trained Nasal Ranger Inspector and a copy of the certificate of completion

must be provided to the Zoning Administrator. If a different approved device is used, the City must be provided with similar written evidence of adequate training.

- a. A test must take place each calendar month and the test shall take place during a time of day when the facility is conducting both its cannabis cultivation activities and its cannabis manufacturing activities. If there is a calendar month where either cultivation or manufacturing is not taking place, the Applicant shall submit a statement attesting to that fact.
 - b. The individual performing the test must take a reading from a point at each of the four property lines of the subject property. For each reading, they shall record the time, the location of the property line they are standing at, the wind speed and direction, a description of any odor that is present, and the dilution to threshold (D/T) ratio measured by the Nasal Ranger® Field Olfactometer (i.e. non-detect, 2, 4, 7, 15, 30, or 60). If a different approved device is used instead of a Nasal Ranger® field olfactometer, the individual performing the test shall record whatever reading is provided by that device.
 - c. The results of the monthly test must be submitted to the Zoning Administrator within two weeks of the test being completed.
 - d. Deliberate falsification of test results shall be grounds for termination of the conditional use permit.
 - e. If the test results show a D/T reading of 2 or higher at any of the four property lines for two consecutive months, the Applicant shall submit a corrections plan to the Zoning Administrator within one month of the date of the second test.
25. **Compliance with MPCA Requirements, Dakota County Requirements, and Other State Agency Requirements.** The Applicant shall comply with any requirements that are imposed upon them by the Minnesota Pollution Control Agency (MPCA), including but not limited to requirements related to air pollution, odor control, and the handling of hazardous materials. The Applicant shall also comply with any relevant requirements that are imposed upon them by other State agencies and by Dakota County.
26. **Access to Facility.** The Applicant shall provide City Staff with reasonable access to the inside and outside of the facility for the purposes of enforcing the terms of this conditional use permit.
27. **Termination of the Conditional Use Permit.** The Conditional Use Permit will terminate if improvements have not substantially begun within one year from the date of approval. The violation of any condition of approval in the conditional use permit may terminate the conditional use permit(s), following a hearing by the City Council.

28. **Timeline for Cessation of Use Following a Termination.** If the conditional use permit is terminated, all cannabis manufacturing activity must cease immediately. Existing cannabis plants inside the building must be removed from the property within two weeks and no new cannabis plants may be planted.

Action Needed

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

1. Approval. If the Planning Commission wishes to recommend approval of the Conditional Use Permits, the following action should be taken:
 - Motion to recommend approval of conditional use permits for cannabis cultivation and cannabis manufacturing at 205 Hardman Avenue South.
2. Denial. If the Planning Commission wishes to recommend denial of the Conditional Use Permits, the following action should be taken:
 - Motion to recommend denial of conditional use permits for cannabis cultivation and cannabis manufacturing at 205 Hardman Avenue South.

If the recommendation is denial, the Planning Commission must explicitly lay out the rationale behind the denial recommendation. Specifically, they must state how the application fails to comply with City Code criteria for Conditional Use Permits.

LINKS

[2024 Staff Memo Explaining SSP's Cannabis Zoning Ordinance](#)

[Office of Cannabis Management \(OCM\) Licensing Information Website](#)

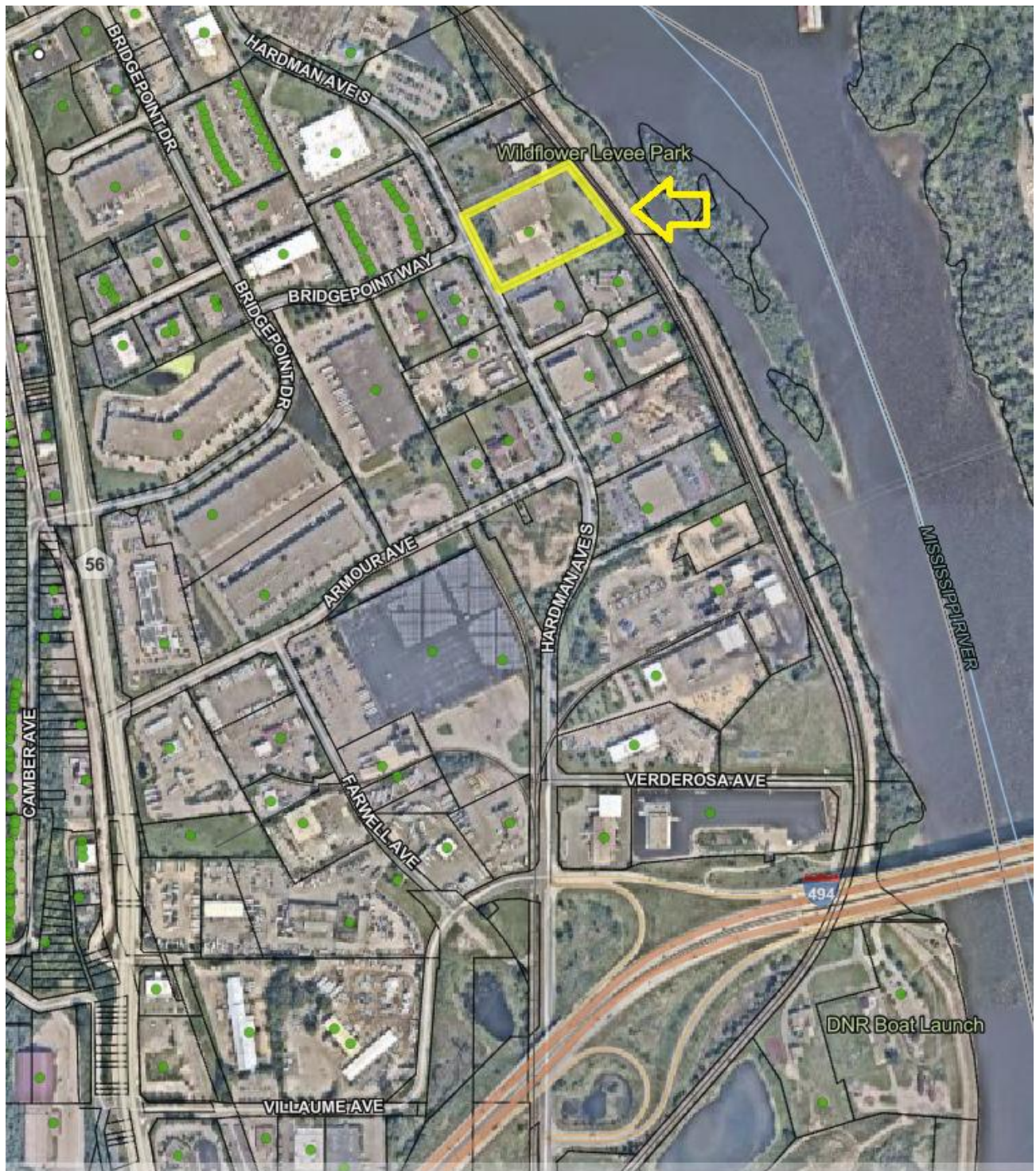
SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Aerial Photograph
3. Photographs of Subject Property
4. Site Plan
5. Preliminary Floor Plan
6. Security Plan
7. Applicant's Narrative
8. Preliminary Odor Management Plan
9. Approved Landscaping Plan from 2004

ATTACHMENT 1
SITE LOCATION MAP



ATTACHMENT 2
AERIAL PHOTOGRAPH



ATTACHMENT 3
PHOTOGRAPHS OF SUBJECT PROPERTY



Google Streetview of Subject Property (Taken May 2022)



View of 205 Hardman Avenue South Building from Hardman Avenue (Photo Taken 10/22/25)



South Façade of 205 Hardman Avenue South Building (Photo Taken 10/22/25)

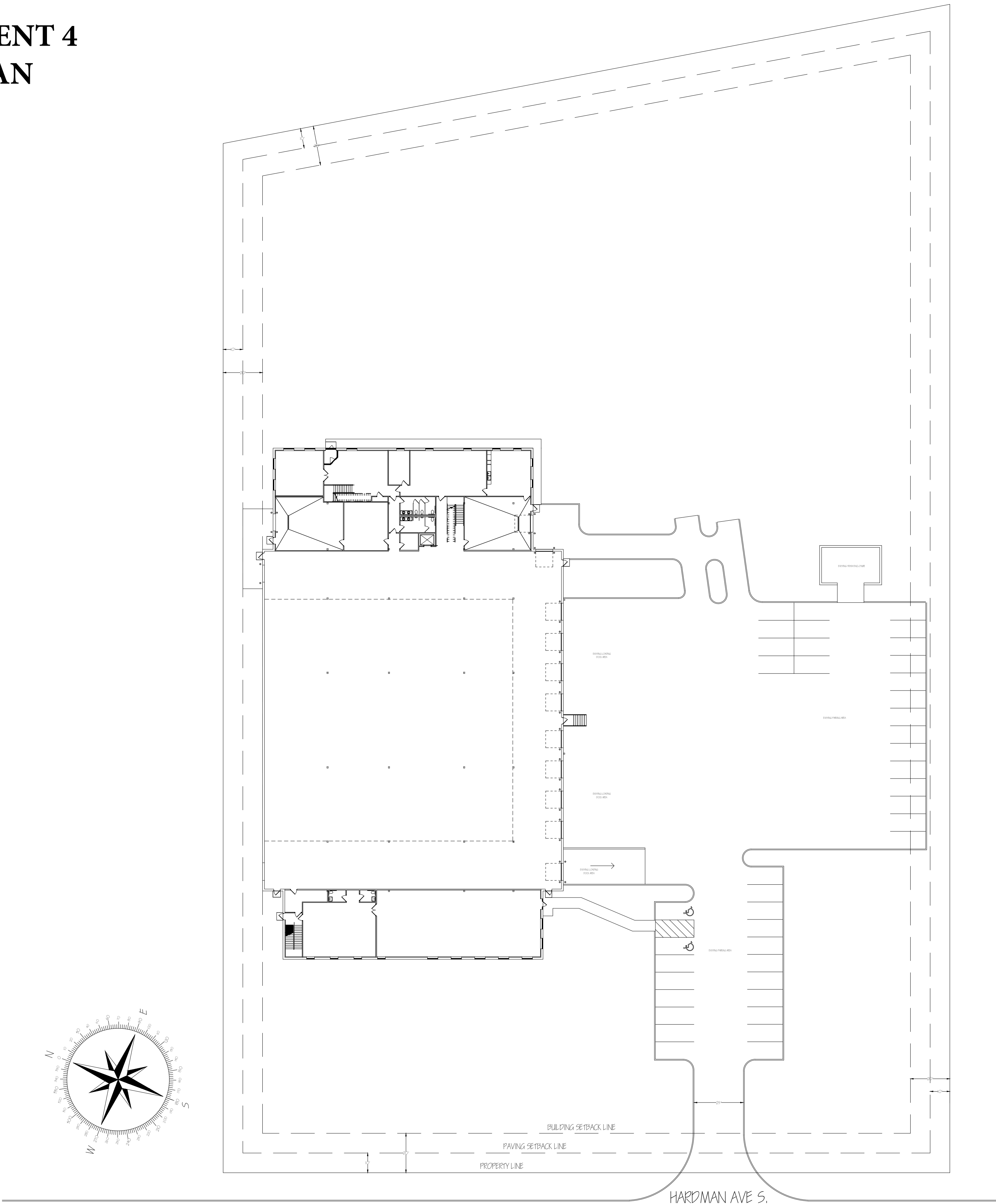


Demolished Trash Enclosure (Photo Taken 10/22/25)



View Looking Towards the River from Subject Property's Parking Lot (Photo Taken 10/22/2025)

ATTACHMENT 4
SITE PLAN



MAIN LEVEL
SITE PLAN

General Notes

This Drawing is for Planning
Purposes Only.
Not Intended for Construction.

