



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

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

Monday, August 18, 2025
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

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:
August 4, 2025 Council Meeting
August 11, 2025 Work Session

B. Accounts Payable

C. Business Licenses

D. Acceptance of Gift Donations

E. Acceptance of Letter of Resignation - Finance Support Specialist

F. Approve Amendments to Plumbing Permit Fees in 2025 Fee Schedule

G. *Approve Design Proposal and Agreement with SEH for the Fuel System Replacement Project at the South St. Paul Airport*

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

- A. Call for a Public Hearing to consider an On Sale/Sunday Intoxicating Liquor License and 2 AM Permit at 514 Concord Exchange South.

11. GENERAL BUSINESS

- A. Conditional Use Permit for On-Sale Liquor for Don Carlo's Taqueria
- B. Conditional Use Permit for Automotive Repair at 157 Bridgepoint Drive
- C. Development Application for Holiday Station Store at 677 Concord Street South

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of:
August 4, 2025 Council Meeting
August 11, 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, August 4, 2025 and Work Session held on Monday, August 11, 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 08-04-2025 Minutes
2. 8-11-2025 WS Minutes RG



SOUTH ST. PAUL CITY COUNCIL MINUTES OF AUGUST 4, 2025

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, August 4th, 2025.

2. ROLL CALL

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

Absent: Joe Kaliszewski,

Staff Present: Ryan Garcia, City Administrator, Kori Land, City Attorney, Deanna Werner, City Clerk, Kelsey Gelhar, City Engineer, Deb Griffith, Community Affairs

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. South St. Paul Mayor's Youth Task Force Fill the Backpack Campaign

B. South St. Paul Mayor's Youth Task Force B52 Night

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:
July 14, 2025, Work Session
July 21, 2025, Council Meeting
July 28, 2025, Work Session

B. Accounts Payable

C. Business Licenses

D. Approve Right of First Refusal at the South St. Paul Airport

E. Well No. 3 Water Treatment Plant - Change Order No. 5

- F. Accept Letter of Resignation
- G. Resolution 2025-084, Electing not to Waive Statutory Tort Limits for Liability
- H. Approve Closeout and Final Reimbursement for the Runway Reconstruction, Land Aquisition, and Exhibit A Project at the South St. Paul Airport
- I. Amendment #1 to Preliminary Development Agreement - ZAS, LLC
- J. Approve Encroachment Agreement for Temporary Water Line for AVR, LLC's Temporary Concrete Batch Plant
- K. Accept Letter of Resignation
- L. Conditional Employment Offer - Police Cadet(s)

Moved by: Pam Bakken / Matt Thompson

Moved: To approve Consent Agenda as presented.

Vote: 6 ayes / 0 nays, motion Passed

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

- A. Approve Agreement for Public Works Facility Design Phase Services with Hagen Christensen & McIlwain Architects

Moved by: Pam Bakken / Tom Seaberg

Moved: To approve Resolution 2025-087, approving an agreement for Public Works Facility Design Phase Services with Hagen Christensen & McIlwain Architects

Vote: 6 ayes / 0 nays, motion Passed

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: Tom Seaberg / Todd Podgorski

Moved: To Adjourn

Vote: 6 ayes / 0 nays, motion Passed

The meeting was adjourned at 7:37 PM.



/s/: Deanna Werner
City Clerk

South St. Paul City Council Work Session

Session Notes for August 11, 2025

1. CALL TO ORDER

Mayor Francis called the City Council Work Session to order at 7:00 PM on August 11, 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, Clara Hilger, Finance Director, Joe Heimkes, Chief Building Official, Shelly Anderson, Assistant City Administrator/Human Resources Director, Shannon Young, Parks and Recreation Director, Howie Steenberg, Public Works Director, Michael Healy, Planning and Zoning Manager, Kelsy Gelhar, City Engineer, Ian Hardie, IT Director, Deanna Werner, City Clerk, Brian Wicke, Chief of Police, Mark Juelfs, South Metro Fire Chief.

2. DISCUSSION ITEMS

A. 2026 Preliminary Budget, Tax Levy, Fee Schedule, Capital Improvement Plan Discussion

Mr. Garcia presented an overview of the preliminary proposed 2026 Budget, Property Tax Levies and Capital Improvement Plan. Mr. Garcia shared that the preliminary Budget of \$29,229,688 for all tax levy supported funds represented a 12.24% increase over the Revised 2025 Budget, and that a total 2026 Property Tax Levy of \$19,104,775 would represent an 11.72% increase over the Revised 2025 Property Tax Levy. Mr. Garcia also highlighted key items found in the preliminary proposed 2026 Capital Improvement Plan, totaling \$62,150,061 and relying on a number of different funding sources. Mr. Garcia acknowledged that the City, EDA, and HRA must certify a preliminary levy by the end of September, and a final levy by the end of December; as such the preliminary levy and budget will continue to be analyzed, refined, and discussed at public meetings throughout the rest of the year. Generally, the Council's consensus was that additional effort to reduce the proposed 2026 levy is expected.

B. City Administrator's Update

Mr. Garcia shared that the properties at 314 – 318 2nd Street North, which for decades served as a housing and service facility for Guild, is vacant. Guild does not plan to retain services or ownership of the property. Mr. Garcia advised that he will continue to work with Guild on their transition plan.

Mr. Garcia shared that the design phase for the replacement Public Works Central Maintenance facility was underway. Staff will look for an opportunity to arrange a tour of comparable facilities in late September for Council's information.

Mr. Garcia provided a recap of recent discussions with the developer of the first phase of the Wakota Crossing Industrial Park, highlighted by additional environmental due diligence revealing a lower site preparation and environmental mitigation cost for the project.

3. COUNCIL COMMENTS & QUESTIONS

There were none.

4. ADJOURNMENT

There being no further business to come before the City Council at the regular work session meeting, Mayor Francis declared the meeting adjourned at 10:18 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator



CITY COUNCIL AGENDA REPORT

DATE: August 18, 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 2025-094 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. 08-18-25 Accounts Payable

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-094

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:

154628-154765	\$ 1,129,517.90
2025249-2025262	446,470.76
801241-801246	<u>10,553.64</u>

Total	\$ 1,586,542.30
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Adopted this 18th day of August, 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
154628	8/8/2025		13118 LAW ENFORCEMENT LABOR SERVICES							
		2,190.00			124397	08052514145116	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		2,190.00								
154629	8/8/2025		1842 LOCAL 120							
		2,814.00			124401	0805251414514	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		2,814.00								
154630	8/11/2025		14195 4 SEASONS PROPERTY CARE-DJ TROJE							
		1,800.00	203 18TH AVE N-7/1/25		124285	INV0008	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		600.00	708 8TH AVE S		124286	INV0009	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		750.00	217 PARK ST W		124287	INV0010	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		6,240.00	350 18th AVE S-7/17/2025		124288	INV0012	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		875.00	208 11TH AVE S - 7/30/25		124289	INV0016	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		875.00	908 16TH A N - 07/30/25		124290	INV0017	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		200.00	404 3RD A S - 7/30/25		124291	INV0019	10420.6371		REPAIRS & MAINT CONTRACTUAL	CODE ENFORCEMENT
		11,340.00								
154631	8/11/2025		14998 ACME TOOLS							
		379.00	COMPACT COMPRESSOR		124292	14690136	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		34.39	SAFETY GLASSES		124293	14705179	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		34.39	SAFETY GLASSES		124293	14705179	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		229.00	HEDGE TRIMMER		124294	14719124	10330.6240		MINOR EQUIPMENT AND FURNITURE	BUILDINGS
		61.98	POLYESTER WEB SLINGS		124294	14719124	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		738.76								
154633	8/11/2025		5257 AL SERVICES LLC							
		3,245.00	RPR ST LGT-WAKOTA BRIDGE		124300	0628-515	50615.6371		REPAIRS & MAINT CONTRACTUAL	STREET LIGHT UTILITY
		3,245.00								
154634	8/11/2025		6645 ALL INC							
		3,670.71	JC (2) REFRIG (3) ELEC RANGE		124388	S1610755.001	50678.6580	229900	OTHER EQUIPMENT	JOHN CARROLL APT BLDG
		3,670.71								
154635	8/11/2025		14765 AMERITAS LIFE INSURANCE CORP.							
		373.13	VISION PREMIUM AUG25		124301	010-065206-CITY SSP	10101.2181		EYE MED INSURANCE	GENERAL FUND
		373.13								
154636	8/11/2025		4059 ASCENT AVIATION GROUP, INC.							
		22,630.45	7497 GAL JET A		124302	1130247	20245.6250		MERCHANDISE FOR RESALE	AIRPORT

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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
154636	8/11/2025		4059 ASCENT AVIATION GROUP, INC.						Continued...	
		28,603.33	7000 GA 100 LL		124303	1130128	20245.6250		MERCHANDISE FOR RESALE	AIRPORT
		51,233.78								
154637	8/11/2025		5746 ASPEN MILLS, INC							
		610.00	HONOR GUARD COLLAR BRASS		124297	357419	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		610.00								
154638	8/11/2025		9021 ATLAS STAFFING, INC.							
		772.80	NM TEMP-MOUA 7/16/25		124298	1308935	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		772.80	JC TEMP-MOUA 7/16/25		124298	1308935	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		1,120.00	JC TEMP-SOBERANIS 7/18/25		124299	1308934	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		2,665.60								
154639	8/11/2025		5978 BAUER SERVICES							
		2,985.00	BLD&MNT TOOL HOLDER #301		124304	07252025-7183	60703.6550		MOTOR VEHICLES	CENTRAL GARAGE FUND
		1,300.00	7X12 SLAB KAP PARK		124305	07092025-7184	10520.6240		MINOR EQUIPMENT AND FURNITURE	PARKS ADMINISTRATION
		2,800.00	(4) CEMENT SLABS @ ARENA		124305	07092025-7184	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
		14,385.00	RMV/POUR WATERMAIN BRKS		124305	07092025-7184	50605.6371		REPAIRS & MAINT CONTRACTUAL	WATER UTILITY
		21,470.00								
154640	8/11/2025		12253 BURKET, EVA							
		200.00	CANCEL FOOTBALL-JARED		124306	210701	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		200.00								
154641	8/11/2025		15055 C&G SEAL COATING, LLC							
		800.00	NM PARKING LOT SEAL COAT		124307	07192025	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		1,100.00	JC PARKING LOT SEAL COAT		124307	07192025	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		1,900.00								
154642	8/11/2025		1181 CHEMSEARCHFE							
		1,255.17	WATER TRT MO CONTRACT		124308	9243465	20243.6375		OTHER CONTRACTED SERVICES	DOUG WOOG ARENA
		1,255.17								
154643	8/11/2025		1184 CINTAS CORPORATION #754							
		377.79	SAFETY MATS		124309	4237598557	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		90.55	UNIFORMS/TWLS		124309	4237598557	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		468.34								
154644	8/11/2025		13523 CINTAS CORPORATION NO. 2							
		29.16	SUPPLIES FOR MED CABINET		124310	5282467607	10320.6220		REPAIR & MAINTENANCE SUPPLIES	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
154644	8/11/2025		13523 CINTAS CORPORATION NO. 2						Continued...	
		29.17	SUPPLIES FOR MED CABINET		124310	5282467607	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		29.16	SUPPLIES FOR MED CABINET		124310	5282467607	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		29.16	SUPPLIES FOR MED CABINET		124310	5282467607	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		29.16	SUPPLIES FOR MED CABINET		124310	5282467607	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		83.84	JC-BRUSHEDMATTES		124445	20420881	50678.6371.050		MTNCE-LANDSCAPE/GROUNDS	JOHN CARROLL APT BLDG
		129.72	NM-BRUSHEMANTS-JULY		124446	20420882	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		83.84	JC BRUSHMATS		124447	20424113	50678.6371.150		MTNCE-CLEANING CONTRACTS	JOHN CARROLL APT BLDG
		129.72	NM BRUSHMATS		124448	20424114	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		129.72	NM		124449	20425720	50677.6371.150		MTNCE-CLEANING CONTRACTS	NAN MCKAY APT BLDG
		129.72	NM-BRUSHEMANTS-JULY		124480	20422517	50677.6371.050		MTNCE-LANDSCAPE/GROUNDS	NAN MCKAY APT BLDG
		832.37								
154645	8/11/2025		2009 CORE & MAIN, LP							
		1,285.52	FITTINGS/GASKETS/T-HEADS		124311	X369829	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		200.19	COUPLINGS		124312	X385729	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		1,485.71								
154646	8/11/2025		15058 CUBUS, ANTHONY							
		180.00	CANCEL FOOTBALL-LANDON		124334	210712	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		180.00								
154647	8/11/2025		10710 CURBSIDE LANDSCAPE & IRRIGATION							
		1,540.00	WEEDING CH/NEW LIBRARY		124313	313245	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		1,540.00								
154648	8/11/2025		11317 CUSTOM CAP & TIRE							
		592.16	TIRES		124314	270078396	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		592.16								
154649	8/11/2025		1380 FACTORY MOTOR PARTS							
		62.28	WINDSHIELD WSHR FLUID		124315	74-360725	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		4.49-	RETD CORE		124316	1-Z37309	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		57.79								
154650	8/11/2025		1400 FERGUSON WATERWORKS #2518							
		942.02	COUPLINGS		124317	0551748	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		942.02								
154651	8/11/2025		4725 FIRST SUPPLY LLC - TWIN CITIES							
		91.41	DESCALER		124318	3725133-00	20243.6220		REPAIR & MAINTENANCE SUPPLIES	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
154651	8/11/2025		4725 FIRST SUPPLY LLC - TWIN CITIES						Continued...	
		91.41								
154652	8/11/2025		11464 GERLACH OUTDOOR POWER EQT. INC.							
		5.64	SCREWS/NUTS		124320	286685	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		5.64								
154653	8/11/2025		1473 GERTEN GREENHOUSES INC. - 446133							
		132.00	PLANTS-CH CALAM ACU KRL FRSTR		124321	45412/1	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		19.00	PLANT-GRAND-JUNIP HOR BLUE#2		124322	936823/1	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		25.95	TOPSOIL		124323	803650/6	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		176.95								
154654	8/11/2025		1485 GLOBE PRINTING & OFFICE SUPPLIES INC							
		51.62	TIMECARDS		124464	83215J	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		51.62	TIMECARDS		124465	83215J	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		51.62	TIMECARDS		124466	83215J	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		51.62	TIMECARDS		124467	83215J	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		51.62	TIMECARDS		124468	83215J	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		258.10								
154655	8/11/2025		5590 GOODYEAR TIRE & RUBBER CO.							
		1,328.00	TIRES		124324	124-1114714	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,328.00								
154656	8/11/2025		5857 GREATAMERICA FINANCIAL SERVICES							
		187.85	POSTAGE MACH RENT		124461	39755253	10150.6371		REPAIRS & MAINT CONTRACTUAL	FINANCE
		187.85								
154657	8/11/2025		10469 GRUENEWALD, MELISSA							
		345.82	47-SHOES&CLOTHING-DTF		124325	7/31/2025	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		345.82								
154658	8/11/2025		1556 HAWKINS, INC.							
		2,013.25	POOL CHEMICALS		124326	7138799	10527.6220		REPAIR & MAINTENANCE SUPPLIES	SPLASH POOL
		2,013.26	POOL CHEMICALS		124326	7138799	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL
		4,026.51								
154659	8/11/2025		1560 HEALTHPARTNERS							
		1,208.48	DENTAL PREMIUM SEPT25		124327	767359233502	60709.6302		PROFESSIONAL SERVICES	SELF-INSURED DENTAL
		1,208.48								

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
154659	8/11/2025		1560 HEALTHPARTNERS						Continued...	
154660	8/11/2025		14970 HESELTON CONSTRUCTION, LLC							
		675,576.49	MARIE AVE RECON PV 2		124474	PAYMENT 2 MARIE AVE	40440.6530	202405	IMPR OTHER THAN BUILDING	2024 LOCAL IMPROVEMENTS
		<u>675,576.49</u>								
154661	8/11/2025		11434 HOGAN, STEPHANIE							
		180.00	CANCEL FOOTBALL-LOUIS		124328	210683	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154662	8/11/2025		5880 HORNER, SARAH							
		200.00	CANCEL FOOTBALL-TROY		124329	210687	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>200.00</u>								
154663	8/11/2025		3686 IMPACT PROVEN SOLUTIONS							
		2,331.03	MAIL PROCESSING JULY25		124450	218875	50600.6375		OTHER CONTRACTED SERVICES	UTILITY ADMINISTRATION
		<u>2,331.03</u>								
154664	8/11/2025		1652 INSPECTRON, INC.							
		5,000.00	INSPECT SVC JUL25		124330	1609	10410.6302		PROFESSIONAL SERVICES	DEVELOPMENT SERVICES
		<u>5,000.00</u>								
154665	8/11/2025		10470 JENKINS, JAMES							
		230.50	SAFETY SHOE REIMB		124331	07/30/2025	20243.6245		CLOTHING ALLOWANCE	DOUG WOOG ARENA
		<u>230.50</u>								
154666	8/11/2025		6642 JOHNSON CONTROLS, INC							
		1,314.80	NM MECH LGT LABOR		124332	1-136111564776	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		160.00	NM MECH LGT MATERIALS		124332	1-136111564776	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG
		<u>1,474.80</u>								
154667	8/11/2025		14086 JOHNSON, DONNETTA							
		200.00	NM AFTER HR ON CALL JUL25		124407	JULY2025	50677.6375.1		OTHER CONTR SVCS-KEYPERSON	NAN MCKAY APT BLDG
		<u>200.00</u>								
154668	8/11/2025		15057 JORISSEN, COREY							
		180.00	CANCEL FOOBALL-STEVIE		124333	210710	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154669	8/11/2025		11377 KATH FUEL OIL SERVICE CO.							

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154669	8/11/2025		11377 KATH FUEL OIL SERVICE CO.						Continued...	
		1,021.30	FUEL FOR SHOP		124335	831742	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		572.26	DYED DIESEL		124336	831743	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		<u>1,593.56</u>								
154670	8/11/2025		12272 KAWLEWSKI, MARA							
		200.00	CANCEL FOOTBALL-BENTLEY		124337	210686	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>200.00</u>								
154671	8/11/2025		13365 KEDING, EMMA							
		336.00	40-UNIFORM REIMB PANTS		124444	08/06/2025	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		<u>336.00</u>								
154672	8/11/2025		14061 KEGLEY, AMANDA							
		180.00	CANCEL FOOTBALL-SAWYER		124338	210681	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154673	8/11/2025		14786 KLETSCHKA INSPECTIONS LLC							
		3,244.80	ELEC INSPECTS JUL25		124339	7/30/25	10420.6302		PROFESSIONAL SERVICES	CODE ENFORCEMENT
		<u>3,244.80</u>								
154674	8/11/2025		14172 KRUEGER REAL ESTATE ADVISORS							
		3,000.00	JUNE 2025		124340	JUNE 2025	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		3,000.00	JULY 2025		124341	JULY 2025	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		<u>6,000.00</u>								
154675	8/11/2025		7503 KWIK TRIP, INC.							
		743.89	FUEL-AIRPORT		124342	08022025	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		3,842.42	FUEL-PW		124342	08022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		9,583.66	FUEL-POLICE		124342	08022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		659.24	FUEL-ENG/CODE/P&R		124342	08022025	60703.6210		OPERATING SUPPLIES	CENTRAL GARAGE FUND
		<u>14,829.21</u>								
154676	8/11/2025		1811 LAWSON PRODUCTS INC.							
		870.99	LOCK NUT/CAP SCRW/ETC		124343	9312653378	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		127.42	RETD THREADLOCKERS		124344	9500307019	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		122.05	COND PREIM WIRE RI		124345	9312669013	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>865.62</u>								
154677	8/11/2025		5506 LB CARLSON, LLP							
		2,757.00	2024 FINANCIAL AUDIT-PYMT 4		124451	250332	10150.6302		PROFESSIONAL SERVICES	FINANCE

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154677	8/11/2025		5506 LB CARLSON, LLP						Continued...	
		1,654.00	2024 FINANCIAL AUDIT-PYMT 4		124452	250332	60703.6302		PROFESSIONAL SERVICES	CENTRAL GARAGE FUND
		606.00	2024 FINANCIAL AUDIT-PYMT 4		124453	250332	20243.6302		PROFESSIONAL SERVICES	DOUG WOOG ARENA
		1,654.00	2024 FINANCIAL AUDIT-PYMT 4		124454	250332	20245.6302		PROFESSIONAL SERVICES	AIRPORT
		2,757.00	2024 FINANCIAL AUDIT-PYMT 4		124455	250332	50600.6302		PROFESSIONAL SERVICES	UTILITY ADMINISTRATION
		1,792.00	2024 FINANCIAL AUDIT-PYMT 4		124456	250332	40402.6302		PROFESSIONAL SERVICES	CAPITAL PROGRAMS FUND
		415.00	2024 FINANCIAL AUDIT-PYMT 4		124457	250332	20280.6302		PROFESSIONAL SERVICES	ECON DEV GENERAL
		415.00	2024 FINANCIAL AUDIT-PYMT 4		124458	250332	20260.6302		PROFESSIONAL SERVICES	HOUSING GENERAL
		<u>12,050.00</u>								
154678	8/11/2025		12281 LETENDRE, CHUCK							
		180.00	CANCEL FOOTBALL-ROMAN		124346	210713	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154679	8/11/2025		1878 MARK'S AERIAL SERVICE							
		1,800.00	TREE RMV/DEBRIS-342 12TH A N		124347	005425	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		<u>1,800.00</u>								
154680	8/11/2025		13985 MARTIN MARIETTA MATERIALS							
		6,676.36	ASPHALT FOR AIRPORT		124349	46465695	20245.6220		REPAIR & MAINTENANCE SUPPLIES	AIRPORT
		<u>6,676.36</u>								
154681	8/11/2025		10745 MARTINEZ, MALINDA							
		180.00	CANCEL FOOTBALL-MADDOX		124348	210711	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154682	8/11/2025		9252 MERIT CHEVROLET							
		242.50	FLOOR MATS #205		124350	728276	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		332.80	SENSOR #18-525		124351	728182	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		24.34	BRACKET #323		124352	728183	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,097.56	SENSOR/PAD/ROTOR #18-525		124353	728516	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		332.80	RETD SENSOR		124354	CM728516	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>1,364.40</u>								
154683	8/11/2025		1923 METRO SALES INC.							
		10.00	COPIER LEASE		124473	INV2851956	10160.6378		COPIER MAINTENANCE AGREEMENT	INFORMATION TECHNOLOGY
		<u>10.00</u>								
154684	8/11/2025		12813 METROPOLITAN MECHANICAL CONTRACTORS, INC							
		296.00	NM #712,#612 RPL SHWR PAN		124355	10024775	50677.6371.080		MTNCE-PLUMBING	NAN MCKAY APT BLDG
		<u>296.00</u>								

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154684	8/11/2025		12813 METROPOLITAN MECHANICAL CONTRACTORS, INC						Continued...	
154685	8/11/2025		1953 MIKE McPHILLIPS INC							
		662.03	TOW BAR ARM/DIRT SHOE#305		124356	5303	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		662.03								
154686	8/11/2025		1989 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY							
		326.23	SURCHARGE JUL25		124387	JULY0371552025	10101.2083		SURCHARGES	GENERAL FUND
		326.23								
154687	8/11/2025		15002 MORROW, DARLENE							
		200.00	CANCEL FOOTBALL-NICO		124357	210690	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		200.00								
154688	8/11/2025		9298 NAPA NEWPORT							
		159.36	AIR FILTERS/LIP SEALS		124358	162868	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		499.60	WIPER BLADES		124359	162790	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		636.48	BRAKE RTR/PAD/R SEAL #325		124360	163091	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		13.36	OIL SEALS #325		124361	163098	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		46.51	AIR/CABIN/OIL FILTERS #201		124362	163287	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		94.36	RETD SEALS		124363	163104	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,260.95								
154689	8/11/2025		14383 NFI, INC.							
		7.99	SPRAY PAINT		124364	551780/693	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		39.98	BATTERIES		124365	551773/693	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		47.97								
154690	8/11/2025		14367 NORTH RIDGE OUTDOOR SERVICES							
		1,954.00	JC AUG MONTHLY FEE		124459	25621	50678.6371.050		MTNCE-LANDSCAPE/GROUNDS	JOHN CARROLL APT BLDG
		1,815.00	NM AUG MONTHLY FEE		124460	25622	50677.6371.050		MTNCE-LANDSCAPE/GROUNDS	NAN MCKAY APT BLDG
		3,769.00								
154691	8/11/2025		2166 O'REILLY AUTO PARTS							
		7.67	HYD FILTER		124366	1767-438844	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		15.41	FUEL FILTER		124367	1767-438852	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		23.08								
154692	8/11/2025		15001 REIKEN, AMANDA							
		200.00	CANCEL FOOTBALL-DAYMIAN		124368	210688	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		200.00								

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154692	8/11/2025		15001 REIKEN, AMANDA						Continued...	
154693	8/11/2025		2098 RENT N SAVE PORTABLE SERVICES							
		1,755.00	JUNE PARK PORTABLE TOILET		124469	83871	10520.6381		OTHER RENTALS	PARKS ADMINISTRATION
		65.00	JUNE COMPOST PORTABLE TOILET		124470	83871	10170.6379		CONT SERV/REFUSE & SANITATION	RECYCLING PROGRAM
		2,254.85	JULY PARK PORTABLE TOILET		124471	83872	10520.6381		OTHER RENTALS	PARKS ADMINISTRATION
		65.00	JULY COMPOST PORTABLE TOILET		124472	83872	10170.6379		CONT SERV/REFUSE & SANITATION	RECYCLING PROGRAM
		<u>4,139.85</u>								
154694	8/11/2025		15000 RENTERIA, MARIA							
		200.00	CANCEL FOOTBALL-EMILIO		124369	210689	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>200.00</u>								
154695	8/11/2025		1636 RICOH USA, INC.							
		10.90	JC COPIER - 300 GRAND		124462	5071805506	50678.6201		OFFICE SUPPLIES	JOHN CARROLL APT BLDG
		13.10	NM COPIER - 200 MARIE		124463	5071805506	50677.6201		OFFICE SUPPLIES	NAN MCKAY APT BLDG
		<u>24.00</u>								
154696	8/11/2025		14107 ROBERT B. HILL COMPANY							
		2,045.93	JC REBUILT BRINE VALVE		124370	435868	50678.6371.110		MTNCE-CONTRACTS	JOHN CARROLL APT BLDG
		<u>2,045.93</u>								
154697	8/11/2025		5620 RUFFRIDGE JOHNSON EQUIPMENT CO INC							
		245.70	SHOVEL BRKTS/DEPTH GAUGES		124371	S0141922	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		<u>245.70</u>								
154698	8/11/2025		14999 RUNQUIST, CELIA							
		180.00	CANCEL FOOTBALL-MASON		124372	210682	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		<u>180.00</u>								
154699	8/11/2025		5537 SAFE-FAST INC							
		260.64	SAFETY GLASSES/GLOVES		124373	INV311480	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>260.64</u>								
154700	8/11/2025		6703 SENTRY SYSTEMS, INC							
		30.95	NM MONITOR SYST AUG25		124374	803732	50677.6375.3		OTHER CONTR SVCS-SECURITY	NAN MCKAY APT BLDG
		30.95	JC MONITOR SYST AUG25		124374	803732	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		<u>61.90</u>								
154701	8/11/2025		15004 SIESENNOP, NATHAN							
		200.00	CANCEL FOOTBALL-OLEKSII		124375	210708	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION

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154701	8/11/2025		15004 SIESENNOP, NATHAN						Continued...	
		200.00								
154702	8/11/2025		6327 SIR LINES-A-LOT							
		13,913.85	STREET MARKINGS		124376	H25-0291-11-001	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		13,913.85								
154703	8/11/2025		2491 SNAP ON TOOLS							
		89.00	TWIN TASK		124377	072325209622	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		89.00								
154704	8/11/2025		14839 TAYLOR, EMILY							
		200.00	CANCEL FOOTBALL-JACK		124378	210696	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		200.00								
154705	8/11/2025		13599 THE APPAREL LAB							
		872.95	KAPOSIA DAYS T-SHIRTS		124296	249008	10529.6210		OPERATING SUPPLIES	RECREATIONAL PROGRAMS
		872.95								
154706	8/11/2025		15059 THOMPSON, KILEY							
		180.00	CANCEL FOOTBALL-CONNOR		124379	210684	10520.4463		FALL, WINTER & SPRING PROGRAMS	PARKS ADMINISTRATION
		180.00								
154707	8/11/2025		4658 TOTAL TOOL SUPPLY, INC.							
		168.45	20FT & 3FT SLINGS/NYLON SLING		124380	01700999	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		168.45								
154708	8/11/2025		2883 TOWMASTER							
		202.31	PIN WLD IN T HANDLE #332		124381	90000744	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,191.68	CHAIN LEFT/RIGHT&JOINT ANGLE		124383	90000788	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		1,393.99								
154709	8/11/2025		11670 TRENCHERS PLUS, INC							
		724.94	POLYCHAINS		124382	IT12406	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		724.94								
154710	8/11/2025		14986 VAZQUEZ, VICTORIA							
		75.00	CANCEL SP8-JOSE		124384	210666	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		5.00-	ADMIN FEE		124384	210666	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		70.00								

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154711	8/11/2025		2751 VERIZON WIRELESS						Continued...	
		100.03	PW IPAD		124443	6119209770	10320.6390		POSTAGE AND TELEPHONE	PUBLIC WORKS
		60.01	PW PARKS IPAD		124443	6119209770	10340.6390		POSTAGE AND TELEPHONE	PARKS FACILITIES AND MTNCE
		243.34	ENG		124443	6119209770	10315.6390		POSTAGE AND TELEPHONE	ENGINEERING
		95.99	INSP & HOTSPOT		124443	6119209770	10410.6390		POSTAGE AND TELEPHONE	DEVELOPMENT SERVICES
		40.01	CODE ENF		124443	6119209770	10420.6390		POSTAGE AND TELEPHONE	CODE ENFORCEMENT
		40.01	P&R SPLASH POOL		124443	6119209770	10527.6210		OPERATING SUPPLIES	SPLASH POOL
		40.01	P&R NV POOL		124443	6119209770	10528.6210		OPERATING SUPPLIES	NORTHVIEW POOL
		40.01	POLICE 4G MOBILE 4703		124443	6119209770	10210.6390		POSTAGE AND TELEPHONE	POLICE PROTECTION
		124.95	HOUSING		124443	6119209770	20260.6201		OFFICE SUPPLIES	HOUSING GENERAL
		240.06	PW-H2O		124443	6119209770	50605.6390		POSTAGE AND TELEPHONE	WATER UTILITY
		40.01	PW-SAN SEW NE LIFT 2971		124443	6119209770	50606.6390		POSTAGE AND TELEPHONE	SEWER UTILITY
		120.03	PW STORM LIFT 7714/7983/2875		124443	6119209770	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		1,184.46								
154712	8/11/2025		2788 WATSON COMPANY							
		75.96	CONCESSIONS-SPLASH		124385	151314	10527.6250		MERCHANDISE FOR RESALE	SPLASH POOL
		387.30	CONCESSIONS-NORTHVIEW		124386	151313	10528.6250		MERCHANDISE FOR RESALE	NORTHVIEW POOL
		463.26								
154713	8/11/2025		13833 WEST, GREGORY							
		200.00	JC AFTER HR ON CALL JUL25		124389	JULY2025	50678.6375.1		OTHER CONTR SVCS-KEYPERSON	JOHN CARROLL APT BLDG
		200.00								
154714	8/11/2025		2844 WSB & ASSOC INC							
		2,112.00	LEVANDER POND MAINT		124475	R-020871-000 - 22	50610.6302	202209	PROFESSIONAL SERVICES	STORM WATER UTILITY
		547.00	MS4 SERVICES		124476	R-022386-000 - 19	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		1,629.00	CONCORD EXCHANGE IMP PROJ		124477	R-023128-000 - 25	40440.6302	202401	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		3,180.00	MARIE AVE MATERIALS TESTING		124478	R-030699-000 - 1	40440.6302	202405	PROFESSIONAL SERVICES	2024 LOCAL IMPROVEMENTS
		420.00	POND SURVEYS		124479	R-030883-000 - 1	50610.6302		PROFESSIONAL SERVICES	STORM WATER UTILITY
		7,888.00								
154715	8/11/2025		2849 XCEL ENERGY							
		529.78	ARENA OFFICE 6/26-7/28/25		124408	51-0013450928-0 7/29/25	20243.6385		UTILITY SERVICE	DOUG WOOG ARENA
		97.15	545 HARDMAN A S		124409	51-7976470-2	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY

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154715	8/11/2025		2849 XCEL ENERGY						Continued...	
						7/31/25				
		1,703.20	681 VERDEROSA-ELEC CHGS		124410	51-0010194337-8	50606.6385		UTILITY SERVICE	SEWER UTILITY
						7/30/25				
		80.17	1203 7TH A S		124411	51-0014976969-4	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		36.16	228 HARDMAN		124412	51-0346935-2	50606.6385		UTILITY SERVICE	SEWER UTILITY
						7/28/25				
		9.12	701 HARDMAN- ELEC CHGS		124413	51-0010192409-1	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
						7/28/25				
		137.72	535 5TH A S		124414	51-0012916288-2	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		74.34	400 WENTWORTH		124415	51-9401746-0	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		94.39	1129 19TH A N		124416	519235217-7	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		63.02	POLICE STORAGE GARAGE		124417	51-0012468412-3	10210.6385		UTILITY SERVICE	POLICE PROTECTION
						7/28/25				
		148.62	675 VERDEROSA		124418	51-0014533853-7	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		62.65	1020 7TH A S		124419	51-9434218-0	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/28/25				
		2,638.62	SPLASH POOL		124420	51-5316080-0	10527.6385		UTILITY SERVICE	SPLASH POOL
						7/29/25				
		2,854.59	NORTHVIEW POOL		124420	51-5316080-0	10528.6385		UTILITY SERVICE	NORTHVIEW POOL
						7/29/25				
		828.44	PARKS		124420	51-5316080-0	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
						7/29/25				
		294.59	ST LGT UTILITY FUND		124420	51-5316080-0	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/29/25				
		27.56	681 VERDEROSA - GAS CHGS		124421	51-0010407065-2	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
						7/29/25				
		231.31	555 HARDMAN/251 BRIDGEPOINT		124422	51-9441931-9	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
						7/29/25				
		1,815.26	1417 4TH ST S-SEIDLS		124423	51-0013543618-2	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
						7/29/25				
		1,404.58	AIRPORT		124424	51-6236355-3	20245.6385		UTILITY SERVICE	AIRPORT
						7/29/25				
		1,574.84	PUBLIC WORKS		124425	51-4242183-6	10320.6385		UTILITY SERVICE	PUBLIC WORKS
						7/29/25				

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154715	8/11/2025		2849 XCEL ENERGY						Continued...	
		1,918.00	STORM SEWER UTILITY FUND		124425	51-4242183-6 7/29/25	50610.6385		UTILITY SERVICE	STORM WATER UTILITY
		263.40	ST LGT UTILITY FUND		124425	51-4242183-6 7/29/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		29,649.56	WATER		124426	51-5844319-7 7/29/25	50605.6385		UTILITY SERVICE	WATER UTILITY
		112.84	437 CONCORD ST		124427	51-0013650737-3 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.29	BROMLEY LGTS		124428	51-6322985-8 7/28/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		931.25	800 BRYANT-KAP LANDING		124429	51-00112852121- 2 7/28/25	10340.6385		UTILITY SERVICE	PARKS FACILITIES AND MTNCE
		45.60	1301 CONCROD ST N		124430	51-0013651382-6 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		11.00	159 3RD A S		124431	51-0012493330-7 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		25.02	140 8TH A N		124432	51-0014675568-1 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		50.90	922 CONCORD ST N		124433	51-0013651320-2 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		9.12	203 14TH A S		124434	51-0012349058-1 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		150.88	LIBRARY		124435	51-4172907-3 7/28/25	10330.6385		UTILITY SERVICE	BUILDINGS
		67.01	108 CONCORD EXCH S		124436	51-0014881319-7 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		97.62	497 CONCORD ST		124437	51-0013650792-0 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		11.00	1115 SOUTHVIEW BLVD		124438	51-0012493326-1 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		131.72	PEDESTRIAN WALKWAY LGTS		124439	51-4332057-4 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		50.63	940 7TH A S		124440	51-9434183-8 7/28/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		48,240.95								
154716	8/11/2025		7333 YALE MECHANICAL, LLC							
		660.00	LABOR RPR PD RTU		124441	272771	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		87.00	FUEL/TRIP CHARGE		124441	272771	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		965.23	MATERIAL		124441	272771	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS