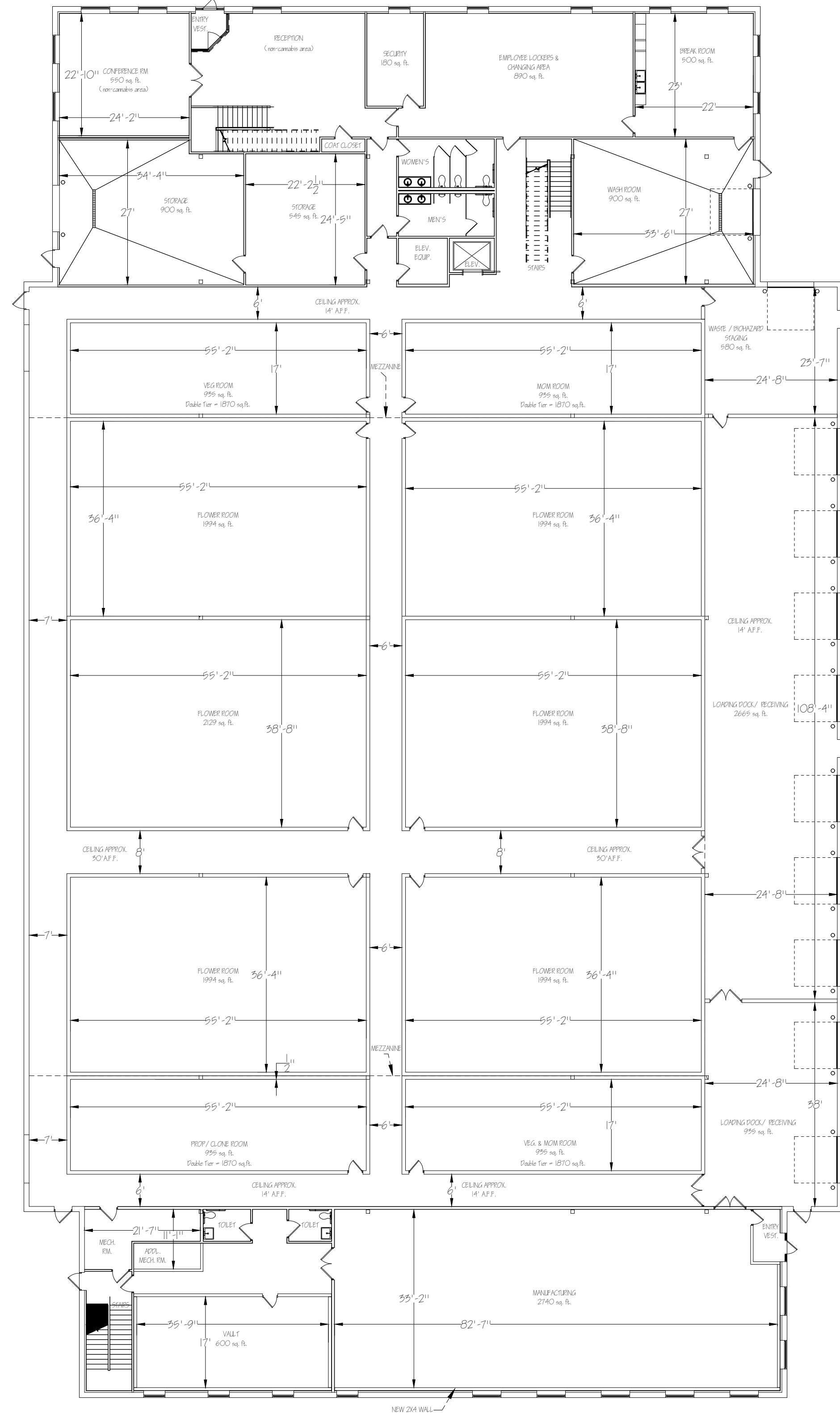
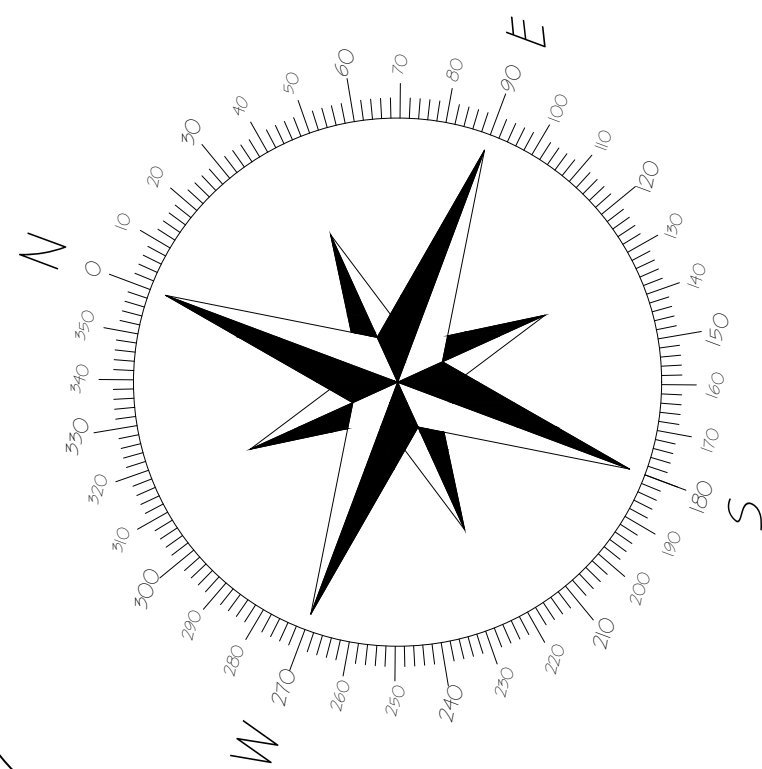
No.	Revision/ Issue	Date

Project Name:
DW GREEN VENTURES

Project Address:
205 HARDMAN AVE S.
SOUTH ST. PAUL, MN 55075

Section:	Sheet:
Date: OCT. 2025	SITE
Scale: 1/ 32" = 1'-0"	

ATTACHMENT 5
PRELIMINARY FLOOR PLAN



MAIN LEVEL

General Notes

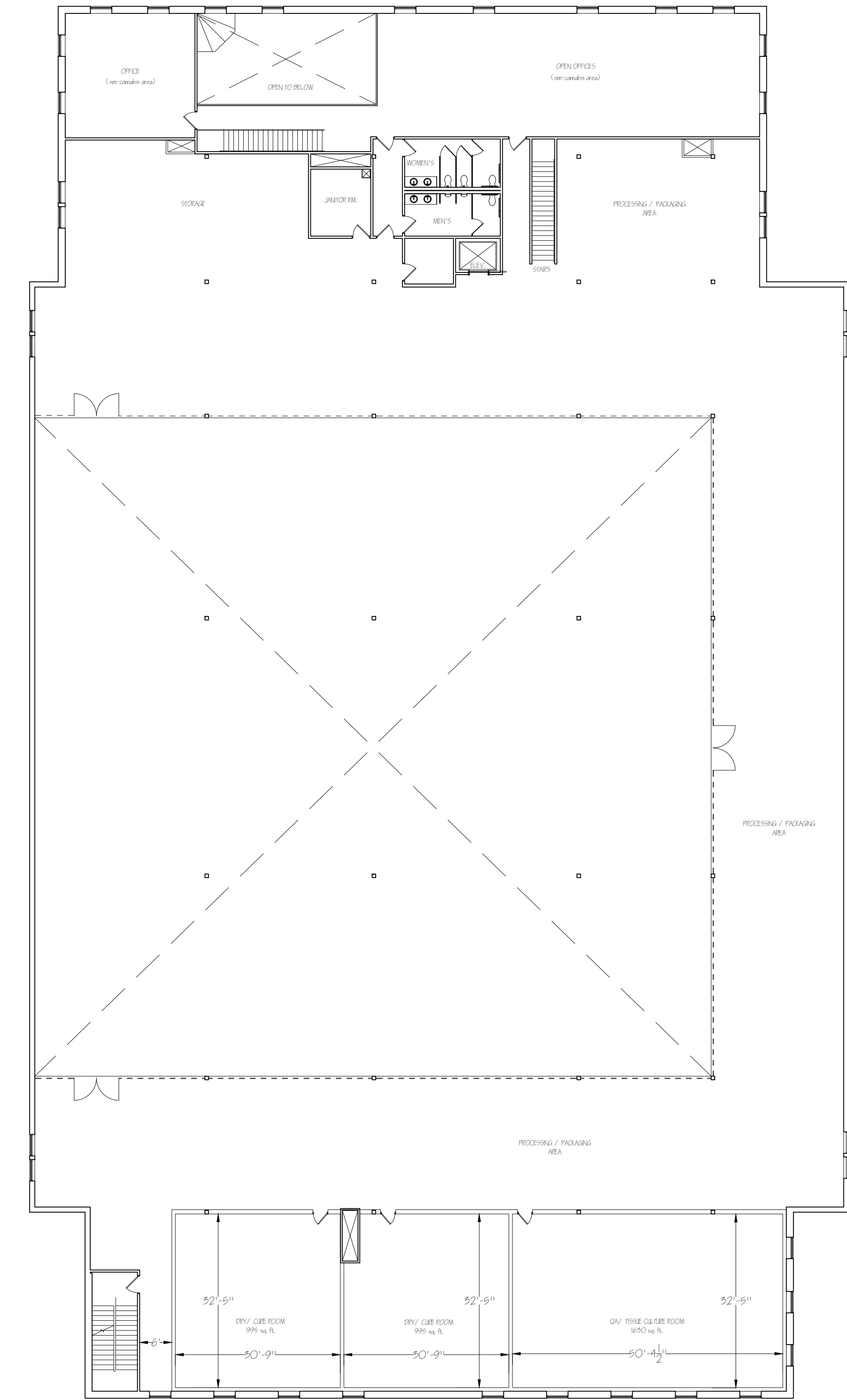
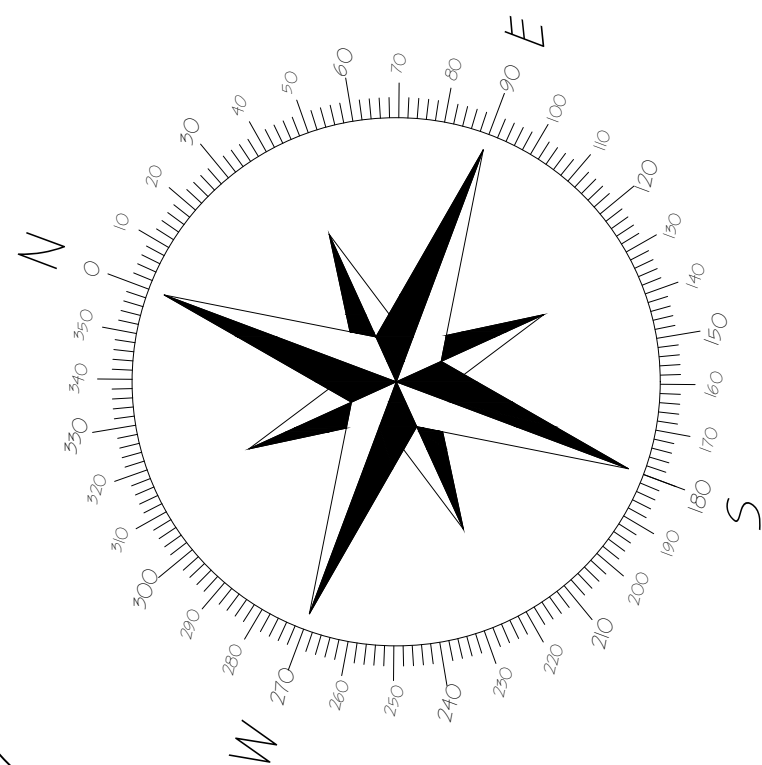
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Project Name:
DW GREEN VENTURES

Project Address:
205 HARDMAN AVE S.
SOUTH ST. PAUL, MN 55075

Section:	Sheet:
Date: OCT. 2025	IN-
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SECOND LEVEL

General Notes

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No.	Revision/ Issue	Date

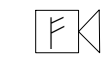
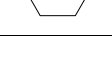
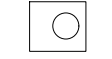
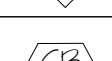
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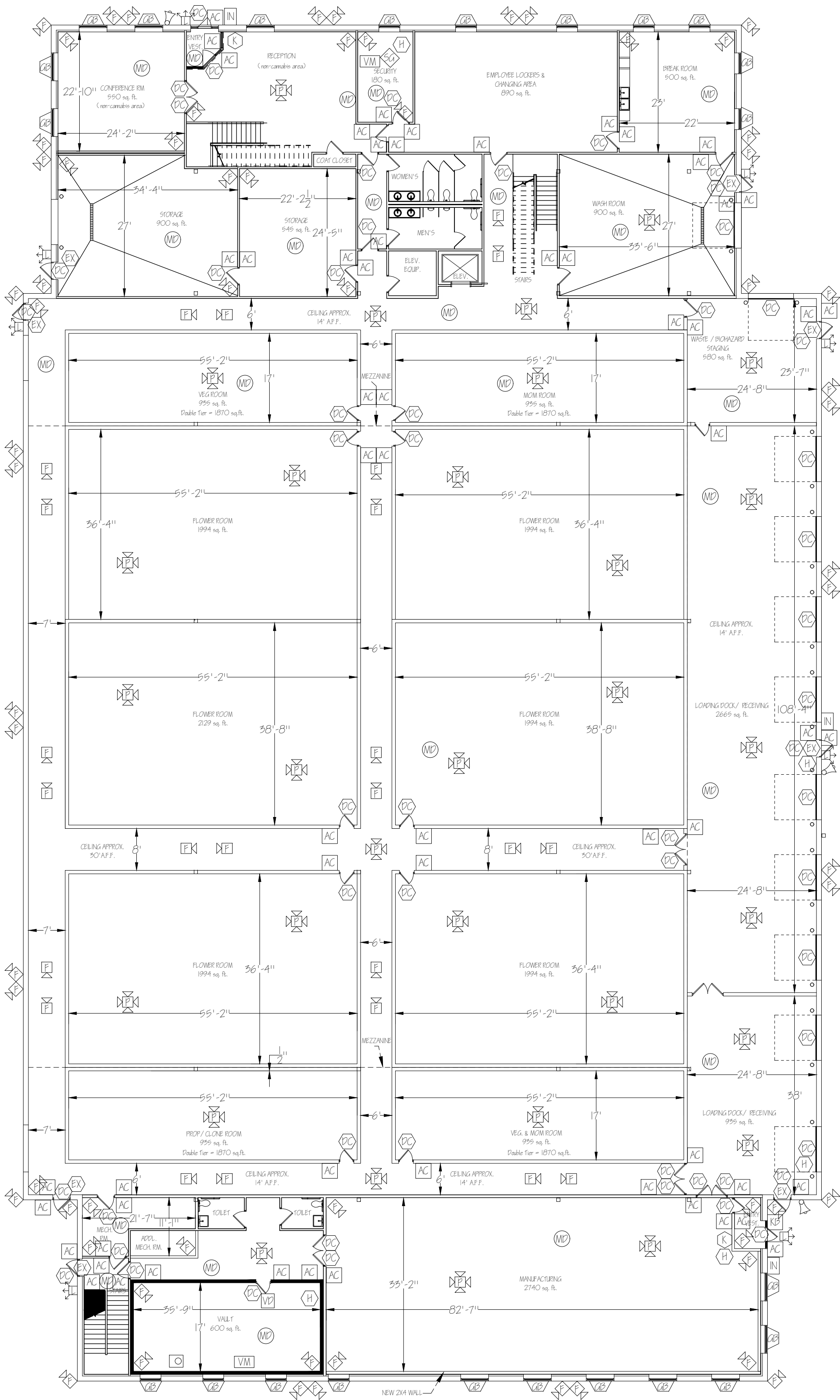
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SOUTH ST. PAUL, MN 55075

Section:	Sheet:
Date: OCT. 2025	IN-
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ATTACHMENT 6
SECURITY PLAN

LEGEND

	FIXED INDOOR / OUTDOOR CAMERA
	PANORAMIC 360-DEGREE CAMERA
	VIDEO SURVEILLANCE CAMERA MONITOR
	ALARM ARMING KEYPAD w/ DURESS CODE
	ALARM MAGNETIC DOOR CONTACTS
	ALARM MOTION SENSOR
	EMERGENCY HOLD-UP / PANIC ALARM BUTTON
	AUDIBLE SIREN AT 100' RADIUS W/ REMOTE CONTROL
	ACCESS CONTROL DEVICE (KEY CARD &/ OR PIN)
	BURGLARY & FIRE-RESISTANT VAULT WALLS
	BURGLARY & FIRE-RESISTANT VAULT DOOR
	UL RATED TL-30 SAFE
	SECURITY EQUIPMENT STORAGE RACK
	EXIT ONLY DOOR HARDWARE
	OUTDOOR LED SECURITY LIGHTING
	SECURITY GUARD STATIONARY POSITION
	GLASS BREAK ALARM
	INTERCOM
	KNOX BOX (KEY SAFE)



MAIN LEVEL
SECURITY DIAGRAM

General Notes

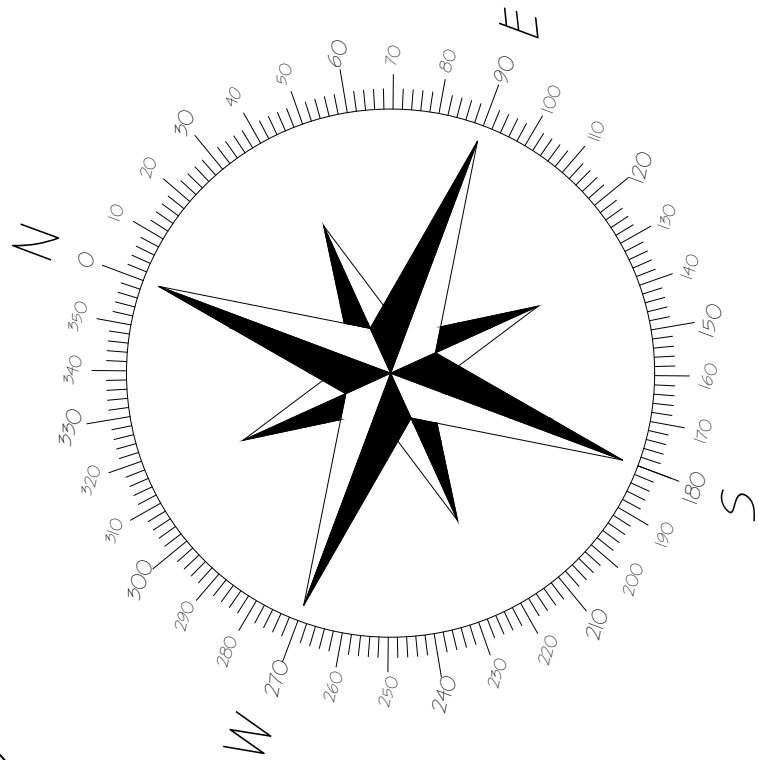
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No.	Revision/ Issue	Date