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154716	8/11/2025		7333 YALE MECHANICAL, LLC						Continued...	
		1,712.23								
154717	8/11/2025		15060 ZITTLow, CHERYL							
		4,063.34	PRIVATE II SAN SERV RPR		124442	486102923	10315.6371	202406	REPAIRS & MAINT CONTRACTUAL	ENGINEERING
		4,063.34								
154718	8/18/2025		14998 ACME TOOLS							
		529.00	HEDGE TRIMMER		124551	14710191	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		529.00-	RETD HEDGE TRIMMER		124552	14758347	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		149.00	FAN FOR SHOP		124553	14758539	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		229.99	P-HANDLE HAND TRUCK W/15" PNEU		124554	14759073	60703.6240		MINOR EQUIPMENT AND FURNITURE	CENTRAL GARAGE FUND
		165.99	HAMMER DRILL		124555	14772875	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		229.99-	RETD P HANDLE		124556	14782163	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		149.00	HAMMER DRILL		124557	14782718	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		229.99-	RETD P-HANDLE		124558	14784619	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		234.00								
154719	8/18/2025		15089 ALL ENERGY SOLAR INC.							
		7,390.00	City Hall Solar Downpayment		124617	INV-00023747	20214.6302	227695	PROFESSIONAL SERVICES	GRANTS/DONATIONS COMM DVLPM
		7,390.00								
154720	8/18/2025		9021 ATLAS STAFFING, INC.							
		637.56	NM TEMP-MOUA 7/26/25		124491	1308967	50677.6302		PROFESSIONAL SERVICES	NAN MCKAY APT BLDG
		637.56	JC TEMP-MOUA 7/26/25		124491	1308967	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		1,120.00	JC TEMP-SOBERANIS 7/26/25		124492	1308966	50678.6302		PROFESSIONAL SERVICES	JOHN CARROLL APT BLDG
		2,395.12								
154721	8/18/2025		5628 BLACKTOP PROS, LLC							
		5,800.00	Blacktop patch airport ramp		124585	23-1538	40404.6530		IMPR OTHER THAN BUILDING	AIRPORT CAPITAL FUND
		5,800.00								
154722	8/18/2025		2888 BOYER TRUCKS - PARTS SOUTH							
		35.74	KEYS #307		124548	091P14065	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		35.74								
154723	8/18/2025		14193 CADY BUILDING MAINTENANCE INC							
		550.00	CLEANING SVS-PW		124595	4993108	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		5,110.00	CLEANING SVS-CITY HALL		124596	4993108	10330.6371		REPAIRS & MAINT CONTRACTUAL	BUILDINGS
		5,660.00								

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154724	8/18/2025		1184 CINTAS CORPORATION #754						Continued...	
		75.30	SAFETY RUGS		124493	4238514138	10210.6220		REPAIR & MAINTENANCE SUPPLIES	POLICE PROTECTION
		24.81	SAFETY MATS-LOBBY, FD		124493	4238514138	10330.6210		OPERATING SUPPLIES	BUILDINGS
		95.55	UNIFORMS/SHOP TOWELS		124494	4238354827	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		95.55	MECHANICS UNIFORMS AND TOWELS		124590	4239107886	60703.6245		CLOTHING ALLOWANCE	CENTRAL GARAGE FUND
		20.57	SAFETY MAT		124591	4239107886	10320.6210		OPERATING SUPPLIES	PUBLIC WORKS
		<u>311.78</u>								
154725	8/18/2025		10675 CITY OF BLOOMINGTON							
		338.00	WATER TESTING		124495	25218	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		<u>338.00</u>								
154726	8/18/2025		2009 CORE & MAIN, LP							
		2,027.38	COUPLINGS		124615	X369742	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		665.94	END CAP		124616	X399366	50605.6220		REPAIR & MAINTENANCE SUPPLIES	WATER UTILITY
		<u>2,693.32</u>								
154727	8/18/2025		10797 CORNERSTONE LAND SURVEYING, INC.							
		200.00	prepare map for Elan		124562	16560	20284.6302		PROFESSIONAL SERVICES	DEVELOPMENT
		<u>200.00</u>								
154728	8/18/2025		1226 CULLIGAN WATER							
		695.45	SOFTENER SALT/WATER		124497	157-01458058-1	20243.6220		REPAIR & MAINTENANCE SUPPLIES	DOUG WOOG ARENA
						7/31/25				
		<u>695.45</u>								
154729	8/18/2025		1270 DCA TITLE-THE TITLE TEAM							
		600.00	L1		124611	DC251476	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		<u>600.00</u>								
154730	8/18/2025		1326 EARL F. ANDERSEN, INC							
		523.80	SIGNS/BREAK BOLTS		124498	0140235-IN	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		<u>523.80</u>								
154731	8/18/2025		15075 EVENS, SUZZETTE							
		275.00	BILL DUE TO CITY SEWER BACKUP		124589	279211	50606.6365		INS CLAIMS WITHIN DEDUCTIBLE	SEWER UTILITY
		<u>275.00</u>								
154732	8/18/2025		1380 FACTORY MOTOR PARTS							
		83.04	WASHER FLUID		124499	74-361235	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>83.04</u>								

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154732	8/18/2025		1380 FACTORY MOTOR PARTS						Continued...	
154733	8/18/2025		1497 GOPHER STATE ONE-CALL							
		123.52	LOCATES		124500	5070755	50605.6302		PROFESSIONAL SERVICES	WATER UTILITY
		123.53	LOCATES		124500	5070755	50606.6302		PROFESSIONAL SERVICES	SEWER UTILITY
		247.05								
154734	8/18/2025		1505 GRAINGER							
		6.90	MOTOR RUN CAPACITORS		124608	9582937737	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		226.90	FOOT VALVE REPAIR KITS		124609	9586843931	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		233.80								
154735	8/18/2025		11834 GUARDIAN SUPPLY LLC							
		179.95	40- LONG&SHORT SLV POLOS		124501	21837	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		166.00	POLICE VEST PLACARDS		124502	21835	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		185.00	SEW ON COMMISS BADGES		124503	21836	10210.6245		CLOTHING ALLOWANCE	POLICE PROTECTION
		530.95								
154736	8/18/2025		6678 HD SUPPLY FACILITIES MAINTENANCE , LTD							
		156.38	NM GOJO SOAP FOAM		124504	9239480313	50677.6211		CLEANING SUPPLIES	NAN MCKAY APT BLDG
		126.94	JC CLOSET ROD/KEY STEM		124505	9239474248	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		79.95	NM DISPOSE GLOVES		124506	9239522308	50677.6211		CLEANING SUPPLIES	NAN MCKAY APT BLDG
		75.21	NM WD40/AA BAT/HINGE PINS		124507	9239566363	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		438.48								
154737	8/18/2025		1562 HEALTHPARTNERS OCCUPATIONAL MEDICINE							
		229.00	RANDOM DRUG SCREENS		124563	19645	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		229.00								
154738	8/18/2025		1667 INVER GROVE FORD							
		1,188.18	BRAKE RTRS/LINING KIT#2151		124508	5359390	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		42.94	CABIN FILTERS		124600	5359424	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		72.22	BRAKE LINING #2151		124601	5359444	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		72.22-	RETD BRAKE LINING #2151		124602	5359452	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		719.75	REPAIR LEAKING COOLANT #16-323		124604	6446011	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		1,948.55	REPAIR AC SYSTEM #2155		124605	6447428	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		1,341.94	REPAIR MISFIRE/SPARK PLUGS		124606	6448346	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		5,241.36								
154739	8/18/2025		6642 JOHNSON CONTROLS, INC							
		15,303.60	NM ACCT#1258618 BOILER WORK		124510	1-136160264895	50677.6560		BUILDING FIXTURES AND IMPRS	NAN MCKAY APT BLDG

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154739	8/18/2025		6642 JOHNSON CONTROLS, INC						Continued...	
		15,303.60								
154740	8/18/2025		3577 LANDMARK ENVIRONMENTAL, LLC							
		14,565.34	417 N. Concord Environ. Servs		124588	25145.01-1	40490.6302		PROFESSIONAL SERVICES	CONCORD TIF
		14,565.34								
154741	8/18/2025		1811 LAWSON PRODUCTS INC.							
		43.58	HARNESS REPAIR KIT		124511	9312681260	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		43.58								
154742	8/18/2025		1813 LEAGUE OF MN CITIES INSURANCE TRUST							
		587.96	Mariah Latuff		124586	24837	10210.6151		WORKERS COMP DEDUCTIBLE	POLICE PROTECTION
		587.96								
154743	8/18/2025		1878 MARK'S AERIAL SERVICE							
		1,200.00	TREE REMOVAL-634 8TH AVE N		124546	5436	10320.6221		SEAL COATING & TREE MAIN	PUBLIC WORKS
		1,200.00								
154744	8/18/2025		13985 MARTIN MARIETTA MATERIALS							
		809.11	ASPHALT FOR STREETS		124592	46559141	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		465.90	ASPHALT FOR STREETS		124593	46608854	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		11,643.63	ASPHALT FOR STREETS		124594	46626498	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		12,918.64								
154745	8/18/2025		9705 MASTER DOOR TECHNOLOGIES LLC							
		845.00	JC BOTH EXT & VEST		124513	12020	50678.6375.3		OTHER CONTR SVCS-SECURITY	JOHN CARROLL APT BLDG
		845.00								
154746	8/18/2025		1907 MEDTOX LABORATORIES, INC.							
		50.00	QUARTLY TESTING FEE		124547	072025702635	10125.6302		PROFESSIONAL SERVICES	HUMAN RESOURCES
		50.00								
154747	8/18/2025		1911 MENARDS, INC-WEST ST PAUL							
		16.44	PLUMB FITTINGS		124512	14337	20243.6210		OPERATING SUPPLIES	DOUG WOOG ARENA
		20.55	BUNGEE/POLY HBRAID		124514	14263	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		118.94	FL FAN/BLADES/MURATIC ACID		124515	14255	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL
		51.98	TOILET SEAT		124516	14188	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		24.99	HYDROFLEX HOSE		124517	14216	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		15.98	GAPS/CRACKS FOAM		124518	13863	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		35.96	MURIATIC ACID		124519	14110	10528.6220		REPAIR & MAINTENANCE SUPPLIES	NORTHVIEW POOL

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154747	8/18/2025		1911 MENARDS, INC-WEST ST PAUL						Continued...	
		37.43	BATTERIES/BIN		124519	14110	50606.6220		REPAIR & MAINTENANCE SUPPLIES	SEWER UTILITY
		13.92	WEED/GRASS KILLER		124520	13819	10330.6220		REPAIR & MAINTENANCE SUPPLIES	BUILDINGS
		5.97	HAND SOAP		124521	13810	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		8.99	ZEP DEGREASER		124522	13820	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		<u>351.15</u>								
154748	8/18/2025		1444 MIDWEST MACHINERY CO							
		721.65	REPAIR CODES #1580		124550	10560854	60703.6371		REPAIRS & MAINT CONTRACTUAL	CENTRAL GARAGE FUND
		<u>721.65</u>								
154749	8/18/2025		15076 MILLER, VIRGINIA							
		20.00	Ebike Cancellation		124584	210743	10520.4461		SUMMER PROGRAMS	PARKS ADMINISTRATION
		<u>20.00</u>								
154750	8/18/2025		1999 MINNESOTA GLOVE & SAFETY, INC							
		39.00	GLOVES		124523	352769	10320.6220		REPAIR & MAINTENANCE SUPPLIES	PUBLIC WORKS
		<u>39.00</u>								
154751	8/18/2025		2005 MINNESOTA LOCKS							
		16.00	NM KWISET KEYS		124533	101137211	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		111.75	NM PASSAGE KEY		124534	101137221	50677.6220		REPAIR & MAINTENANCE SUPPLIES	NAN MCKAY APT BLDG
		<u>127.75</u>								
154752	8/18/2025		2010 MINNESOTA POLLUTION CONTROL AGENCY							
		23.00	WASTEWATER CERT RENEWAL		124612	ISAKSON WASTERWATER RENEW	50606.6331		CONFERENCES, TRAINING, TRAVEL	SEWER UTILITY
		<u>23.00</u>								
154753	8/18/2025		14259 MUNICIPAL BUILDERS, INC							
		73,397.42	WELL NO. 3 WTP PAY APP 22		124613	PMT 22	50605.6520	202311	BUILDINGS AND STRUCTURE	WATER UTILITY
		<u>73,397.42</u>								
154754	8/18/2025		9298 NAPA NEWPORT							
		16.35	OIL FILTERS		124526	163875	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		21.98	GLOVES		124527	163605	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		18.34	FUEL FILTERS		124559	164211	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		21.80	OIL FILTERS		124560	164218	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		143.43	BATTERY		124561	164734	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		<u>221.90</u>								

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154754	8/18/2025		9298 NAPA NEWPORT						Continued...	
154755	8/18/2025		14383 NFI, INC.							
		37.98	BATTERIES		124524	551797/693	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		30.94	KEYS/SPRING SNAP-TRTMNT PLANT		124525	551813/693	50607.6220		REPAIR & MAINTENANCE SUPPLIES	WATER TREATMENT PLANT
		19.98	PRUNING SEAL		124603	551828/693	10340.6220		REPAIR & MAINTENANCE SUPPLIES	PARKS FACILITIES AND MTNCE
		88.90								
154756	8/18/2025		2240 PLUNKETT'S PEST CONTROL, INC.							
		57.87	NM JUI25 MULTI HS PGRM		124528	10039176	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		30.00	NM #808 INSPECTION		124529	10051046	50677.6371.090		MTNCE-EXTERMINATION	NAN MCKAY APT BLDG
		189.17	JC JUL25 MULTI HSG PGRM		124530	10039157	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		60.00	JC #804 & 908 INSPECTION		124531	10052736	50678.6371.090		MTNCE-EXTERMINATION	JOHN CARROLL APT BLDG
		95.16	PEST CONTROL-PW		124549	10057489	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		432.20								
154757	8/18/2025		14691 PRECISION PAINTING & STRIPING CO							
		4,650.00	STREET STRIPING		124545	0025-1025	10320.6371		REPAIRS & MAINT CONTRACTUAL	PUBLIC WORKS
		4,650.00								
154758	8/18/2025		7376 RIVERTOWN ELECTRIC, INC.							
		333.75	JC BOILER SVC 7/30/25		124532	12269	50678.6371.070		MTNCE-ELECTRICAL	JOHN CARROLL APT BLDG
		333.75								
154759	8/18/2025		13339 SOUTH ST PAUL YOUTH HOCKEY ASSOCIATION							
		400.00	DASHER BAORD ROYAL CU		124536	7/23/25	20243.6341		ADVERTISING	DOUG WOOG ARENA
		400.00								
154760	8/18/2025		2558 STATE INDUSTRIAL PRODUCTS							
		210.99	JC DRAIN MAINT		124537	903870012	50678.6220		REPAIR & MAINTENANCE SUPPLIES	JOHN CARROLL APT BLDG
		210.99								
154761	8/18/2025		13599 THE APPAREL LAB							
		648.00	HATS		124618	249043	10320.6245		CLOTHING ALLOWANCE	PUBLIC WORKS
		648.00								
154762	8/18/2025		2677 TRI STATE BOBCAT INC							
		108.26	COUPLER KIT		124610	A51037	60703.6220		REPAIR & MAINTENANCE SUPPLIES	CENTRAL GARAGE FUND
		108.26								
154763	8/18/2025		2788 WATSON COMPANY							

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
154763	8/18/2025		2788 WATSON COMPANY						Continued...	
		81.53	CONCESSIONS-SPLASH		124540	151505	10527.6250		MERCHANDISE FOR RESALE	SPLASH POOL
		81.53	CONCESSIONS-NORTHVIEW		124541	151504	10528.6250		MERCHANDISE FOR RESALE	NORTHVIEW POOL
		747.43	CONCESSIONS-ARENA		124542	151506	20243.6250		MERCHANDISE FOR RESALE	DOUG WOOG ARENA
		349.80-	CREDITS-5 UNITS-CHEESE		124543	CREDITS-1	10527.6250		MERCHANDISE FOR RESALE	SPLASH POOL
						6/26/25				
		60.56-	CREDITS-2 VANILLA SANDWICH		124544	CREDITS-2	10528.6250		MERCHANDISE FOR RESALE	NORTHVIEW POOL
						6/25/25				
		500.13								
154764	8/18/2025		2844 WSB & ASSOC INC							
		3,153.50	SIEDLS TRAIL/SHORELINE/HABITAT		124614	R-022116-000 - 30	50610.6530	202115	IMPR OTHER THAN BUILDING	STORM WATER UTILITY
		3,153.50								
154765	8/18/2025		2849 XCEL ENERGY							
		2,140.95	CITY HALL		124597	51-4686910-7 8/5/25	10330.6385		UTILITY SERVICE	BUILDINGS
		113.64	STREET LGT UTILITY FUND		124598	51-4686910-7 8/5/25	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		14,340.93	STREET LIGHTS		124607	938635229	50615.6385		UTILITY SERVICE	STREET LIGHT UTILITY
		16,595.52								
801241	8/8/2025		1818 LELS LOCAL 95							
		101.50			124400	0805251414513	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		101.50								
801242	8/8/2025		1969 MINNESOTA AFSCME, COUNCIL NO. 5							
		964.34			124402	0805251414515	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		964.34								
801243	8/8/2025		2243 POLICE FLOWER FUND							
		40.00			124395	08052514145114	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		40.00								
801244	8/11/2025		7388 GARCIA, RYAN							
		170.80	CITY ADMIN-Q2 2025 MILEAGE		124319	8/1/2025	10120.6331		CONFERENCES, TRAINING, TRAVEL	CITY ADMINISTRATION
		170.80								
801245	8/18/2025		2289 R&R SPECIALTIES OF WISCONSIN, INC.							
		65.00	ZAMBONIE BLADE SHARPEN		124535	0090294-IN	20243.6220		REPAIR & MAINTENANCE SUPPLIES	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
801245	8/18/2025		2289 R&R SPECIALTIES OF WISCONSIN, INC.						Continued...	
		65.00								
801246	8/18/2025		2585 STREICHER'S - MINNEAPOLIS							
		9,212.00	BALISTIC HELMET-(7)SM/(7)XL		124538	11774827	10210.6580		OTHER EQUIPMENT	POLICE PROTECTION
		9,212.00								
2025249	7/31/2025		8517 BOND TRUST SERVICES CORPORATION							
		9,662.50	2012A INTEREST		124481	96775	30318.6611		BOND INTEREST	2012 GO LOCAL IMP BONDS
		8,475.00	2014A INTEREST		124482	96776	50605.6611		BOND INTEREST	WATER UTILITY
		7,650.00	2014A INTEREST		124482	96776	50610.6611		BOND INTEREST	STORM WATER UTILITY
		62,050.00	2014B INTEREST		124483	96777	30320.6611		BOND INTEREST	2014B GO PARK BONDS
		29,318.75	2015B INTEREST		124484	96778	30321.6611		BOND INTEREST	2015B GO PARK BONDS
		22,875.00	2017B INTEREST		124485	96779	30323.6611		BOND INTEREST	2017B GO BONDS
		79,125.00	2019A INTEREST		124486	96780	30324.6611		BOND INTEREST	2019A GO BONDS
		219,156.25								
2025250	8/4/2025		6037 HEALTHPARTNERS-DENTAL							
		677.16	DENTAL CLAIMS PAID		124488	07/24/25-07/30/ 25	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		677.16								
2025251	8/6/2025		14645 MEDSURETY, LLC							
		249.95	FSA REIMB-HEALTH 2025		124489	08/05/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		249.95								
2025252	8/9/2025		14645 MEDSURETY, LLC							
		324.00	HRA/HSA/FSA/DCAP AUG 2025		124490	43345	10125.6375		OTHER CONTRACTED SERVICES	HUMAN RESOURCES
		324.00								
2025253	8/8/2025		1978 MINNESOTA CHILD SUPPORT PAYMENT CENTER							
		481.77			124403	0805251414516	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		49.37			124404	0805251414517	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		216.88			124405	0805251414518	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		107.98			124406	0805251414519	10101.2170		ACCRUED PAY DED PAYABLE	GENERAL FUND
		856.00								
2025254	8/8/2025		2018 MINNESOTA STATE RETIREMENT SYSTEM (EFT)							
		3,600.00			124392	08052514145111	10101.2175		OTHER RETIREMENT	GENERAL FUND
		3,600.00								

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
2025255	8/8/2025		2096 NATIONWIDE RETIREMENT SOLUTIONS						Continued...	
		14,440.35			124393	08052514145112	10101.2175		OTHER RETIREMENT	GENERAL FUND
		14,440.35								
2025256	8/8/2025		2200 PERA							
		82,476.71			124394	08052514145113	10101.2174		PERA	GENERAL FUND
		82,476.71								
2025257	8/8/2025		2748 MISSION SQUARE TRANSFER (EFT)							
		2,110.00			124396	08052514145115	10101.2175		OTHER RETIREMENT	GENERAL FUND
		2,110.00								
2025258	8/8/2025		14645 MEDSURETY, LLC							
		3,622.09			124398	08052514145117	10101.2176		HOSPITALIZATION/MED INSURANCE	GENERAL FUND
		3,622.09								
2025259	8/8/2025		1338 EFTPS							
		45,962.56			124390	0805251414511	10101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		49,433.74			124399	0805251414512	10101.2173		FICA TAX WITHHOLDING	GENERAL FUND
		95,396.30								
2025260	8/8/2025		2013 MINNESOTA REVENUE (C)							
		21,587.91			124391	08052514145110	10101.2172		STATE WITHHOLDING	GENERAL FUND
		21,587.91								
2025261	8/13/2025		14645 MEDSURETY, LLC							
		376.00	FSA REIMB-HEALTH 2025		124620	08/12/2025	10101.2179		FLEXIBLE BENEFIT PLAN	GENERAL FUND
		40.00-	HRA REIMBURSEMENT 2025		124620	08/12/2025	70805.6131		EMPLOYEE HRA REIMBURSEMENT	EMPLOYEE HEALTH REIMBUR
		336.00								
2025262	8/11/2025		6037 HEALTHPARTNERS-DENTAL							
		1,638.04	DENTAL CLAIMS PAID		124619	07/31/25-08/06/25	60709.6132		DENTAL CLAIMS PAID	SELF-INSURED DENTAL
		1,638.04								
		1,586,542.30	Grand Total							

Payment Instrument Totals

Checks	1,129,517.90
EFT Payments	446,470.76
A/P ACH Payment	10,553.64
Total Payments	1,586,542.30



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: City Clerk
PREPARED BY:
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>
15733	Randolph Alston	00016289	Chicken License	A	08/13/2025	12/30/2040	224 3rd Ave S		08/18/2025
15415	Matt Estil Ladhoff	00015828	Rental Housing	A	04/10/2025	05/31/2026	619 12th Ave N	Matt Estil Ladhoff	08/18/2025
15400	Silver Sky Properties	00015821	Rental Housing	A	04/15/2025	05/31/2026	445-447 20th Ave S		08/18/2025
14741	Invitation Homes	00015538	Rental Housing	A	03/24/2025	05/31/2026	2110 2nd St S		08/18/2025
14649	Klarris Real Estate Holdings LLC	00015634	Rental Housing	A	03/31/2025	05/31/2026	141-143 9th Ave N		08/18/2025
15402	Silver Sky Properties	00015822	Rental Housing	A	04/15/2025	05/31/2026	213-215 Poplar St W	Silver Sky Properties	08/18/2025
12143	John Schoenfelder	00015995	Rental Housing Multi Family Dwelling (4+)	A	03/25/2025	05/31/2026	144 13th Ave S		08/18/2025



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Acceptance of Gift Donations

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Donations will be approved by Resolution as they are received. The amount of the donation and the donors are listed separately on the Resolution.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025-093, Donations

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-093

Acceptance of Gift Donations

WHEREAS, The City of South St. Paul is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, in accordance with the terms prescribed by the donor.

WHEREAS, The City of South St. Paul receives donations from various sources and businesses within the City of South St. Paul and the surrounding areas.

WHEREAS, the City of South St. Paul finds it is appropriate to accept the donation(s) offered with appreciation.

THEREFORE, BE IT RESOLVED: by the City Council of the City of South St. Paul, Minnesota, to accept the following donation(s):

Value of Donation	Name of Donor	Designation
\$820.00	Kaposia Days	Community Affairs

The City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted this 18th day of August 2025.

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Acceptance of Letter of Resignation - Finance Support Specialist

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Accept Letter of Resignation from David Letcher for the position of Finance Support Specialist.

OVERVIEW

On August 7, 2025, David Letcher, Finance Support Specialist, submitted his notice of resignation to the City. His last day of employment was August 1, 2025.

Although David was only with the City for a short time, he consistently performed his job duties well and contributed positively to the Finance Department. We thank him for his service and wish him the best in his future endeavors.

Staff respectfully requests that the City Council formally accept Mr. Letcher's resignation. The Finance Support Specialist position is a part-time role within the AFSCME bargaining unit. Due to recent changes in accounts payable process, staff will be reassessing the job duties associated with this position, as well as the workload of other administrative staff, to determine whether there is a need to refill the position going forward.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Letcher, David_Resignation Note_08072025_Redacted

From: [David Letcher](#)
To: [Shelly Anderson](#)
Subject: Resignation
Date: Thursday, August 7, 2025 12:39:41 PM

Hi Shelly,

This email stinks. I am going to officially resign. At the end of the day being in two places at once isn't going to work out and that's not fair to the team there. I am grateful for everything and can't say this enough but I truly enjoyed my time there. From the people to the culture this is the best job I have ever had. I want to thank you, Jeff, Clara, & everyone! I again absolutely love that place. Thanks so much again for everything!

Dave Letcher



Caution: External Email - 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.



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: Building Inspections
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Amendments to Plumbing Permit Fees in 2025 Fee Schedule

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2025-92 approving amendments to the 2025 fee schedule related to plumbing permits

OVERVIEW

As part of the annual budgeting process, the City adopts a fee schedule which details the fees and charges related to each department. This process usually takes place around year end. Situations will sometimes come up mid-year that warrant changes to the fee schedule sooner than year end. This summer, the City was asked to provide the cost to replace a city sidewalk that was removed as part of a sewer/water repair on a private property. The current fee schedule only contains the costs associated with replacing a city street curb or a street excavation patch but does not list the cost for a sidewalk replacement. The cost to replace a city sidewalk was determined to be approximately \$22 per square foot. In an effort to ensure transparency, Staff is proposing to add this fee to the fee schedule. Additionally, Staff is proposing to remove the “swimming pool” plumbing permit from the fee schedule as swimming pools are processed as a building permit, not a plumbing permit.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2025-92- Amendment to Fee Schedule for Plumbing Permit

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-92

**RESOLUTION APPROVING AMENDMENTS TO THE PLUMBING PERMIT FEES IN
2025 FEE SCHEDULE**

WHEREAS, the City Council adopted the 2025 fee schedule on December 2, 2024; and

WHEREAS, the fee schedule lists fees and charges for Administrative, Financial, Environmental, Planning, Development, Building, Parks and Recreation, Police, Airport, and Utility services along with code enforcement violations;

WHEREAS, the City Council wishes to amend the fee schedule related to plumbing permits;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of South St. Paul hereby approves the attached amendments to the 2025 Fee Schedule, effective January 1, 2025.

Adopted this 18th day of August, 2025.

City Clerk

Building Permits and Inspections	
<u>Plumbing & Water/Sewer Permit Residential</u>	
Permit Fee (base charge for all plumbing permits)	\$25.00
State Surcharge (added to all plumbing permits)	\$1.00
Additional Charges	
Street Excavation (hole charge)	\$25.00 per sq. ft. (hole size) Minimum \$1,500.00 per hole
Curb Replacement	\$100.00 per lineal foot
Sidewalk Replacement	\$ 22.00 per square foot
Hot Water Heater/Softener	\$30.00
Lawn Sprinkler System	\$50.00
Above Ground Pool (2,000 gallons and above)	\$25.00
Plumbing Fixture: (e.g., Sinks, bathtub, toilet/urinal/floor drain, dishwasher, garbage disposal, drinking fountain, laundry tray, shower, etc.)	\$10.00 per fixture
Sewer hook-up fee (if assessments are not paid)	\$40.00 per lineal foot
Water hook-up fee (if assessments are not paid)	\$40.00 per lineal foot
Water/Sewer - Repair, Connect, Disconnect	\$35.00
Holding Tank	\$150.00
<u>Building Official Inspection Fees</u>	
Inspection outside normal business hours – minimum charge 2 hours	\$80.00 per hour
Reinspection fee or special request for inspection	\$80.00 per hour
Additional plan review required by changes, additions or revisions to plans	\$80.00 per hour
<u>Time of Sale</u>	
Time of Sale Evaluation Filing Fee (within 10 days of evaluation)	\$35.00
Amended Time of Sale Evaluation Filing Fee	\$35.00
Late Fee (after 10 days of evaluation) double fee	\$70.00
<u>Service Fee</u>	
Administrative Charge for Refund	\$5.00
<u>Code Enforcement</u>	
Reinspection Fee	\$50.00 first reinspection \$100.00 each additional reinspection
Abatement Administration Fee	\$25.00
Administrative Citation Appeal Filing Fee (All Properties)	\$200.00
Residential Property Violation Upheld Appeal Hearing Fee	\$1,000.00 towards the cost of the hearing
Residential Rental Property Violation Upheld Appeal Hearing Fee	All costs for the hearing office and up to \$2,000.00 towards the City's costs
Non-Residential Property Violation Upheld Appeal Hearing Fee	All costs for the hearing office and up to \$7,000.00 towards the City's costs



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Design Proposal and Agreement with SEH for the Fuel System Replacement Project at the South St. Paul Airport

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

The City Council is required to approve agreements with consultants at the South St. Paul Airport. Currently, the underground storage tanks at the airport are between 25 and 30 years old and the dispensing equipment is of a similar age. The equipment is reaching the end of its useful life and parts are becoming scarce. Airport staff continues to keep this equipment operational, but it is becoming increasingly difficult to do so. This fuel system replacement project is on the Airport's Capital Improvement Plan and is scheduled to occur in 2026. Currently, the airport offers two kinds of Avgas, UL94 and 100LL. Aviation will be moving away from leaded fuel in the near future and Fleming Field wants to be in a position to offer the new unleaded alternative when it is approved and widely available. A split tank design like the one proposed will allow us to do this.

Because fuel system replacement funding can be tricky, airport staff along with SEH explored all avenues of funding in order to minimize the City's local share of the project. This means that the replacement of the Avgas tank will be federally eligible and the replacement of the Jet tank will be State-eligible. The total cost of Design Services will be \$99,900.00. The cost breakdown is shown in the table below.

AVGAS (100LL) TANK

FAA	95%	\$62,795.00
MNDOT	2.5%	\$1,652.50
CITY OF SOUTH ST. PAUL	2.5%	\$1,652.50
TOTAL		\$66,100.00

JET FUEL TANK

MNDOT	60%	\$20,280.00
CITY OF SOUTH ST PAUL	40%	\$13,520.00
TOTAL		\$33,800.00

SOURCE OF FUNDS

Airport Capital Fund

ATTACHMENTS

1. SGS Fuel System FD - SEH Proposal - 8.13.2025

Request for Services (RFS)
South St. Paul Airport – Fleming Field
No. 2025-1
Between

The City of South St. Paul (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)

Dated: Monday, August 18, 2025

South St. Paul Airport – Fleming Field
2025 Fuel System Replacement – Final Design, Plans & Specifications, Bidding

This RFS includes Engineer's Design Report, Final Design, Plans and Specifications, and Bidding for the 2026 Fuel System Replacement at the South St. Paul Municipal Airport.

The contract provisions included in the Master Agreement (dated June 20, 2023) between the City of South St. Paul and SEH remain in effect for this work order.

The estimated start date is August 18, 2025; the estimated end date is December 31, 2025.

Compensation by the Owner to the Consultant shall be a lump sum amount of **\$99,900**. This includes **\$66,100** for Attachment B-1 (100LL System, FAA Eligible) and **\$33,800** for Attachment B-2 (Jet-A, FAA Ineligible).

A description of the services to be provided is included in Attachments A-1 & A-2.

A detailed estimate of fees and expenses are included in Attachments B-1 & B-2.

Point of Contact: Kyle Nelson

APPROVED:
City of South St. Paul

Short Elliott Hendrickson Inc.

Title: _____



Title: Regional Practice Center Leader

Date: _____

Date: August 13, 2025

Title: _____

Date: _____

ATTACHMENT A-1 (Federally Eligible)

Proposal For Engineering Services 2026 Fuel System Replacement (100LL) City of South St. Paul South St. Paul, Minnesota

Project Scope – 100LL Fuel System Replacement:

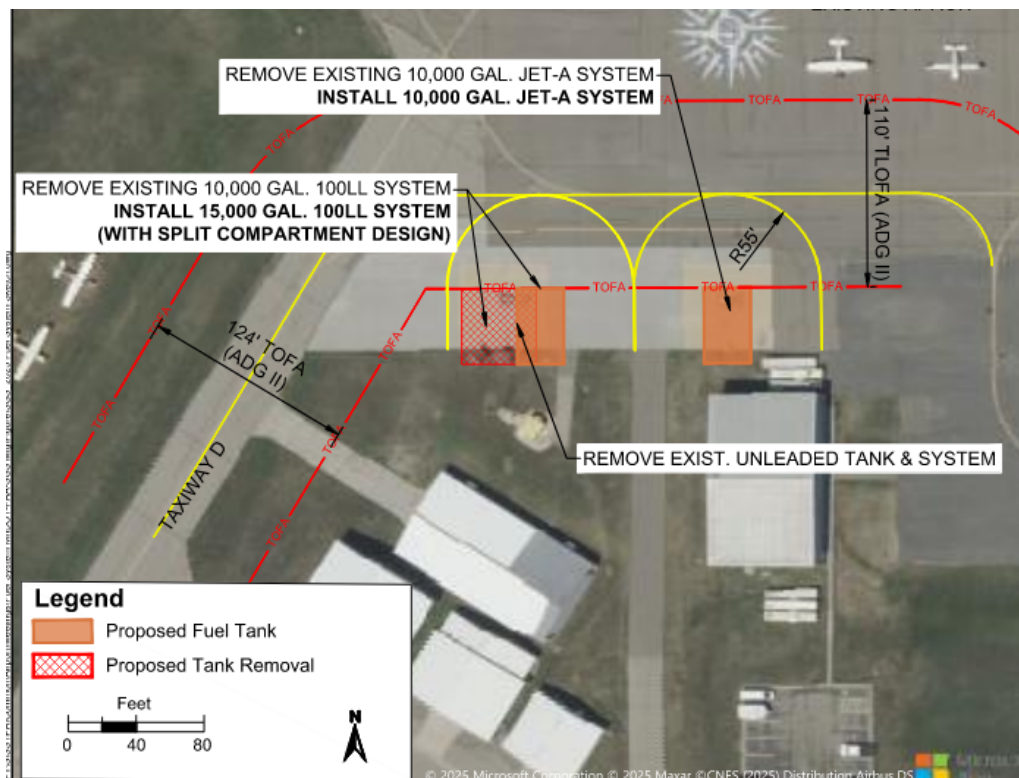
This project involves the design and construction of a new federally eligible 100LL fuel system at the South St. Paul Municipal Airport (SGS). The existing fuel tanks and delivery system—installed in the mid-1990s—have reached the end of their useful life and no longer meet the operational demands of the airport. The current system includes three underground tanks: JET A (10,000 gallons), UL94 (6,000 gallons), and 100LL (10,000 gallons).

The scope of work under this attachment includes engineering services, through final design & bidding, for the following:

- Removal and demolition of the existing 100LL system
- Design of a new 15,000-gallon underground, double-wall split tank for 100LL AvGas
- Associated civil, electrical, and fuel system design components.
- Agency (FAA/MnDOT) coordination to facilitate a FFY 2026 IIJA/AIG Grant

This project component has been initially federally eligible following coordination with the FAA, based on justification provided in accordance with provisions included with the FAA's IIJA/AIG program. The airport demonstrated a sustained increase in 100LL fuel demand—highlighted by a 61% growth in peak month sales from 2008 to 2023—and operational constraints due to the existing tank's limited capacity. The FAA has previously concurred that the proposed increase in tank capacity is justified by demand and supports improved operational efficiency and revenue potential.

Although the Jet A fuel system will be replaced concurrently, its project costs (design and construction) are federally ineligible (MnDOT eligible) and are addressed under Attachment A-II.



Scope of Services:

Services to be provided include project formulation, project design, quality control review, preparation of construction bidding documents, bid opening and recommendation, and project management.

Deliverables will include final plans and specifications for a potential 2026 construction project.
(Construction administration services and grant closeout are not included in this scope.)

This scope of work includes:

1. Project Formulation

- 1.1. *Scoping, Review and Project Coordination:* Coordinate with the Client to develop the appropriate scope of work. Work includes task definition and establishment of project goals and objectives. The scope will be updated as needed based on input received.
- 1.2. *Stakeholder Engagement:* Attend two meetings, during the design process, with project stakeholders to review fuel system layout and plan.
- 1.3. *Project Formulation & Funding Coordination:* Complete the project scoping and grant application, cost breakdown, and final eligibility determination through coordination with the FAA and MnDOT agencies.
- 1.4. *Environmental Coordination:* Prepare and submit the required categorical exclusion (CATEX) documentation to the FAA for approval.
- 1.5. *ALP Update:* SEH will coordinate and complete a Pen & Ink update to the Airport Layout Plan, and route to the City, MnDOT, FAA for review/approval.