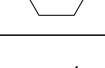
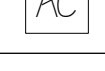
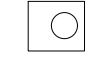
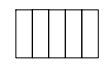
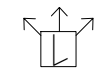
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DW GREEN VENTURES

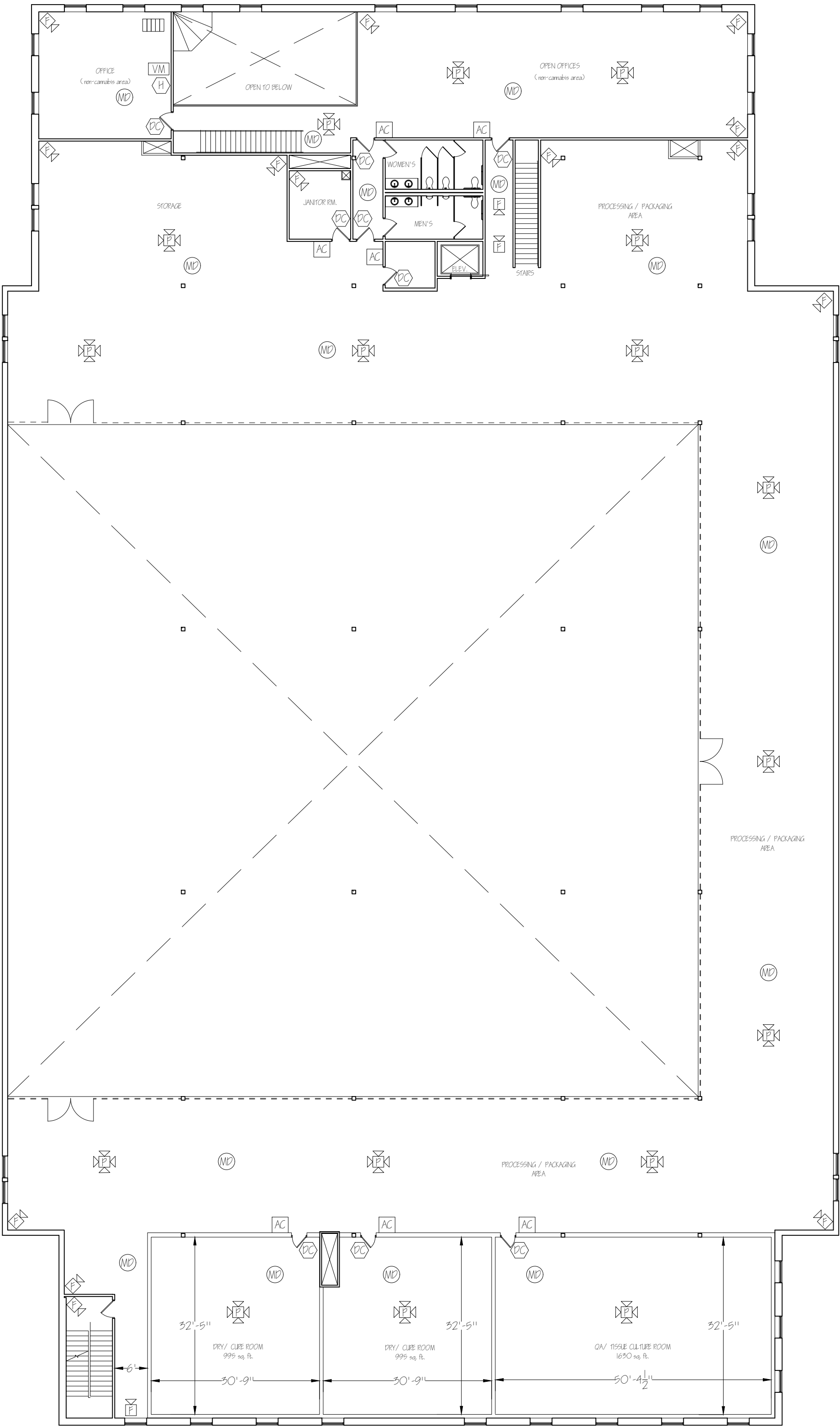
Project Address:
205 HARDMAN AVE S.
SOUTH ST. PAUL, MN 55075

Section:	Sheet:
Date: OCT. 2025	IN-
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LEGEND

	FIXED INDOOR / OUTDOOR CAMERA
	PANORAMIC 360-DEGREE CAMERA
	VIDEO SURVEILLANCE CAMERA MONITOR
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	ALARM MAGNETIC DOOR CONTACTS
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	SECURITY GUARD STATIONARY POSITION
	GLASS BREAK ALARM
	INTERCOM
	KNOX BOX (KEY SAFE)



SECOND LEVEL
SECURITY DIAGRAM

General Notes

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ATTACHMENT 7

APPLICANT'S NARRATIVE

Proposed Use Narrative - DW Green Ventures

205 Hardman Ave South, South St. Paul

The premises are proposed to be utilized as a state-licensed cannabis cultivation and manufacturing facility. Pursuant to Minnesota State Law(s), we will be authorized to produce and sell cannabis and cannabis-related products as permitted within the State of Minnesota and in accordance with all applicable local statutes and ordinances governing cultivation and manufacturing operations.

Expected Activities on Site

Operations within the premises will consist of the indoor cultivation of cannabis plants, the manufacturing and processing of cannabis products, secure packaging and storage, and the distribution of finished goods to licensed partners. All activities will occur entirely within the enclosed and secured facility. No on-site retail sales to the general public will occur. Administrative, compliance, and related office functions will also be conducted on-site to support licensed operations and ensure adherence to all state and local regulatory requirements.

Employees

DW Green Ventures anticipates employing approximately 15 employees during the initial phase of operations, with potential expansion to 35 employees as business activity scales. Employee work schedules will be managed to ensure efficient facility operation while minimizing traffic and congestion.

Customers/Visitors

The facility is not intended to serve the general public. It is expected that no more than 1–3 visitors will be present at any given time, consisting primarily of vendors, scheduled deliveries, or other authorized business-to-business representatives.

Hours of Operation

The proposed hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m., with occasional weekend access by employees as required for plant care, maintenance, or other essential facility functions.

Security

Security measures will be implemented in full compliance with Minn. Stat. Sec. 342.14, Minn. Admin. R. 9810.1500 and applicable local requirements. The premises will feature a comprehensive security system including:

- 24/7 video surveillance covering all interior and exterior access points as required by Minn. Admin. R. 9810.1500 subp. 9:
 - Cameras will allow for clear recording of activity within a radius of at least 20 feet from all entrances and exits.

- Cameras will allow for the clear identification of all individuals entering and exiting the facility, all limited-access areas, and all restricted-access areas.
- Cameras will allow for the viewing of all areas where cannabis is stored, packaged and labeled, prepared for transfer, prepared for sale, sold, where samples are collected, or where cannabis waste is destroyed.
- The facility's video surveillance system is able to produce video files that are stored in a secure place for at least 90 days and saved in an industry standard file format that can be played without the purchase of specialized software or equipment while also recording for an additional eight hours during a power outage.
- Cameras are capable of recording at a minimum of 15 frames per second and with a minimum resolution of 720p and display an accurate date and time stamp on all recordings that do not obscure the image.
- Cameras will be permanently affixed to interior and exterior walls.
- Controlled access systems limiting entry to authorized personnel only.
- Alarm systems with monitoring to detect and deter unauthorized access that includes an audible alarm capable of being heard within a 100-foot radius from all facility entrances and exits and is able to be remotely disabled by authorized personnel.
- The facility's alarm system will be monitored by a security company or an employee of the licensed business and is capable of immediately alerting local law enforcement and the business for any unauthorized breaches or a system failure.
- Secure storage areas for all cannabis and cannabis-related products.
- Visitor protocols, requiring all non-employees to be pre-approved, logged, and escorted while on site.
- Existing exterior lighting will be used and maintained as required by Minn. Admin. R. 9810.1500 Subp. 10-11. Security cameras will be equipped with infrared to ensure recording even in low light level areas.
 - Photometric plans have been provided to show lighting allows observers to see and cameras to record activity within a radius of at least 20 ft around all entrances and exits. Exterior lighting will not disturb neighbors and any deficient or inoperable lighting will be repaired within 48 hours of detection.
- Periodic testing and inspection of security measures will occur at least every 90 days as required by Minn. Admin. R. 9810.1500 subp. 3.

ATTACHMENT 8

PRELIMINARY ODOR MANAGEMENT PLAN

Odor Mitigation Plan

Odor mitigation plans illustrating the odor control devices and techniques used to prevent off-site odor detection must be submitted with this application and shall comply with the requirements outlined in the city's general plan.

Name and telephone number of contact person(s) responsible for logging and responding to odor complaints.

Name: Dusty Wyndhorst
Telephone: (720) 569-5547

Name: John Harned
Telephone: (602) 369-8605

Name: Eric Vlosky
Telephone: (303) 408-4182

Policy and procedure describing the actions to be taken when an odor complaint is received, including the training provided to the responsible party on how to respond to an odor complaint.

DW Green Ventures is committed to conducting cannabis activities in a manner to avoid causing odor impacts to the surrounding neighborhood. DW Green Ventures will apply our best efforts to contain and resolve any odor issues and will sustain those efforts any time odor is reported off-site at surrounding residences, businesses and publicly accessible locations. As a good neighbor and responsible member of the community, DW Green Ventures will implement corrective actions as applicable to effectively address and resolve odors.

DW Green Ventures will publicly post facility contact information to facilitate timely responses to any odor complaints. The contact person(s) will receive training from Byers Scientific, one of the world's leading odor mitigation system suppliers, to ensure DW Green Ventures is well-versed in the best use and maintenance of the technology.

City Notification

DW Green Ventures will notify the City of any odor complaints received within 24 hours. DW Green Ventures will provide the odor tracking system records to the City upon inspections or request and maintain the records for a minimum of 7 years. The City will have access to the site at all times for the purposes of inspecting odor mitigation practices, odor sources, and complaint tracking system records.

Community Notification

DW Green Ventures will provide property owners located within 500 feet of the Property the above contact information by mail and will promptly notify both the City and neighbors within 500 feet of any changes to this information.

General Protocol for Complaints

1. Contact person(s) will be available by telephone on a 24-hour basis to respond to calls regarding odor complaints.
2. DW Green Ventures will provide to property owners and residents of properties located within 500 feet of the facility the contact information of the person responsible for responding to odor complaints.
3. If contact person(s) or information changes, the operator will notify the City and property owners within 500 feet of the facility and provide new contact information.
4. DW Green Ventures will notify the City of any odor complaints within 24 hours of receiving such complaints.
5. The contact person(s) will respond to calls in a timely and appropriate manner, within 24 hours of receiving such complaints.
6. Contact person(s) will be properly trained regarding the operation and procedures of the cannabis processing and distribution activities.
7. DW Green Ventures will assess each complaint and implement strategies to effectively reduce odor if corrective action is deemed necessary.
8. The contact person(s) will log and retain for 7 years the information for all received complaints including the following information:
 - a. Contact information of the complainant
 - b. Time of received complaint
 - c. Description, location, and time of detected odor
 - d. Description of activities occurring on-site when a complaint was detected.
 - e. Implemented actions to address the odor complaint.
9. The complaint log will be available upon request to the City.

Description of Potential Odor Sources

Cannabis processing activities as well as cannabis distribution activities are potential odor sources. Cannabis plants off-gas at a measurable rate. When it comes to cannabis processing, these gases and associated odors can build up and contain objectionable odors.

As published in a March 2021 press release by Byers Scientific, a research team comprised of odor experts reported isolation and identification of the volatile chemical which appears to be primarily responsible for the downwind skunky-like environmental odor complaints which have been commonly reported for commercial cannabis and industrial hemp growing operations(1). The research was able to isolate, identify, measure, and ultimately conclude that the compound 3-methyl-2-butene-1-thiol (i.e., 321 MBT), is the primary source of the traditionally objectionable odor of cannabis. The compound is also the same odorous volatile chemical which has previously been reported to carry responsibility for the skunky-like aroma and flavor defect in light-struck beer.

Historically, the objectionable odor of cannabis has often been tied to terpenes (i.e., unspecified members from among the vast array of naturally occurring volatile hydrocarbons which are more

commonly associated with the familiar aromas of citrus and other fruits, eucalyptus leaves and hydrocarbon solvents, etc.). This reported discovery of the actual link between 'skunky' cannabis and 321 MBT supports the more persuasive expectation of a sulfur component within the chemical profile of the cannabis plant emission.

(1) "Byers Scientific, Iowa State University and Odor Experts Identify Volatile Chemical Compound Responsible for Cannabis Odor Complaints." March 24, 2021.
<<https://byers-scientific.com/byers-scientific-iowa-state-university-and-odor-experts-identify-volatile-chemical-compound-responsible-for-cannabis-odor-complaints/>>.

Description of potential methods for reducing odors, including minimizing potential add-on air pollution control equipment.

DW Green Ventures will utilize Byers Scientific's MT-6 Molecular Filtration System with ASPRA Technology specifically engineered for this facility. The MT-6 Molecular Filtration System with ASPRA Electrostatic Precipitation and Filtration stage is a first-of-its-kind system designed to tackle odor while improving indoor air quality and plant health through the destruction of bioaerosols.

With a focus on compliance, all Byers Scientific equipment comes with its own dedicated website with Cloud-based supervisory control and data acquisition (SCADA) allowing for real-time remote operation, monitoring, and reporting. Moreover, compliance-minded service packages offer comprehensive solutions with 3rd party testing of carbon life, provision of replacement carbon and filters, and third-party odor panel testing to validate system performance.

MT-6 Molecular Filtration System

Molecular Filtration technology (aka Carbon Scrubbing) is one of the most environmentally friendly and sustainable ways to efficiently trap and sequester fugitive gases and their associated odors by harnessing the power of activated carbon. The Byers MT-6™ Molecular Filtration system is the refinement of activated carbon technology married with state-of-the-art pre-filtration to prolong the life of the carbon and effectively trap odorous gases.

Byers will calculate the appropriate number of MT-6 carbon scrubbers necessary for the facility. The MT-6 carbon scrubbers rely on a physical reaction called adsorption. During this crucial phase, the scrubbers intake odorous gases, and, via adsorption, sequester odor-causing compounds at the molecular level, and then return the scrubbed air to the facility. By continuously scrubbing the interior air while it is inside the facility, MT-6 units remove nearly 100% of odorous gases as they are emitted from the cannabis.

ASPRA Air Purification

The ASPRA products remove hazardous and polluting substances of all types and sizes PM10, PM2.5, PM1, PM0.1 (ultra-fine dust and nano-particles), such as fine dust, soot, bacteria, viruses, allergens (e.g. pollen), and other aerosols.

Viruses, bacteria, and fungi are biological particles. Inside the device, these particles are passed through an electric field, where 99.4% of all particles 0.30 micron are successfully destroyed where systems are sized appropriately. Subsequently, the viruses, bacteria, other pathogens, and other aerosols (pollutants and virus carriers) such as particulate matter are captured in the open structure static collector (the filter) and permanently removed from the air.

As a result of the ASPRA, the air is effectively purified from aerosols with a very high air purification efficiency (E12 to H13/HEPA classification according to NEN-EN 1822 standard and DIN EN ISO 29463-5:2019), without using the conventional HEPA filter. As a result, the ASPRA has 80% less pressure drop/resistance than conventional filters, and therefore substantial energy savings compared to classic filters.

When combining the ASPRA with a properly activated carbon filter, gases and chemicals such as odors and vapors are also removed from the air. As a result, chronic diseases, infection outbreaks, and odor nuisance can be reduced or prevented, among other things.

Proposed Specifications

The proposed odor mitigation system design, as outlined below, can achieve 12+ exchanges per hour given the volume of open-air space in the facility.

Byers MT-6™ Molecular Filtration System

Molecular Filtration System to include molecular, ASPRA, and fan sections. Includes forty-eight (48) carbon cylinders, six (6) Dual 9 30/30 (MERV 9) particulate prefilters (1 every 2 months), two (2) extra cylinders for *Butane Life Analysis Testing at 6 and 9 months (for one system) and two (2) third party odor panel samples and analysis. Includes 30" convection tube for equal distribution of filtered air.

ASPRA - Electrostatic Precipitation and Filtration

ASPRA removes all types and sizes of Particulate Matter (PM) PM10, PM2.5, PM1, PM0.1 (ultra-fine dust and nanoparticles), such as fine dust, soot, bacteria, viruses, spores, allergens (e.g. pollen), and other bioaerosols.

Cloud-based SCADA (IoT) MT-6 Control Panel Upgrade (replaces Byers Control Panel)

Cloud-based SCADA (IoT) empowers users to remotely monitor and control on-site equipment. Additionally, the platform allows for customized operational reports and preventative maintenance schedules (prefilter replacement reminders, for example).

8x8 Overhead Door Air Curtains

Unheated, 96" wide, stainless steel, (2) 3/4 hp motors, high-efficiency plenum; remote mounted Hand/Off/Auto Selector Switch; Industrial magnetic door switch, 24V transformer; built-in time delay relay; rain shields over motors, drip holes in bottom panel, raised internal control components.

Contingency measures to curtail emissions in the event of a continuous public nuisance.

In the interest of responding rapidly to odor complaints and based on the time-sensitive nature of identifying the odor source, DW Green Ventures invites the public to contact the designated contact person(s) directly with any odor concerns to ensure prompt and conclusive action. DW Green Ventures encourages community participation and commits to identifying the cause of odor so it can continue to improve its system and operating procedures. This will require reporting of the time and specific location of any off-site detection.

For an odor complaint to be considered and addressed, it must identify, at minimum, one of the following: (a) DW Green Ventures' address, (b) DW Green Ventures' name, or (c) perception of odor at a specific location within 500 feet of the boundaries of the Property and must include the date, time, duration, and specific location of the reported odor. DW Green Ventures will accept odor complaints from the City or directly from any other reporting party. If an odor complaint is raised by the same party on more than one occasion and deemed resolved, but the complaining party continues to file unverified odor complaints, no additional action will be required of DW Green Ventures.

At any point, if an odor complaint is deemed resolved, an odor report will be submitted to the City and the reporting party (if contact information was provided).

Level 1 Response - Initial Assessment and Corrective Actions

Once an odor complaint has been received, a designated employee will take the following actions. Within 24 hours after the odor complaint is received, DW Green Ventures will perform an on-site visual inspection to ensure the function and integrity of the following:

1. Facility HVAC system
2. Byers Scientific odor mitigation system
3. Perimeter of facility (including all doors)

If, after the visual inspection is complete, a reasonable cause for the reported odor was found, DW Green Ventures will promptly restore the function and integrity of the odor abatement system and/or repair any equipment or infrastructure. After these responses, if the odor is not detectable at the known or expected reporting location, this odor complaint will be deemed resolved.

If, after the visual inspection is complete, no cause for the reported odor was able to be made, a DW Green Ventures representative will, if the information is available in the odor complaint, contact the reporting party to follow up on the odor complaint to determine if the odor has continued. If the reported odor is not continuing or recurring, DW Green Ventures will not be required to undertake additional assessment and the odor complaint will be deemed resolved.

Level 2 Response - Diagnostic Assessment and Corrective Actions

If, after the Level 1 visual inspection is complete, DW Green Ventures staff observes odors, receives further reports of odors, or the reporting party responds that the reported odor is persisting, DW Green Ventures will, as soon as practicable and within 24 hours:

1. Perform a diagnostic review of the Byers Scientific odor abatement system.
2. Interview staff that were on-site during and before the time of the odor complaint and determine if they performed or observed any actions or circumstances that may have caused or contributed to the reported odor or that may have conflicted with DW Green Ventures' standard operating procedures (SOPs) for odor abatement.
3. If the reporting party is identified in the odor complaint, DW Green Ventures will contact the reporting party, and if the reporting party agrees, DW Green Ventures will dispatch an employee or consultant to the location of the odor complaint to interview the reporting party on the character of the odors and the duration of the reported odor.
4. Record all operational factors during the time of the reported odor – percentage of storage areas that contain harvested cannabis, date/time of last transfer of cannabis, strains of cannabis on-site, status of operations and activities, status of odor abatement system, and weather conditions.
5. Repair or correct any conditions discovered that may cause or contribute to odor from the facility.

If, after this assessment is complete, a cause for the reported odor was able to be identified, the cause is rectified and the odor is not detectable at the reporting location, DW Green Ventures will revise its SOPs to address the condition(s) that resulted in the odor, and report the conclusions of its investigation. DW Green Ventures will then contact the reporting party and inquire about the presence of odor; and may, with the approval of the reporting party, re-visit the location where the odor was observed. If detectable cannabis odor is absent, this odor complaint will be deemed resolved.