2. Project Design:

- 2.1. *Topographic Survey:* SEH will complete a topographic survey at the fuel system location. The survey will include all pavement, drainage structures, existing utilities, existing lighting, and any other necessary features. The task includes survey evaluation.
- 2.2. *Geotechnical Evaluation/Borings:* (2) Geotechnical borings and (2) pavement cores will be drilled in the location of the proposed construction area to verify existing conditions. SEH will provide a figure and marking for the boring location. The boring logs and narrative report will be used to develop the pavement design and any shoring requirements if necessary.
- 2.3. *Engineer's Design Report (EDR):* An engineer's design report will be completed per FAA requirements. An initial draft version of the EDR will be completed and sent to the FAA for review and comments. Comments provided by the FAA will be addressed and resubmitted in the final report.
- 2.4. *Construction Safety Plan / Airspace Analysis:* A construction safety and phasing plan will be prepared for the Project and submitted to the FAA. A safety plan and compliance document form and an airspace analysis will be submitted with the CSPP.
- 2.5. *Detailed Design:* Detailed design includes site preparation, civil site work, fuel system placement, tank design, mechanical design, and electrical design. The civil site design will be based on, survey information, soil boring/geotechnical report data and surface drainage analysis. Endpoint Solutions will provide detailed design for all fuel system components. Detailed design will include evaluation of existing and proposed pavement markings to meet FAA requirements.
- 2.6. *Final Construction Plan Sheets:* Preparation of construction drawings consisting of approximately the following plan sheets.
 - Title Sheet

- Construction Safety and Phasing Plan
- Statement of Estimated Quantities
- Erosion Control Plan and Details
- Demolition Plan (100LL)
- Civil Site Grading Plan
- Concrete Details & Jointing
- Fueling System Layout
- Fueling System Details
- Fueling System Process and Instrumentation
- Fueling System Sign and Bollard Details
- Apron Pavement Marking Plan
- Electrical Plan
- Electrical Details

3. Quality Control Review:

- 3.1. *Quantity Calculations and Engineer's Estimate:* This task includes the calculation of the final quantities for use in the bid package, for the federally eligible scope of work. A final engineer's estimate using these quantities is also included.
- 3.2. *Quality Control Review:* Quality control review of the project drawings and specifications as well as quantity determination and engineer's estimate. This task includes the time required to perform the review, internal meetings, and coordination with the Owner and other utilities as needed.

4. Construction Bidding Documents:

- 4.1. *Construction Bidding Documents:* Prepare a bid proposal project manual consisting of a table of contents, advertisement for bids, proposal documents, bid form, state requirements, technical specifications, and special provisions.
- 4.2. *Bidding Services:* SEH will assist the owner with obtaining construction bids for proposed construction. SEH will prepare the Advertisement of Bids, distribute bid documents to contractors, and respond to questions from contractors throughout the bidding process and if needed, will clarify questions with an addendum.
- 4.3. *Bid Opening:* Coordinate advertisement and opening of the contractor bids virtually.
- 4.4. *Bid Review and Recommendation:* After bids are opened, the engineer will review for completed bids, develop a bid tab for bid comparison, and make a contractor recommendation to the Owner to move toward award of the bid.

5. Project Management:

- 5.1. *Overall Project Management:* Overall administration of the project, including internal and external meetings, review of design data and deliverables, coordination of plan and specification review with the Owner.
- 5.2. *Subconsultant Coordination:* SEH will coordinate with subconsultants including contract and fee development, escorting any field work, and final payment and closeout.

Subconsultants performing work under this proposal include the following:

- 1. *Braun Intertec* – All geotechnical engineering associated with the project will be performed by Braun Intertec.
- 2. *Endpoint Solutions* – All mechanical and fuel system engineering components related to the 100LL fuel tanks/systems for the project will be performed by Endpoint Solutions.

Projected Submittal Dates:

The anticipated submittal dates are:

August 18, 2025	Consideration of Design Proposal
September 30, 2025	60% Design Submittal
October 24, 2025	90% Design Submittal
November 2025	Advertisement for Bids
early-December 2025	Contract Award Recommendation & FAA IIJA/AIG Grant Application
Summer/Fall 2026	Construction (Tentative Timeline, pending fuel system lead time & grant)

ATTACHMENT A-2 (Federally Ineligible, State Eligible)

Proposal For Engineering Services 2026 Fuel System Replacement (Jet-A) City of South St. Paul South St. Paul, Minnesota

Project Scope:

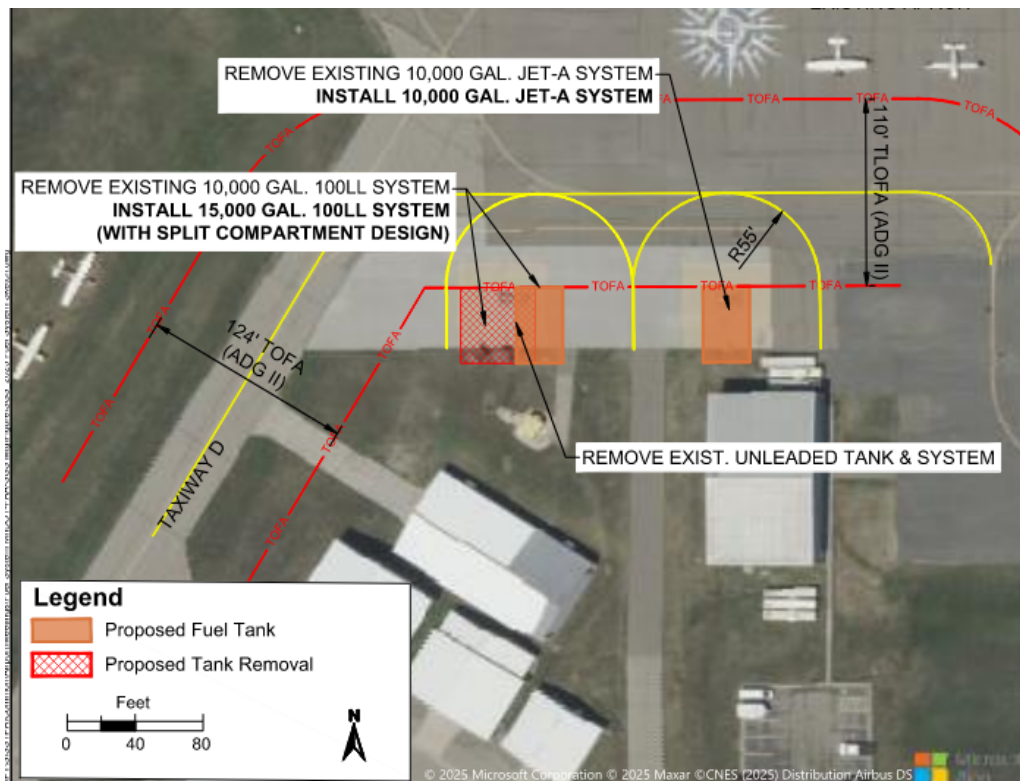
This component of the project involves the replacement of the existing Jet-A fuel system at the South St. Paul Municipal Airport (SGS). The existing Jet-A tank (10,000 gallons) was installed in the mid-1990s and has reached the end of its useful life and requires replacement.

The scope of work under this attachment includes engineering services, through final design & bidding, for the following:

- Removal and demolition of the existing UL-94 & Jet-A tanks and fuel system
- Design of a new 10,000-gallon, underground, double wall tank for Jet-A
- Associated civil, electrical, and fuel system design components.
- Agency (FAA/MnDOT) coordination to facilitate a FFY 2026 IJJA/AIG Grant

This work will be constructed concurrently with the federally funded 100LL fuel system replacement (Attachment A-1) and will be bid as a separate schedule within the same construction package. It is anticipated that the Jet-A scope of work will be funded, in part, by MnDOT Aeronautics.

See Attachment A-1 for concurrent 100LL Fuel System Final Design work items.



Scope of Services:

Services to be provided include project formulation, project design, quality control review, preparation of construction bidding documents, bid opening and recommendation, and project management.

Deliverables will include final plans and specifications for a potential 2026 construction project. (Construction administration services and grant closeout are not included in this scope.)

This scope of work includes:

1. Project Formulation

- 1.1. *Scoping, Review and Project Coordination:* Coordinate with the Client to develop the appropriate scope of work. Work includes task definition and establishment of project goals and objectives. The scope will be updated as needed based on input received.
- 1.2. *Stakeholder Engagement:* Attend two meetings, during the design process, with project stakeholders to review fuel system layout and plan. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 1.3. *Project Formulation & Funding Coordination:* Complete the project scoping and grant application, cost breakdown, and final eligibility determination through coordination with the FAA and MnDOT agencies.
- 1.4. *Environmental Coordination:* Prepare and submit the required categorical exclusion (CATEX) documentation to the FAA for approval. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**

2. Project Design:

- 2.1. *Topographic Survey:* SEH will complete a topographic survey at the Jet-A fuel system location. The survey will include all pavement, drainage structures, existing utilities, existing lighting, and any other necessary features. The task includes survey evaluation.
- 2.2. *Geotechnical Evaluation/Borings:* (2) Geotechnical borings and (2) pavement cores will be drilled in the location of the proposed construction area to verify existing conditions. SEH will provide a figure and marking for the boring location. The boring logs and narrative report will be used to develop the pavement design and any shoring requirements if necessary. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 2.3. *Engineer's Design Report (EDR):* An engineer's design report will be completed per FAA requirements. An initial draft version of the EDR will be completed and sent to the FAA for review and comments. Comments provided by the FAA will be addressed and resubmitted in the final report. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 2.4. *Construction Safety Plan / Airspace Analysis:* A construction safety and phasing plan will be prepared for the Project and submitted to the FAA. A safety plan and compliance document form and an airspace analysis will be submitted with the CSPP. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 2.5. *Detailed Design:* Detailed design includes site preparation, civil site work, fuel system placement, tank design, mechanical design, and electrical design. The civil site design will be based on survey information, soil boring/geotechnical report data and surface drainage analysis. Endpoint Solutions will provide detailed design for all fuel system components.
- 2.6. *Final Construction Plan Sheets:* Preparation of construction drawings consisting of approximately the following plan sheets.
 - Title Sheet*

- Construction Safety and Phasing Plan*
- Statement of Estimated Quantities
- Erosion Control Plan and Details*
- Demolition Plan (Jet – A & Unleaded)
- Civil Site Grading Plan
- Concrete Details & Jointing
- Fueling System Layout
- Fueling System Details
- Fueling System Process and Instrumentation
- Fueling System Sign and Bollard Details
- Apron Pavement Marking Plan*
- Electrical Plan
- Electrical Details*

**Sheet identified as included in Attachment A-1. Anticipated little-to-no additional effort required for Attachment A-2 plan production.*

3. Quality Control Review:

- 3.1. *Quantity Calculations and Engineer's Estimate:* This task includes the calculation of the final quantities for use in the bid package, for the federally ineligible scope of work. A final engineer's estimate using these quantities is also included.
- 3.2. *Quality Control Review:* Quality control review of the project drawings and specifications as well as quantity determination and engineer's estimate. This task includes the time required to perform the review, internal meetings, and coordination with the Owner and other utilities as needed.

4. Construction Bidding Documents:

- 4.1. *Construction Bidding Documents:* Prepare a bid proposal project manual consisting of a table of contents, advertisement for bids, proposal documents, bid form, state requirements, technical specifications, and special provisions. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 4.2. *Bidding Services:* SEH will assist the owner with obtaining construction bids for proposed construction. SEH will prepare the Advertisement of Bids, distribute bid documents to contractors, and respond to questions from contractors throughout the bidding process and if needed, will clarify questions with an addendum. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 4.3. *Bid Opening:* Coordinate advertisement and opening of the contractor bids virtually. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
- 4.4. *Bid Review and Recommendation:* After bids are opened, the engineer will review for completed bids, develop a bid tab for bid comparison, and make a contractor recommendation to the Owner to move toward award of the bid. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**

5. Project Management:

- 5.1. *Overall Project Management:* Overall administration of the project, including internal and external meetings, review of design data and deliverables, coordination of plan and specification review with the Owner.
- 5.2. *Subconsultant Coordination:* SEH will coordinate with subconsultants including contract and fee development, escorting any field work, and final payment and closeout.

Subconsultants performing work under this proposal include the following:

1. *Braun Intertec* – All geotechnical engineering associated with the project will be performed by Braun Intertec. **Note: This item is included within Attachment A-1, no additional effort is included for the Jet-A scope of work.**
2. *Endpoint Solutions* – All mechanical and fuel system engineering components related to the Jet-A fuel tanks/systems for the project will be performed by Endpoint Solutions.

All geotechnical and shared design services (e.g., survey, EDR, CSPP) are included under Attachment A-1. Endpoint Solutions will provide Jet A-specific fuel system design under this scope.

Projected Submittal Dates:

The anticipated submittal dates are:

August 18, 2025	Consideration of Design Proposal
September 30, 2025	60% Design Submittal
October 24, 2025	90% Design Submittal
November 2025	Advertisement for Bids
early-December 2025	Contract Award Recommendation & FAA IIJA/AIG Grant Application
Summer/Fall 2026	Construction (Tentative Timeline, pending fuel system lead time & grant)

Endpoint Solutions

6871 South Lovers Lane
Franklin, WI 53132
Telephone: (414) 427-1200
Fax: (414) 427-1259
www.endpointcorporation.com

Mr. Kyle Nelson, P.E.
Airport Engineer
Short Elliot Hendrickson, Inc.
3535 Vadnais Center Dr.
St. Paul, MN 55110-5196

July 24, 2025

Subject: Proposal for Professional Services

South St. Paul Municipal Airport (SGS) –Aviation Fueling System Design
1725 Henry Avenue, South St. Paul, MN 55075

Dear Mr. Nelson:

Endpoint Solutions Corp. (Endpoint) appreciates the opportunity to submit this proposal to Short Elliot Hendrickson, Inc. (SEH) for Aviation Fueling System Design Services for South St. Paul Municipal Airport, in South St. Paul, MN. This proposal is being submitted pursuant to your email request and includes our understanding of the desired scope.

PROJECT UNDERSTANDING & APPROACH

Based on our review of the project information provided by SEH and our experience with similar systems, Endpoint has developed the following scope of work that will be performed by Endpoint during the design of the fueling system.

The fueling systems currently include three (3) underground storage tanks (USTs), one (1) 10,000-gallon UST for Jet A fuel, one (1) 6,000-gallon UST for unleaded gasoline, and one (1) 10,000-gallon UST for 100 low-lead aviation gasoline (AvGas). The existing USTs use dispensing cabinets to transfer fuel directly into the aircraft. Unattended, self-service fueling is available using an existing fuel management unit/card reader to manage transactions.

It is our understanding that the replacement of the Jet A system will be handled as a separate project from the replacement of the AvGas system but both projects will be completed concurrently. The scope of the fueling systems modifications tentatively includes; removal of the existing USTs, piping and dispensers and installation of two (2) new underground storage tanks (USTs) including one (1) split compartment 15,000-gallon UST for AvGas and one (1) 10,000-gallon UST for Jet A. Additionally, the projects will include installation of piping from the USTs to the dispenser locations, replacement of the existing dispensers with new aviation-style cabinets for 24-hour, self-service fueling for Jet A fuel and AvGas as well as offload filtration (JetA), signage, pavement and lighting improvements associated with these upgrades. Other possible upgrades to the fueling facilities may include tank monitor replacement, card reader replacement and/or a card reader shelter.

FUELING SYSTEM DESIGN & BID DOCUMENT PREPARATION

Endpoint will work with SEH to finalize a project work scope and will prepare 30%, 60% and 100% design drawings, including the fueling system layout and tank details, site figures, system figures, description of the system and components, product information and other documentation necessary for bidding the project to qualified contractors. The 30% design will include budgetary cost estimates for the proposed system and will account for considerations discussed with airport staff and SEH including:

- Specifications of UST closure/removal requirements;
- Tank design for up to two (2) USTs, including one (1) split compartment UST;
- Review available information regarding site soil and groundwater to be managed during the removal of the existing storage tanks and installation of the new tanks;
- Specification of management procedures for excavation dewatering, if needed;
- Dispenser pump cabinet design and specifications for two (2) fuel products;
- Offloading cabinet design and specification for JetA fuel;
- Design and specification of piping systems from the USTs to the dispensers;
- Specification of overfill alarm and transfer shutoff mechanisms to prevent accidental tank overfill;
- Provisions for testing the USTs for water and contaminants;
- Specification of UST anchoring and concrete placement over the USTs;
- Establish radius of reach and setbacks for fueling area;
- Requirements for fuel filtration and fuel system materials of construction;
- Specify off load connections to allow for fuel tanks delivery to site;
- Specification of fuel management system, card reader hardware, and transaction requirements;
- Specification of tank monitor equipment;
- Specification of tank gauging appurtenances;
- Design and specification of crash protection and site safety features as required by code;
- Establish lighting and security operational requirements for unattended fueling;
- Compliance with governing regulations for unattended fueling;

- A list of contractor deliverables including labor, equipment, submittal approvals and authorizations;
- A description of site assumptions that will affect the installation (i.e. power, tank monitor location, snow handling and mowing activities, etc.); and;
- Qualifications requirements for the installation contractor.

SEH will be responsible for the following:

- Overall project management and coordination with the airport personnel and MnDOT;
- Development of base map site plan including establishing/verifying property lines;
- Coordination of geotechnical evaluation (by others);
- Preparation of drawing set cover sheet, construction layout sheet, and construction safety and phase plan sheet;
- Establish location and design details for fueling area pavement; and,
- Prepare electrical/lighting plan and details for system power, to properly illuminate fueling area, provide grounding, and provide security.

Endpoint will attend an in-person pre-design meeting at the site to review layout and existing equipment for re-use or replacement. Review of 30% and 60% design documents will be performed remotely via virtual conferencing with SEH, airport personnel and MnDOT. Comments from the 60% design documents will be incorporated into a 100% design and specification package.

A revised engineer's estimate will be provided for the system along with the 100% design documents.

SEH will be responsible for preparing and publishing the Project Specifications and required bidding documents for distribution to pre-qualified bidders. Endpoint will prepare and provide SEH with selected specification sections and drawings associated with the fueling system, to be incorporated into SEH's overall document. The selected sections of the Project Specifications will include all relevant fueling system design information including drawings and specifications.

BID ADMINISTRATION ASSISTANCE

Endpoint will assist SEH with the identification and prequalification of bidders for the construction of the fueling system installation. Bidders will be prequalified based on their past performance, proper certification, safety record, financial stability and capability to deliver the work scope. SEH will be responsible for distributing the bid document to prequalified bidders and Endpoint will serve as the bidder's point of contact for technical questions by bidders related to the fueling system portion of the scope of work. When bids are received, Endpoint will review and provide a recommendation for the contractor to be selected

POST AWARD SERVICES

Endpoint will provide a separate proposal for services after contractor award. These services may include submittal reviews, construction oversight and inspection, as-built documentation, and/or system start-up and training. These services are specifically excluded from this proposal.

PROJECT FEES

We propose to complete the work scope described in this proposal for each system for the following time and materials (T&M) budgets utilizing our standard hourly rates (refer to attached *Schedule of Fees and Charges*).

Design – Jet A Fueling System Replacement	\$11,150
Design – AvGas Fueling System Replacement	\$14,850

Pricing assumes the work will be performed in 2025 as described below and separate drawing sets, Project Specifications and bidding documents will be prepared for each project. If projects are not performed concurrently additional fees may apply. Invoicing will be completed separately per project and payment of Endpoint invoices will be due either within five (5) days following payment from client on SEH's invoice containing the applicable Endpoint services, or within sixty (60) days of invoice submittal from Endpoint, whichever is less.

SCHEDULE

Assuming authorization by SEH for the proposed work by August 18, 2025, Endpoint understands the SEH will be targeting the following design milestone dates.

60% Design	End of September 2025
100% Design & Bid Documents	End of October 2025
Bidding	November 2025
Award	December 2025
Construction	Summer/Fall 2026

The proposed schedule assumes timely feedback by the Airport on desired project scope and operational parameters and review and comment by SEH, and the Airport.

CLOSING

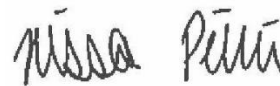
We appreciate the opportunity and look forward to working with SEH on these projects. To authorize this work please execute the attached Task Order and return to us via email (wade@endpointcorporation.com) or fax at 414-427-1259. If you have additional questions related to this proposal, please contact us directly at 414-858-1204. We look forward to hearing from you.

Sincerely,

Endpoint Solutions



Wade C. Wollermann, P.E.
Principal



Marissa Pilarski
Associate Engineer

Attachment – Task Order 2023-003
Schedule of Fees and Charges

Endpoint Solutions

Task Order for Professional Services

Client: Short Elliot Hendrickson, Inc.
Contact: Mr. Kyle Nelson
Site: South St. Paul Airport

Task Order #: 2025-003
Date: July 25, 2025
Project #: TBD

Scope of Work

This Task Order 2025-003 is issued pursuant to the *Subcontract Agreement* dated January 16, 2025, and unless otherwise specified herein, the performance of services hereunder and the payment therefore shall be subject to the terms and conditions of said *Client Agreement*. The services authorized hereunder are described below.

Description of Services: Fueling System Design Services
Related Proposal/Quote: May 19, 2025

Invoicing Basis: T&M
Invoicing Frequency: Monthly

Estimated Total Cost: **\$26,000.00**
Expected Task Time Frame: Start Date: August 18, 2025
Completion: December 31, 2025

Client's Representative: Kyle Nelson
Endpoint's Representative: Wade Wollermann

PROPOSED BY:

Endpoint Solutions Corp.

ACCEPTED BY:

Short Elliot Hendrickson, Inc.

Signature:



Name:

Wade Wollermann

Title:

Principal

Date:

July 25, 2025, 2025

Signature: _____

Name: _____

Title: _____

Date: _____

ESTIMATED FEES AND EXPENSES
ATTACHMENT B-1
2026 Fuel System Replacement (100LL) (Federally Eligible)
City of South St. Paul

Task No.	Task Description	Principal	Project Manager / Airport Engineer	Senior Airport Technician /	Electrical Engineer	Electrical Designer	Survey Crew Chief	Airport Planner	Administrative Assistant
Project Formulation									
1.1	Scoping, Review and Project Coordination		1	4					
1.2	Stakeholder Engagement	1	2						
1.3	Project Formulation & Funding Coordination		4					1	
1.4	Environmental Considerations							4	
1.5	ALP Update		1	1				8	
Project Design									
2.1	Topographic Survey			2			6		
2.2	Geotechnical Evaluation/Borings		2						
2.3	Engineer's Design Report (EDR)	1	8						2
2.4	Construction Safety Plan / Airspace Analysis		2	4				1	
2.5	Detailed Design	2	20	16	10	14			
2.6	Final Construction Plan Sheets			40	10	10			
Quality Control Review									
3.1	Quantity Calculations and Engineer's		4	4	2	1			
3.2	Quality Control Reviews	2	2	1	2	1		1	
Construction Bidding Documents									
4.1	Construction Bidding Documents		8	2	1	2			6
4.2	Bidding Services		2	4					1
4.3	Bid Opening		2						1
4.4	Bid Review and Recommendation		2						1
Project Management									
5.1	Project Management		6						
5.2	Subconsultant Coordination		4	2	1	1			
	Total hours per labor category	6	70	80	26	29	6	15	11

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	6	\$82.97	\$497.82
Project Manager / Airport Engineer	70	\$55.40	\$3,878.00
Senior Airport Technician / Designer	80	\$49.03	\$3,922.40
Electrical Engineer	26	\$43.64	\$1,134.64
Electrical Designer	29	\$59.09	\$1,713.61
Survey Crew Chief	6	\$43.67	\$262.02
Airport Planner	15	\$56.38	\$845.70
Administrative Assistant	11	\$36.09	\$396.99

Total Direct Labor Costs:	243	\$12,651.18
Salary, General and Administrative Overhead		\$24,173.87
Total Labor Costs		\$36,825.05
Fee (15%)		\$5,523.76

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	243	\$6.00	\$1,458.00
Travel - Mileage	100	\$0.70	\$70.00
Survey Equipment / Vehicle	6	\$7.50	\$45.00
Reproductions / Miscellaneous	1	\$400.00	\$400.00
Fuel System Engineering (Endpoint Solutions)	1	\$14,850.00	\$14,850.00
Geotechnical Investigation (Braun Intertec)	1	\$6,990.00	\$6,990.00

Total Expenses **\$23,813.00**

Total (Labor Costs + Fee + Expenses) \$66,161.81

SUMMARY:

Estimated Total **\$66,100.00**

ESTIMATED FEES AND EXPENSES
ATTACHMENT B-2
2026 Fuel System Replacement (Jet-A) (State Eligible)
City of South St. Paul

Task No.	Task Description	Principal	Project Manager / Airport Engineer	Senior Airport Technician /	Electrical Engineer	Electrical Designer	Survey Crew Chief	Airport Planner	Administrative Assistant
Project Formulation									
1.1	Scoping, Review and Project Coordination		1	4					
1.2	Stakeholder Engagement*								
1.3	Project Formulation & Funding Coordination		4	4				1	
1.4	Environmental Considerations*								
1.5	ALP Update*								
Project Design									
2.1	Topographic Survey						2		
2.2	Geotechnical Evaluation/Borings*								
2.3	Engineer's Design Report (EDR)*								
2.4	Construction Safety Plan / Airspace							1	
2.5	Detailed Design	1	6	10	8	10			
2.6	Final Construction Plan Sheets			30	10	10			
Quality Control Review									
3.1	Quantity Calculations and Engineer's		4	2	1	1			
3.2	Quality Control Reviews	1	2	1	1	1		1	
Construction Bidding Documents									
4.1	Construction Bidding Documents*								
4.2	Bidding Services*								
4.3	Bid Opening*								
4.4	Bid Review and Recommendation*								
Project Management									
5.1	Project Management		4						
5.2	Subconsultant Coordination		2	1	1	1			
	Total hours per labor category	2	23	52	21	23	2	3	0

*effort included with Attachment B-1

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	2	\$82.97	\$165.94
Project Manager / Airport Engineer	23	\$55.40	\$1,274.20
Senior Airport Technician / Designer	52	\$49.03	\$2,549.56
Electrical Engineer	21	\$43.64	\$916.44
Electrical Designer	23	\$59.09	\$1,359.07
Survey Crew Chief	2	\$43.67	\$87.34
Airport Planner	3	\$56.38	\$169.14
Administrative Assistant	0	\$36.09	\$0.00

Total Direct Labor Costs:	126	\$6,521.69
Salary, General and Administrative Overhead		\$12,461.65
Total Labor Costs		\$18,983.34
Fee (15%)		\$2,847.50

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	126	\$6.00	\$756.00
Travel - Mileage	100	\$0.70	\$70.00
Survey Equipment / Vehicle	2	\$7.50	\$15.00
Reproductions / Miscellaneous	0	\$400.00	\$0.00
Fuel System Engineering (Endpoint Solutions)	1	\$11,150.00	\$11,150.00

Total Expenses **\$11,991.00**

Total (Labor Costs + Fee + Expenses) \$33,821.84

SUMMARY:

Estimated Total **\$33,800.00**

ATTACHMENT C

FAA CONTRACT PROVISIONS

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the *Consultant* or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide *Consultant* written notice that describes the nature of the breach and corrective actions the *Consultant* must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the *Consultant* must correct the breach. Owner may proceed with termination of the contract if the *Consultant* fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

Title VI Solicitation Notice:

The Sponsor, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in

the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceed \$150,000.

CERTIFICATION OF OFFEROR/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must confirm each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISE

Contract Assurance (49 CFR § 26.13)

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

Prompt Payment (49 CFR § 26.29)

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the [Name of Recipient]. This clause applies to both DBE and non-DBE subcontractors.

Termination of DBE Subcontracts (49 CFR § 26.53(f))

The prime contractor must not terminate a DBE subcontractor listed in response to [include Solicitation paragraph number where paragraph 12.3.1, Solicitation Language appears] (or an approved substitute DBE firm) without prior written consent of Sponsor. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent of the Sponsor. Unless Sponsor consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

Sponsor may provide such written consent only if Sponsor agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.

Before transmitting to Sponsor its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to Sponsor, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise Sponsor and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why Sponsor should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), Sponsor may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The *Consultant* has full responsibility to monitor compliance to the referenced statute or regulation. The *Consultant* must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

SEISMIC SAFETY

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

CERTIFICATION OF OFFEROR/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- 1) The applicant represents that it is (☐) is not (☒) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is (☐) is not (☒) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. Code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 USC § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TERMINATION FOR CAUSE (PROFESSIONAL SERVICES)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) **Termination by Owner:** The Owner may terminate this Agreement for cause in whole or in part, for the failure of the Consultant to:
1. Perform the services within the time specified in this contract or by Owner approved extension;
 2. Make adequate progress so as to endanger satisfactory performance of the Project; or
 3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

- b) **Termination by Consultant:** The Consultant may terminate this Agreement for cause in whole or in part, if the Owner:
1. Defaults on its obligations under this Agreement;
 2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
 3. Suspends the project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Consultant is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.



CITY COUNCIL AGENDA REPORT

DATE: August 18, 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 an On Sale/Sunday Intoxicating Liquor License and 2 AM Permit at 514 Concord Exchange South.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

To call for a public hearing to be held on Tuesday, September 2, 2025, to consider the application for an On Sale/Sunday Intoxicating Liquor License and 2 AM Close Permit, by Don Carlo's Restaurants, LLC DBA: Don Carlo's Taqueria, located at 514 Concord Exchange South, South St. Paul.

OVERVIEW

The City has received an application for an On-Sale/Sunday Liquor License from Don Carlo's Restaurants, LLC with a business name of Don Carlo's Taqueria, located at 514 Concord Exchange South, in South St. Paul. This business is newly constructed and has not yet opened to the public but are hopeful to have their liquor license in place by the start of business in October, 2025. 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 recommends the hearing be scheduled for Tuesday, September 2, 2025. A notice will be published and the community will have an opportunity to provide comments at the hearing on September 2, 2025 or may send comments to the City Clerk prior to the meeting. A copy of the notice has been provided for your review.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Public Notice - Don Carlo's Restaurant

**PUBLIC HEARING NOTICE
CITY OF SOUTH ST. PAUL**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the South St. Paul City Council will meet at the City Council Chambers in City Hall, 125 3rd Avenue North, South St. Paul, at 7:00 p.m. on Tuesday, September 2, 2025, to consider:

Application by Don Carlo's Restaurant LLC, for an On Sale Intoxicating Liquor License, Sunday Liquor License, and 2 AM Permit at 514 Concord Exchange St S, South St. Paul, MN.

Persons desiring to be heard are encouraged to attend the public hearing. Persons unable to attend may submit written comments prior to the date of the hearing to: Deanna Werner, City Clerk, 125 3rd Avenue North, South St. Paul, MN 55075. You may also send comments to: dwerner@southstpaul.org

/s/ Deanna Werner
City Clerk

Published in Pioneer Press: August 20, 2025



CITY COUNCIL AGENDA REPORT

DATE:

August 18, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

11.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for On-Sale Liquor for Don Carlo's Taqueria

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution #2025-88 approving a conditional use permit for on-sale liquor for Don Carlo's Taqueria.

OVERVIEW

Application

The Applicant, Don Carlo's Taqueria, is a new restaurant that will soon be opening at 514-516 Concord Exchange South. The restaurant will be located in a commercial suite within the same building as the recently opened Asian Mart grocery store. The Applicant is seeking a conditional use permit for on-sale liquor which would allow them to qualify for a liquor license.

Background

The Asian Mart multi-tenant retail building was constructed in 2024 with two vacant "shell" spaces that could host future tenants, which were given the addresses 514 and 516 Concord Exchange South. The tenant spaces were unfinished when the building was constructed. The Applicant, Don Carlo's Taqueria, has leased both of the vacant tenant spaces and has combined them to create a single 3,140 square-foot restaurant space. The Applicant obtained a building permit to finish the restaurant space in April and construction is underway.

Details of Proposed Business Model

The restaurant will be owned by South St. Paul resident Carlos Cortez and operated by his family. Per the Applicant, the current plans for the business are as follows:

- The restaurant will offer both dine-in and take-out service. The maximum capacity of the restaurant space is 77 customers.

- They are looking to obtain a full liquor license to offer beer, wine, and spirits.
- They anticipate initially employing 3-5 individuals.
- They will serve breakfast, lunch and dinner. They anticipate being open until 2 AM on Fridays and Saturdays, but they are only planning to serve alcohol until 1 AM.

Zoning and Comprehensive Plan Guidance

The subject property is zoned “CGMU-2-Concord Gateway Mixed Use Subdistrict 2” and guided “mixed-use” in the 2040 Comprehensive Plan. In the CGMU zoning district:

- “Cafés, cafeterias, and restaurants” are a permitted use and do not need special zoning approvals.
- On-sale liquor requires a conditional use permit. *Any business that wants to sell wine, beer, or liquor for consumption on-site must get a conditional use permit before they are eligible for a liquor license. The City can attach reasonable “case by case” conditions to the conditional use permit.*

Licensing For This Type of Business

The conditional use permit is just one tool that the City uses to regulate this type of business. The Applicant will also need to obtain a liquor license and keep it in good standing to sell alcohol. The liquor license is issued by the City Council and can be revoked for license violations.

State Statute lays out base requirements for liquor licenses. State Statute allows bars and restaurants to sell alcohol until 1 AM with a standard liquor license. Bars and restaurants can sell alcohol until 2 AM with a special permit. The City Code is allowed to be stricter than State Statute but cannot be less strict. The City Code does restrict hours of operation for bars and restaurants in some parts of the community, but businesses that are within 750 feet of Concord Street are not subject to those restrictions.

The Applicant wants to serve alcohol and provide music and other types of entertainment, so they will also need to secure an entertainment license. This type of license is issued by the City Council and can be revoked for license violations.

Site and Building Plan Review

The Asian Mart multi-tenant building had its site plan and parking plan approved by the Planning Commission and City Council in 2022. The Applicant's proposal for the use of the tenant space falls within what is allowed under the approved site plan and parking plan and the CGMU-2 district's zoning rules.

The Applicant is not currently proposing to make any changes to the exterior of the building or the overall site. They may add a privacy fence at some point in the future to provide screening between the restaurant and the adjacent car dealership.

CONDITIONAL USE PERMIT CRITERIA

Conditional Use Permits should be reviewed through the lens of the criteria outlined in the City Code and generally must be approved when they meet these criteria:

- (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.

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.

The proposed use is located in the City's mixed-use district along Concord Exchange and the City wants to see entertainment options added to this street. It is exciting to see this corridor take on new energy as new buildings are constructed and property owners make investments in improving existing buildings. Staff would recommend placing the same conditions on the CUP that have recently been placed on other similar businesses related to licensing and compliance with the noise ordinance and other nuisance ordinances.

Planning Commission Public Hearing

The Planning Commission held a public hearing at their August 6th meeting. No members of the public attended the hearing or provided comments. The Planning Commission recommended approval of the conditional use permit with a 6-0 vote.

Recommended Action

Approve Resolution #2025-88 approving a conditional use permit for on-sale liquor at Don Carlo's Taquería.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Resolution 2025-88
2. Planning Commission Staff Report

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-88

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR ON-SALE
LIQUOR AT DON CARLO’S TAQUERIA**

WHEREAS, the City received an application from Don Carlo’s Taqueria requesting the following approvals:

- A Conditional Use Permit for On-Sale Liquor.

WHEREAS, the subject property is located at 514-516 Concord Exchange South (“the Property”); and legally described as follows:

(See Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their August 6, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended approval (6-0) of the application at their August 6, 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 Planner’s report dated August 6, 2025 regarding this matter is 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. Approved Site Plan for Asian Mart Building
 - e. Floor Plan

2. Findings.

A. The City Council determines that the proposed Conditional Use Permit is consistent with the following criteria:

- 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.

B. 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 (Carlos Cortez)	Submitted 7/6/25
b. Narrative (Carlos Cortez)	Undated
c. Building Plans for Don Carlo's Taqueria (H Architects)	12/26/24

2. **Compliance with Building Code and Fire Code Requirements.** The Applicant shall comply with any applicable requirements in the State Building Code and State Fire Code for this type of use.
3. **Liquor License Required.** The Applicant must obtain a liquor license prior to beginning alcohol sales. The Applicant must keep their liquor license in good standing and comply with any requirements attached to the license.
4. **Hours that Alcohol Can Be Served.** The Applicant shall adhere to any restrictions that are placed on their liquor license regarding the hours that alcohol can be served, pursuant to City Code and State Statute.
5. **Compliance with Entertainment Licensing Requirements.** The Applicant shall obtain an entertainment license prior to providing any entertainment that requires a license.

6. **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.
7. **Scope of Conditional Use Permit.** This conditional use permit for on-sale liquor shall only apply to the specific suites within the multitenant building where “Don Carlo’s Taqueria” is located, the suites that are addressed 514 and 516 Concord Exchange South which have been combined into one tenant space.
8. **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, following a hearing by the City Council.

Adopted this 18th day of August, 2025

City Clerk

EXHIBITS

A- Legal Description

EXHIBIT A LEGAL DESCRIPTION

Parcel 1:

Lot Four (4) and the East one half (E 1/2) of Lots Five (5) and Six (6), Block Ten (10), Tarbox Addition to South Saint Paul, together with that part of the North half of Vey Street now vacated which lies adjacent and to the south of the E 1/2 of Lot 6, Block 10, Tarbox Addition to South Saint Paul, Dakota County, Minnesota.