If after this assessment is complete, and no cause for the reported odor was able to be made, DW Green Ventures will contact the reporting party, and if possible, visit the location where the reported odor was observed. If detectable cannabis odor is absent, DW Green Ventures will prepare a written report summarizing the Level 2 Diagnostic Assessment but not be required to undertake additional assessments or corrective actions. This odor complaint will be deemed resolved. If odors reoccur in the same or similar location within a seven (7) day period from the date of the initial report, DW Green Ventures will conduct the Level 1 and 2 processes within 24 hours, and if the odor is continuing, and immediately proceed to implement Level 3 protocols.

Level 3 Response - Analytical Assessment and Corrective Actions

If, after the Level 2 is assessment is complete, and if no cause for the reported odor is found in the first 24 hours, and the reported odor continues unabated, within three (3) business days of receipt of the odor complaint DW Green Ventures will:

1. Seek to confirm whether DW Green Ventures is the source of the reported odor, including analysis and consideration of whether other cannabis operations may cause or contribute to the odor. If other cannabis operations are suspected or demonstrated to be a contributing or sole cause, DW Green Ventures will contact these other cannabis operations, share the information with them, and request their cooperation in resolving the odor.

2. If no further conclusions are found from these steps, and DW Green Ventures is unable to identify the potential cause of the reported odor or show evidence that the reported odor has a high likelihood of having other origins, the odor complaint will be determined to be unresolved.
3. In the event the odor is unresolved and is recurring or continuing, DW Green Ventures will immediately undertake additional and continuing efforts reasonably calculated to eliminate odor, such as but not limited to:
 - a. Retain a qualified industrial hygienist, air pollution control engineer, or other qualified company or individual to assist in identifying the source of an odor and methods to control it.
 - b. Confer with appropriate technical professionals to assess, recommend, and implement appropriate responsive corrective actions.
4. If these actions are insufficient to ensure that odors are mitigated, DW Green Ventures will meet and confer with the City, notify and offer to meet with the community, share its conclusions, and review strategies for resolving any unresolved odor complaint. If odors are confirmed to be coming from DW Green Ventures, DW Green Ventures will consider strategies of installation of new odor mitigating technologies, including additional carbon scrubbers within the facility, or other actions that may be reasonably calculated to resolve or moderate the severity of the odors.

Level 4 Response - Comprehensive BACT Analysis and Corrective Actions

If an odor complaint remains unresolved, and an odor complaint is reported an additional two (2) or more times within a six-month period:

1. If the evidence strongly suggests that DW Green Ventures is the likely source of or a likely contributing source of the reported odors, DW Green Ventures will:
 - a. Commission a comprehensive Best Available Control Technology (BACT) analysis and submit a written report prepared by a qualified City-approved consulting firm, engineering firm, or technician that includes:
 - i. The likely or potential source of the odor.
 - ii. Additional corrective actions, including operational modifications and curtailment, are recommended to eliminate odors.
 - iii. Recommendations for new or revised odor abatement technologies.
 - iv. Installation of continuous air quality monitoring equipment or other analytical tools to monitor, identify and quantify the emissions causing or contributing to odors.
2. If the evidence strongly suggests that DW Green Ventures is not a sole or contributing source of the reported odor, DW Green Ventures will prepare a written report detailing its efforts to identify the source of the odor, its corrective actions, and the evidence that supports the belief that it is not a causal or contributing source and provide that report to the City.

For all Odor Complaint Corrective Actions

In each case, DW Green Ventures will also complete an odor report detailing all efforts taken to resolve the odor and ongoing odor abatement, including specification of any corrective actions. If these actions are effective, DW Green Ventures will continue to maintain all applicable corrective actions, revised SOPs, and any other effective abatement measures described in this Odor Mitigation Plan.

ATTACHMENT 9
APPROVED LANDSCAPING
PLAN FROM 2004

PRELIMINARY LANDSCAPE PLAN

1" = 30'-0"

PLANTING LEGEND:

SYM	QUAN	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
DECIDUOUS TREES						
A	4	SWAMP WHITE OAK	Quercus bicolor	2.5" CAL.	B&B	SPRING DUG
B	9	SPRING SNOW CRABAPPLE	Malus X 'Spring Snow'	2" CAL.	B&B	
C	13	AMERICAN LINDEN	Tilia americana	2.5" CAL.	B&B	
D	3	THORNLESS COCKSPUR HAWTHORN	Crataegus crus-galli var. inermis	2" CAL.	B&B	
E	7	SKYLINE HONEYLOCUST	Gleditsia triacanthos 'Skycole'	2.5" CAL.	B&B	
CONIFEROUS TREES						
G	2	BLACK HILLS SPRUCE	Picea glauca densata	5' HT.	B&B	
CONIFEROUS SHRUBS						
I	53	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	36" HGT.	POT	
DECIDUOUS SHRUBS						
K	42	NEON FLASH SPIREA	Spiraea japonica 'Neon Flash'	24" HT.	POT	
L	36	DWARF KOREAN LILAC	Syringa meyeri 'Palibin'	24" HT.	POT	
M	26	REDTWIG DOGWOOD	Cornus sericea	24" HT.	POT	HEALTHY-FULL
N	15	CHAMPLAIN RED SHRUB ROSE	Rosa X 'Champlain'	24" HT.	POT	
PERENNIALS						
P	57	HAPPY RETURNS DAYLILY	Hemerocallis 'Happy Returns'	1 GAL.	POT	
Q	54	AUTUMN JOY SEDUM	Sedum X 'Autumn Joy'	1 GAL.	POT	

PLANTING NOTES:

NOTIFY THE ARCHITECT OF ANY FIELD DISCREPANCIES FROM THE EXISTING CONDITIONS TO THESE PLANS PRIOR TO WORKING. UNACCEPTABLE WORK SHALL BE RE-DONE AT NO ADDITIONAL COST TO THE OWNER.

PLAN PLANT QUANTITIES TAKE PRECEDENCE OVER SCHEDULE QUANTITIES.

ALL TREES OUTSIDE THE PLANT BEDS SHALL RECEIVE A 4" SHREDDED HARDWOOD MULCH RING AS WELL AS ALL SHRUBS ISOLATED FROM THE FOUNDATION PLANTINGS. MULCH IN SHRUB BEDS WILL BE CONTINUOUS DEPTH OVER WEED BARRIER FILTER FABRIC. PLASTIC WEED BARRIER IS NOT ALLOWED.

ALL PLANT MATERIALS SHALL BE WARRANTED FOR ONE YEAR FROM THE DATE OF WRITTEN ACCEPTANCE BY THE OWNER. THE LANDSCAPE CONTRACTOR IS OBLIGATED TO WATER, TRIM, FERTILIZE, STAKE/GUY/STRAIGHTEN, MULCH AND IF ANY PLANT EXHIBITS MORE THAN 20% OF CANOPY LOSS, BE REPLACED.

ALL PLANTS SHALL BE FERTILIZED UPON PLANTING PER SPECIFICATIONS UNLESS PROOF IN WRITING FROM THE NURSERY GROWER IS PROVIDED INDICATING SUCH ACTION IS NOT NECESSARY.

THE LANDSCAPE CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE CAUSED BY THEIR OPERATIONS AT NO ADDITIONAL EXPENSE TO THE OWNER OR PROJECT.

ALL DISTURBED AREAS NOT DESIGNATED AS PLANT BEDS SHALL RECEIVE LOAM SOD OVER 4" OF IMPORTED PLANTING SOIL. BUILDING FOUNDATION BACK-FILL IS NOT ACCEPTABLE PLANTING SOIL. PROVIDE SOIL TESTS OF PH PRIOR TO SODDING OPERATIONS TO DETERMINE THE CORRECT FERTILIZATION LEVEL.

ALL SODDED AND PLANTED AREAS, INCLUDING PLANTERS SHALL BE IRRIGATED. LANDSCAPE CONTRACTOR TO PROVIDE AN IRRIGATION PLAN TO THE ARCHITECT FOR REVIEW. LEAD TO HEAD COVERAGE WITH COMMERCIAL GRADE SHAFTS ARE REQUIRED. NO FIXED SPRAY HEADS ALLOWED. SELF-CLEANING, PRESSURE REGULATED COMMERCIAL GRADE DRIP IRRIGATION IN PERENNIAL BEDS ONLY. DIGITAL MOISTURE SENSOR REQUIRED FOR ALL ZONES. SUBMIT CUT SHEETS FOR ALL PROPOSED PRODUCTS FOR REVIEW.

RETAINING WALL BLOCK PLACED IN THE LANDSCAPE SHALL BE DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER, 4" ABOVE FINISHED GRADE. MODULAR BLOCK SHALL BE MDOT 6.000 P81 RATED, SALT-TOLERANT, FLAT FACE BLOCK.

PROTECT EXISTING TREES TO REMAIN PER DETAIL 3/1. DAMAGED OR DEAD TREES AT TURNOVER SHALL BE REPLACED WITH FRAMING SPIRE ASH OR CITY APPROVED TREE AT CONTRACTOR EXPENSE.

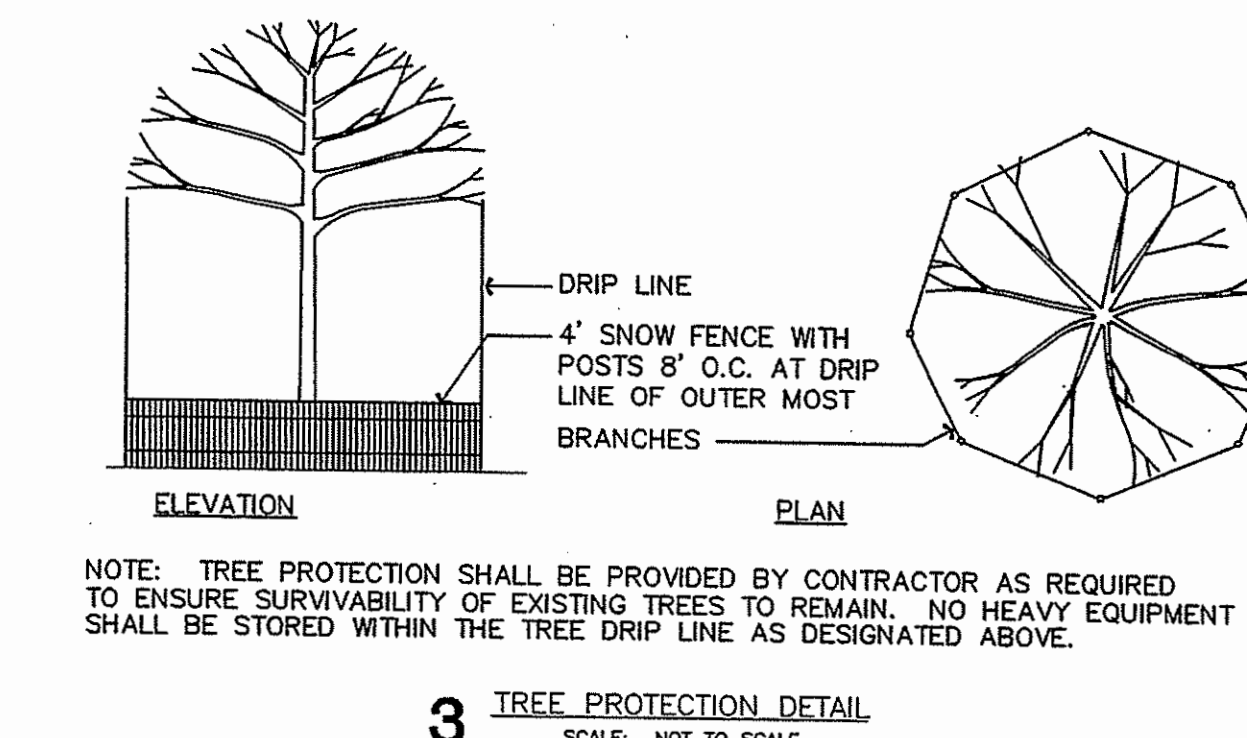
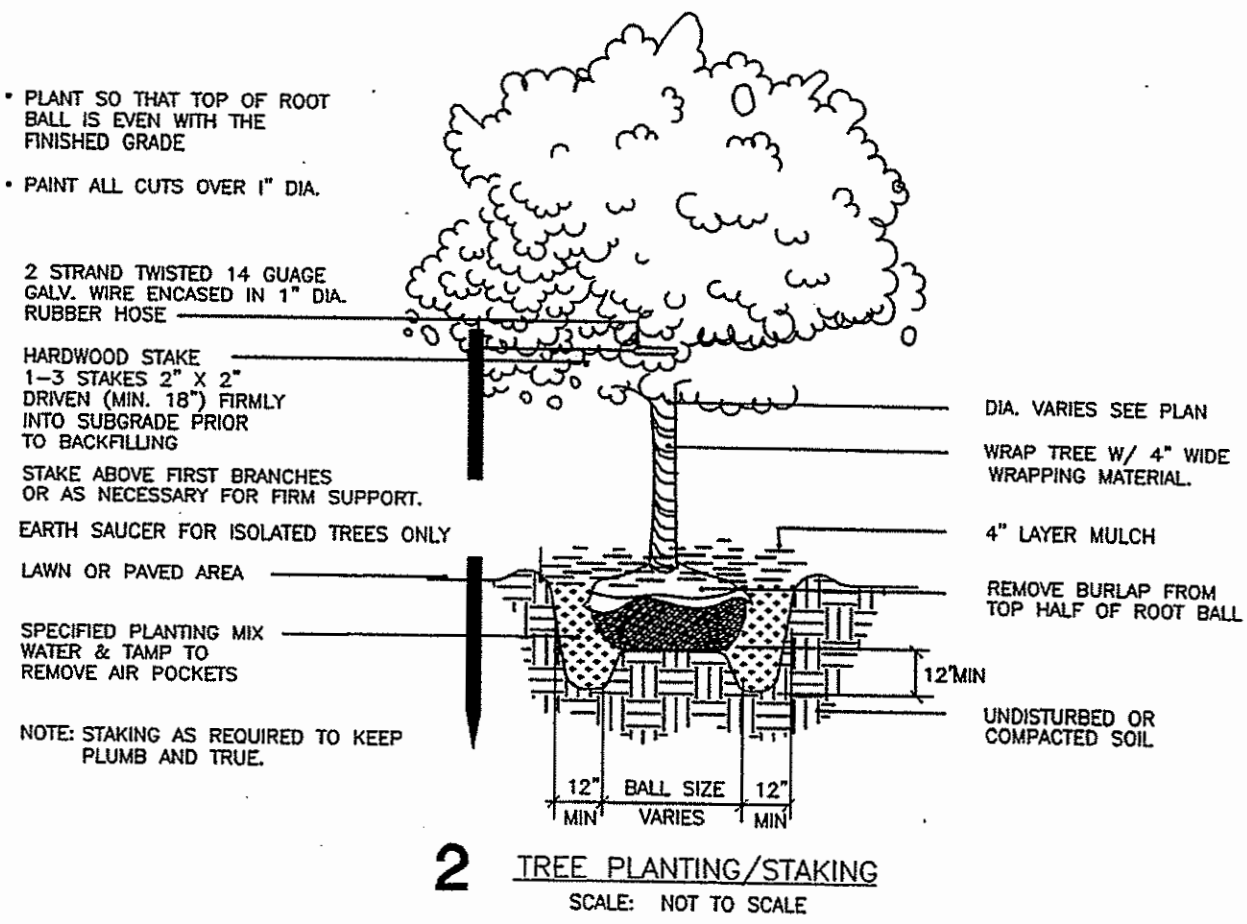
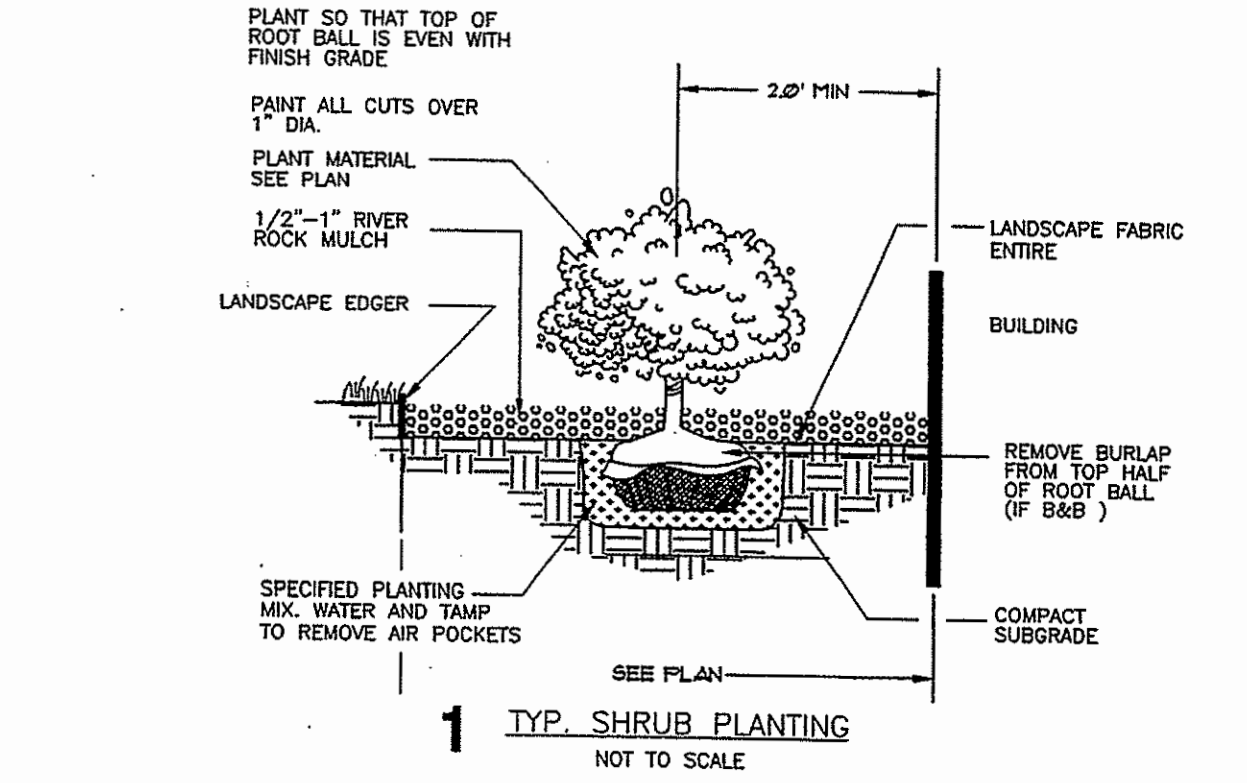
REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION REGARDING PLANTING, FENCING, WALLS, IRRIGATION, ETC.

LANDSCAPE CONTRACTOR SHALL REMOVE ALL CONSTRUCTION DEBRIS FROM THE SOIL PRIOR TO PLANTING. ALSO, DEEP-TILL ALL PLANTING AREAS NO LESS THAN 18" BELOW GRADE PRIOR TO TOP-DRESSING WITH PLANTING SOIL. TO BREAK-UP THE HARD PAN LAYER, IF ANY STANDING WATER IS ENCOUNTERED DURING PLANTING EXERCISES, FOR LONGER THAN 24 HOURS, DE-WATER AND INSTALL A FRENCH DRAIN SYSTEM OF 4" DIA. HOLES, 36" DEEP FILLED WITH FREE-DRAINING AGGREGATE EVERY 2' O.C. IN THE PLANT BED OR TREE PIT.

COORDINATE PLANTING ACTIVITIES WITH UNDERGROUND UTILITIES. CONTACT Gopher State ONE 48 HOURS PRIOR TO DIGGING.

LANDSCAPE CONTRACTOR SHALL SUBMIT (5) COPIES OF THEIR PROPOSED IRRIGATION PLAN WITH PRODUCT CUT SHEETS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. HEAD-TO-HEAD COVERAGE IS REQUIRED. COORDINATE BUILDING LINE STUB REQUIREMENTS WITH THE GENERAL CONTRACTOR. USE COMMERCIAL GRADE COMPONENTS ONLY. IRRIGATE ALL PLANTING SOD AREAS AND SHRUB BEDS. DO NOT IRRIGATE SEEDBED AREAS. DO NOT OVER-SPRAY SIDEWALKS, ROADS OR THE BUILDING.

PLANTING DETAILS:



ISSUE & REVISION
00 BID SET 12/16/03
FINAL PERMITS SET 4/16/04
PERMIT/CONSET SET 9/24/04

OWNER:
HOLT KOETTER
INTERNATIONAL,
INC.

CONTRACTOR:
KRAUS-ANDERSON
BUILDING DIVISION

STRUCTURAL:
DARG, BOLGREN,
MENK, INC.