Torrens Property.

Being registered as is evidenced by Certificate of Title No. 184893.

Parcel 2: The West one half (W 1/2) of Lots Five (5) and Six (6) in Block Ten (10), Tarbox Addition to South Saint Paul, excepting all minerals and mineral rights reserved in favor of the State of Minnesota, together with that part of the north half of Vey Street, now vacated, which lies adjacent to and to the south of the West 1/2 of said Lot 6, Block 10, Tarbox Addition to South Saint Paul, Dakota County, Minnesota.

Torrens Property.

Being registered as is evidenced by Certificate of Tide No. 186113.

Parcel 3:

Lots 2, 3, 7, 8, 9, 10, 11, 12 and 13, Block 10, Tarbox Addition to South St. Paul, together with that part of vacated Vey Street, Dakota County, Minnesota.

Abstract Property.



PLANNING COMMISSION AGENDA REPORT

DATE:

August 6, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for On-Sale Liquor for Don Carlo's Taqueria

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of a conditional use permit for on-sale liquor at Don Carlo's Taqueria.

OVERVIEW

Application

The Applicant, Don Carlo's Taqueria, is a new restaurant that will soon be opening at 514-516 Concord Exchange South. The restaurant will be located in a commercial suite within the same building as the recently opened Asian Mart grocery store. The Applicant is seeking a conditional use permit for on-sale liquor which would allow them to qualify for a liquor license.

Review Timeline

Application Submittal: July 7, 2025

Planning Commission: August 6, 2025

Tentative City Council Meeting: August 18, 2025

60-Day Review Deadline: September 5, 2025

Background

The Asian Mart multi-tenant retail building was constructed in 2024 with two vacant "shell" spaces that could host future tenants, which were given the addresses 514 and 516 Concord Exchange South. The development project was a partnership between Asian Mart's proprietor, Watson Fong, and the City's Economic Development Authority (EDA) which sold him the land and assisted with financing. The tenant spaces were unfinished when the building was constructed. The Applicant, Don Carlo's Taqueria, has leased both of the vacant tenant spaces and has combined them to create a single 3,140 square-foot restaurant space. The Applicant obtained a building permit to finish the restaurant space in April and construction is underway.

Details of Proposed Business Model

The restaurant will be owned by South St. Paul resident Carlos Cortez and operated by his family. Per the Applicant, the current plans for the business are as follows:

- The restaurant will offer both dine-in and take-out service. The maximum capacity of the restaurant space is 77 customers.
- They are looking to obtain a full liquor license to offer beer, wine, and spirits.
- They anticipate initially employing 3-5 individuals.
- They will serve breakfast, lunch and dinner. They anticipate being open until 2 AM on Fridays and Saturdays, but they are only planning to serve alcohol until 1 AM.

Zoning and Comprehensive Plan Guidance

The subject property is zoned “CGMU-2-Concord Gateway Mixed Use Subdistrict 2” and guided “mixed-use” in the 2040 Comprehensive Plan. In the CGMU zoning district:

- “Cafés, cafeterias, and restaurants” are a permitted use and do not need special zoning approvals.
- On-sale liquor requires a conditional use permit. *Any business that wants to sell wine, beer, or liquor for consumption on-site must get a conditional use permit before they are eligible for a liquor license. The City can attach reasonable “case by case” conditions to the conditional use permit.*

Relevant City Code

The following code sections are relevant to this review:

- Section 118-125 of the City Code governs the Concord Gateway Mixed Use zoning district
- Section 118-40 of the City Code governs Conditional Use Permits.
- Sections 118-351 through 118-355 govern off-street parking and loading.

Licensing For This Type of Business

The conditional use permit is just one tool that the City uses to regulate this type of business. The Applicant will also need to obtain a liquor license and keep it in good standing to sell alcohol. The liquor license is issued by the City Council and can be revoked for license violations.

State Statute lays out base requirements for liquor licenses. State Statute allows bars and restaurants to sell alcohol until 1 AM with a standard liquor license. Bars and restaurants can sell alcohol until 2 AM with a special permit. The City Code is allowed to be stricter than State Statute but cannot be less strict. The City Code does restrict hours of operation for bars and restaurants in some parts of the community, but businesses that are within 750 feet of Concord Street are not subject to those restrictions. The subject property is located in what has historically been the community's entertainment district where late-night activities have always been welcome.

If the Applicant wants to serve alcohol and provide music and other types of entertainment, they will also need to secure an entertainment license. This type of license is issued by the City Council and can be revoked for license violations.

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. They may add a privacy fence at some point in the future to provide screening between the restaurant and the adjacent car dealership.

Parking

The Asian Mart multi-tenant building had its site plan and parking plan approved by the Planning Commission and City Council in 2022. The Applicant's proposal for the use of the tenant space falls within what is allowed under the approved site plan and parking plan and the CGMU district's zoning rules. The Asian Mart multi-tenant building has 14 dedicated off-street parking stalls. Additionally, there is abundant on-street parking on both sides of Concord Exchange in this area and the City Council recently had Concord Exchange rebuilt with extra-wide 9-foot parking lanes and fully paved boulevards to make it even easier for customers to park on the street. The CGMU zoning district was established in 2003 to help Concord Exchange develop as a walkable pedestrian-oriented mixed-use district. The zoning rules were designed to

encourage businesses to utilize on-street parking whenever possible instead of building large surface parking lots. This allows for an improved pedestrian experience and makes it possible to fit buildings on the corridor's small and challenging parcels, which are hemmed in by a bluff on the west side.

Surrounding Land Uses

Direction	Existing Use	Existing Zoning	Comp Plan Guidance
<i>West (up the bluff)</i>	Camber Hill Townhomes	R-4 Multifamily Residential	High Density Residential
<i>North</i>	Stockyards Tavern and Chophouse	Concord Gateway Mixed Use Subdistrict 2 (CGMU-2)	Grand Exchange Mixed-Use
<i>East (across Concord Street)</i>	Allstate Peterbuilt Truck Dealership	GB General Business	Commercial
<i>South</i>	Protouch Painting Inc.	Concord Gateway Mixed Use Subdistrict 2 (CGMU-2)	Grand Exchange 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.

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.

The proposed use is located in the City’s mixed-use district along Concord Exchange and the City wants to see entertainment options added to this street. It is exciting to see this corridor take on new energy as new buildings are constructed and property owners make investments in improving existing buildings. Staff would recommend placing the same conditions on the CUP that have recently been placed on other similar businesses related to licensing and compliance with the noise ordinance and other nuisance ordinances.

STAFF RECOMMENDATION

Staff recommends approval of the conditional use permit with the following conditions:

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

- | | |
|--|-------------------------|
| a. Application (Carlos Cortez) | Submitted 7/6/25 |
| b. Narrative (Carlos Cortez) | Undated |
| c. Building Plans for Don Carlo’s Taqueria (H Architects) | 12/26/24 |

2. **Compliance with Building Code and Fire Code Requirements.** The Applicant shall comply with any applicable requirements in the State Building Code and State Fire Code for this type of use.

3. **Liquor License Required.** The Applicant must obtain a liquor license prior to beginning alcohol sales. The Applicant must keep their liquor license in good standing and comply with any requirements attached to the license.

4. **Hours that Alcohol Can Be Served.** The Applicant shall adhere to any restrictions that are placed on their liquor license regarding the hours that alcohol can be served, pursuant to City Code and State Statute.

5. **Compliance with Entertainment Licensing Requirements.** The Applicant shall obtain an entertainment license prior to providing any entertainment that requires a license.

6. **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.

7. **Scope of Conditional Use Permit.** This conditional use permit for on-sale liquor shall only apply to the specific suites within the multitenant building where “Don Carlo’s Taqueria” is located, the suites that are addressed 514 and 516 Concord Exchange South which have been combined into one tenant space.

8. **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, following a hearing by the City Council.

Action Requested

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 permit, the following action should be taken:
 - Motion to recommend approval of a conditional use permit for on-sale liquor at Don Carlo's Taqueria.
2. Denial. If the Planning Commission wishes to recommend denial of the conditional use permit, the following action should be taken:
 - Motion to recommend denial of a conditional use permit amendment for on-sale liquor at Don Carlo's Taqueria.

If the Planning Commission wants to recommend denial, it will require a finding that the CUP request is not consistent with one of more parts of the CUP criteria.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Photographs of Subject Property
3. Applicant's Narrative
4. Approved Site Plan for Asian Mart Building
5. Floor Plan

ATTACHMENT 1
SITE LOCATION MAP



ATTACHMENT 2

PHOTOGRAPHS OF SUBJECT PROPERTY





ATTACHMENT 3 APPLICANT'S NARRATIVE

Subject: Request for Conditional Use Permit – Don Carlo's Taqueria

Dear City of South Saint Paul,

I hope this message finds you well. My name is Carlos Cortes, and I am reaching out to formally request a Conditional Use Permit for **Don Carlo's Taqueria**, a new Spanish restaurant we plan to open at a location off **Concord Street in South Saint Paul, MN**.

Don Carlo's Taqueria will be a welcoming space for both dine-in and take-out service, offering a variety of authentic Spanish foods and beverages at affordable prices. Our goal is to serve the South Saint Paul community and surrounding Metro Area neighbors with a memorable and enjoyable dining experience.

Key details about our establishment:

- **We will employ between 3 to 5 staff members**
- **Open daily for breakfast, lunch, and dinner**
- **Extended hours until 2:00 AM on Fridays and Saturdays to accommodate late-night dining**
- **Comfortable indoor seating as well as convenient take-out options**
- **We are also seeking a full liquor license for Don Carlo's Taqueria.**

We are committed to being a positive addition to the community and believe Don Carlo's Taqueria will enhance the local dining scene while creating a welcoming environment for all. We value our future customers and look forward to contributing to the neighborhood's vibrancy. We are looking to only serve alcohol till 1am and our bartenders will have experience prior or licensed from Minnesota School of Bar tending.

Thank you for considering our request. I would appreciate the opportunity to speak further and provide any additional information needed in support of this permit.

Warm regards,

Carlos Cortes

651-815-5683

ariza-1981@hotmail.com

Owner, Don Carlo's Taqueria

CAMBER AVENUE

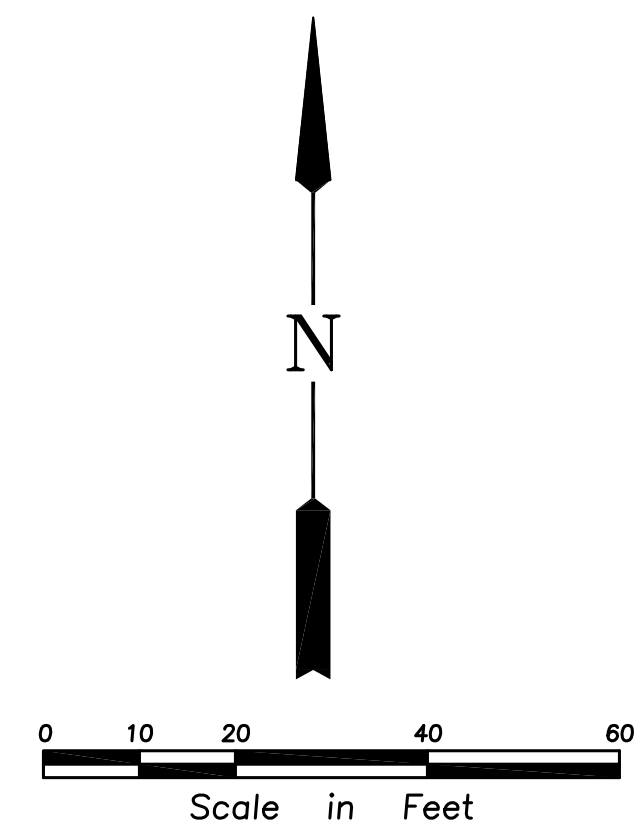


SITE AREA = 1.00 ACRES
DISTURBED AREA = 0.61 ACRES
EXISTING IMPERVIOUS AREA = 0.61 ACRES
POST CONSTRUCTION IMPERVIOUS AREA = 0.52 ACRES (52%)

- ① - All dimensions between curbing and to radius points are to face of curb.
- ② - All dimensions abutting curbs are to back of curb.
- ③ - All curb and gutter on private property shall be type B-612 unless otherwise noted.
- ④ - Construct drives/entrances according to City of South St. Paul Std. Plates.
- ⑤ - All parking stall striping width is 9.00' unless otherwise noted.

- ① - All dimensions between curbing and to radius points are to face of curb.
- ② - All dimensions abutting curbs are to back of curb.
- ③ - All curb and gutter on private property shall be type B-612 unless otherwise noted.
- ④ - Construct drives/entrances according to City of South St. Paul Std. Plates.
- ⑤ - All parking stall striping width is 9.00' unless otherwise noted.

 BOUNDARY/ROW/BLOCK LINE
 EASEMENT
 BUILDING/PARKING SETBACK LINE
 PROPOSED CONCRETE
 PROPOSED BITUMINOUS



DRAFTING SYMBOLS	
SYMBOL	DESCRIPTION
	NORTH
	NORTH ARROW
	MANAGERS OFFICE
	ROOM NAME
	ROOM NUMBER
	SECTION REFERENCE
	ELEVATION REFERENCE
	DETAIL REFERENCE BUBBLE
	ELEVATION REFERENCE
	EXIST. ELEVATION REFERENCE
	PARTITION TYPE REFERENCE
	KEYNOTE REFERENCE
	WINDOW TYPE REFERENCE
	REVISION REFERENCE

CODE ANALYSIS:

APPLICABLE CODE:

2020 MSBC
2020 MN ACCESSIBILITY CODE
2020 MN PLUMBING CODE
2024 MN ENERGY CODE
2020 MN MECHANICAL AND FUEL GAS CODE
2020 MN FIRE CODE
2023 MN ELECTRICAL CODE

THE "Don Carlo Taqueria" IS LOCATED AT AN EXISTING ONE STORY COMMERCIAL BUILDING AT 464 CONCORD ST. S. SOUTH ST. PAUL, MN 55075. THE STRUCTURE OF THE BUILDING IS STEEL DECKING AND STEEL FRAMING.

THIS IS AN INTERIOR REMODELING PROJECT INCLUDING MECHANICAL, PLUMBING, ELECTRICAL AND CARPENTRY WORK.

OCCUPANCY TYPE: A-2
ADJACENT OCCUPANCIES: NA

THE CONSTRUCTION TYPE IS TYPE II-B

TOTAL SQ FOOTAGE OF RESTAURANT (A-2): 3,140 SF

OCCUPANT LOAD PER TABLE 1004.1.2
DINING CAPACITY = 1,080 SF/15 = 72 Occ.
KITCHEN AND SERVICE AREA = 950 SF/200 = 5 Occ.

TOTAL OCCUPANT LOAD = 77 Occ.

NUMBER OF EXITS: 2 PROVIDED 2 REQUIRED

SPRINKLER SYSTEM: EXISTING, MODIFIED AS NEEDED.

RESTROOM FIXTURES PER TABLE 2902.1

WATER CLOSET/URINALS: 2 PROVIDED 2 REQUIRED
LAVATORIES: 2 PROVIDED 2 REQUIRED

1 SERVICE SINK REQ'D., 1 SERVICE SINK PROVIDED

DEFERRED SUBMITTALS

1. DEFERRED SUBMITTALS ARE THOSE PORTIONS OF THE DESIGN THAT ARE NOT SUBMITTED AT TIME OF THE APPLICATION FOR THE BUILDING PERMIT. DEFERRED SUBMITTALS ARE ALLOWED IN MNSBC 1500.0130 SUBP. 9 B BUT ARE REQUIRED TO BE SUBMITTED WITHIN A SPECIFIED TIME AND WITH THE BUILDING OFFICIAL'S PRIOR APPROVAL. ALL ITEMS MUST BE SUBMITTED TO ARCHITECT PRIOR TO INSTALLATION.

2. ALL ITEMS THAT ARE DEFERRED MUST BE SUBMITTED TO THE CITY THAT THE SUBMITTAL COMPLIES WITH THE DESIGN. THIS IS REQUIRED BEFORE THE CITY REVIEW OF THAT ITEM IS PERFORMED. ALL ITEMS SHALL BE PROPERLY SIGNED AS REQUIRED BY MINNESOTA STATUTES AND RULES.

a. FIRE PROTECTION SPRINKLER
b. RATED ASSEMBLIES / FIRESTOPPING
c. HVAC
d. ELECTRICAL
e. PLUMBING

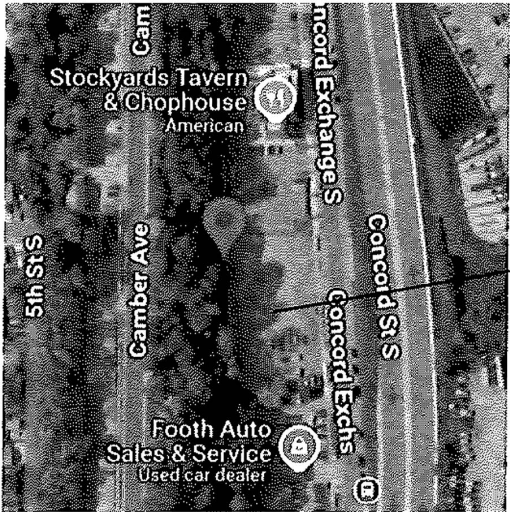
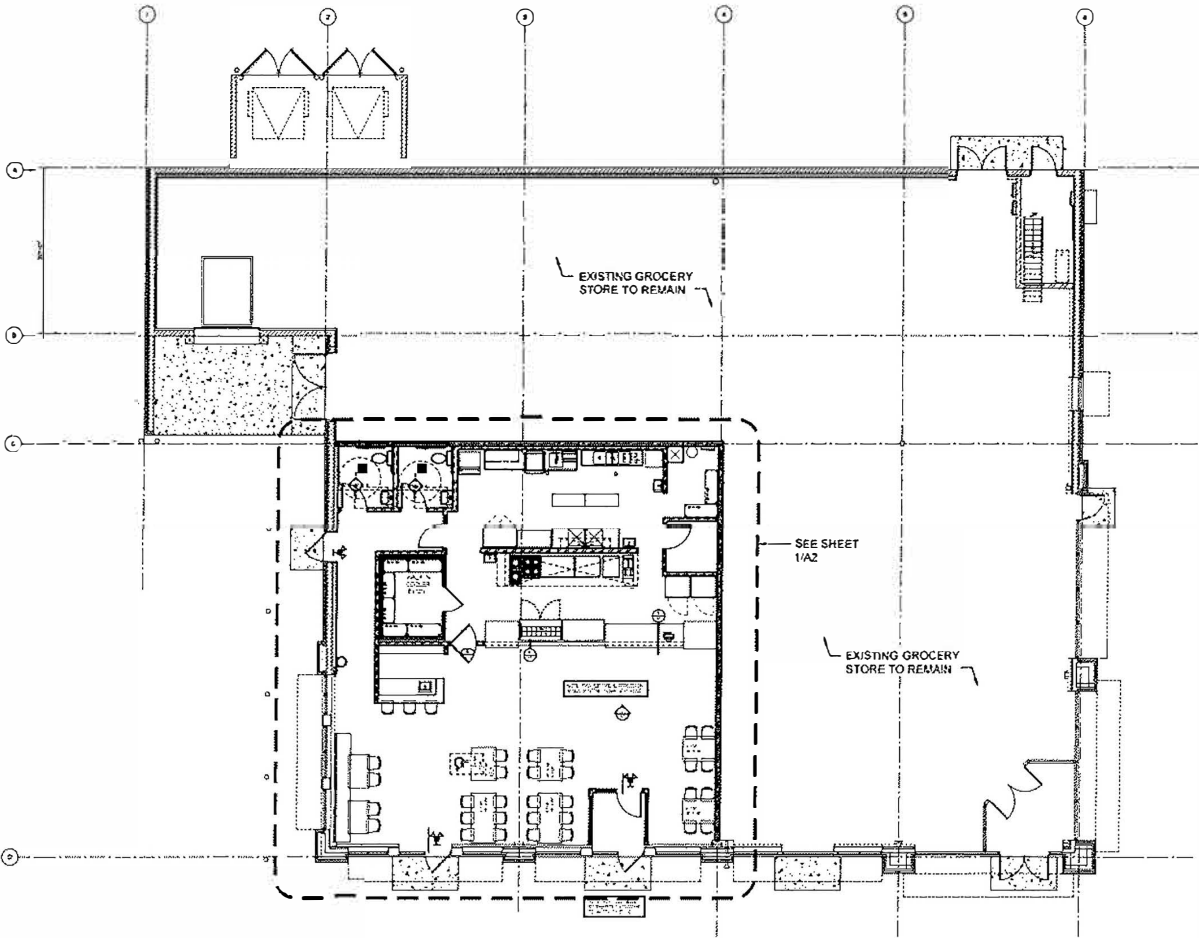
ATTACHMENT 5

FLOOR PLAN

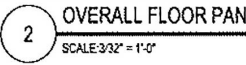
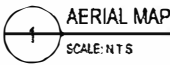
DON CARLO'S TAQUERIA

514 and 516 Concord Exchange
South St. Paul, MN 55075

SHEET NO.	ARCHITECTURAL
A1	PROJECT INDEX, CODE ANALYSIS & AERIAL MAP, OVER ALL FLOOR PLAN
A2	FLOOR PLAN, ROOM SCHEDULE, AND NOTES
A3	REFLECTED CEILING PLAN AND NOTES
A4	EQUIPMENT PLAN AND EQUIPMENT LIST
A5	INTERIOR TOILET ELEVATIONS AND DETAILS



SITE LOCATION



H Architects
Commercial | Retail | Mixed Use Residential | Restaurants
51 11th Ave. South
Waite Park, MN 56387
320-237-7411; harchitects2000@gmail.com

ARCHITECT CERTIFICATION:
I, the undersigned, hereby certify that this plan was prepared by me or under my direct supervision and I am a duly Licensed Architect Under the Laws of the State of Minnesota.

Printed Name: Hung Ly
REG. 50476 Date: 12/26/2024

DON CARLO'S TAQUERIA
514 and 516 Concord Exchange
South St. Paul, MN 55075

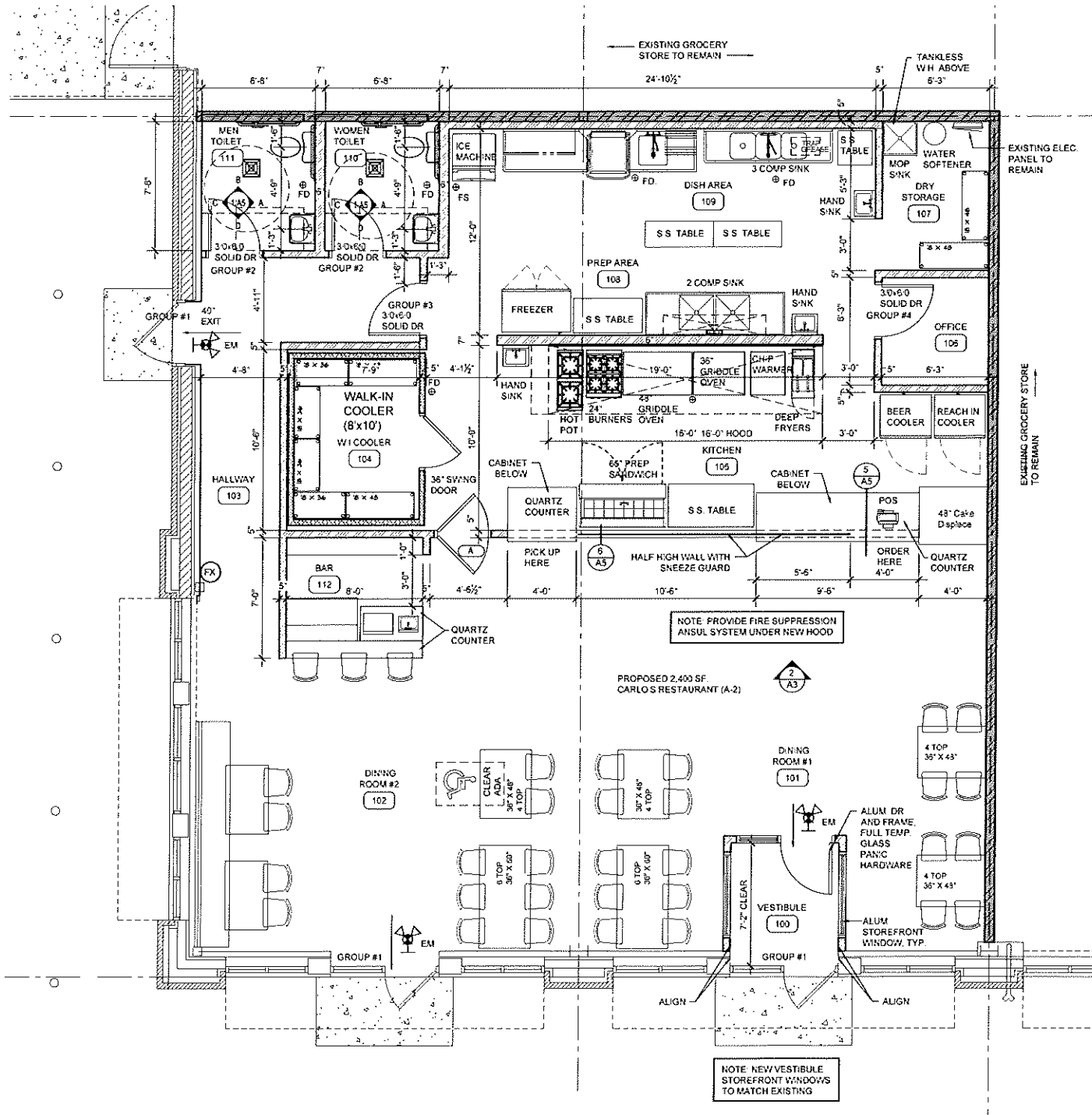
REVISIONS

1	MM/DD/YYYY
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SHEET TITLE
CODE ANALYSIS, AERIAL MAP,
DRAFTING SYMBOLS, SITE
PLAN AND DETAIL

DRAWN BY: Hung Ly
DATE: 12/26/2024

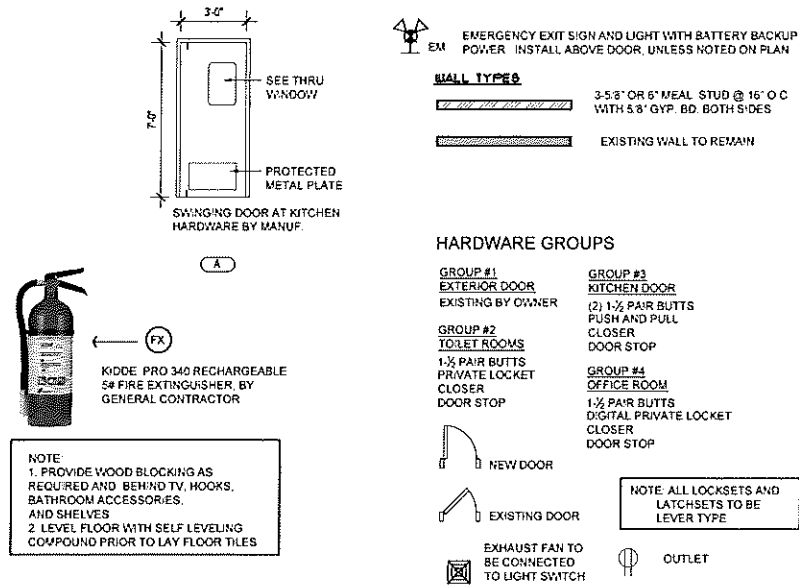
SHEET NO.
A1



ROOM FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR			WALL-N		WALL-E		WALL-S		WALL-W		CEILING			REMARKS
		MAT	FIN	BASE	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	HGT	
100	VESTIBULE	-	EPXY	EPXY	GYP	PT	GYP	PT	GYP	PT	GYP	PT	EXP	-	-	
101	DINING ROOM #1	-	EPXY	EPXY	GYP	PT	GYP	PT	GYP	PT	GYP	PT	EXP	-	-	
102	DINING ROOM #2	-	EPXY	EPXY	GYP	PT	GYP	PT	GYP	PT	GYP	PT	EXP	-	-	
103	HALLWAY	-	EPXY	EPXY	GYP	PT	GYP	PT	GYP	PT	GYP	PT	EXP	-	-	
104	WALK-IN-COOLER	-	BY MANUFACTURER													
105	KITCHEN	-	QT	QT	GYP	FRP	GYP	FRP	GYP	FRP	GYP	FRP	ACT	-	10'-0"	WASHABLE ACT
106	OFFICE	-	QT	QT	GYP	FRP	GYP	FRP	GYP	FRP	GYP	FRP	ACT	-	10'-0"	WASHABLE ACT
107	DRY STORAGE	-	QT	QT	GYP	FRP	GYP	FRP	GYP	FRP	GYP	FRP	ACT	-	10'-0"	WASHABLE ACT
108	PRE AREA	-	QT	QT	GYP	FRP	GYP	FRP	GYP	FRP	GYP	FRP	ACT	-	10'-0"	WASHABLE ACT
109	DISH AREA	-	QT	QT	GYP	FRP	GYP	FRP	GYP	FRP	GYP	FRP	ACT	-	10'-0"	WASHABLE ACT
110	WOMEN TOILET	-	CT	CT	GYP	CT	GYP	CT	GYP	CT	GYP	CT	ACT	-	9'-0"	
111	MEN TOILET	-	CT	CT	GYP	CT	GYP	CT	GYP	CT	GYP	CT	ACT	-	9'-0"	
112	BAR	-	EPXY	EPXY	GYP	PT	GYP	PT	GYP	PT	GYP	PT	EXP	-	-	
ACT	ACOUSTICAL CEILING TILE				PT								EPXY		EPOXY	
CPT	CARPET				VB											
GL	TEMP. GLASS				WD											
GT	CERAM-C TILE				VCT											
EXP	EXPOSED				QT											

QT: ALL EXISTING QUARRY TILE TO REMAIN



FRP*: FIBER REINFORCED PLASTIC PANEL

Greenguard-certified
Moisture-resistant and mildew-resistant
Chemical-resistant for harsh environments
NSF-certified
Excellent impact and scuff resistance
Meets Class C (ASTM E-84) requirements

Dimensions: 4' x 8' x 0.09"
Shipping Dimensions: 96.0 H x 48.0 W x 0.09 D
Shipping Weight: 25.0 lbs

Brand Name: Pioneer

VERSATILES® 6 X 6 QUARRY FLOOR AND WALL TILE AND ROUND TOP COVE BASE

VERSATILES® IS A 1/2" THICK UNGLAZED CERAMIC QUARRY TILE AVAILABLE IN TWO POPULAR NATURAL THROUGH-THE-BODY EARTH TONE COLORS. UNLIKE GLAZED TILE, THE COLORS WON'T WEAR OFF. VERSATILES® QUARRY TILE IS EXTRUDED AND HARD FIRED FOR LOW ABSORPTION AND ADDED DURABILITY. VERSATILES® TILE COLORS ARE SLIP RESISTING WITH A DYNAMIC COEFFICIENT OF FRICTION OF 0.60 WET AT TIME OF MANUFACTURE. THEY ARE SUITABLE FOR HEAVY TRAFFIC AREAS (INDOORS AND OUT) SUBJECT TO FREQUENT SPILLS AND MOISTURE. VERSATILES® QUARRY TILE IS EXTREMELY DURABLE AND WILL LAST FOR YEARS, EVEN DECADES.

HIGH RESISTANCE TO ABRASION AND IS SUITABLE FOR HEAVY-DUTY RESIDENTIAL AND COMMERCIAL FLOOR INSTALLATIONS, SUCH AS ENTRANCES, PATIOS, COMMERCIAL KITCHENS, HOTELS, AND AREAS WITH HEAVY TRAFFIC USE.
SLIP-RESISTANCE COEFFICIENT OF FRICTION RATING THAT MEETS OR EXCEEDS 0.60 WET AT TIME OF MANUFACTURE. IS SLIP-RESISTING FOR INDOOR AND OUTDOOR USE AND IS REQUIRED FOR COMMERCIAL APPLICATIONS TO MEET OR EXCEED ADA GUIDELINES.
UNGLAZED TILE WITH THROUGH-THE-BODY COLOR.
INDOOR/OUTDOOR USE IN ANY CLIMATE.
EXTREMELY DURABLE. TILE RESISTS STAINS.
PRICE SHOWN IS FOR EACH PIECE.

NOTES

- A. PROVIDE GRADE 2 BRAILLE SIGNAGE AT LATCH SIDE, MOUNTED AT 60" AFF.
- B. MINIMUM EXIT DOOR 3'-0" x 6'-8" HEIGHT.
- C. PROVIDE A SIGN ON THE MAIN EXIT DOOR READ: "THIS DOOR SHALL REMAIN UNLOCKED WHILE THE BUILDING IS OCCUPIED".
- D. DOORWAYS LEADING TO MEN'S SANITARY FACILITIES SHALL BE IDENTIFIED BY AN EQUILATERAL TRIANGLE 1/2" THICK WITH EDGES 12" LONG AND A VERTEX POINTING UPWARD. WOMEN'S SANITARY FACILITIES SHALL BE IDENTIFIED BY A CIRCLE 1/2" THICK AND 12" IN DIAMETER.
- E. GEOMETRIC (CIRCLE AND TRIANGLE) SYMBOLS ON SANITARY FACILITY DOORS SHALL BE CENTERED ON THE DOOR AT A HEIGHT OF 60" AND THEIR COLOR AND CONTRAST SHALL BE DISTINCTLY DIFFERENT FROM THE COLOR AND CONTRAST OF THE DOOR.
- F. PROVIDE GRADE 2 BRAILLE SIGNAGE AT THE TOILET ENTRY LATCH SIDE, MOUNTED ON THE WALL AT 60" ABOVE THE FLOOR.
- G. ALL BUILDING ENTRANCES THAT ARE ACCESSIBLE SHALL BE IDENTIFIED WITH AT LEAST ONE STANDARD SIGN AND WITH ADDITIONAL DIRECTIONAL SIGNS, AS REQUIRED, TO BE VISIBLE TO PERSONS ALONG APPROACHING PEDESTRIAN WAYS.



CITY COUNCIL AGENDA REPORT

DATE:

August 18, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Monika Miller

AGENDA ITEM NUMBER:

11.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for Automotive Repair at 157 Bridgepoint Drive

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2025- 89 approving a conditional use permit for automotive repair at 157 Bridgepoint Drive.

OVERVIEW

Application

The Applicant, GDL Auto LLC, is seeking a Conditional Use Permit for an auto repair business at 157 Bridgepoint Drive. The Applicant is applying for this Conditional Use Permit with the consent of the property owner, Simmet Bridgepoint Property LLC (Langer Real Estate Services).

Background

The Applicant, GDL Auto LLC, is a small automotive repair business that has been in operation since 2017. The business is owned by Miguel Saldana and currently operates out of Saint Paul. GDL Auto services both imported and domestic vehicles and offers common auto repair services such as diagnostics, alignment, tune-ups, engine repair, brake service, and shock services.

157 Bridgepoint Drive is an approximately 3,380 sq. ft. condo suite located in the Bridgepoint Office Condominiums II complex. This site was developed in 2006 by Langer Real Estate Services. There are two buildings on the property and each building contains a number of business condo suites that are governed as a Common Interest Community (CIC) which is essentially a homeowner's association for a business park. Each suite owner is the sole owner of their own interior space, while all the exterior spaces (parking lots, landscape areas, etc.) are owned in common.

The Applicant's unit is located in the building nearest to Bridgepoint Drive. Units in this building feature customer entrances that face Bridgepoint Drive. Service doors are located at the rear of each unit, providing secondary access to each unit for loading. A shared parking lot that

all businesses get to use without restrictions is located at the front of the building. There is also parking at the rear of the building and each business has a few spots that are designated for their private use. The designated parking area for the Applicant's unit is large enough to fit 3 or 4 vehicles.

Details of the Business's Operations

According to the Applicant's narrative, GDL Auto has two employees that would work at this location. The operating hours for the business would be 10:00 AM to 6:30 PM, Monday through Thursday and 10:00 AM to 2:00 PM on Saturday. The business would not operate on Sundays. The Applicant has stated that all vehicles serviced at the shop would be licensed and operable. The business anticipates having up to 4 customers at one time.

Auto Repair Already Taking Place in Nearby Business Condo Suites

There are already two other business condo suites in the Applicant's complex that have conditional use permits for automotive repair:

1. In 2008, the condo suite with the address 195 Bridgepoint Drive received a conditional use permit for light automobile repair.
2. In 2016, the condo suite with the address 193 Bridgepoint Drive received a conditional use permit for automotive repair.

There is also an auto repair business in one of the suites in another nearby business condo development.

Zoning and Comprehensive Plan Guidance

The property is zoned I-1, Light Industrial which is a general light industrial zoning district that is set up to automatically allow uses such as light manufacturing and assembly, warehousing, offices, and similar uses. The property is guided "light industrial" in the 2040 Comprehensive Plan. Automobile repair is listed as a conditional use in the I-1 zoning district, so it is allowed but requires a conditional use permit.