MILLER HANSON
PARTNERS

HOLT KOETTER
DISTRIBUTION FACILITY

205 HARDMAN AVENUE SOUTH
SOUTH ST PAUL, MINNESOTA 55075

NO. 21629

DATE:

COMM # 0228

LANDSCAPE PLAN
PRELIMINARY
SCALE 1" = 30'

L1.0



CITY COUNCIL AGENDA REPORT

DATE: November 17, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy
AGENDA ITEM NUMBER: 11.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

First Reading: An Ordinance Updating Zoning Rules for Accessory Parking Lots and Parcels with Multiple Principal Buildings

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Introduce for its first reading an ordinance updating zoning rules for accessory parking lots and parcels with multiple buildings.

OVERVIEW

Applicant

The City of South St. Paul is the Applicant. *The proposed ordinance amendment would address zoning issues that have been identified by the South St. Paul Economic Development Authority (EDA) as barriers to upcoming projects.*

Background

The South St. Paul Economic Development Authority's purpose is to strengthen the City's economy by supporting business growth, job creation, and redevelopment. The Economic Development Authority (EDA) is a 7-member board which is currently comprised of the same seven members as the City Council. City Administrator Ryan Garcia is the current director of the EDA and its primary staff liaison. The EDA is the official owner of most of the vacant land that is owned by the City which is intended for redevelopment. The EDA evaluates a number of factors when reacting to proposed projects that involve the purchase and redevelopment of a piece of EDA-owned land. The EDA looks at the offered purchase price, the size of any proposed building and its impact on the tax base, the number of jobs that will be created, whether the project will facilitate an expansion that will help retain an existing business, whether the redevelopment project aligns with the City's comprehensive plan and other goals, and whether the project meets Statutory requirements for an EDA project. The EDA is not allowed to sell land to real estate speculators and generally can only sell land for well-defined projects that are scheduled to commence within one year of the closing date.

Recent conversations between the EDA, private sector businesses, City Staff, and the City

Attorney have revealed that there are two aspects of the zoning code that are potential barriers to the EDA's efforts which could be easily resolved with a simple ordinance amendment:

1. Currently, the City Code only allows a parcel to have one principal building. The only way to get around this is to pursue the approval of a conditional use permit for a planned unit development (CUP/PUD), which is a special master plan approval that allows a project to violate normal zoning rules and follow its own set of special zoning rules. PUD projects can generally only be approved if a project provides a public benefit. The City Council has carte blanche authority to approve or deny a PUD project for almost any reason, so many developers are wary of this type of project. One of the EDA's potential private sector redevelopment partners has requested that the City create a conditional use permit process for projects that comply with all zoning rules except that they have more than one principal building on a parcel. Many communities allow multiple non-residential principal buildings to be placed on one parcel with a conditional use permit.

2. Businesses, churches, and schools throughout South St. Paul occasionally need to build an accessory parking lot on a piece of land that is not directly adjacent to their building and might be across a street or alley from their building. Over the years, the City has approved many such projects, but there have never been any clear criteria in the City Code to govern these projects. Under the strictest reading of the City Code, it is unclear if these projects are even fully legal. Historically, the City has usually required anyone who wants to build an independent accessory parking lot to go in front of the Planning Commission and City Council and get some type of interim use permit or conditional use permit. City Staff, the Planning Commission, and the City Council have then essentially "made up" rules for each parking lot project on a case-by-case basis. This causes confusion for property owners and has created a very messy paper trail for some properties that makes it difficult for property owners to fully comply with their approval conditions and difficult for City Staff to require compliance if conditions are not being met. The EDA has at least one upcoming project where the status quo is going to cause zoning difficulties.

City Staff believes that this is a good opportunity to clean up two parts of the City Code that are causing headaches. There is no real advantage to maintaining the "status quo" on these code items.

Proposed Ordinance

Staff and the City Attorney have prepared an ordinance that would do the following:

- Allow multiple non-residential principal buildings to be located on one parcel by conditional use permit in commercial, industrial, and mixed-use zoning districts. A CUP/PUD would still be required for residential projects that have more than one principal building on a single parcel.
- Allow independent accessory parking lots (parking lots that are on a different parcel than

the building they serve) to be built with a conditional use permit. These conditional use permits would be subject to the following conditions:

1. Only commercial, industrial, institutional, and multifamily uses are eligible. Single-family homes, duplexes, and triplexes do not get to build off-site parking lots.
2. The parking lot needs to be within 500 feet of the principal use.
3. The parking lot parcel needs to have the same zoning as the principal use, or it needs to be in a zoning district that would allow the principal use (i.e. a commercial business cannot build an off-site parking lot in a residential neighborhood).
4. The parking lot can only be used for parking. It cannot be used for exterior storage, vehicle sales, or vehicle repair work.
5. The parking lot needs to meet all applicable code requirements for the zoning district regarding paving, curbing, landscaping, etc.
6. Independent accessory parking lots are discouraged from being on corner lots. If one is going to be on a corner lot, it needs to have decorative fencing, a low masonry wall, or extensive landscaping to mitigate the negative visual impact on the corner.
7. The acreage of both parcels shall be included when calculating floor area ratio in zoning districts that have a minimum floor area ratio.
8. The two parcels need to be in joint ownership and tied together by deed restriction. The parking lot parcel cannot be sold separately without the City's permission unless the parking lot is demolished.

Planning Commission Recommendation

The Planning Commission held a public hearing for the proposed ordinance at their November 5th meeting. No members of the public provided comments. The Planning Commission recommended approval of the ordinance with a 7-0 vote.

Recommended Action

Staff recommends that the City Council introduce the ordinance for a first reading.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Proposed Ordinance

**City of South St. Paul
Dakota County, Minnesota**

Ordinance No. 14XX

**AN ORDINANCE UPDATING ZONING RULES FOR ACCESSORY PARKING LOTS
AND PARCELS WITH MULTIPLE PRINCIPAL BUILDINGS**

The City Council of the City of South St. Paul does ordain:

SECTION 1. AMENDMENT. South St. Paul City Code Section 118-8 is hereby amended as follows:

Sec. 118-8. Lots, distances, and definitions.

Floor plan, general, means a graphic representation of the anticipated use of the floor area within a building or structure.

Independent accessory surface parking lot means a parking lot that is located on a parcel without a principal building and which is accessory to a principal use that is located on a different tax parcel.

Frontage means the width of a lot that abuts a public street or private road.

SECTION 2. AMENDMENT. South St. Paul City Code Section 118-128 is hereby amended as follows:

Sec. 118-353. Design and maintenance of off-street parking areas.

~~(q) *Location.* All required off-street parking shall be located on the same lot as the principal building served unless otherwise approved by the zoning administrator in accordance with this section or approved by the city council as part of a parking and circulation plan that is reviewed following the procedures outlined in section 118-352(e). No driveway or off-street parking area shall be located closer than two feet from an adjacent lot zoned or used for residential purposes unless granted an exception by section 118-273.~~

(q) *Location.* Off-street parking is subject to the following:

(1) All required off-street parking shall be located on the same lot as the principal building unless otherwise approved by the zoning administrator in accordance with this section, approved as part of a conditional use permit, or approved by the city council as part of a parking and circulation plan that is reviewed following the procedures outlined in section 118-352(e).

- (2) No driveway or off-street parking area shall be located closer than two feet from an adjacent lot zoned or used for residential purposes unless granted an exception by section 118-273.
- (3) Independent accessory surface parking lots shall require a conditional use permit and must comply with the following performance standards:
- a. Single-family homes, two-family homes, and three-family homes are not eligible for this conditional use permit.
 - b. The independent accessory surface parking lot parcel must be in a zoning district that allows the principal use.
 - c. The independent accessory surface parking lot must be located within 500 feet of the principal use, measured from the nearest property line of each parcel.
 - d. The lot is to be used only for parking of operable passenger motor vehicles of employees, customers or guests of the principal use, who shall be responsible for its maintenance.
 - e. Exterior storage is not allowed.
 - f. Sales of motor vehicles, repair work or servicing of any kind is not allowed.
 - g. The independent accessory surface parking lot must comply with all paving, landscaping, and screening requirements that are applicable to accessory parking lots in the underlying zoning district. Additional requirements may be imposed as part of the conditional use permit based on the parking lot proposal and the character of the area.
 - h. Independent accessory surface parking lots are discouraged from being located on a corner lot and some zoning districts may prohibit this placement. If located on a corner lot, the property lines of the independent accessory parking lot that adjoin the street must be buffered by a low masonry wall, decorative fence, extensive landscaping, or a combination of those treatments.
 - i. The acreage of the independent accessory surface parking lot parcel and the principal use parcel shall both be considered for the purposes of calculating compliance with minimum Floor Area Ratio requirements and any other similar requirements that may exist in an underlying zoning district.
 - j. The independent accessory surface parking lot parcel and the principal use parcel must be in common ownership and shall be tied together by deed restriction, or a comparable legal instrument and the parking lot parcel may not be sold separately without the City's written consent unless the parking lot infrastructure is removed before the sale.
 - k. In lieu of a conditional use permit, the property owner may combine the principal use parcel and the independent accessory surface parking lot parcel through a lot combination or replat if the lots are adjacent to or abutting each other, are in the same zoning district, and are not divided by a road or alley.

1. This section shall not apply to:
 - a. Surface parking lots that are a principal use in zoning districts where they are allowed.
 - b. Parking facilities at the Fleming Field Municipal Airport.
 - c. Public parking lots provided by the City.

SECTION 3. AMENDMENT. South St. Paul City Code Section 118-196 is hereby amended as follows:

Sec. 118-196. Lot provisions.

~~Except in the case of planned unit developments, as provided for herein, not more than one principal building shall be located on a single lot unless a zoning provision explicitly allows for the co-location of multiple principal buildings on one lot by conditional use permit. Not more than one principal building shall be located on a single lot except as follows:~~

1. A planned unit development may allow for more than one principal building on a single lot in any zoning district.
2. Lots in commercial, industrial, and mixed-use zoning districts may have multiple non-residential principal buildings by conditional use permit.
3. In zoning districts that explicitly allow for the co-location of multiple principal buildings on one lot by conditional use permit.

SECTION 4. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

This ordinance updates the zoning rules for accessory parking lots that are located on a different parcel than their principal use. It also establishes a new conditional use permit process for placing multiple non-residential principal buildings on a single lot.

SECTION 5. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

Deanna Werner, City Clerk