Conditional use permit requests need to be granted when the project meets the criteria for when to approve a conditional use permit. Staff believes that this request complies with the criteria.

Public Hearing

The Planning Commission held a public hearing at their meeting on August 6, 2025. No feedback was received prior to the meeting. Two public comments were received during the meeting:

David Edmeyer, 191 Bridgepoint Drive, shared that he was opposed to the use due to the number

of automotive repair businesses nearby along Concord Street and concerns about parking onsite.

Kaitlin Simmet, Langer Real Estate Services, stated that she did not have any documented complaints related to parking at condo complex. Ms. Simmet added she had informed the Applicant of the bylaws of the site, including approved parking areas and expectations related to exterior storage. The Applicant showed an eagerness to comply with all requirements.

At the conclusion of the public hearing, the Planning Commission voted to recommend approval of the conditional use permit for automotive repair with a 6-0 vote.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2025-89
2. PC Staff Report for GDL Auto CUP

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-89

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AUTOMOTIVE
REPAIR AT 157 BRIDGEPOINT DRIVE**

WHEREAS, the City received an application from GDL Auto LLC requesting the following approval:

- A conditional use permit for automotive repair

WHEREAS, the subject property is a suite located at 157 Bridgepoint Drive (“the Property”); and is legally described as follows:

(See Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their August 6, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended Approval (6-0) of the application at their August 6, 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 August 6, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:
 - a. Site Location Map
 - b. Applicant’s Narrative
 - c. Suite Layout and Building Floor Plan
 - d. CIC Plat
2. Findings.
 - A. The City Council determines that the proposed Conditional Use Permit is consistent with the following criteria:

- 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

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

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

- | | |
|--|----------------------|
| 1. Application (Miguel Saldana) | June 17, 2025 |
| 2. Narrative (Miguel Saldana) | Undated |
| 3. Floor Plan for the Suite | Undated |

2. **Building Permit Required.** The Applicant shall obtain a building permit for the change of use prior to beginning operations. All building plans and specifications are subject the review and approval of the City Building Official and South Metro Fire Marshal. A violation of this condition of approval shall be considered a code violation which may be addressed via the administrative citation process.
3. **Sprinkler System.** The Applicant shall ensure that the sprinkler system is sufficient to protect the new occupancy. This is subject to review and approval by the Fire Marshal.
4. **No Automotive Sales, Auto Body Repair, or Painting.** No vehicles sales are allowed. No auto body repair or painting is permitted on the site. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
5. **Vehicle Repair Performed in Enclosed Building.** All vehicle repair shall take place within an enclosed building.
6. **Noise Mitigation.** Noise from the facility shall be controlled to ensure that the use does not adversely impact adjacent uses. The facility must be kept compliant with the City's noise ordinance and State Statutes governing noise in an industrial area.

7. **No Exterior Storage.** There shall be no exterior storage including any storage of tires, automotive parts, or vehicle repair debris. There shall be no exterior storage of vehicles awaiting repairs that are unlicensed. There shall be no exterior storage of vehicles that are inoperable and meet the City Code's definition of a useless vehicle or junk vehicle which shall include any vehicle that is being kept for scrapping/salvage or for parts. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
8. **Limitation on Outdoor Overnight Parking of Vehicles Awaiting Repair or Pickup.** Vehicles that are awaiting repair and repaired vehicles that are awaiting pickup may not be parked in the shared parking lot in front of the building overnight. "Overnight" shall be defined as the hours of 10 PM to 5 AM. Overnight parking of these vehicles is limited to the parking stalls behind the Applicant's unit that are designated as their limited common element. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
9. **Termination of Conditional Use Permit.** Per the City Code, the Conditional Use Permit will terminate if the improvement has not substantially begun within one (1) year from the date of approval. Per City Code, the City Council may revoke the Conditional Use Permit, following a public hearing, if any of the above conditions have been violated and are not corrected.

Adopted this 18th day of August, 2025.

City Clerk

ATTACHMENTS

A- Legal Description

**ATTACHMENT A
LEGAL DESCRIPTION**

Lot 1, Block 3, Canal Addition, Dakota County, Minnesota

CIC #546 Bridgepoint Office Condominium II Unit #4

PID: 36-16250-05-004



PLANNING COMMISSION AGENDA REPORT

DATE: August 6, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Use Permit for Automotive Repair at 157 Bridgepoint Drive

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of a conditional use permit for automobile repair at 157 Bridgepoint Drive.

OVERVIEW

Application

The Applicant, GDL Auto LLC, is seeking a Conditional Use Permit for an auto repair business at 157 Bridgepoint Drive. The Applicant is applying for this Conditional Use Permit with the consent of the property owner, Simmet Bridgepoint Property LLC (Langer Real Estate Services).

Review Timeline

Application Submittal Date: June 18, 2025
Planning Commission: August 6, 2025
Tentative City Council Meeting: August 18, 2025
60-Day Review Deadline: August 17, 2025
Extended 120- Day Review Deadline: October 16, 2025

Background

The Applicant, GDL Auto LLC, is a small automotive repair business that has been in operation since 2017. The business is owned by Miguel Saldana and currently operates out of Saint Paul. GDL Auto services both imported and domestic vehicles and offers common auto repair services such as diagnostics, alignment, tune-ups, engine repair, brake service, and shock services.

157 Bridgepoint Drive is an approximately 3,380 sq. ft. condo suite located in the Bridgepoint Office Condominiums II complex. This site was developed in 2006 by Langer Real Estate Services. There are two buildings on the property and each building contains a number of

business condo suites that are governed as a Common Interest Community (CIC) which is essentially a homeowner's association for a business park. Each suite owner is the sole owner of their own interior space, while all the exterior spaces (parking lots, landscape areas, etc.) are owned in common.

The Applicant's unit is located in the building nearest to Bridgepoint Drive. Units in this building feature customer entrances that face Bridgepoint Drive. Service doors are located at the rear of each unit, providing secondary access to each unit for loading. A shared parking lot that all businesses get to use without restrictions is located at the front of the building. There is also parking at the rear of the building and each business has a few spots that are designated for their private use. The designated parking area for the Applicant's unit is large enough to fit 3 or 4 vehicles.

Details of the Business's Operations

According to the Applicant's narrative, GDL Auto has two employees that would work at this location. The operating hours for the business would be 10:00 AM to 6:30 PM, Monday through Thursday and 10:00 AM to 2:00 PM on Saturday. The business would not operate on Sundays.

The Applicant has stated that all vehicles serviced at the shop would be licensed and operable. The business anticipates having up to 4 customers at one time.

Auto Repair Already Taking Place in Nearby Business Condo Suites

There are already two other business condo suites in the Applicant's complex that have conditional use permits for automotive repair:

- In 2008, the condo suite with the address 195 Bridgepoint Drive received a conditional use permit for light automobile repair.
- In 2016, the condo suite with the address 193 Bridgepoint Drive received a conditional use permit for automotive repair.

There is also an auto repair business in one of the suites in another nearby business condo development.

Zoning and Comprehensive Plan Guidance

The property is zoned I-1, Light Industrial which is a general light industrial zoning district that is set up to automatically allow uses such as light manufacturing and assembly, warehousing, offices, and similar uses. The property is guided "light industrial" in the 2040 Comprehensive Plan. Automobile repair is listed as a conditional use in the I-1 zoning district, so it is allowed but requires a conditional use permit.

Relevant Zoning Code Chapters

- City Code Section 118-40 regulates Conditional Use Permits
- City Code Section 118-134 regulates the I-1, Light Industrial Zoning District

Conditional Use Permit Criteria

A City may require a conditional use permit for certain types of businesses or structures that require a case-by-case review to prevent negative impacts. The City can attach conditions to each approval to address those potential negative impacts. 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.

The Planning Commission is asked to review the proposed conditional use permit and should recommend approval if they determine that the proposal complies with the review criteria outlined in the City Code.

Feedback from Other Departments

Staff requested feedback from other departments as part of the internal review process for the Applicant's request. The only feedback Staff received was from South Metro Fire who stated that the suite would need full sprinkler coverage for the new occupancy classification. Staff have confirmed that the building is sprinkled, including the Applicant's unit. The Applicant will need to ensure that the sprinkler system is sufficient to support the use.

Discussion

Conditional use permit requests need to be granted when the project meets the criteria for when

to approve a conditional use permit. Staff believes that this request complies with the criteria.

When the Planning Commission reviewed a conditional use permit request for automobile repair in a different condo suite at the subject property in 2016, the discussion focused on exterior storage and parking. Automobile repair businesses sometimes try to store debris and vehicle parts outside of their building and this can cause conflicts with neighboring businesses if they are operating in a shared environment. The City Code requires a conditional use permit for all exterior storage and the exterior storage must be fully screened from public roads and adjacent properties. The subject property does not have a screened exterior storage area. Consequently, all the CUP's for automobile repair that have been granted in the business condo park have had a condition prohibiting exterior storage.

The concerns from 2016 that related to parking seemed to have been specific to the request. As previously stated, the Bridgepoint Office Condominium site is a Common Interest Community (CIC). In the case of a CIC property, there are common elements such as the large parking lot in front of the first building that all tenants have access to and limited common elements that are designated for the use of a specific tenant. The request in 2016 was for a condo unit that was in the building furthest from Bridgepoint Drive. That condo had only one designated space for the business and was far enough away from the shared parking lot that customers could not realistically use the shared lot to access the business. In contrast, the Applicant's condo suite is located in the building closest to Bridgepoint Drive with easy access to the large main customer parking area. The unit also has 3-4 designated parking spaces located behind the building that are exclusively for use by 157 Bridgepoint Drive. Staff feel confident that there is enough parking for the unit between the parking lot in front of the building, the service bays that would be located inside the building, and the designated parking area behind the building.

Staff Recommendation

Staff recommend approval of the Conditional Use Permit, subject to the following conditions:

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

1. Application (Miguel Saldana)	June 17, 2025
2. Narrative (Miguel Saldana)	Undated
3. Floor Plan for the Suite	Undated
2. **Building Permit Required.** The Applicant shall obtain a building permit for the change of use prior to beginning operations. All building plans and specifications are subject the review and approval of the City Building Official and South Metro Fire Marshal. A violation of this condition of approval shall be considered a code violation which may be addressed via the administrative citation process.
3. **Sprinkler System.** The Applicant shall ensure that the sprinkler system is sufficient to

protect the new occupancy. This is subject to review and approval by the Fire Marshal.

4. **No Automotive Sales, Auto Body Repair, or Painting.** No vehicles sales are allowed. No auto body repair or painting is permitted on the site. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
5. **Vehicle Repair Performed in Enclosed Building.** All vehicle repair shall take place within an enclosed building.
6. **Noise Mitigation.** Noise from the facility shall be controlled to ensure that the use does not adversely impact adjacent uses. The facility must be kept compliant with the City's noise ordinance and State Statutes governing noise in an industrial area.
7. **No Exterior Storage.** There shall be no exterior storage including any storage of tires, automotive parts, or vehicle repair debris. There shall be no exterior storage of vehicles awaiting repairs that are unlicensed. There shall be no exterior storage of vehicles that are inoperable and meet the City Code's definition of a useless vehicle or junk vehicle which shall include any vehicle that is being kept for scrapping/salvage or for parts. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
8. **Limitation on Outdoor Overnight Parking of Vehicles Awaiting Repair or Pickup.** Vehicles that are awaiting repair and repaired vehicles that are awaiting pickup may not be parked in the shared parking lot in front of the building overnight. "Overnight" shall be defined as the hours of 10 PM to 5 AM. Overnight parking of these vehicles is limited to the parking stalls behind the Applicant's unit that are designated as their limited common element. A violation of this condition shall be considered a code violation which may be addressed via the administrative citation process.
9. **Termination of Conditional Use Permit.** Per the City Code, the Conditional Use Permit will terminate if the improvement has not substantially begun within one (1) year from the date of approval. Per City Code, the City Council may revoke the Conditional Use Permit, following a public hearing, if any of the above conditions have been violated and are not corrected.

Required Action

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

1. Approval. If the Planning Commission wishes to recommend approval of the conditional use permit, the following action should be taken:
 - o Motion to recommend approval a conditional use permit for automotive repair at 157 Bridgepoint Drive.

2. Denial. If the Planning Commission wishes to recommend denial of the interim use permit, the following action should be taken:
 - o Motion to recommend denial of a conditional use permit for automotive repair at 157 Bridgepoint Drive.

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

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Applicant's Narrative
3. Suite Layout and Building Floor Plan
4. CIC Plat

ATTACHMENT 1
SITE LOCATION MAP

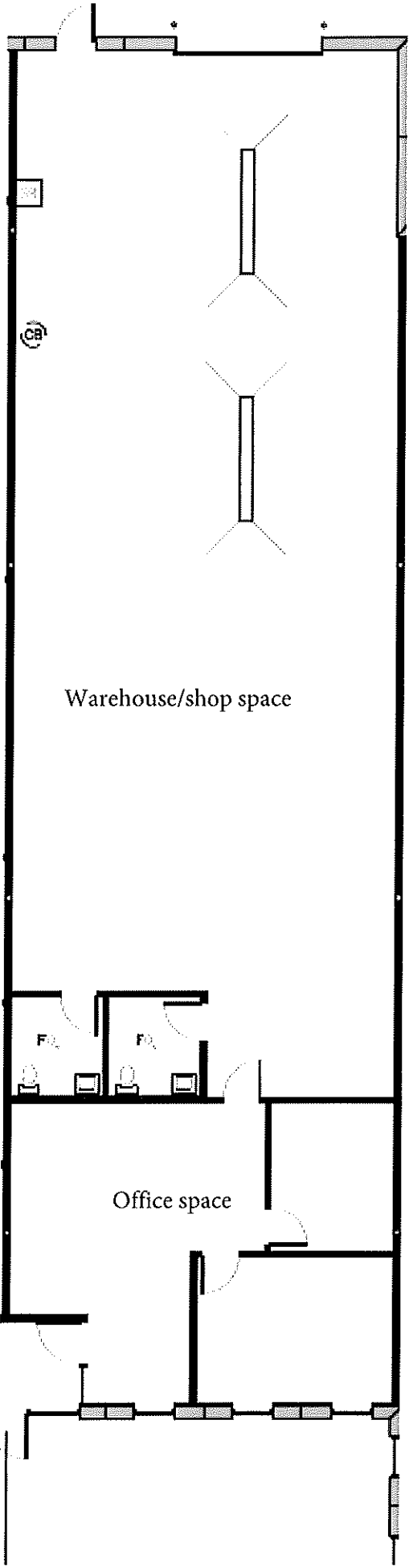


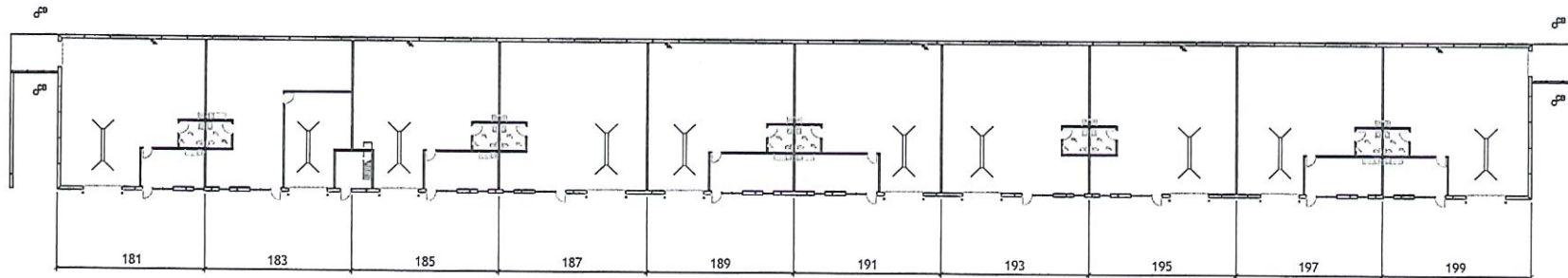
ATTACHMENT 2
APPLICANT'S NARRATIVE

GDL Auto LLC is an auto repair shop that works on imports and domestic vehicles. That works on all suspension, tires, electrical diagnostic and engine diagnostics and repair, transmission diagnostics and repair, steering, driveline and alignments. GDL Auto was set in motion in 2017 and worked around the St. Paul area. Normal operation hours are 10 am-6:30 pm Monday-Friday. Saturday 10am-2pm. I can also confirm that all the vehicles that will be worked on are going to be licensed and operable vehicles. There are 2 employees working for GDL Auto. We anticipate that we will have 4 customers at one time depending on the job it may differ. In the propriety parking lot surface we minted to have 2 customers vehicles at one time. We will have two stalls where the customers can park their car until they are ready to insert into the shop.

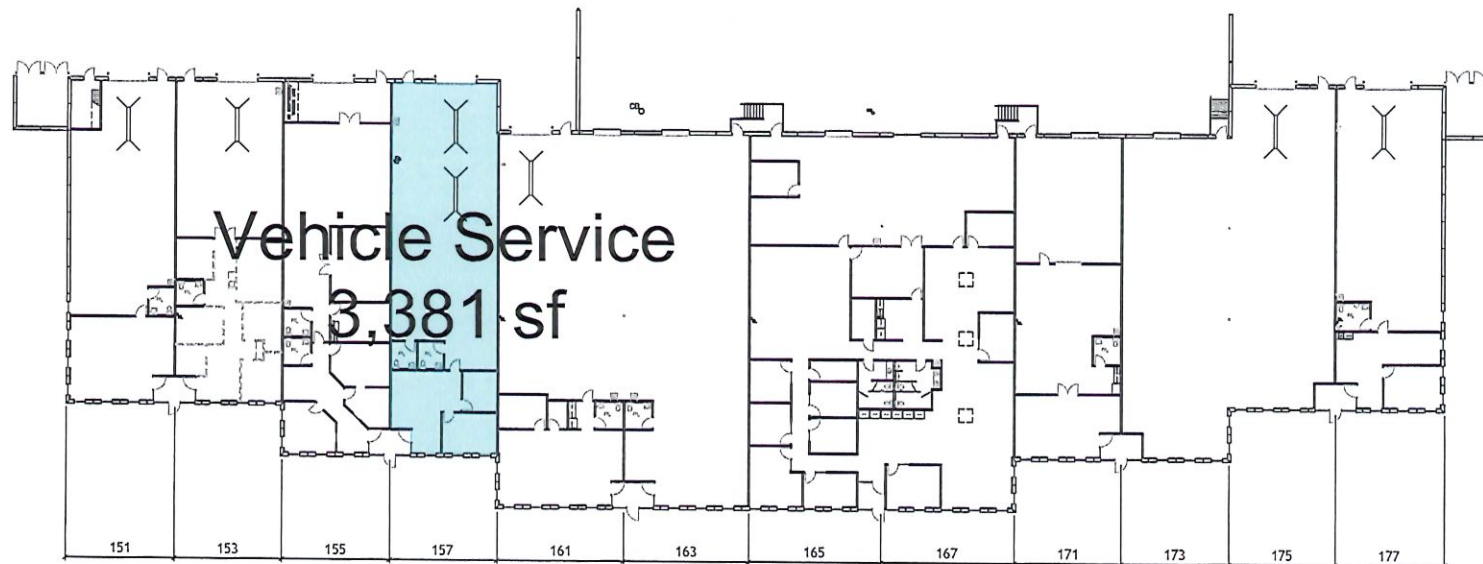
**ATTACHMENT 3
SUITE LAYOUT AND
BUILDING FLOOR PLAN**

3,380 TOTAL SF





① FLOOR PLAN
1/16" = 1'-0"



② FLOOR PLAN
1/16" = 1'-0"



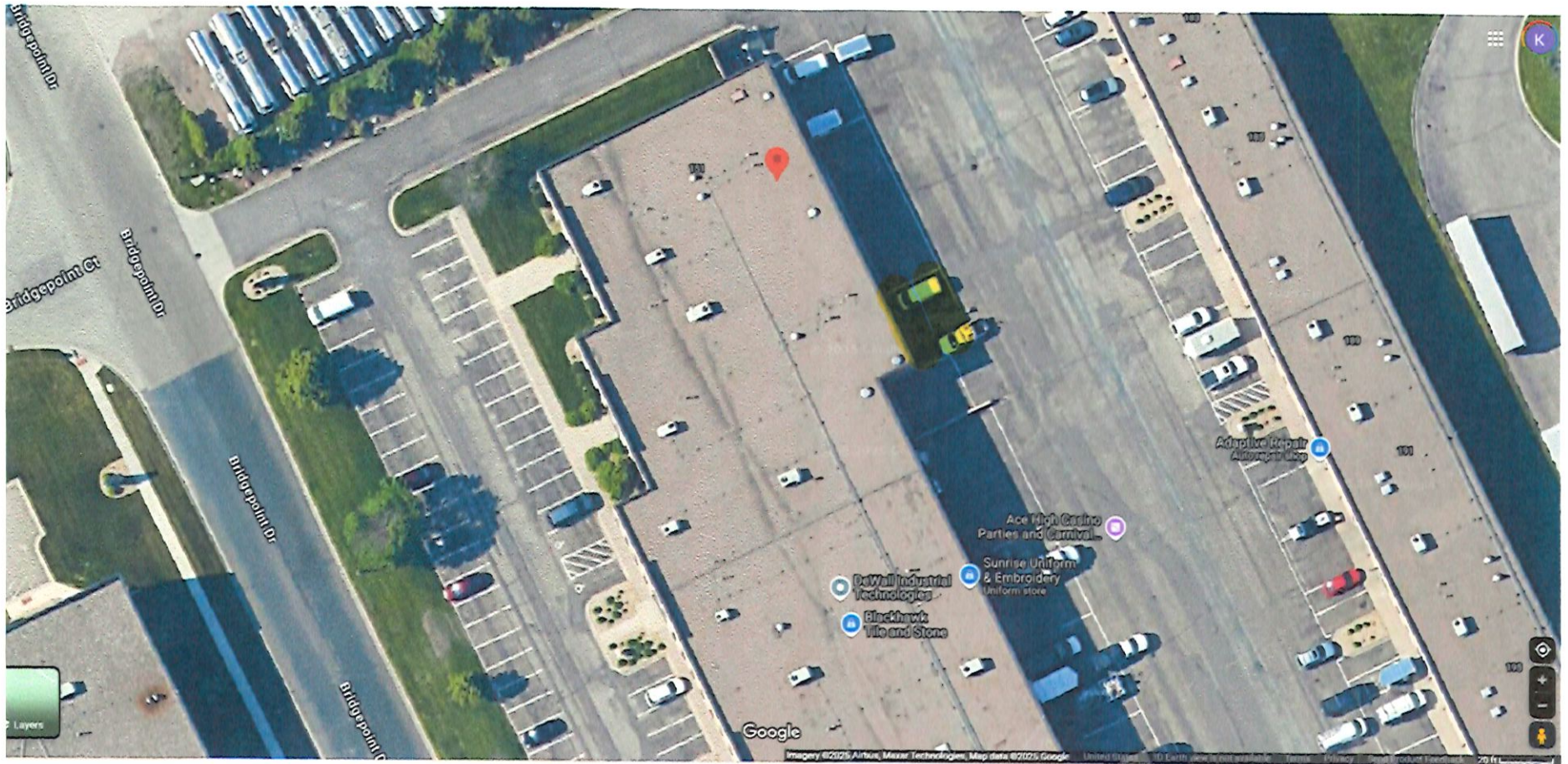
**BRIDGEPOINT 3
SOUTH ST. PAUL, MN**

This drawing is a preliminary drawing and is not to be used for construction. It is for informational purposes only. The owner is responsible for the accuracy of the information provided. The engineer is not responsible for the accuracy of the information provided. The engineer is not responsible for the accuracy of the information provided.

NO.	REVISION	DATE

THESE DRAWINGS ARE THE PROPERTY OF LANGER ENGINEERING, INC. AND ARE NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF LANGER ENGINEERING, INC. THE USER OF THESE DRAWINGS AGREES TO HOLD LANGER ENGINEERING, INC. HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST LANGER ENGINEERING, INC. BY ANY THIRD PARTY AS A RESULT OF THE USER'S USE OF THESE DRAWINGS.

1
SHEET 1 OF 1
12/17/08
JPJ WAS



Exclusive parking for 157 Bridgepoint = 3 stalls



CITY COUNCIL AGENDA REPORT

DATE: August 18, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Monika Miller, Michael Healy
AGENDA ITEM NUMBER: 11.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Development Application for Holiday Station Store at 677 Concord Street South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

1. Approve Resolution 2025- 90 approving conditional use permits, a site plan review, and a master sign plan for a Holiday Station Store at 677 Concord Street South.
2. Approve Resolution 2025-91 approving an amendment to the conditional use permit for a planned unit development at 633/677 Concord Street South.

OVERVIEW

Application

The Applicant, Holiday Stationstores, LLC, is seeking the following City approvals to redevelop the vacant lot at 677 Concord Street South as a gas station with a convenience store and restaurant:

- An amendment to the conditional use permit for a planned unit development to remove the site from the planned unit development that currently covers the subject property along with the bank building to the north.
- A conditional use permit for a gasoline service station with a convenience store and restaurant.
- A conditional use permit for an accessory building that is larger than 200 square feet.
- A conditional use permit for an electronic graphic display sign.
- A site plan review for the site redevelopment.
- A master sign plan approval.

Background

The subject property is a vacant 3.2-acre property located at the intersection of Concord Street South and Villaume Avenue. This vacant lot is part of a redevelopment project that began in

2020. In 2020, the City approved a plat and a Conditional Use Permit for a Planned Unit Development to allow Kriss Novak and True North Investments LLC to redevelop the 4.71-acre property that housed Bremer Bank's 4-story office building at 633 Concord Street South:

- The northernmost 1.32 acres would be split off into a new parcel that would host a new Bremer Bank building.
- In 2020, Mr. Novak was still exploring what to do with the 3.2-acre southern parcel. He was considering rehabilitating the existing 4-story office building and he was also considering demolition. One of his early concept plans showed two more office buildings being built on the site in addition to the new bank building.

The new Bremer Bank building was completed in March of 2022 and Mr. Novak ultimately decided to demolish the old 4-story office building. Mr. Novak has entered into a purchase agreement with Holiday Stationstores, LLC, the Applicant, to construct a new Holiday gas station and convenience store on the southern parcel.

Mr. Novak's original vision for the redevelopment of the site involved deviations from City Code requirements related to setbacks, signage, parking lot design, and lighting. City Code flexibility was approved for the new Bremer Bank building on the northern parcel via the Planned Unit Development process. The southern parcel was also added to the Planned Unit Development so that it could be developed in the future via a Planned Unit Development amendment that could grant additional City Code flexibility if it was needed. The Applicant has stated that they want to build a 100% code compliant project, and they do not want any variances or flexibility from zoning requirements. They have requested that their property be removed from the area that is governed by the existing Conditional Use Permit for a Planned Unit Development since PUD flexibility is no longer needed.

Holiday Gas Station Proposal

The Applicant is seeking to purchase the subject property from the current property owner to redevelop the site into a Holiday Gas Station with a 6,228 sq. ft. convenience store, restaurant (Godfather Pizza), and truck/automobile fueling areas with a 4,881 sq. ft. fueling canopy. The site will include six (6) standard fuel pumps, two (2) high-speed diesel fueling pumps, and two (2) EV fast chargers. The development will not include car wash. The facility will be open 24 hours a day and is expected to have 10 employees on site during a shift.

The Applicant voluntarily went through a concept plan review at a City Council Worksession in March. They understand that many residents have expressed a desire for more restaurants on the Concord Street corridor and that the community is less excited about the idea of more gas stations on the corridor. The Applicant added the proposed Godfather's Pizza to their development in an effort to make this a more exciting project for the community.

Zoning and Comprehensive Plan Summary

The 2040 Comprehensive Plan guides the subject property as “Commercial.” The Comprehensive Plan identifies this area as being the community’s “front door” and the City has specific goals and policies for this commercial area:

Goal 4.3. *Plan for an area of high quality regional commercial development on Concord Street north of Interstate 494.*

Policy 4.13.1: *Plan for an area of regional commercial that can accommodate uses that meet regional needs (such as offices, new car dealerships, hotels, offices, restaurants, et.) and can support the primary employment uses of the Bridgepoint area.*

Policy 4.13.2: *Establish architectural and site design standards which encourage high quality, high amenity buildings that provide a good image for this “front door” area of the community and complement the quality of development in Bridgepoint.*

Policy 4.13.3: *Encourage redevelopment of uses with high amounts of exterior storage and low levels of architectural and site design.*

The subject property is zoned GB, General Business, which is a zoning district that allows a broad range of commercial and industrial uses. Automobile service stations are a conditional use in the GB district. An accessory building that is larger than 200 square feet, such as a fuel canopy, requires a conditional use permit.

The GB district has very specific rules related to signage and building materials. A sign with an electronic graphic display requires a conditional use permit. Signage for a property with GB zoning is generally capped at 200 sq. ft. of signage unless the use of the property is one that is eligible for a Master Sign Plan approval. A master sign plan approval is a special type of signage approval that allows properties with complex signage needs, such as gas stations, additional flexibility in the amount of signage that is allowed on site. With a master sign plan, a property with GB zoning would be eligible to have up to 400 sq. ft of signage.

Absolving Subject Property of Previous Development Approvals

As previously stated, the subject property is currently governed by a conditional use permit for a planned unit development and the Applicant has requested its removal. The property also has several older special use permits, conditional use permits, and a variance which should be extinguished as they are not relevant to the proposed use and primarily relate to signage that was placed on the 4-story building which has been demolished.

SITE PLAN REVIEW

A detailed analysis of the site plan for the gas station with convenience store can be found in the attached Planning Commission report. To summarize:

- The proposed site plan meets all code requirements including building and parking setback requirements, building height requirements, lighting requirements, and architectural requirements.
- The Applicant is proposing a robust landscaping plan that substantially enhances the aesthetics of site, specifically along the Concord Street frontage. The City's vision for Concord Street is a gateway street that is aesthetically attractive and offers a comfortable experience for individuals that drive, walk or bike along the corridor. The Applicant has proposed aesthetic enhancements between the property and Concord Street including a 4-foot-tall ornamental fence, a variety of ornamental grasses and evergreen shrubs, and several shade trees. This proposed landscaping aligns well with the city's vision for the street. Additionally, the Applicant is proposed to plant 25 trees throughout the site.
- City Code Section 118-354 contains "default" minimum parking requirements for various uses but allows the Planning Commission and City Council to review parking plans and approve deviations from the default requirements as part of the conditional use permit if it is clear that customers will have sufficient access to the business. The Applicant has proposed 36 parking spaces and there is room for another 12 vehicles to be parked at the pumps under the fuel canopy, so effectively, there are 48 parking spaces on the property for passenger vehicles. City Staff believes that this is more than sufficient to take care of the proposed business's parking needs. The Applicant has also provided bike parking facilities and this business is close enough to the Mississippi River Trail that it may get some customers who arrive by bicycle during the summer.
- The property technically falls within the Mississippi River Corridor Critical Area (MRRCA) and is in the "Urban Mixed District" which is a part of the river corridor that is expected to be intensely developed. The property is over half a mile away from the Mississippi River and would not directly impact the river or its aesthetics. The site development complies with MRCCA requirements.

MASTER SIGN PLAN APPROVAL

Properties with GB, General Business district zoning are automatically allowed to have up to 200 sq. ft. of signage at their property. Most businesses within this district are generally able to comply with this requirement. However, there are certain types of businesses with challenging

communication needs (i.e. multitenant buildings, gas stations, large lot properties, etc) that can struggle with a 200 square foot signage allowance. To address situations such as these, the sign code contains standards for a special type of signage approval called a “Master Sign Plan.” A Master Sign Plan is effectively a site plan review for properties with complex signage needs. Only certain types of uses are eligible for a master sign plan. Gas stations are one of the uses that are eligible for this type of approval.

The benefit of a master sign plan is that a property can have up to two times the amount of signage that would be allowed in the underlying zoning district without the need for a variance so up to 400 square feet of signage is allowed on a GB property. The Applicant has designed a plan with 396 square feet of signage:

- A 99 sq. ft. monument sign with an electronic graphic display
- 169 sq. ft of wall signage throughout 3 sides of the convenience store. The north and south side of the building would each have a 51 square foot Holiday sign. The wall facing Concord Street would have a 41 square foot Holiday sign and a 26 square foot Godfather’s Pizza Express sign.
- 128 sq. ft of wall signage on the fuel canopy. This signage would include 2 Holiday logos, two “Diesel” signs, and two signs that say “Enter” and “Do Not Enter” to provide direction to semi-trucks utilizing the turnaround.

The subject property is eligible for up to 400 sq. ft of signage with a master sign plan and Staff is supportive of their overall plan.

PUBLIC HEARING

The Planning Commission held a public hearing at their meeting on August 6, 2025. No feedback was received prior to the meeting and no one was present to comment on the Application.

During the review of the item, the Planning Commission discussed concerns about future owners of the property allowing overnight parking on site and requested that an additional condition be added to the approval specifying that long-term or overnight parking of semi-trucks is prohibited at the site. It was noted that a similar condition was added to Kwik Trip’s conditional use permit when that project was in review. Commissioner Haye expressed concerns about semi-truck turning movements and their impact on Villaume Avenue. Staff explained that the Applicant submitted a traffic study along with their application. The City Engineer has reviewed the traffic study and is recommending approval of the development application with conditions. The City Engineer has not expressed any concerns that Villaume Avenue will not be able to handle

additional semi-truck traffic or truck turning movements.

The Planning Commission recommended approval of the conditional use permits, a site plan review, a master sign plan, and an amendment to a conditional use permit for a planned unit development with the added condition about no overnight/long term truck parking at the site with a 5-1 vote. Commissioner Haye voted against the motion.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2025-90 Approving Conditional Use Permits, Site Plan Review, and Master Sign Plan
2. Resolution 2025-91 Approving Amendment to Conditional Use Permit for PUD Amendment
3. Holiday Stationstore Planning Commission Report

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-90

**A RESOLUTION APPROVING CONDITIONAL USE PERMITS, SITE PLAN REVIEW,
AND A MASTER SIGN PLAN FOR A HOLIDAY STATION STORE AT 677 CONCORD
STREET SOUTH**

WHEREAS, the City received an application from Holiday Stationstores LLC requesting the following approvals in order to develop the property at 677 Concord Street South:

- A conditional use permit for a gasoline service station with a convenience store and restaurant.
- A conditional use permit for an accessory building that is larger than 200 square feet.
- A conditional use permit for an electronic graphic display sign.
- A site plan review for the site redevelopment.
- A master sign plan approval.

WHEREAS, the subject property is located at 677 Concord Street 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 August 6, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended Approval (5-1) of the application at their August 6, 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 August 6, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map

- b. Site Plan for Proposed Redevelopment
- c. Building and Canopy Elevations
- d. Grading Plan
- e. Utility Plan
- f. Landscape Plan
- g. Photometric Plan
- h. ALTA Survey
- i. Master Sign Plan
- j. Project Narrative
- k. City Engineer's Letter

2. Findings.

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

- 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.

B. The City Council determines that the proposed Master Sign Plan is consistent with the following criteria:

- i. The master sign plan is not in conflict with the comprehensive plan.
- ii. The master sign plan is not in conflict with the purpose, standards or design principles found in section 118-332.
- iii. The master sign plan will not be injurious or a nuisance to the surrounding neighborhood or otherwise harm the public health, safety, and welfare

C. The City Council approves conditional use permits, site plan review and master sign plan, subject to the following conditions:

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

a. Application (Holiday Stationstores LLC)	June 17, 2025
b. Narrative (Colliers Engineering & Design)	Undated
c. ALTA Survey (Honsa Surveying)	June 8, 2024
d. Site Plan– Sheet C100 (Colliers Engineering)	July 3, 2025
e. Utility Plan- Sheet C110 (Colliers Engineering)	July 3, 2025
f. Grading Plan- Sheet C120 (Colliers Engineering)	July 3, 2025
g. Landscaping Plan- Sheet C130 (Colliers Engineering)	July 31, 2025
h. Lighting Plan- Sheet C140 (Red Leonards Associates)	June 19, 2025
i. Dumpster Details- Sheet C506 (Colliers Engineering)	July 3, 2025
j. Colored Exterior Elevations (Colliers Engineering)	Undated
k. Sign Plan (Corporate ID Solutions)	August 1, 2025

2. **Building Permit Required for Proposed Building.** The Applicant shall obtain a building permit prior to starting the project. The review and approval of the site improvement pursuant to the requirements of the City’s adopted Building and Fire code shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.

3. **Status of Previous Conditional Use Permits, Special Use Permits, and Variances.** The subject property was granted a number of conditional use permits, special use permits, and variances that all related to the four-story office building that was previously on the site which was demolished in 2023. These approvals include a special use permit for a ground sign that was approved February 20, 1973; a special use permit for a roof sign that was approved November 15, 1976; a special use permit for a roof sign that was approved March 5, 1979; a variance that was approved via Resolution 2004-164 for the installation of a second roof sign, and the development approvals for the new bank facility that was approved via Resolution 2020-102. All of these conditional use permits, special use permits and variances are hereby terminated for the subject property with the exception of the Conditional Use Permit for a Planned Unit Development granted per Resolution 2020-102 which has been amended to remove the subject property rather than being terminated. The Applicant and Property Owner acknowledge and agree that the previous conditional use permits, special use permits, and variances are terminated, and they hereby waive any rights related to the previous conditional use permits, special use permits and variances.

4. **Lot Combination Required.** The Applicant shall be required to combine the two tax parcels that comprise the subject property at 677 Concord Street South (PID # 36-31800-01-021 and 36-31800-01-022). The building permit will not be released until the lots have either been combined or the Applicant has submitted a lot combination request form to the Dakota County Tax Assessor.

5. **Public Sidewalk Improvement Along Villaume Avenue.** The Applicant shall be responsible for constructing a public sidewalk along Villaume Avenue starting at the end of the existing sidewalk along Concord Street South and going east to the eastern plat boundary, short of the light pole and the electric box. The public sidewalk must be at least 5 feet wide and the final design is subject to review and approval by the City Engineer.
6. **Landscaping Requirements.** The Applicant shall install and maintain landscaping that is substantially consistent with the approved landscaping plan dated July 31, 2025. This includes the 4' ornamental fence along the eastern property line bordering Concord Street. Minor changes to the landscaping plan may be approved administratively by the Zoning Administrator.
7. **Landscaping Guarantee.** The Applicant shall establish a \$7,500 landscaping guarantee prior to obtaining their building permit for the proposed building. The security shall be maintained for at least one (1) year after the date that the last landscaping 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.
8. **Stormwater Maintenance Agreement.** The Applicant shall enter into a stormwater maintenance agreement with the City for the proposed building's stormwater infrastructure.
9. **Mechanical Equipment Screening Plan.** A mechanical equipment screening plan shall be submitted as part of the building permit submittal for the proposed building. All ground-mounted and building-attached mechanical equipment shall be screened according to the standards contained within Section 118-9. All roof-mounted mechanical equipment shall be screened according to the standards contained within City Code Section 118-242.
10. **Liquor License Required for Off-Sale 3.2 Percent Malt Liquor Sales.** The Applicant must obtain a liquor license if they wish to sell 3.2 percent malt liquor as an accessory use. No alcohol sales except for 3.2 percent malt liquor sales shall be allowed without a conditional use permit for off-sale liquor.
11. **Only Short-Term Parking of Semi-Trucks Allowed.** There shall be no truck parking on the subject property except as necessary to serve the truck drivers that are fueling their trucks at the site or patronizing the convenience store business on the subject property. Trucks may only be parked in designated areas where they will not interfere with site circulation or the cross-access easement with the property to the north. Trucks that serve the facility, either by fueling the site or delivering products to the site, shall be permitted so long as they do not impede traffic flow or access through the site.
12. **Master Sign Plan Approval.** The signage as shown on the plans dated August 1, 2025 is approved via a Master Sign Plan approval. Any substantial changes to signage on site, an

increase in the size of signage or the addition of new signage will require an amendment to the master sign plan.

13. **Signage Permits Required.** No signage shall be installed without the Applicant first obtaining the appropriate sign permits. All signage is subject to review and approval by the Zoning Administrator.
14. **Only One Freestanding Sign Allowed.** Only one freestanding sign is allowed per property. The Applicant will not be eligible to obtain a permit to build their proposed monument sign until they have removed their existing pylon sign.
15. **Encroachment Agreement Required if Monument Sign will Be Located in Drainage and Utility Easement.** The Applicant must either revise their site plan to move their monument sign out of the drainage and utility easement or they must request an encroachment agreement. Placement of the sign in the easement will only be allowed if the City Council approves the encroachment agreement.
16. **Conditional Use Permit for an Electronic Changeable Copy Sign.** The conditional use permit for the electronic changeable copy sign must adhere to the following conditions:
 - a. The LED changeable fuel price signs may be turned on at all hours.
 - b. No part of the display shall change more than once every 8 seconds.
 - c. Display transitions are limited to one second. Transitions such as slideshows and fade/dissolve may be used.
 - d. The sign shall comply with the illumination limits outlined in the City Code and the difference between the off and solid-massage measurements using the electronic sign measurement criteria found in the City Code shall not exceed .3 footcandles at night.
17. **Exterior Sale and Display.** Exterior sale and display is limited to those retail items that are typically displayed outdoors at gas stations such as small propane tanks, ice, firewood, windshield wiper fluid, bags of salt, video rental kiosks, etc. No vehicle sales are permitted. All items displayed outdoors shall be arranged in a neat and orderly manner and shall be located either under the fuel canopy or along the storefront.
18. **Maintaining Existing Cross-Access Easement.** The Applicant must keep clear the cross-access easement recorded as Document # 3425043 that allows vehicles to circulate between Lot 1 and Lot 2, Block 1 of the Harlow Addition to have access to both Villaume Avenue and 6th Street East. The easement must remain in place and may not be terminated.
19. **Trash Handling for Subject Property.** All dumpsters that serve the subject property shall be stored within the trash enclosure which shall be built and maintained consistent with the approved plans. Exterior trash handling without an enclosure is prohibited. A zoning permit is required prior to the construction of the new trash enclosure.

20. **SAC Fees.** The Applicant will be required to make a Sewer Access Charge (SAC) payment consistent with the Metropolitan Council requirements at time of building permit for the proposed building.
21. **Escrow for Public Improvements.** The Applicant must submit a cost estimate for the public improvements (i.e. the sidewalk along Villaume Avenue, the patch on Villaume Avenue, and the hydrant relocation). The cost estimate is subject to review and approval by the City Engineer. The Applicant must establish an escrow in the amount of 125% of the cost of the public improvements prior to receiving their building permit.
22. **Approvals from Other Agencies.** The Applicant shall be responsible for obtaining any required approvals from other agencies such as Dakota County, the Minnesota Pollution Control Agency (MPCA), and the Minnesota Department of Health.
23. **City Engineer's Letter.** The Applicant shall address the issues raised in the City Engineer's letter dated July 25, 2025.
24. **Termination of Conditional Use Permit.** Per the City Code, the Conditional Use Permit will terminate if the improvement has not substantially begun within one (1) year from the date of approval. Per City Code, the City Council may revoke the Conditional Use Permit, following a public hearing, if any of the above conditions have been violated and are not corrected.

Adopted this 18th day of August, 2025.

City Clerk

ATTACHMENTS

- A- Legal Description
- B- City Engineer's Letter

ATTACHMENT A
LEGAL DESCRIPTION

Lot 2, Block 1, Harlow Addition, according to the plat on file and of record in the office of the County Recorder, Dakota County, Minnesota.

ATTACHMENT B CITY ENGINEER'S LETTER



City of South St. Paul

Engineering Department

July 25, 2025

Associate Planner Monika Miller
125 3rd Avenue N
South St. Paul, MN 55075

Re: 677 Concord St S
Holiday Stationstores LLC
Plan Review

Ms. Miller,

The Engineering Department reviewed the submittal for the Holiday Stationstores LLC development received July 2025 and has the following comments:

General Engineering Items

1. An erosion control escrow in the amount of \$9,570.00 will need to be provided at the time of permit approval per the City of South St. Paul's fee schedule regarding Grading/Fill/Land Alteration permits.
2. Applicant to submit a cost estimate for the public improvements (i.e. the sidewalk along Villaume Avenue, the patch on Villaume Ave, and the hydrant relocation). An escrow in the amount of 125% of the cost of the public improvements will be required prior to construction. An escrow in the amount of \$13,000 was previously collected for the Villaume Ave sidewalk work as part of the Harlow Addition Development Agreement.
3. Applicant to remove note from sheet C100 that says that the convenience store will sell beer and wine for offsite consumption if the store is not providing this service.
4. Applicant to include current City Detail Plates STRT-1, STRT-3 and STRT-5 in place of those currently shown on sheet C500.
5. A traffic control plan will be required prior to construction for the work on Villaume Avenue.
6. The Traffic Impact Study refers to Concord Street S as a roadway under the jurisdiction of the Minnesota Department of Transportation. Concord Street S was recently turned back to the City and Dakota County. This portion of Concord Street is now Dakota County Highway 56.
7. Applicant to review and update the Summary and Conclusions section of the Traffic Impact Study as it currently references "Greenway Avenue".

Survey, Existing Conditions, and Demolition Plan

1. The ALTA survey is missing some elements adjacent to the site, but they are included in other sheets (i.e. the hydrant at the corner of Villaume Ave and Concord St S).

125 Third Avenue North | South St. Paul, MN 55075
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www.southstpaul.org



2. Applicant to show curb and gutter removal line type in the legend or use keynote to show curb removals within the site.

Erosion Control Plan

1. The site will disturb more than one acre of land and therefore is required to obtain a construction stormwater permit through the Minnesota Pollution Control Agency (MPCA) and prepare a Stormwater Pollution Prevention Plan (SWPPP).
2. Applicant shall add that secondary containment shall be provided under portable toilets to Note 5 under Pollution Prevention Practices.

Site Plan

1. Applicant must notify the MPCA of the installation of new storage tanks. See MPCA website for more details. <https://www.pca.state.mn.us/business-with-us/storage-tanks>
2. All pedestrian ramps must meet the design requirements as shown in MnDOT Standard Detail Plan 5-297.250 (dated 11-04-2021).
3. Minnesota ADA standards require the access aisle between ADA parking stalls to be 8' wide.
4. Review sidewalk connection to the pedestrian ramp by Concord St and Villaume. The existing push button is located near the proposed connection, which may prohibit a 5' wide pedestrian access route.
5. The entrance sign is proposed to be within the 10-ft wide drainage and utility easement. Any permanent improvements within the easement will require an encroachment agreement.

Sanitary Sewer and Watermain Plan

1. Applicant to coordinate with City Engineering or Public Works staff prior to completing any water main connections and prior to connecting the proposed sanitary service to the existing manhole. The existing condition of the sanitary manhole needs to be reviewed before drilling the proposed service directly into the structure.
2. Any water shutoffs, if needed, shall be coordinated with the City of South St. Paul Public Works Department. A 48-hour notice to impacted properties is required prior to a water shutoff. No contractor shall work gate valves on South St. Paul's water system.
3. The proposed location for the relocated hydrant is acceptable. However, due to the age and condition of the existing hydrant, the applicant shall supply and install a new hydrant per City Detail Plate W-2. The pavement removal on Villaume Ave shall be at least 10' wide to accommodate hydrant work.
3. Utility crossings with less than 18" of separation will require 4" polystyrene insulation or engineer approved equal to be placed between pipes. Applicant to review the separation between the proposed 21" HDPE storm sewer over the existing 48" RCP sanitary sewer at the northern end of the site and adjust plans accordingly.



Storm Sewer and Grading

1. A Stormwater Maintenance Agreement will be required and must be recorded against the property. It shall be the responsibility of the property owner to maintain all private stormwater facilities. City staff will prepare the agreement using the city's template and provide to the applicant for review.
2. Areas between proposed curb lines in the northeast corner of the site exceed a 1:5 slope. Adjustments to cul-de-sac grading may be needed to reduce the slope in this area.
3. Applicant to review coverage over the storm sewer pipe at ST CB #O5A/ #O5B. There is only approximately 1.5' of coverage over the 15" HDPE near the catch basins. Insulation may be needed.
4. Applicant shall install a storm manhole per City Detail Plate ST-1 where proposing to connect into the existing storm sewer.
5. The details of the proposed underground chamber system vary slightly between the plan set and the Stormwater Management Report. However, because the Stormwater Management Report uses more conservative assumptions (i.e. less chambers and less storage) than the details in the plans, the applicant can move forward with the chamber design as shown in the plans dated July 3, 2025.

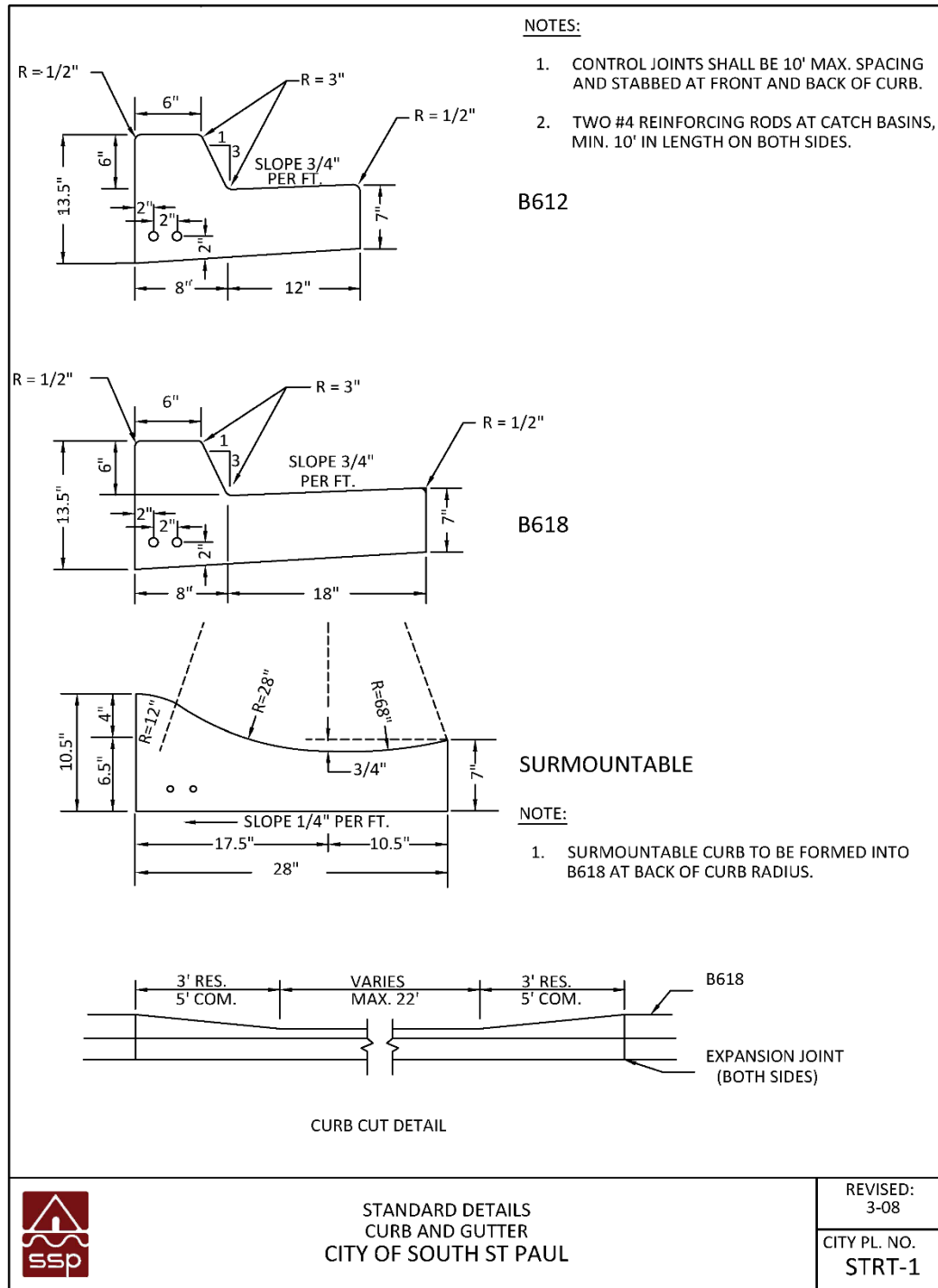
Permits Required from Other Agencies

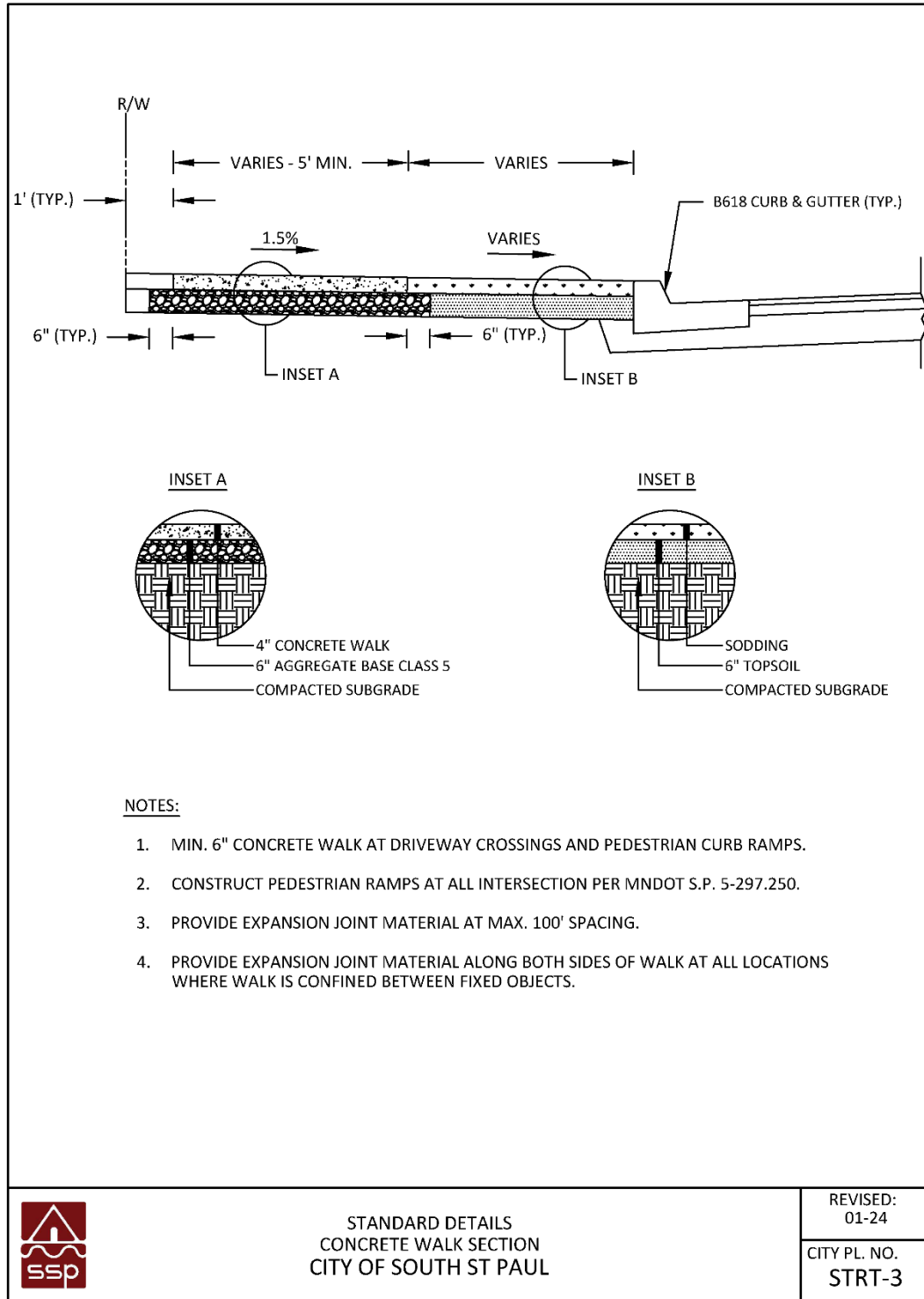
1. NPDES and MPCA Construction Stormwater Permit
<https://www.pca.state.mn.us/business-with-us/construction-stormwater>
2. Dakota County Right-of-Way Permit (if any work needs to take place in the Concord Street S right-of-way).

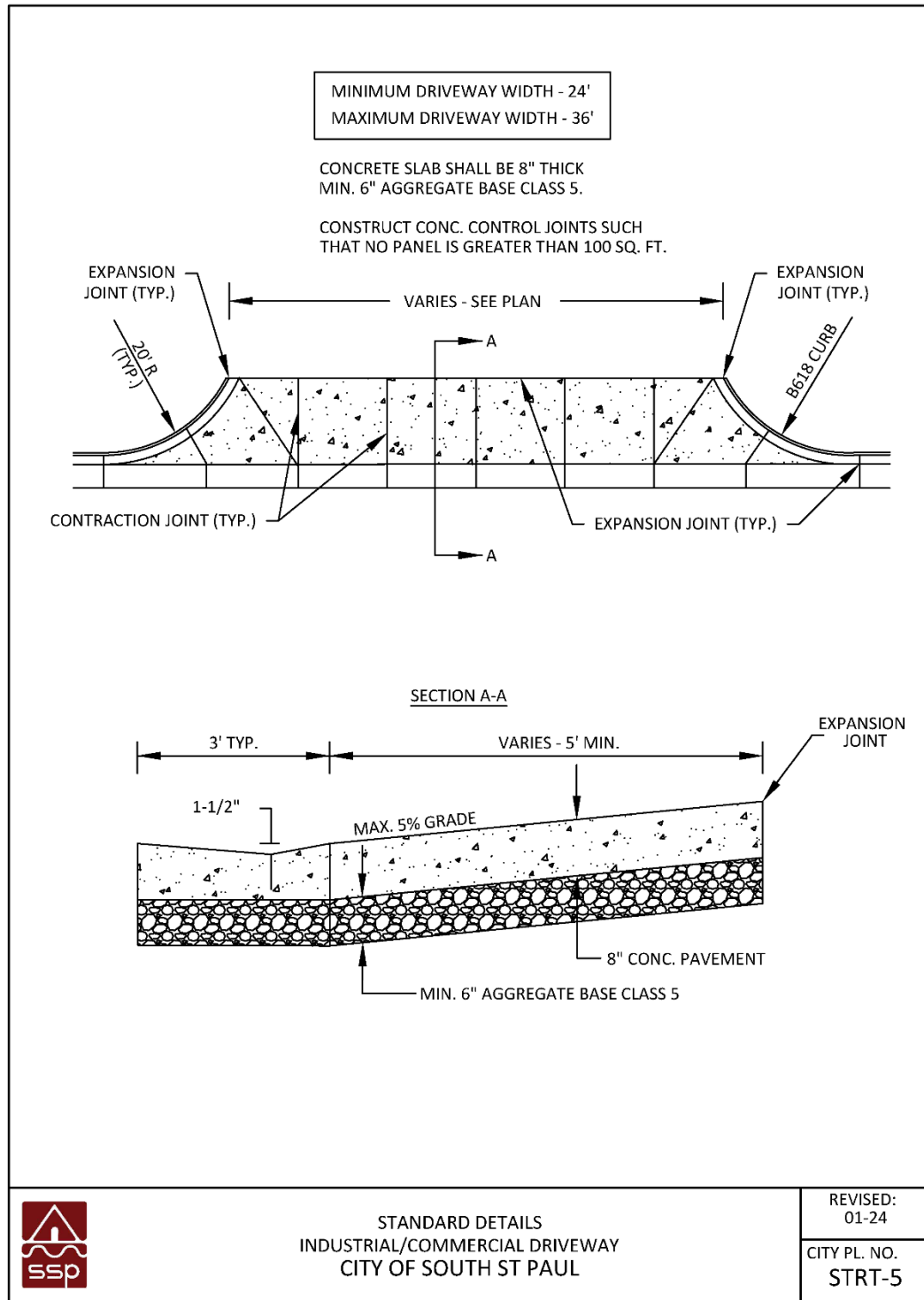
Please let me know if you have any questions regarding these comments.

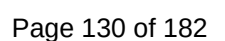
Sincerely,

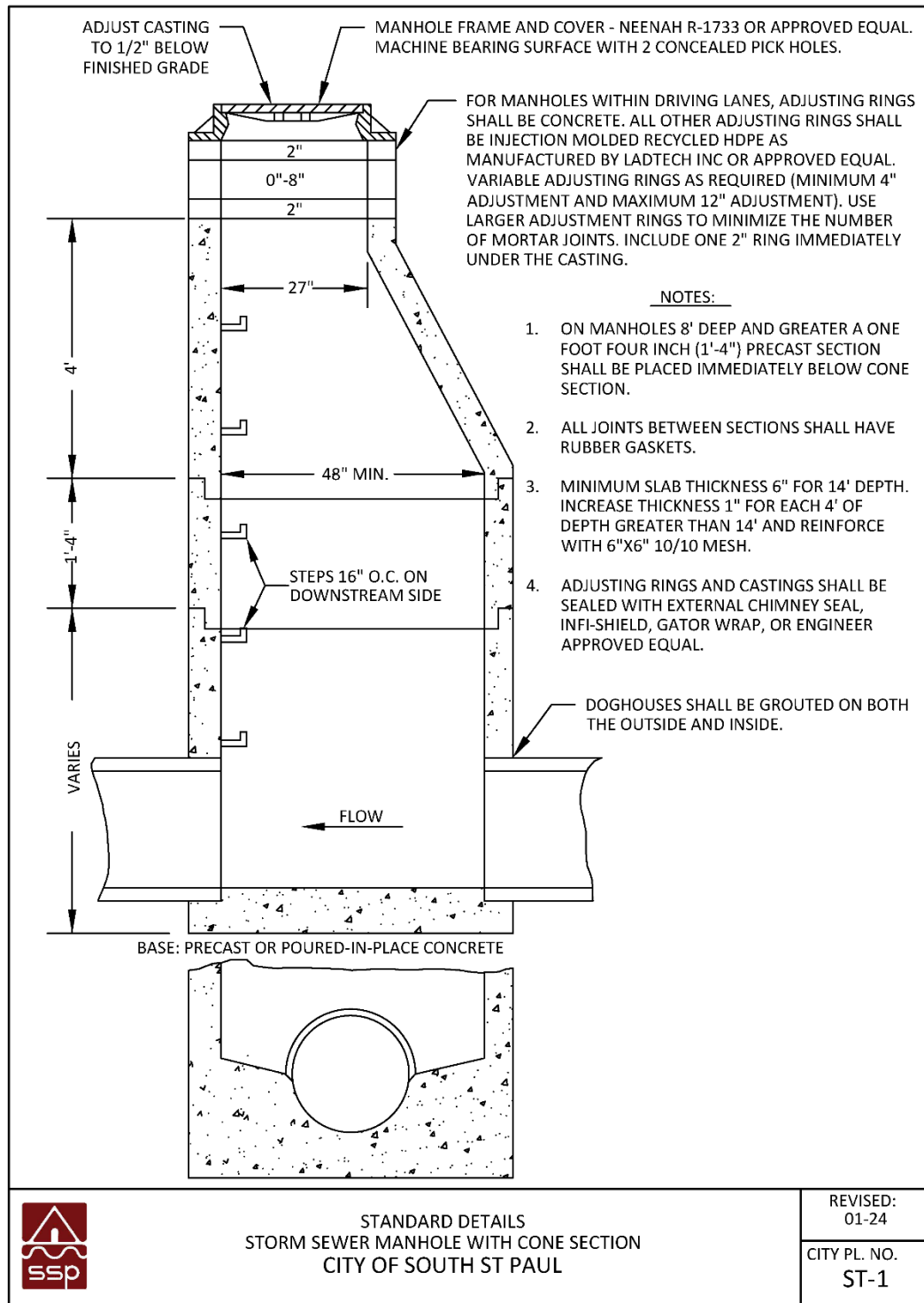
Kelsey Gelhar, P.E.
City Engineer











City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2025-91

**A RESOLUTION APPROVING AN AMENDMENT TO A CONDITIONAL USE
PERMIT FOR A PLANNED UNIT DEVELOPMENT AT 633/677 CONCORD STREET
SOUTH**

WHEREAS, the City received an application from Holiday Stationstores LLC requesting the following approval as part of the development of 677 Concord Street South:

- An amendment to a conditional use permit for a planned unit development to remove 677 Concord Street South from the approval granted via Resolution 2020-103 (Recorded Document #3425037).

WHEREAS, the subject property is located at 677 Concord Street South (“the Property”) and the neighboring property is located at 633 Concord Street North; and are legally described as follows;

(See Exhibit A)

WHEREAS, 633 Concord Street North was redeveloped in 2020 with a conditional use permit for a planned unit development and the Property was included in the conditional use permit for a planned unit development approval based on the anticipated redevelopment plans at the time; and

WHEREAS, Holiday Stationstores LLC has requested the conditional use permit for a planned unit development be amended to not include the Property; and

WHEREAS, the Planning Commission held a public hearing on the application at their August 6, 2025 meeting, preceded by notice as required by law; and

WHEREAS, the Planning Commission recommended Approval (5-1) of the application at their August 6, 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 August 6, 2025 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map
- b. Site Plan for Proposed Redevelopment
- c. Building and Canopy Elevations
- d. Grading Plan
- e. Utility Plan
- f. Landscape Plan
- g. Photometric Plan
- h. ALTA Survey
- i. Master Sign Plan
- j. Project Narrative
- k. City Engineer's Letter

2. Findings.

A. The City Council approves an amendment to the conditional use permit for a planned unit development with the following conditions:

- 1) **Removal of Subject Property from Conditional Use Permit for a Planned Unit Development.** The subject property was previously incorporated into the Conditional Use Permit for a Planned Unit Development for a redevelopment project that included the property to the north. The subject property, Lot 2, Block 1 of Harlow Addition is hereby removed from the Conditional Use Permit for a Planned Unit Development.
- 2) **Trash Enclosure for 633 Concord Street South.** The trash enclosure for the bank building at 633 Concord Street South is currently located within the boundaries of the proposed Holiday Station Store property at 677 Concord Street South. This enclosure must be removed from the premises of 677 Concord Street South by December 31, 2025. The bank building at 633 Concord Street South is not allowed to have exterior trash handling unless all dumpsters are stored within a code conforming trash enclosure. A zoning permit is required prior to the construction of the new or relocated trash enclosure.

Adopted this 18th day of August, 2025.

City Clerk

ATTACHMENTS

A- Legal Description

**ATTACHMENT A
LEGAL DESCRIPTION**

Lot 1, Block 1, Harlow Addition, according to the plat on file and of record in the office of the
County Recorder, Dakota County, Minnesota.

AND

Lot 2, Block 1, Harlow Addition, according to the plat on file and of record in the office of the
County Recorder, Dakota County, Minnesota



PLANNING COMMISSION AGENDA REPORT

DATE: August 6, 2025
DEPARTMENT: Planning & Zoning
PREPARED BY: Monika Miller, Michael Healy
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Development Application for Holiday Station Store at 677 Concord Street South

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of conditional use permits, a site plan review, a master sign plan, and an amendment to an existing conditional use permit for a planned unit development for a Holiday Station Store at 677 Concord Street South.

OVERVIEW

Application

The Applicant, Holiday Stationstores, LLC, is seeking the following City approvals to redevelop the vacant lot at 677 Concord Street South as a gas station with a convenience store and restaurant:

- An amendment to the conditional use permit for a planned unit development to remove the site from the Planned Unit Development that currently covers the subject property along with the bank building to the north.
- A conditional use permit for a gasoline service station with a convenience store and restaurant.
- A conditional use permit for an accessory building that is larger than 200 square feet.
- A conditional use permit for an electronic graphic display sign.
- A site plan review for the site redevelopment.
- A master sign plan approval.

Review Timeline

Complete Application Submittal Date: July 17, 2025
Planning Commission: August 6, 2025
Tentative City Council Meeting: August 18, 2025
60-Day Review Deadline: September 15, 2025

Background

The subject property is a vacant 3.2-acre property located at the intersection of Concord Street South and Villaume Avenue. This vacant lot is part of a redevelopment project that began in 2020. In 2020, the City approved a plat and a Conditional Use Permit for a Planned Unit Development to allow Kriss Novak and True North Investments LLC to redevelop the 4.71-acre property that housed Bremer Bank's 4-story office building at 633 Concord Street South:

1. The northernmost 1.32 acres would be split off into a new parcel that would host a new Bremer Bank building.
2. In 2020, Mr. Novak was still exploring what to do with the 3.2-acre southern parcel. He was considering rehabilitating the existing 4-story office building and he was also considering demolition. One of his early concept plans showed two more office buildings being built on the site in addition to the new bank building.

The new Bremer Bank building was completed in March of 2022 and Mr. Novak ultimately decided to demolish the old 4-story office building. Mr. Novak has entered into a purchase agreement with Holiday Stationstores, LLC, the Applicant, to construct a new Holiday gas station and convenience store on the southern parcel.

Mr. Novak's original vision for the redevelopment of the site involved deviations from City Code requirements related to setbacks, signage, parking lot design, and lighting. City Code flexibility was approved for the new Bremer Bank building on the northern parcel via the Planned Unit Development process. The southern parcel was also added to the Planned Unit Development so that it could be developed in the future via a Planned Unit Development amendment that could grant additional City Code flexibility if it was needed. The Applicant has stated that they want to build a 100% code compliant project, and they do not want any variances or flexibility from zoning requirements. They have requested that their property be removed from the area that is governed by the existing Conditional Use Permit for a Planned Unit Development since PUD flexibility is no longer needed.

Existing Site Conditions

Today, the 3.2-acre subject property is vacant other than a parking lot, a handful of mature shade trees, a pylon sign advertising Bremer Bank, and a trash enclosure that was built on the subject property but actually serves the bank building to the north. The west side of the site is bordered by Concord Street South and contains a new sidewalk that was constructed as part of the Concord Street reconstruction project. The south side of the property is bordered by Villaume Avenue. The southern part of the site has three existing accesses onto Villaume Avenue. There is no access to the site directly from Concord Street which is a Dakota County Road with restricted access. Customers visiting the subject property and the bank to the north can cross between the two properties because there is a cross-access easement that the City required in 2020 as a condition of approving the plat to split the property into two lots.

The subject property currently consists of two separate tax parcels that will need to be combined as part of the project. As part of the 2020 redevelopment, the subject property and the Bremer Bank property were replatted. Per the plat, each property was supposed to be one individual lot. The Dakota County Tax Assessor elected to divide the subject property and the bank property into 2 lots each because there was a Tax Increment Finance district that was active at the time which only affected a part of each lot. This district expired last year and the parcels can now be combined to align with the approved parcel configuration of the Harlow Addition plat. The eastern part of the subject property contains a large buried sanitary sewer line. This area is encumbered by a drainage and utility easement and is considered unbuildable except for landscaping and pavement. No buildings can be placed in the easement because the City may need to tear up this area in the future to service the buried sewer line.

Project Overview

The Applicant is seeking to purchase the subject property from the current property owner to redevelop the site into a Holiday Gas Station with a 6,228 sq. ft. convenience store, restaurant (Godfather Pizza), and truck/automobile fueling areas with a 4,881 sq. ft. fueling canopy. The site will include six (6) standard fuel pumps, two (2) high-speed diesel fueling pumps, and two (2) EV fast chargers. The development will not include car wash. The facility will be open 24 hours a day and is expected to have 10 employees on site during a shift.

The Applicant voluntarily went through a concept plan review at a City Council Worksession in March. They understand that many residents have expressed a desire for more restaurants on the Concord Street corridor and that the community is less excited about the idea of more gas stations on the corridor. The Applicant added the proposed Godfather's Pizza to their development in an effort to make this a more exciting project for the community.

Zoning and Comprehensive Plan Summary

The 2040 Comprehensive Plan guides the subject property as "Commercial." The Comprehensive Plan identifies this area as being the community's "front door" and the City has specific goals and policies for this commercial area:

Goal 4.3. Plan for an area of high quality regional commercial development on Concord Street north of Interstate 494.

Policy 4.13.1: Plan for an area of regional commercial that can accommodate uses that meet regional needs (such as offices, new car dealerships, hotels, offices, restaurants, et.) and can support the primary employment uses of the Bridgepoint area.

Policy 4.13.2: Establish architectural and site design standards which encourage high quality, high amenity buildings that provide a good image for this "front door" area of the community and complement the quality of development in Bridgepoint.

Policy 4.13.3: Encourage redevelopment of uses with high amounts of exterior storage and low levels of architectural and site design.

The subject property is zoned GB, General Business, which is a zoning district that allows a broad range of commercial and industrial uses. Automobile service stations are a conditional use in the GB district. An accessory building that is larger than 200 square feet, such as a fuel canopy, requires a conditional use permit.

The GB district has very specific rules related to signage and building materials. A sign with an electronic graphic display requires a conditional use permit. Signage for a property with GB zoning is generally capped at 200 sq. ft. of signage unless the use of the property is one that is eligible for a Master Sign Plan approval. A master sign plan approval is a special type of signage approval that allows properties with complex signage needs, such as gas stations, additional flexibility in the amount of signage that is allowed on site. With a master sign plan, a property with GB zoning would be eligible to have up to 400 sq. ft of signage.

As previously stated, the subject property is currently governed by a Conditional Use Permit for a Planned Unit Development and the Applicant has requested its removal. The property also has several older special use permits, conditional use permits, and a variance which should be extinguished as they are not relevant to the proposed use and primarily relate to signage that was placed on the 4-story building which has been demolished.

The property technically falls within the Mississippi River Corridor Critical Areas and is in the “Urban Mixed District” which is a part of the river corridor that is expected to be intensely developed. In the “Urban Mixed District,” the expectation is that the development will be required to preserve the river aesthetics and there are restrictions on buildings that are over 65 feet tall. The property is over half a mile away from the Mississippi River and would not directly impact the river or its aesthetics.

Relevant City Code Chapters

- City Code Section 118-9 regulated architectural requirements for commercial buildings
- City Code Section 118-40 regulates Conditional Use Permits
- City Code Section 118-47 regulated site plan review
- City Code Section 118-128 regulates the GB, general business district.
- City Code Sections 118-165 through Section 118-177 of the City Code regulates the Mississippi River Corridor zoning overlay district.
- City Code Section 118-208 regulates accessory buildings.
- City Code Section 118-243 regulated landscaping
- City Code Section 118-270 regulates lot areas, yard, and building heights for properties in commercial or industrial zoning districts.
- City Code Section 118-245 regulated lighting and glare
- City Code Section 118-256 regulate service stations.
- Article VI regulates signage.
- City Code Section 118-351 to 118-355 regulates off-street parking and loading

SITE PLAN REVIEW

Requirement Type	Required by Code	Proposed
Overall Site		
Lot area	N/A	3.2 acres
Lot Coverage By Buildings	N/A	8%
Landscape Lot Area	5%	More than 5%
Building Setbacks		
Front Yard (From Concord Street)	40 feet from the center line of the road or consistent with building line of existing buildings on same side of the street	30.8 feet from property line, consistent with the building line of the existing building at 633 Concord Street South which is 20 feet from the Concord Street property line
Front Yard (From Villaume Avenue)	40 feet from the center line of the road or consistent with building line of existing buildings on same side of the street	25.5 feet from the property line

Rear Yard	10 feet	302.8 feet (to north property line) 157.5 feet (to east property line)
Parking Setbacks		
Front Yard (any street frontage)	5 feet	More than 5 feet
Side or Rear Yard	5 feet	More than 5 feet
Is the Subject Property Located in Any of the Following Special Overlay District?		
Floodplain	No	
Shoreland	No	
MRCCA	Yes	

Accessory Building Design

The proposed development has one accessory building: the fuel island canopy. There are no fixed design standards for accessory building in the GB district. Instead, accessory structures are regulated by the provisions found in City Code Section 118-208. Per these code provisions:

- One accessory building is allowed per principal building. *The subject property will only have one principal building and one accessory building.*
- The accessory building must be on the same lot as the principal building. *The accessory building will be on the same lot as the principal building.*
- The accessory building shall not be closer to the front property line than the principal building. *The fuel canopy will be no closer to Concord Street or Villaume Avenue than the convenience store.*
- The accessory building must be located at the rear of the principal building. *The fuel canopy is located behind the principal building.*
- The accessory building may not exceed the height of the principal building. *The principal building would be 23 feet tall at its highest point. The fuel canopy would be 20 feet tall.*
- The accessory building may not have a larger footprint than the principal building. *The canopy will be smaller than the convenience store.*
- Any accessory building larger than 200 sq. ft requires a conditional use permit. *The Applicant has applied for a conditional use permit for the fuel canopy.*
- In business, mixed-use, and industrial districts, all accessory structures, screen walls, and exposed areas of retaining walls shall be of a similar type, quality, and appearance as the principal structure. *The fuel canopy appears to be the same type, quality, and appearance as the convenience store.*

Building Architecture

City Code Section 118-9 lays out architectural requirements for various types of building. The Code divides exterior materials into five (5) different classes and requires different types of buildings to utilize materials from specific classes. Buildings in nonresidential zoning districts are required to follow the standards for office, commercial or institutional buildings. At this site, this means that at least 2 different Class I materials must be used and the building materials must be composed of at least 60% Class I materials, no more than 40% Class II and Class III materials, and no more than 10% Class IV materials. The proposed convenience store complies with the proposed requirements with two types of Class I materials being used. 62% of the building façade would be Class I materials (brick and glass) and 38% of the façade would be Class III materials (cement based architectural product).

Building Height and Size

The proposed building would be 23 feet tall at its highest point which is well within the maximum permitted height of 45 feet in the GB zoning district and the maximum height of 65 feet that is permitted in the MRCCA UM district. There is no minimum building footprint in the GB district.

Lighting

The Applicant has submitted a lighting and photometric plan that appears to comply with Section 118-245 of the City Code which regulates lighting, lighting fixtures, and glare.

Landscaping

The GB, General Business District does not have specific landscaping standards, but landscaping requirements can be added on a case-by-case basis for developments that require a conditional use permit. Staff generally looks to the detailed landscaping standards of the I-1, light industrial district for inspiration when dealing with GB uses that involve a lot of open space and/or have a trucking component or some other quasi-industrial component that requires softening when located in a commercial district. At some point in the future, it may make sense to integrate fixed landscaping standards into the GB-General Business district via an ordinance update.

The Applicant has provided a generous landscaping plan that substantially enhances the aesthetics of the site. The Applicant's plan contains a landscape buffer between the fueling canopy and drive lanes and the public sidewalk along Concord Street. The aesthetic enhancements include a 4-foot-tall ornamental fence, a variety of ornamental grasses and evergreen shrubs, and several shade trees. The City's vision for Concord Street is a gateway street that is aesthetically attractive and offers a comfortable experience for individuals that drive, walk or bike along the corridor. The proposed landscaping on Concord Street aligns well with this vision.

In addition to the generous and enhanced landscaping along the Concord Street side of the property, the Applicant has proposed 25 trees throughout the site. This number of trees is consistent with the number of trees that would have been required if this property was zoned I-1 light industrial. The I-1 zoning district requires one tree to be provided for each 70 feet of lot perimeter. Landscaping around the monument sign and the utility box has been added to further beautify the site and satisfy the City Code's performance standards for monument signs.

MRCCA

As previously mentioned, the subject property is located in the Mississippi River Corridor Critical Area. Each property in the MRCCA is assigned a zoning designation based on the use of the site. MRCCA has performance standards including structure height limitations, setbacks from designated natural resources (called Primary Conservation Areas or PCAs), vegetation management standards, land alteration standards,

and subdivision and land development standards which vary in intensity depending on the MRCCA zoning district the property is in. The subject property's MRCCA zoning is UM, Urban Mixed District. The UM district is comprised of large areas of highly urbanized development that includes residential, institutional, commercial, and industrial uses. The proposed development complies with MRCCA requirements.

Parking Lot Islands

Parking lots that are larger than 6,000 square feet in size are required to include landscape islands. The additional landscaping that has been provided throughout the interior of the lot will result in compliance with the landscaping island requirement.

Parking

The proposed parking areas comply with the GB district's 5-foot minimum setback requirement and the Applicant is providing a larger setback area along the Concord Street sidewalk to allow for landscaping. The Applicant will need to amend their parking plan prior to building permit submittal to adjust the width of the access aisle between the ADA parking stalls in front of the building from 5 feet to 8 feet per the City Engineer's comment letter. Staff anticipate that this adjustment may result in the loss of 1-2 parking spaces.

City Code Section 118-354 contains "default" minimum parking requirements for various uses but allows the Planning Commission and City Council to review parking plans and approve deviations from the default requirements as part of the conditional use permit if it is clear that customers will have sufficient access to the business. Things like pedestrian connectivity, transit access, synergy between different uses on the site, nearby on-street parking, and the business's own experiences with parking demand at their other locations can all be taken into consideration. The default requirement for a motor fuel station is that three spaces are required for each enclosed bay and one space is required for each employee. Retail sales and service establishments require one space for each 400 square feet of gross floor area. There will be 10 employees on shift at time and so 10 spaces are required for employees. The 6,228 sq. ft of space in the convenience store create the default requirement for another 16 parking spaces. Restaurants technically have a default requirement of 1 parking stall for each 3 customer seats, but it would be unusual to apply this formula to a small fast food restaurant that functions as an extension of a gas station convenience store, since it is unlikely that many customers will be lingering on-site to dine. The Applicant has proposed 36 parking spaces and there is room for another 12 vehicles to be parked at the pumps under the fuel canopy, so effectively, there are 48 parking spaces on the property for passenger vehicles. City Staff believes that this is more than sufficient to take care of the proposed business's parking needs. The Applicant has also provided bike parking facilities and this business is close enough to the Mississippi River Trail that it may get some customers who arrive by bicycle during the summer.

Signage

Properties with GB, General Business district zoning are automatically allowed to have up to 200 sq. ft. of signage at their property. Most businesses within this district are generally able to comply with this requirement. However, there are certain types of businesses with challenging communication needs (i.e. multitenant buildings, gas stations, large lot properties, etc) that can struggle with a 200 square foot signage allowance. To address situations such as these, the sign code contains standards for a special type of signage approval called a "Master Sign Plan." A Master Sign Plan is effectively a site plan review for properties with complex signage needs. Only certain types of uses are eligible for a master sign plan. Gas stations are one of the uses that are eligible for this type of approval.

Master sign plans are reviewed by the Planning Commission and the City Council. The code contains review criteria for master sign plans. Generally, Master Sign Plans can allow additional overall site signage but cannot allow an individual sign that does not meet code requirements (i.e. a sign that is larger than the code allows, a sign that is taller than the code allows, a type of sign that is expressly prohibited, etc.). The benefit of a master

sign plan is that a property can have up to two times the amount of signage that would be allowed in the underlying zoning district without the need for a variance so up to 400 square feet of signage is allowed on a GB property. Once a master sign plan has been approved, signs at the site can be replaced with new signs of the same type that are in the same general location as the original sign. More substantial changes that would change the type of signs at the site or increase the amount of signage will require a master sign plan amendment.

The Applicant submitted a revised signage plan on 08/1/2026 that reflects changes that were requested by City Staff so that the project would be eligible for the Master Sign Plan review process. The Applicant has designed a plan with 396 square feet of signage:

- A 99 sq. ft. monument sign with an electronic graphic display
- 169 sq. ft of wall signage throughout 3 sides of the convenience store. The north and south side of the building would each have a 51 square foot Holiday sign. The wall facing Concord Street would have a 41 square foot Holiday sign and a 26 square foot Godfather's Pizza sign.
- 128 sq. ft of wall signage on the fuel canopy. This signage would include 2 Holiday logos, two "Diesel" signs, and two signs that say "Enter" and "Do Not Enter" to provide direction to semi trucks utilizing the turnaround.

The subject property is eligible for up to 400 sq. ft of signage with a master sign plan and Staff is supportive of their overall plan.

The Applicant's proposed monument sign contains an electronic graphic display sign. The sign code contains special regulations for electronic graphic display signs due to their potentially distracting nature. These provisions include limiting how often the display image can change, the length of display transitions, the signs distance from other electronic signs, and illumination limits. For electronic graphic display signs that are located near a residential area, the City has historically regulated the hours the electronic graphic display signs can operate. Electronic signs located along Concord Street and Concord Exchange have been allowed to operate 24 hours a day. The proposed electronic graphic display sign would be allowed to operate 24 hours a day but would need to comply with requirements for electronic graphic display signs which would be added as CUP conditions.

Properties are only allowed one freestanding sign per property. There is currently a pylon sign at the subject property that served the old 4-story bank building which will need to be removed in order for the subject property to qualify to have a monument sign. The submitted plans indicate that this pylon sign will be removed.

Trash Handling at Subject Property

The Applicant is proposed to have exterior trash handling for the subject property on the north end of the parking lot directly west of the EV charging stations. Trash handling will consist of a 2-bay trash enclosure with a 6-foot-tall fence for screening. The trash enclosure will be constructed of composite materials that match the principal building. This proposed plan for trash handling complies with the City Code.

Trash Handling for Bank Building at 633 Concord Street South

The trash enclosure for the bank building to the north of the subject property is currently located on the subject property. This trash enclosure will need to be removed prior to development of the subject property. The trash enclosure for the bank building can either be relocated so it is on the correct property or trash handling can be moved inside the bank building. A zoning permit will need to be pulled prior to the construction of new or relocated trash enclosure. The bank building is not allowed to have exterior trash handling unless they build a

new trash enclosure and any violations of this City Code provision can be addressed via the administrative citation process. The removal of the existing trash enclosure from the subject property will be a condition of approval for the project since it conflicts with the Applicant's parking lot design.

Subject Property's Removal from Conditional Use Permit for Planned Unit Development

As previously stated, the subject property is encumbered by the development approvals from 2020 for the bank facility directly north of the subject property. The Applicant does not need PUD flexibility and is requesting that their property be removed from the Conditional Use Permit for a Planned Unit Development that was approved in 2020. There are some conditions from the 2020 approval that need to be preserved in the Applicant's new conditional use permit, such as the requirement that a cross-access easement continue to exist so that customers can travel between the subject property and the bank property to the north. There would be significant functionality and site access challenges for this area if that cross-access easement were ever allowed to go away.

Public Sidewalk Improvement Along Villaume Avenue

One of the outstanding conditions from the development approvals for the bank facility is the construction of a 6-foot-wide sidewalk along Villaume Avenue. This requirement was included in the development agreement for the project and the City took a \$13,000 escrow for the construction of a sidewalk along Villaume Avenue. The Applicant has proposed to install a 5-foot-wide sidewalk with a 4-foot-wide green boulevard between the street curb and the new sidewalk. This green space would improve aesthetics and offer space for snow storage in the winter. Staff is comfortable having a 5-foot-wide sidewalk constructed instead of a 6-foot wide sidewalk as the City Engineer stated that this would be appropriate for this type of development. The final design and placement of the sidewalk will be subject to review and approval by the City Engineer. The Applicant will need to submit an escrow in the amount of 125% of the cost of public improvement related to this project prior to construction.

Outdoor Dining

The Applicant is proposing a small outdoor dining area for their pizza restaurant. Outdoor dining areas are a permitted accessory use for restaurants, cafes, delicatessens, breweries, wineries, cideries, distilleries, and similar uses in any zoning district where these uses are allowed. Outdoor dining areas must meet the performance standards for outdoor dining areas that are found in Section 118-277. The proposed outdoor dining area complies with the requirements of this section.

CONDITIONAL USE PERMIT REVIEW CRITERIA

A City may require a conditional use permit for certain types of businesses or structures that require a case-by-case review to prevent negative impacts. The City can attach conditions to each approval to address those potential negative impacts. 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) *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.

The Planning Commission is asked to review the proposed conditional use permit and should recommend approval if they determine that the proposal complies with the review criteria outlined in the City Code.

MASTER SIGN PLAN REVIEW CRITERIA

When reviewing a master sign plan, the Planning Commission and City Council is asked to review the plan using the following criteria:

- (1) *Base guidelines:* The master sign plan shall use the signage standards of the underlying zoning district as its basis. Any sign that requires a conditional use permit or interim use permit shall continue to require said permit.
- (2) *Total allowance:* The total signage allowance granted shall not exceed two times the maximum that would be allowed at the property without a master sign plan.
- (3) *Height:* All signage must follow the height regulations of the underlying zoning district except that monument signs for multi-tenant commercial-retail structures may be allowed to be up to 12 feet in height.
- (4) *Quality:* The master sign plan review may not be used to waive design standards that are mandatory in the underlying zoning district related to landscaping or building materials.
- (5) *Type:* A master sign plan may not be used to approve a type of sign that is prohibited in the underlying zoning district.
- (6) *Location:* All signage shall follow the location regulations of the underlying zoning district.
- (7) *Number:* No more than one freestanding sign may be allowed for each street frontage through a master sign plan.

When a master sign plan is approved, the following findings should be made:

1. The master sign plan is not in conflict with the comprehensive plan.
2. The master sign plan is not in conflict with the purpose, standards or design principles found in [Section 118-332](#).
3. The master sign plan will not be injurious or a nuisance to the surrounding neighborhood or otherwise harm the public health, safety, and welfare.

Feedback from Other Departments

Staff requested feedback from other departments as part of the internal review process for the Applicant's request. The City Engineer has drafted a letter with comments that must be addressed. This letter is included as an Attachment 11.

Discussion

The City generally must approve a conditional use permit any time the proposed use meets the City Code's conditional use permit review criteria. The City has discretion to add reasonable approval conditions but generally does not have discretion to deny the application. The proposed development project appears to be code confirming and Staff has prepared appropriate approval conditions to govern operations. The Planning Commission and the City Council do have more discretion regarding the approval of the Master Sign Plan which allows the Applicant to have additional signage beyond the 200 square feet of signage that they are automatically allowed in the GB zoning district. The subject property has two frontages and the building will contain two different businesses (the gas station and the restaurant), so it seems appropriate to grant a larger signage allowance. The Applicant has already revised the sign plan multiple times in response to comments from City Staff and the sign plan that they are now proposing has Staff support.

The Applicant has put significant effort into designing their gas station and convenience store project to align with the City's development vision and goals for the streetscape along Concord Street. The addition of substantial landscaping along Concord Street and around the site, the outdoor dining area, bike parking, and EV charging stations make this a better and more exciting project. City Staff is very pleased to see that the Applicant has taken many of the City's suggestions to heart and has incorporated a restaurant into the development.

Staff Recommendation

City Staff recommends approval of an amendment to the conditional use permit for a planned unit development with the following conditions:

1. **Removal of Subject Property from Conditional Use Permit for a Planned Unit Development.** The subject property was previously incorporated into the Conditional Use Permit for a Planned Unit Development for a redevelopment project that included the property to the north. The subject property, Lot 2, Block 1 of Harlow Addition is hereby removed from the Conditional Use Permit for a Planned Unit Development.
2. **Trash Enclosure for 633 Concord Street South.** The trash enclosure for the bank building at 633 Concord Street South is currently located within the boundaries of the proposed Holiday Station Store property at 677 Concord Street South. This enclosure must be removed from the premises of 677 Concord Street South by December 31, 2025. The bank building at 633 Concord Street South is not allowed to have exterior trash handling unless all dumpsters are stored within a code conforming trash enclosure. A zoning permit is required prior to the construction of the new or relocated trash enclosure.

City Staff recommends approval of the conditional use permits, site plan, and master sign plan for the proposed gas station and convenience store development with the following conditions:

1. **Compliance with Plans/Submittals.** The site shall be utilized in substantial conformance with the

following plans on file with the Planning Department:

a. Application (Holiday Stationstores LLC)	June 17, 2025
b. Narrative (Colliers Engineering & Design)	Undated
c. ALTA Survey (Honsa Surveying)	June 8, 2024
d. Site Plan– Sheet C100 (Colliers Engineering)	July 3, 2025
e. Utility Plan- Sheet C110 (Colliers Engineering)	July 3, 2025
f. Grading Plan- Sheet C120 (Colliers Engineering)	July 3, 2025
g. Landscaping Plan- Sheet C130 (Colliers Engineering)	July 31, 2025
h. Lighting Plan- Sheet C140 (Red Leonards Associates)	June 19, 2025
i. Dumpster Details- Sheet C506 (Colliers Engineering)	July 3, 2025
j. Colored Exterior Elevations (Colliers Engineering)	Undated
k. Sign Plan (Corporate ID Solutions)	August 1, 2025

2. **Building Permit Required for Proposed Building.** The Applicant shall obtain a building permit prior to starting the project. The review and approval of the site improvement pursuant to the requirements of the City's adopted Building and Fire code shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.
3. **Status of Previous Conditional Use Permits, Special Use Permits, and Variances.** The subject property was granted a number of conditional use permits, special use permits, and variances that all related to the four-story office building that was previously on the site which was demolished in 2023. These approvals include a special use permit for a ground sign that was approved February 20, 1973; a special use permit for a roof sign that was approved November 15, 1976; a special use permit for a roof sign that was approved March 5, 1979; a variance that was approved via Resolution 2004-164 for the installation of a second roof sign, and the development approvals for the new bank facility that was approved via Resolution 2020-102. All of these conditional use permits, special use permits and variances are hereby terminated for the subject property with the exception of the Conditional Use Permit for a Planned Unit Development granted per Resolution 2020-102 which has been amended to remove the subject property rather than being terminated. The Applicant and Property Owner acknowledge and agree that the previous conditional use permits, special use permits, and variances are terminated, and they hereby waive any rights related to the previous conditional use permits, special use permits and variances.
4. **Lot Combination Required.** The Applicant shall be required to combine the two tax parcels that comprise the subject property at 677 Concord Street South (PID # 36-31800-01-021 and 36-31800-01-022). The building permit will not be released until the lots have either been combined or the Applicant has submitted a lot combination request form to the Dakota County Tax Assessor.
5. **Public Sidewalk Improvement Along Villaume Avenue.** The Applicant shall be responsible for constructing a public sidewalk along Villaume Avenue starting at the end of the existing sidewalk along Concord Street South and going east to the eastern plat boundary, short of the light pole and the electric box. The public sidewalk must be at least 5 feet wide and the final design is subject to review and approval by the City Engineer.

6. **Landscaping Requirements.** The Applicant shall install and maintain landscaping that is substantially consistent with the approved landscaping plan dated July 31, 2025. Minor changes to be the landscaping plan may be approved administratively by the Zoning Administrator.
7. **Landscaping Guarantee.** The Applicant shall establish a \$7,500 landscaping guarantee prior to obtaining their building permit for the proposed building. The security shall be maintained for at least one (1) year after the date that the last landscaping 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.
8. **Stormwater Maintenance Agreement.** The Applicant shall enter into a stormwater maintenance agreement with the City for the proposed building's stormwater infrastructure.
9. **Mechanical Equipment Screening Plan.** A mechanical equipment screening plan shall be submitted as part of the building permit submittal for the proposed building. All ground-mounted and building-attached mechanical equipment shall be screened according to the standards contained within Section 118-9. All roof-mounted mechanical equipment shall be screened according to the standards contained within City Code Section 118-242.
10. **Liquor License Required for Off-Sale 3.2 Percent Malt Liquor Sales.** The Applicant must obtain a liquor license if they wish to sell 3.2 percent malt liquor as an accessory use. No alcohol sales except for 3.2 percent malt liquor sales shall be allowed without a conditional use permit for off-sale liquor.
11. **Master Sign Plan Approval.** The signage as shown on the plans dated August 1, 2025 is approved via a Master Sign Plan approval. Any substantial changes to signage on site, an increase in the size of signage or the addition of new signage will require an amendment to the master sign plan.
12. **Signage Permits Required.** No signage shall be installed without the Applicant first obtaining the appropriate sign permits. All signage is subject to review and approval by the Zoning Administrator.
13. **Only One Freestanding Sign Allowed.** Only one freestanding sign is allowed per property. The Applicant will not be eligible to obtain a permit to build their proposed monument sign until they have removed their existing pylon sign.

14. **Encroachment Agreement Required if Monument Sign will Be Located in Drainage and Utility Easement.** The Applicant must either revise their site plan to move their monument sign out of the drainage and utility easement or they must request an encroachment agreement. Placement of the sign in the easement will only be allowed if the City Council approves the encroachment agreement.
15. **Conditional Use Permit for an Electronic Changeable Copy Sign.** The conditional use permit for the electronic changeable copy sign must adhere to the following conditions:
 - a. The LED changeable fuel price signs may be turned on at all hours.
 - b. No part of the display shall change more than once every 8 seconds.
 - c. Display transitions are limited to one second. Transitions such as slideshows and fade/dissolve may be used.
 - d. The sign shall comply with the illumination limits outlined in the City Code and the difference between the off and solid-message measurements using the electronic sign measurement criteria found in the City Code shall not exceed .3 footcandles at night.
16. **Exterior Sale and Display.** Exterior sale and display is limited to those retail items that are typically displayed outdoors at gas stations such as small propane tanks, ice, firewood, windshield wiper fluid, bags of salt, video rental kiosks, etc. No vehicle sales are permitted. All items displayed outdoors shall be arranged in a neat and orderly manner and shall be located either under the fuel canopy or along the storefront.
17. **Maintaining Existing Cross-Access Easement.** The Applicant must keep clear the cross-access easement recorded as Document 3425043 that allows vehicles to circulate between Lot 1 and Lot 2, Block 1 of the Harlow Addition to have access to both Villaume Avenue and 6th Street East. The easement must remain in place and may not be terminated.
18. **Trash Handling for Subject Property.** All dumpsters that serve the subject property shall be stored within the trash enclosure which shall be built and maintained consistent with the approved plans. Exterior trash handling without an enclosure is prohibited. A zoning permit is required prior to the construction of the new trash enclosure.
19. **SAC Fees.** The Applicant will be required to make a Sewer Access Charge (SAC) payment consistent with the Metropolitan Council requirements at time of building permit for the proposed building.
20. **Escrow for Public Improvements.** The Applicant must submit a cost estimate for the public improvements (i.e. the sidewalk along Villaume Avenue, the patch on Villaume Avenue, and the hydrant relocation). The cost estimate is subject to review and approval by the City Engineer. The Applicant must establish an escrow in the amount of 125% of the cost of the public improvements prior

to receiving their building permit.

21. **Approvals from Other Agencies.** The Applicant shall be responsible for obtaining any required approvals from other agencies such as Dakota County, the Minnesota Pollution Control Agency (MPCA), and the Minnesota Department of Health.
22. **City Engineer's Letter.** The Applicant shall address the issues raised in the City Engineer's letter dated July 25, 2025.
23. **Termination of Conditional Use Permit.** Per the City Code, the Conditional Use Permit will terminate if the improvement has not substantially begun within one (1) year from the date of approval. Per City Code, the City Council may revoke the Conditional Use Permit, following a public hearing, if any of the above conditions have been violated and are not corrected.

Staff recommends approval of the Conditional Use Permits, Site Plan Review, Master Sign Plan, and an amendment to a conditional use permit for a planned unit development, subject to the following conditions:

Required Action

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

Approval. If the Planning Commission wishes to recommend approval of the conditional use permits, site plan review, master sign plan and an amendment to a conditional use permit for a planned unit development, the following action should be taken:

- Motion to recommend approval of 3 conditional use permits, a site plan review, a master sign plan and an amendment to a conditional use permit for a planned unit development for the development of a Holiday Service Station at 677 Concord Street South, subject to the conditions listed in the staff report.

Denial. If the Planning Commission wishes to recommend denial of the conditional use permits, site plan review, master sign plan, and/or an amendment to a conditional use permit for a planned unit development, the following action should be taken:

- Motion to recommend denial of the conditional use permits, site plan review, master sign plan and an amendment to a conditional use permit for a planned unit development for the development of a Holiday Service Station at 677 Concord Street South.

If the recommendation is denial, the Planning Commission must adopt findings to justify the recommendation. If the Planning Commission wants to recommend denial of the conditional use permits, it will require a specific finding that the proposed development fails to meet at least one of the six CUP criteria. If the Planning Commission wants to recommend denial of the Master Sign Plan, they must find that the proposed sign package fails to comply with the criteria discussed in this staff memo.

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Site Plan for Proposed Redevelopment
3. Building and Canopy Elevations
4. Grading Plan
5. Utility Plan
6. Landscape Plan
7. Photometric Plan
8. ALTA Survey
9. Master Sign Plan
10. Project Narrative
11. City Engineer's Letter

ATTACHMENT 1
SITE LOCATION MAP



PROJECT DATA				
PROJECT NAME:	HOLIDAY STATIONSTORES - SOUTH ST. PAUL MN CONCORD & VILLAUME			
APPLICANT:	HOLIDAY STATIONSTORES LLC CARL SMITH 6800 CLEARWATER DRIVE, SUITE 300, MINNETONKA, MN 55343			
PROJECT ADDRESS:	677 CONCORD ST S, SOUTH ST. PAUL, MN 55075			
PROJECT DESCRIPTION:	PROPOSAL FOR A NEW CONVENIENCE STORE WITH ASSOCIATED FUEL SALES CONSISTING OF A 6,228 S.F. CONVENIENCE STORE AND AN 4,881 S.F. FUEL CANOPY WITH (8) FUEL PUMPS AND (2) DIESEL FUEL PUMPS. THE CONVENIENCE STORE WILL SELL BEER AND WINE FOR OFFSITE CONSUMPTION. THE FACILITY WILL OPERATE 24 HOURS.			
PARCEL/SITE AREA:	138,815 S.F. - ±3.19 ACRES	SETBACKS	REQUIRED	PROVIDED
EXISTING ZONING:	GENERAL BUSINESS, PLANNED UNIT DEVELOPMENT	FRONT:	40' (FROM ST. CENTERLINE)	25.5' (TO PROP. LINE)
PARCEL NUMBER:	037-363180001021	SIDE:	10'	302.8'
MAX. BUILD. HEIGHT:	21'-6" PROVIDED (45' ALLOWED) (1-STORY BUILDING)	REAR:	10'	244.8'
MAX. FUEL CANOPY HEIGHT:	20'-0" PROVIDED			
PARKING:	REQUIRED: MOTOR FUEL STATION: ONE SPACE PER EMPLOYEE STORE: ONE OFF-STREET PARKING SPACE FOR EACH 400 SQUARE FEET OF GROSS FLOOR AREA TOTAL = 6,228 / 400 + 10 = 26 SPACES (9'x18')	PROVIDED: STANDARD PARKING : ACCESSIBLE PARKING : EV PARKING :	32 SP 2 SP 2 SP	
		TOTAL PARKING PROVIDED:	36 SP	

GENERAL NOTES:

- THE UNDERGROUND STRUCTURES AND UTILITIES SHOWN ON THESE PLANS HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORD MAPS. THEY ARE NOT CERTIFIED TO THE ACCURACY OF THEIR LOCATION AND/OR COMPLETENESS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND EXTENT OF ALL UNDERGROUND STRUCTURES AND UTILITIES PRIOR TO ANY DIGGING OR CONSTRUCTION ACTIVITIES IN THEIR VICINITY.
- THE CONTRACTOR SHALL PERFORM ALL WORK IN COMPLIANCE WITH TITLE 29 OF FEDERAL REGULATIONS, PART 1926, SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION (OSHA).
- ALL ROADS AND PRIVATE DRIVES SHALL BE KEPT CLEAN OF MUD, DEBRIS ETC. AT ALL TIMES.
- REFER TO ARCHITECTURAL DRAWINGS FOR PRECISE BUILDING DIMENSIONS.
- THE CONTRACTOR SHALL CONSULT THE CONSTRUCTION MANAGER BEFORE DEVIATING FROM THESE PLANS.
- IN ALL TRENCH EXCAVATIONS, CONTRACTOR MUST LAY THE TRENCH SIDE SLOPES BACK TO A SAFE SLOPE. USE A TRENCH SHIELD OR PROVIDE SHEETING AND BRACING.
- ALL EXISTING SURFACE APPURTENANCES (I.E. WATER VALVES, CATCH BASIN FRAMES AND GRATES, MANHOLE COVERS) WITHIN THE PROJECT LIMITS SHALL BE ADJUSTED TO FINISHED GRADE.
- AREAS DISTURBED OR DAMAGED AS PART OF THIS PROJECT'S CONSTRUCTION THAT ARE OUTSIDE OF THE PRIMARY WORK AREA SHALL BE RESTORED, AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- THE CONTRACTOR SHALL CALL *811 AT LEAST 3 WORKING DAYS (EXCLUDING WEEKENDS AND HOLIDAYS) PRIOR TO CONSTRUCTION.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE APPLICABLE CODES, ORDINANCES, DESIGN STANDARDS AND STANDARD SPECIFICATIONS OF THE AGENCIES WHICH HAVE THE RESPONSIBILITY OF REVIEWING PLANS AND SPECIFICATIONS FOR CONSTRUCTION OF ALL ITEMS INCLUDED IN THESE PLANS.

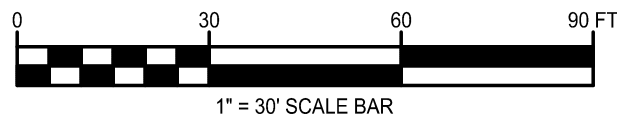
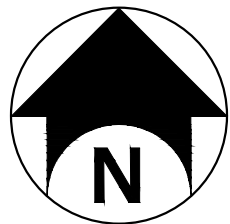
- UNLESS SPECIFICALLY STATED, THE CONTRACTOR SHALL APPLY FOR AND OBTAIN ALL NECESSARY PERMITS AS REQUIRED FOR CONSTRUCTION OF THIS PROJECT PRIOR TO THE BEGINNING OF WORK FROM THE PREVIOUSLY MENTIONED AGENCIES.
- THE CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- WHEN ANY EXISTING UTILITY REQUIRES ADJUSTMENT OR RELOCATION, THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY COMPANY AND COORDINATE THE WORK ACCORDINGLY. THERE SHALL BE NO CLAIM MADE BY THE CONTRACTOR FOR ANY COSTS CAUSED BY DELAYS IN CONSTRUCTION DUE TO THE ADJUSTMENT OR RELOCATION OF UTILITIES.
- THE CONTRACTOR IS TO VERIFY THAT THE PLANS AND SPECIFICATIONS THAT HE/SHE IS BUILDING FROM ARE THE VERY LATEST PLANS AND SPECIFICATIONS THAT HAVE BEEN APPROVED BY ALL APPLICABLE PERMIT-ISSUING AGENCIES AND THE OWNER. ALL ITEMS CONSTRUCTED BY THE CONTRACTOR PRIOR TO RECEIVING THE FINAL APPROVAL AND PERMITS HAVING TO BE ADJUSTED OR RE-DONE, SHALL BE DONE AT THE CONTRACTOR'S EXPENSE.
- SHOULD THE CONTRACTOR ENCOUNTER CONFLICT BETWEEN THESE PLANS AND SPECIFICATIONS, EITHER AMONG THEMSELVES OR WITH THE REQUIREMENTS OF ANY AND ALL REVIEWING AND PERMIT-ISSUING AGENCIES, HE/SHE SHALL SEEK CLARIFICATION IN WRITING FROM THE CONSTRUCTION MANAGER BEFORE COMMENCEMENT OF CONSTRUCTION. FAILURE TO DO SO SHALL BE AT THE SOLE EXPENSE TO THE CONTRACTOR.
- THE CONTRACTOR SHALL FURNISH AS-BUILT DRAWINGS INDICATING ALL CHANGES AND DEVIATIONS FROM APPROVED DRAWINGS.
- ALL SIGNS AND TRAFFIC CONTROL MEASURES DURING CONSTRUCTION AND MAINTENANCE ACTIVITIES SHALL BE CONTROLLED AND INSTALLED PER THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) WITH STATE SUPPLEMENT.
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL CONFORM TO THE STANDARDS OF THE CITY OF SOUTH ST. PAUL DEPARTMENT OF PUBLIC WORKS AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

KEY NOTES:

- BUILDING AREA
- ASPHALT PAVING, LIGHT DUTY
- ASPHALT PAVING, HEAVY DUTY
- LANDSCAPE AREA, SEE LANDSCAPE PLANS
- MONUMENT SIGN, SEE ELECTRICAL PLANS FOR POWER REQUIREMENTS AND SIGNAGE PACKAGE FOR DETAILS
- UNDERGROUND DETENTION SYSTEM FOOTPRINT, SEE XERXES DETAILS SHEET(S)
- CONCRETE SIDEWALK, SEE BUILDING SITE DETAILS SHEET
- ELECTRICAL TRANSFORMER PROPOSED LOCATION. CONTRACTOR TO COORDINATE WITH POWER COMPANY TO DETERMINE FINAL LOCATION.
- TRASH ENCLOSURE PER HOLIDAY STATIONSTORES, SEE BUILDING & CANOPY PLANS
- CONCRETE CURB AND GUTTER, SEE SITE DETAILS SHEET
- CONCRETE PAVING, SEE SITE DETAILS SHEET
- PARKING LIGHT POLE FIXTURE, SEE LIGHTING PLAN SHEET AND SITE DETAILS SHEET
- VACUUM MACHINE, PROVIDED BY HOLIDAY STATIONSTORES VENDOR
- ACCESSIBLE PARKING SPACE AND SIGNAGE, SEE BUILDING SITE DETAILS SHEET
- VENT PIPES LOCATION, SEE FUEL SHEETS FOR MORE INFORMATION
- FUEL CANOPY AREA, SEE FUEL SHEETS FOR MORE INFORMATION
- OUTDOOR SEATING BY HOLIDAY STATIONSTORES
- CO2 WITH STORAGE CABINET
- FUEL STORAGE TANKS PER FUEL/GAS PLANS
- 4" GUARD POST, SPACED EVERY 6' (SEE PLAN FOR SPACING AT ADA SPACES), SEE BUILDING SITE DETAILS SHEET
- EMERGENCY SHUT-OFF SWITCH, SEE FUEL PLAN
- OUTDOOR WHITE PAINTED STRIPES FOR NO-PARKING AREA, SEE BUILDING SITE DETAILS SHEET
- FUEL ISLAND BOLLARD, SEE FUEL CANOPY PLANS
- EV CHARGING BOLT SYMBOL, SEE EV DETAILS SHEET
- PAVEMENT DIRECTIONAL MARKING, TYP
- CONCRETE PAVING, REFER TO FUEL CANOPY PLANS
- CONCRETE PAVING, REFER TO FUEL/GAS PLANS
- BUILDING SERVICE ENTRANCE SECTION
- TAPER CURB FROM 6" TO 0" REVEAL IN 5 FEET
- 4" WHITE STRIPE
- INTERNAL DIRECTIONAL SIGN (REFER TO SIGN PACKAGE)
- REAR ROOF ACCESS
- PAINTED CROSSWALK
- BLACK COLORED CONCRETE (PARKING AREAS) COLOR BY HOLIDAY STATIONSTORES
- RIP RAP OUTLET APRON
- ACCESSIBLE RAMP, SEE BUILDING SITE DETAILS SHEET
- NOT USED
- BICYCLE STORAGE RACK
- EV CHARGING STATION, CHARGER PAD, BOLLARDS, ETC. SEE EV DETAILS SHEET
- NOT USED
- DETECTABLE WARNING STRIP
- CONCRETE SIDEWALK PER CITY OF SOUTH ST. PAUL STANDARDS
- REINFORCED CONCRETE, SEE R.O.W. DETAILS SHEET FOR REINFORCED DRIVEWAY APPROACH
- CONCRETE SWALE, SEE SITE DETAILS SHEET
- APPROXIMATE LIMIT OF UTILITY PIPE TRENCH, REPLACE FULL SECTION OF EXISTING PAVEMENT PER CITY OF SOUTH ST. PAUL REQUIREMENTS
- R.O.W. CURB & GUTTER, REFER TO SITE DETAILS SHEET
- DECORATIVE FENCE, SEE LANDSCAPE DETAILS SHEET
- HANDRAIL FOR ACCESSIBLE RAMP, SEE BUILDING SITE DETAILS SHEET

SITE LEGEND:

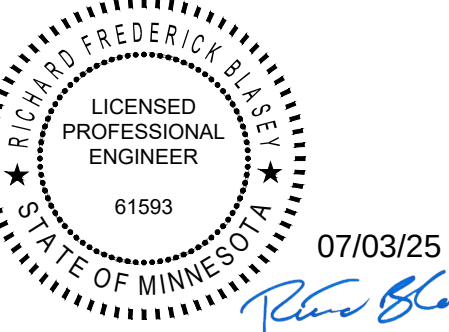
- # KEY NOTE
- 12 NUMBER OF PARKING SPACES
- CONCRETE (LIGHT DUTY AT PARKING SPACES AND PASSENGER VEHICLE CANOPY SLAB; HEAVY DUTY AT HSD CANOPY SLAB AND TRASH ENCLOSURE; USE SIDEWALK SECTION AS NOTED)
- PAVEMENT SECTION LIGHT-DUTY
- PAVEMENT SECTION HEAVY-DUTY
- PROPERTY SETBACK LINE
- PROPERTY LINE



ATTACHMENT 2 SITE PLAN

Date Revised	Description
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PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE

R. BLASEY, P.E.
PROJECT MANAGER
C. CABRERA, P.E.
QUALITY CONTROL
C. CABRERA, P.E.
DRAWN BY
J. NOVITSKI
DATE
07/03/2025

PROJECT NAME

HOLIDAY STATIONSTORES LLC
NTI
NEC OF CONCORD ST S & VILLAUME AVE
NORTHERN TIER BU

677 CONCORD ST S.
(NEC CONCORD ST S & VILLAUME AVE)
SOUTH ST. PAUL, MN 55075



HOLIDAY STATIONSTORES, LLC

PROJECT NUMBER
23010318A

SHEET TITLE

SITE PLAN

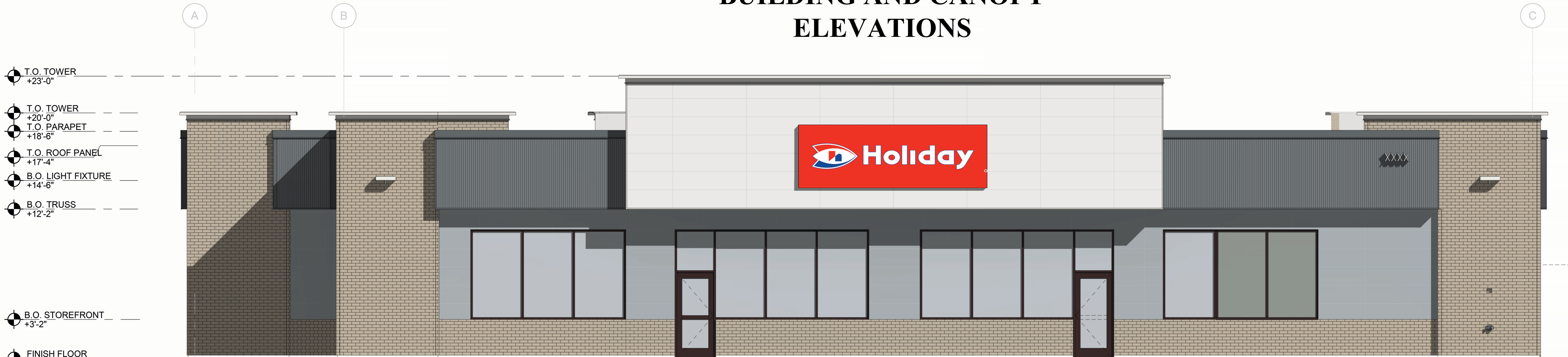
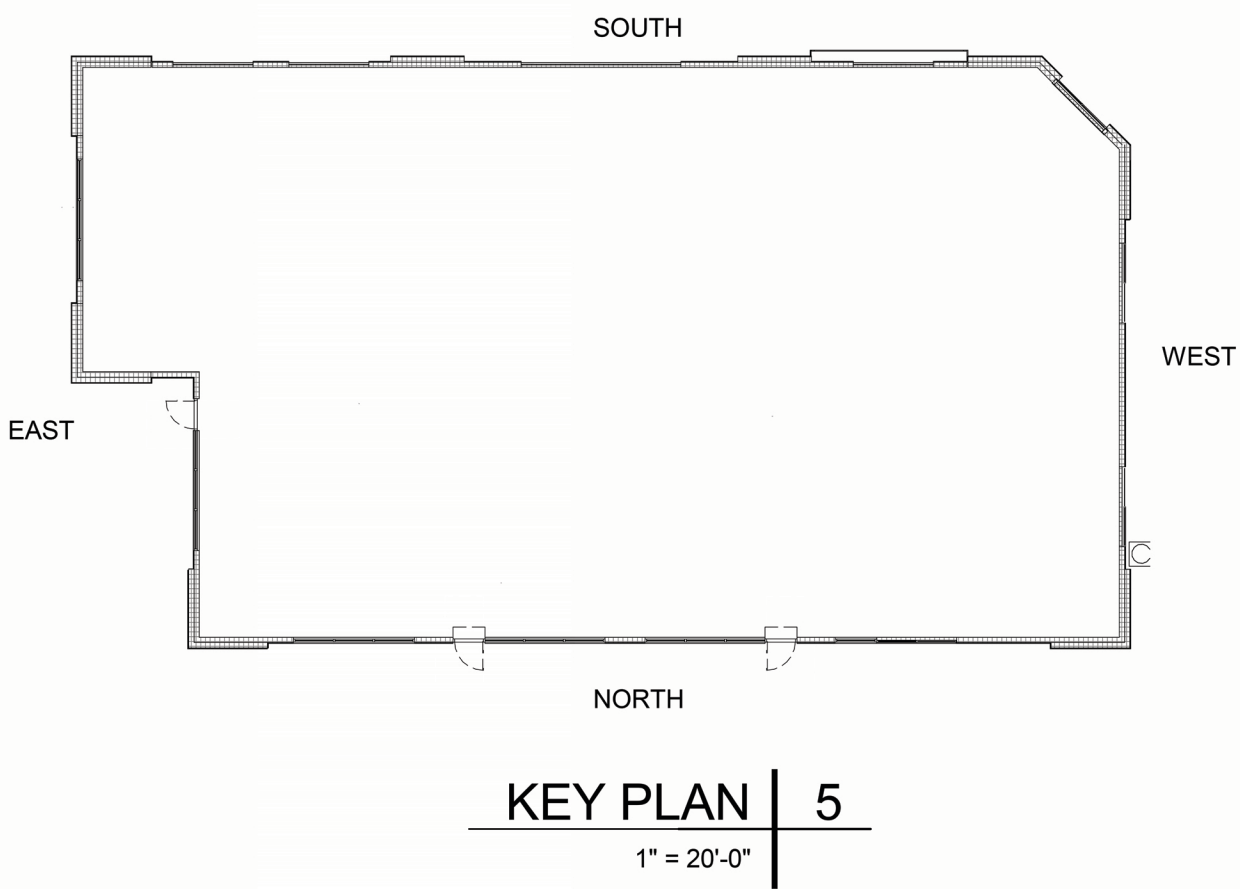
SHEET NUMBER

C100

ATTACHMENT 3
BUILDING AND CANOPY
ELEVATIONS

NIHIHA TUFF BLOCK SW 9166 "DRIFT OF MIST" (9% OF FACADE)	NIHIHA TUFF BLOCK SW 6255 "MORNING FOG" (14% OF FACADE)
THIN BRICK (45% OF FACADE)	NIHIHA RIBBED SW 7075 "WEB GRAY" (15% OF FACADE)
SW 7004 "SNOWBOUND" ELEVATE BONE WHITE SR	ELEVATE CHARCOAL GRAY SR
1" INSULATED DOUBLE PANED GRAY TINTED GLASS (8% OF FACADE)	SPANDREL GLASS PANEL (9% OF FACADE)
SW 4081 "SAFETY RED"	SW 7005 "PURE WHITE"

MATERIAL LEGEND



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Formerly Known as BERGMANN

PROFESSIONAL SEAL

PERMIT SET XX/XX/XX

REVISIONS	ISSUE	DATE

PROJECT MANAGER
XX

QUALITY CONTROL
XX

DRAWN BY
XX

PROJECT NAME

CIRCLE K STORES, INC.

SOUTH ST.
PAUL, MN

NEC CONCORD ST S & VILLAUME
AVE.
SOUTH ST. PAUL, MN 55075

PROTOCOL # R0 03/07/25

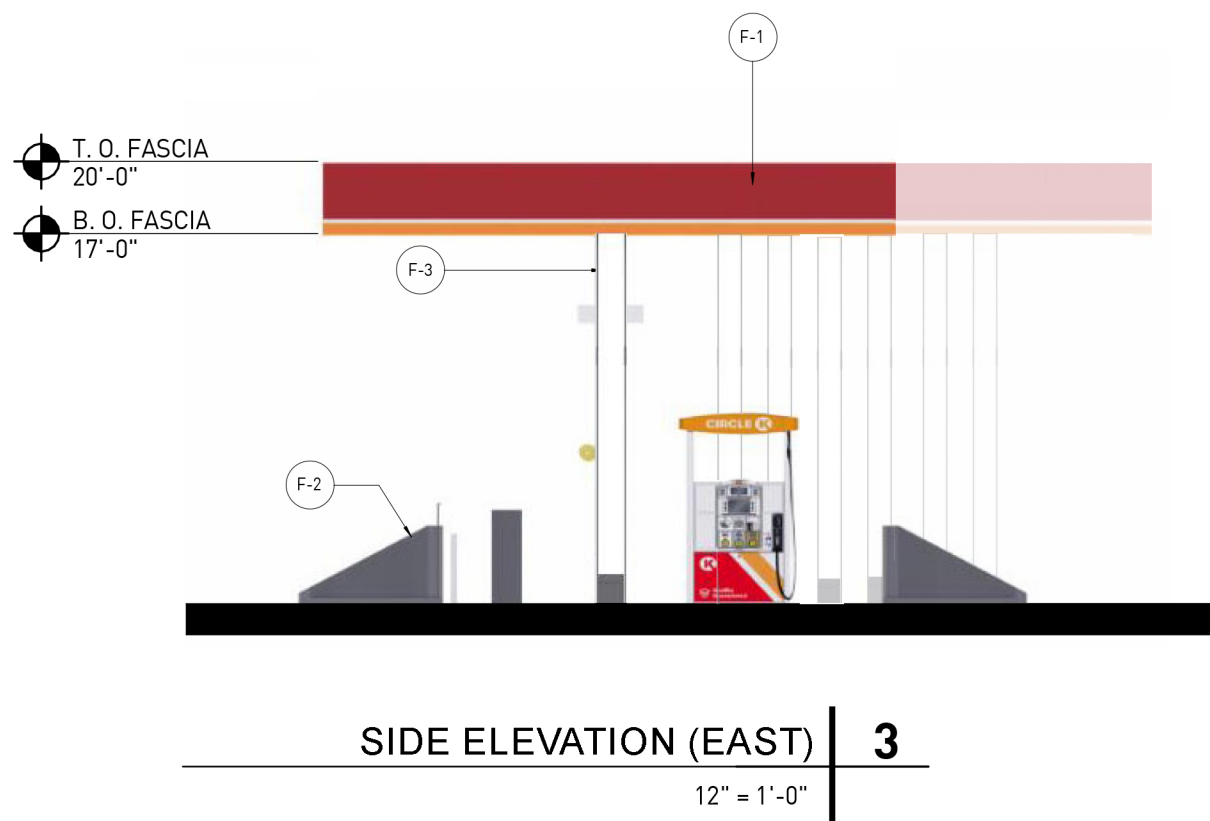
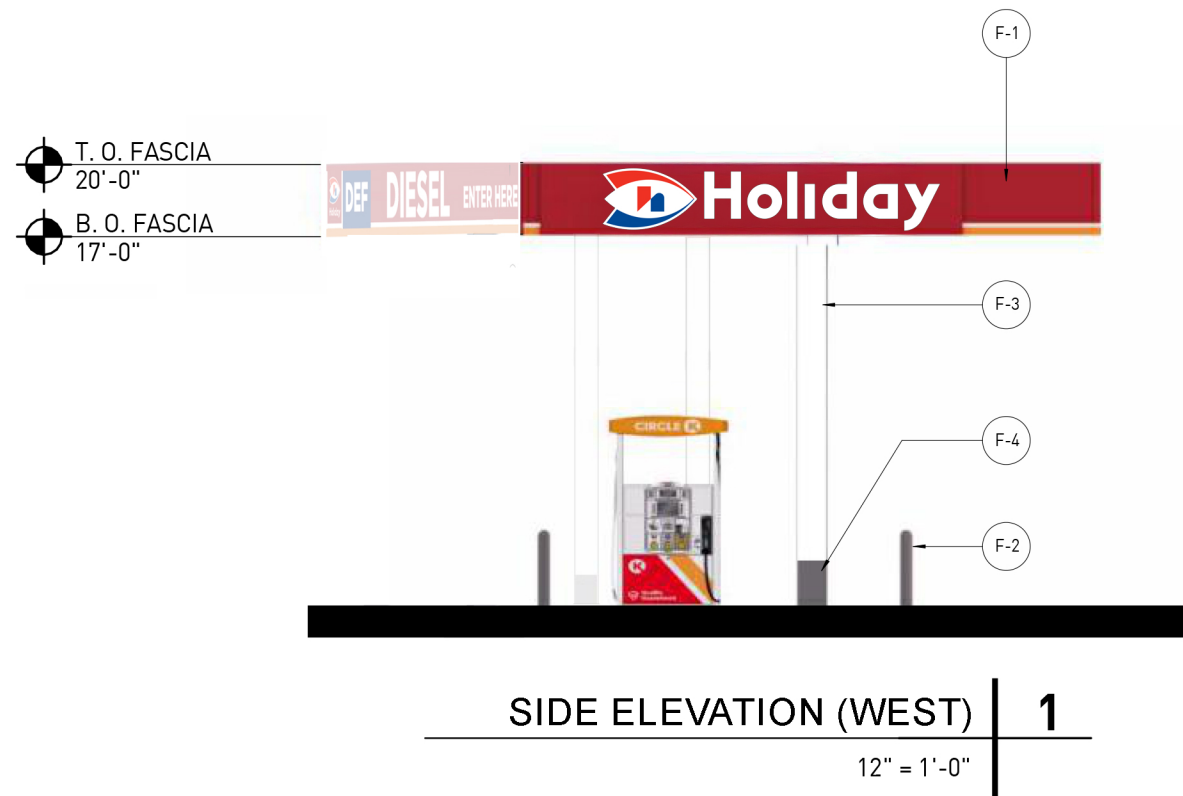


CIRCLE K STORE INC.

PROJECT NUMBER: XXXX

COLORED
EXTERIOR
ELEVATIONS

A2.01



F-4. STEEL COLUMN WITH PAINT FINISH
SW6726 GRAYS HARBOR



F-3 STEEL COLUMN WITH PAINT FINISH
RAL9016 SHELL WARMS WHITE

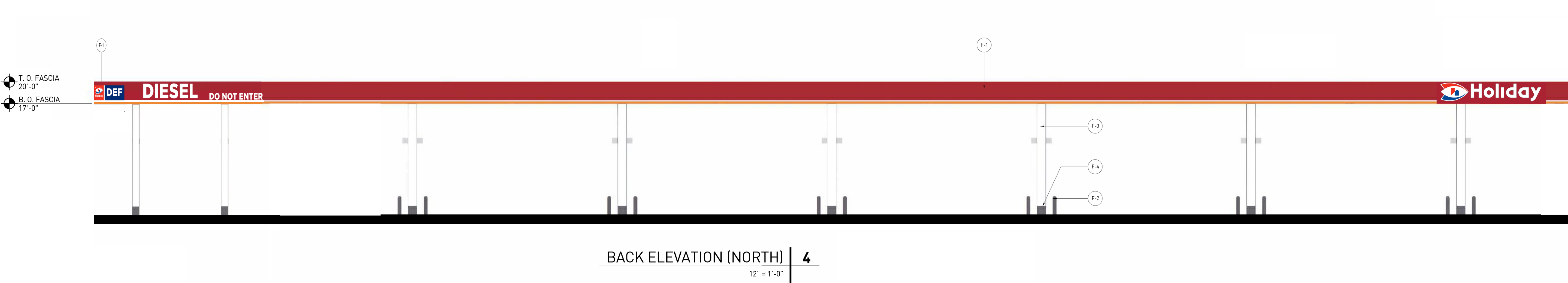
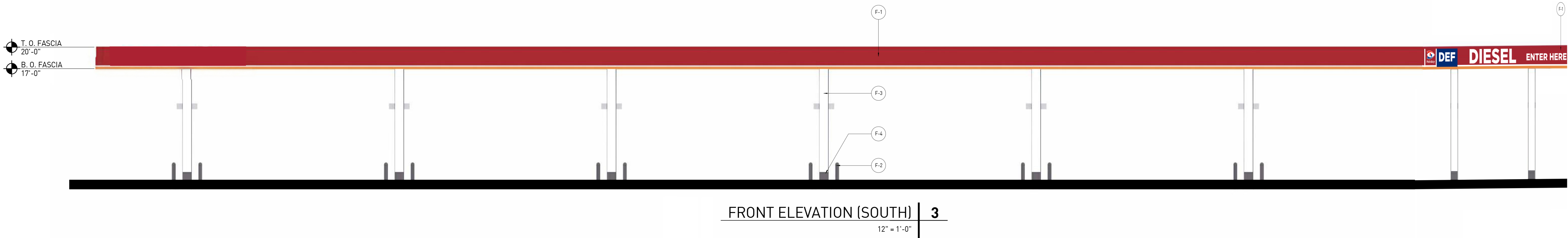


F-2 BOLLARD /
TRUCK ISLAND PYRAMID BOLLARD
DARK GRAY SHERWIN WILLIAMS 4238 "GRAYS HARBOR"



F-1. ACM PANEL "TEX-COTE"
CIRCLE K RED: PPG-183
CIRCLE K WHITE: PPG-146
CIRCLE K ORANGE: RPMG 144

MATERIAL LEGEND



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PROJECT MANAGER
XX

QUALITY CONTROL
XX

DRAWN BY
XX

PROJECT NAME

CIRCLE K STORES, INC.

SOUTH ST.
PAUL, MN

NEC CONCORD ST S & VILLAUME
AVE.
SOUTH ST. PAUL, MN 55075

PROTOCOL # R0 03/07/25

CIRCLE K STORE INC.

PROJECT NUMBER: XXXX

COLORED
EXTERIOR
ELEVATIONS

POI 1 - 6TH STREET SEWER INFRASTRUCTURE

STORM EVENT	PRE-DEVELOPMENT RUNOFF RATE (CFS)	POST-DEVELOPMENT RUNOFF RATE (CFS)
2-YEAR	7.65	6.67
10-YEAR	13.23	10.96
100-YEAR	25.96	21.09
100-YEAR, 10-DAY	1.24	1.28

STORM EVENT	PRE-DEVELOPMENT RUNOFF VOLUME (af)	POST-DEVELOPMENT RUNOFF VOLUME (af)
2-YEAR	0.360	0.406
10-YEAR	0.638	0.697
100-YEAR	1.310	1.402
100-YEAR, 10-DAY	1.447	1.540

POI 2 - VILLAUME AVENUE SEWER INFRASTRUCTURE

STORM EVENT	PRE-DEVELOPMENT RUNOFF RATE (CFS)	POST-DEVELOPMENT RUNOFF RATE (CFS)
2-YEAR	1.96	0.44
10-YEAR	3.14	0.92
100-YEAR	5.80	2.13
100-YEAR, 10-DAY	0.27	0.17

STORM EVENT	PRE-DEVELOPMENT RUNOFF VOLUME (af)	POST-DEVELOPMENT RUNOFF VOLUME (af)
2-YEAR	0.096	0.033
10-YEAR	0.159	0.068
100-YEAR	0.306	0.158
100-YEAR, 10-DAY	0.324	0.195

TREATMENT: ISOLATOR ROW

DETENTION: UNDERGROUND ARCH CHAMBER

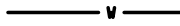
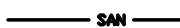
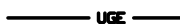
SANITARY PIPE TABLE							
START	START INV	END	END INV	SIZE	LENGTH	SLOPE	MATERIAL
CO-1	706.00	CO-2	705.85	6"	5.00'	3.06%	PVC
CO-2	705.85	CO-3	703.16	6"	87.62	3.06%	PVC
CO-3	703.16	CO-4	700.11	6"	99.95'	3.06%	PVC
CO-4	700.11	CO-5	698.10	6"	65.69	3.06%	PVC
CO-5	698.10	EX-A/H	697.60	6"	16.35'	3.04%	PVC

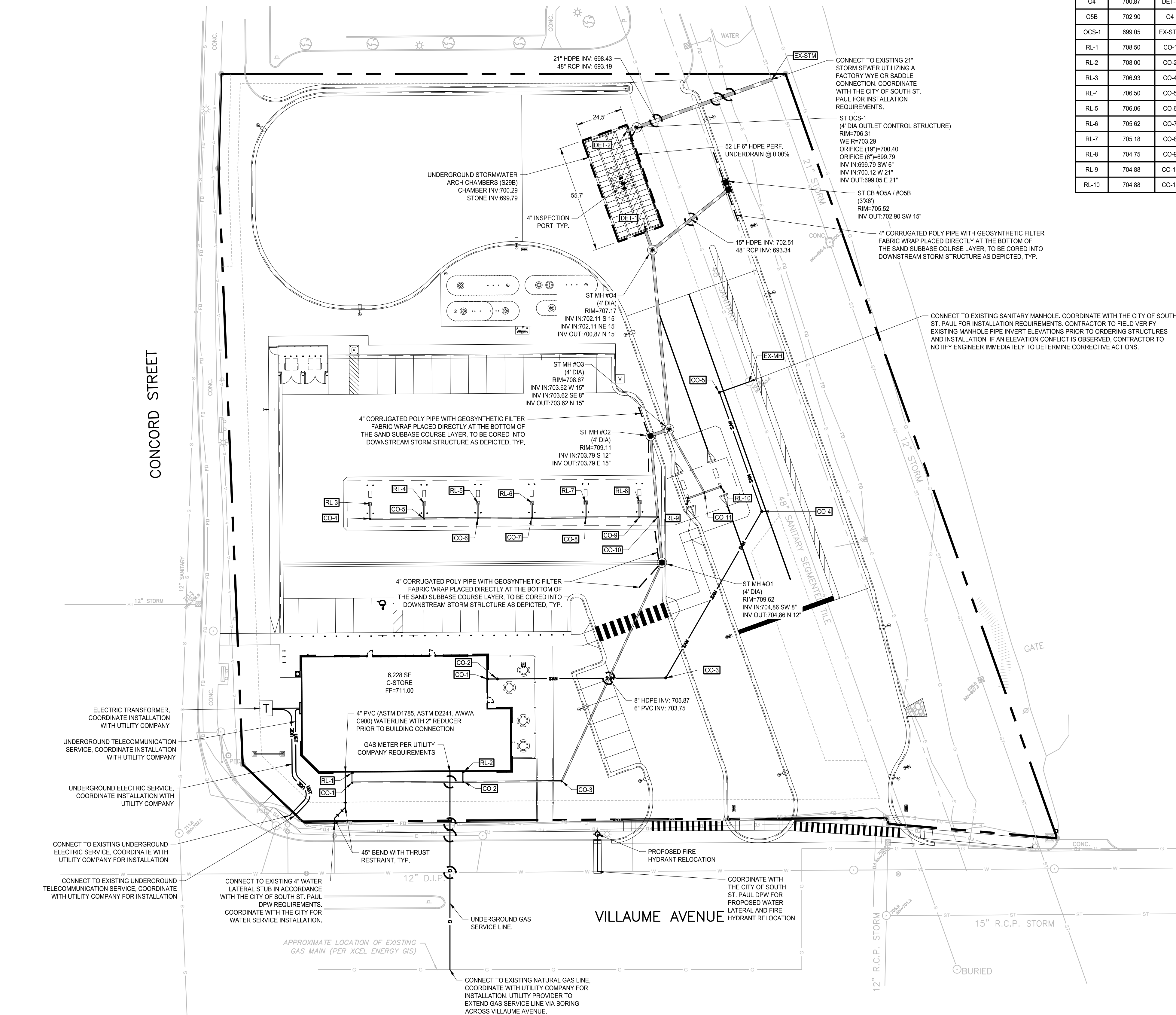
STORM PIPE TABLE

START	START INV	END	END INV	SIZE	LENGTH	SLOPE	MATERIAL
CO-1	708.44	CO-2	707.55	8"	57.63	1.53%	PVC
CO-2	707.55	CO-3	706.77	8"	51.22'	1.53%	PVC
CO-3	706.77	O1	704.86	8"	125.02'	1.53%	Corrugated HDPE Pipe
CO-4	706.81	CO-5	706.37	8"	28.00'	1.56%	Corrugated HDPE Pipe
CO-5	706.37	CO-6	705.94	8"	28.00'	1.56%	Corrugated HDPE Pipe
CO-6	705.94	CO-7	705.50	8"	28.00'	1.56%	Corrugated HDPE Pipe
CO-7	705.50	CO-8	705.06	8"	28.00'	1.56%	Corrugated HDPE Pipe
CO-8	705.06	CO-9	704.62	8"	28.00'	1.56%	Corrugated HDPE Pipe
CO-9	704.62	CO-10	704.48	8"	9.51'	1.57%	Corrugated HDPE Pipe
CO-10	704.48	O2	703.79	12"	42.40'	1.62%	Corrugated HDPE Pipe
CO-11	704.63	O3	703.62	8"	37.88'	2.68%	Corrugated HDPE Pipe
DET-2	700.37	OCS-1	700.12	21"	5.40'	4.63%	Corrugated HDPE Pipe
O1	704.86	CO-10	704.48	12"	23.82'	1.62%	Corrugated HDPE Pipe
O2	703.79	O3	703.62	15"	10.25'	1.62%	Corrugated HDPE Pipe
O3	703.62	O4	702.11	15"	93.59'	1.62%	Corrugated HDPE Pipe
O4	700.87	DET-1	700.37	15"	10.00'	5.00%	Corrugated HDPE Pipe
OSB	702.90	O4	702.11	15"	50.52'	1.57%	Corrugated HDPE Pipe
OCS-1	699.05	EX-STM	694.69	21"	74.42'	5.86%	Corrugated HDPE Pipe
RL-1	708.50	CO-1	708.44	8"	5.00'	1.30%	PVC
RL-2	708.00	CO-2	707.55	8"	5.00'	8.92%	PVC
RL-3	706.93	CO-4	706.81	8"	7.82'	1.57%	Corrugated HDPE Pipe
RL-4	706.50	CO-5	706.37	8"	7.82'	1.56%	Corrugated HDPE Pipe
RL-5	706.06	CO-6	705.94	8"	7.82'	1.56%	Corrugated HDPE Pipe
RL-6	705.62	CO-7	705.50	8"	7.82'	1.56%	Corrugated HDPE Pipe
RL-7	705.18	CO-8	705.06	8"	7.82'	1.56%	Corrugated HDPE Pipe
RL-8	704.75	CO-9	704.62	8"	7.82'	1.56%	Corrugated HDPE Pipe
RL-9	704.88	CO-11	704.63	8"	9.00'	2.68%	Corrugated HDPE Pipe
RL-10	704.88	CO-11	704.63	8"	9.00'	2.68%	Corrugated HDPE Pipe

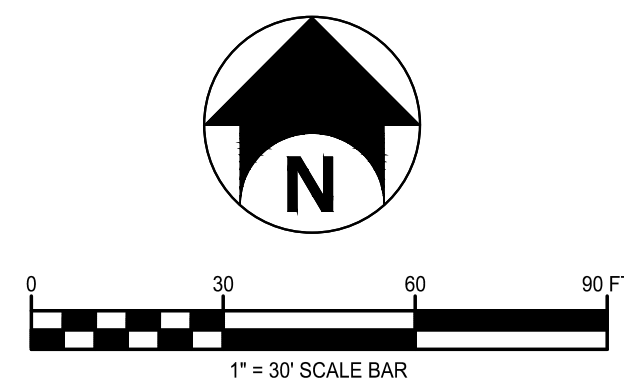
1. ALL WORKMANSHIP, MATERIALS, AND CONSTRUCTION PRACTICES SHALL CONFORM TO THE REQUIREMENTS OF CITY OF SOUTH ST. PAUL, OR THE AGENCY HAVING JURISDICTION OVER THE APPLICABLE UTILITY.
2. CONTRACTOR IS RESPONSIBLE FOR REPAIRS OF DAMAGE TO ANY EXISTING UTILITY DURING CONSTRUCTION AT NO COST TO THE OWNER.
3. ALL FILL MATERIAL IS TO BE IN PLACE, AND COMPACTED BEFORE INSTALLATION OF PROPOSED UTILITIES.
4. CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES 72 HOURS BEFORE CONNECTING TO ANY EXISTING LINE.
5. IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATERLINES, SANITARY LINES, STORM LINES AND GAS LINES (EXISTING AND PROPOSED), THE CONTRACTOR SHALL NOTIFY THE ENGINEER AS SOON AS THE CONFLICT IS DISCOVERED.
6. TOPS OF EXISTING UTILITY STRUCTURES SHALL BE ADJUSTED TO FINISHED GRADE.
7. EXISTING UTILITIES SHALL BE VERIFIED IN FIELD PRIOR TO INSTALLATION OF ANY NEW LINES.
8. CONTRACTOR IS RESPONSIBLE FOR COMPLYING TO THE CONSTRUCTION REQUIREMENTS OF THE UTILITY OWNERS.
9. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE, THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
10. CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
11. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS AND SPECIFICATIONS FOR ACTUAL LOCATION AND ELEVATIONS OF ALL UTILITY ENTRANCES TO INCLUDE SANITARY SEWER LATERALS, DOMESTIC AND FIRE PROTECTION WATER SERVICE, ELECTRICAL, TELEPHONE, AND GAS SERVICE. CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES, IN SUCH A MANNER AS TO AVOID CONFLICTS AND ASSURE PROPER DEPTHS ARE ACHIEVED AS WELL, AS COORDINATING WITH UTILITY REQUIREMENTS AS TO LOCATION AND SCHEDULING FOR TIE-INS/CONNECTIONS PRIOR TO CONNECTING TO EXISTING UTILITIES.
12. THE CONTRACTOR SHALL CONDUCT ALL REQUIRED TESTS TO THE SATISFACTION OF THE RESPECTIVE UTILITY COMPANIES AND THE OWNER'S INSPECTING AUTHORITIES.
13. CONTRACTOR SHALL COMPLY TO THE FULLEST EXTENT WITH THE LATEST STANDARDS OF OSHA DIRECTIVES OR ANY OTHER AGENCY HAVING JURISDICTION FOR EXCAVATION AND TRENCHING PROCEDURES. THE CONTRACTOR SHALL USE SUPPORT SYSTEMS, SLOPING, BENCHING, AND OTHER MEANS OF PROTECTION, THIS TO INCLUDE BUT NOT LIMITED FOR ACCESS AND EGRESS FROM ALL EXCAVATION AND TRENCHING. CONTRACTOR IS RESPONSIBLE TO COMPLY WITH PERFORMANCE CRITERIA FOR OSHA.
14. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING PIPE SIZES AND INVERTS ELEVATIONS BEFORE ORDERING MANHOLE AND CATCH BASIN STRUCTURES.
15. ALL UTILITIES BELOW PAVED AREAS SHALL BE BACKFILLED WITH 100% GRANULAR MATERIAL (OR APPROVED OTHER) AND COMPACTED TO 95% OF ITS MAXIMUM UNIT WEIGHT.
16. ALL RIM ELEVATIONS IN OUTLAWN AREAS ARE APPROXIMATE ONLY AND SHALL BE ADJUSTED BY THE CONTRACTOR AFTER FINAL GRADES ARE ESTABLISHED.
17. STORM SEWER PIPES WITHIN 10' OF THE BUILDING OR AT WATER LATERAL CROSSING, AND ALL SANITARY SEWER PIPE SHALL BE PVC (SCHED. E 40) IN ACCORDANCE WITH ASTM D1785, ASTM D2665, AND ASTM F794 STANDARDS. REMAINING STORM SEWER PIPES SHALL BE HDPE IN ACCORDANCE WITH AASHTO M252 AND ASTM F2306 STANDARDS.

 RIP RAP

- | | |
|---|------------------------|
|  | STORM SEWER |
|  | DOUBLE CATCH BASIN |
|  | INLET MANHOLE |
|  | STORM MANHOLE |
|  | FIRE HYDRANT |
|  | WATER MAIN |
|  | SANITARY SEWER |
|  | SANITARY SEWER MANHOLE |
|  | CLEANOUT |
|  | ELECTRIC |
|  | TELECOMMUNICATIONS |
|  | GAS |
|  | FIBER OPTIC |
|  | UTILITY CROSSING |



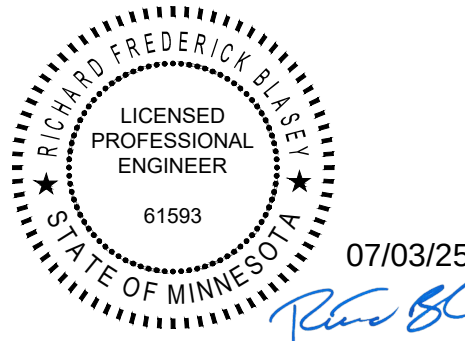
ATTACHMENT 5 UTILITY PLAN



Colliers Engineering & Design

www.colliersengineering.com
Doing Business as  **MASER**
CONSULTING
PHILADELPHIA
2 Penn Center, Suite 700
1500 JFK Boulevard
Philadelphia, PA, 19102
Phone: 215.861.9021
COLLIERS ENGINEERING & DESIGN, INC. DOING

Date Revised	Description
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PROFESSIONAL SEAL**PROFESSIONAL IN CHARGE**

R. BLASEY, P.E.
PROJECT MANAGER
C. CABRERA, P.E.
QUALITY CONTROL
C. CABRERA, P.E.
DRAWN BY
J. NOVITSKI
DATE
07/03/2025

PROJECT NAME

**HOLIDAY STORES LLC
NTI
NEC OF CONCORD ST S &
VILLAUME AVE
NORTHERN TIER BU**

**677 CONCORD ST S.
(NEC CONCORD ST S
VILLAUME AVE)
SOUTH ST. PAUL, MN
55075**



HOLIDAY STORES, LLC

PROJECT NUMBER
23010318A

SHEET TITLE

UTILITY PLAN

SHEET NUMBER

C110 **8 OF 31**

LANDSCAPE REQUIREMENTS
(PER SEC. 118)

PROPOSED PARCEL ZONING DESIGNATION - GB (GENERAL BUSINESS)

CHAPTER 243 - LANDSCAPING

PLANT MATERIAL SIZE REQUIREMENTS

DECIDUOUS TREES
CONIFEROUS TREES
TALL SHRUBS & HEDGE MATERIAL
LOW SHRUBS

REQUIRED
MIN. 2.5" CAL.
MIN. 6' HT.
3" - 4" HT.
15" HT.

PROPOSED
MIN. 2.5" CAL.
6' HT.
36" MIN.
18" MIN.

COMPLIES
YES
N/A
YES
YES

CHAPTER 353 - DESIGN AND MAINTENANCE OF OFF-STREET PARKING AREAS

(G) FOR EACH ADDITIONAL 3,000 SQ.FT. OR A PORTION THEREOF OF PARKING AREA BEYOND THE FIRST 3,000 SQ.FT., ONE PLANTING ISLAND OF IDENTICAL SIZE TO THE NEIGHBORING PARKING SPACE, BUT NOT LESS THAN 200 SQ.FT., SHALL BE INSTALLED WITHIN THE INTERIOR OF THE PARKING LOT, UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
TOTAL PARKING AREA = 6,715 SQ.FT.
PROPOSED PLANTING ISLAND AREA = 147 SQ.FT.

*NOTE: CITY PLANNING MANAGER MENTIONED THAT PARKING ISLAND PLANTINGS REQUIREMENT CAN BE BYPASSED AS LONG AS THERE IS PROPOSED LANDSCAPE AROUND THE FRONTRAGES AS NOTED IN SIR REPORT DATED 11/22/2023

OTHER RECOMMENDED ITEMS FROM MICHAEL HEALY (EMAIL DATED 12/13/24 @ 5PM TO CHRISTIAN CABRERA & RICHARD BLASEY)
THE PUBLIC SIDEWALK ALONG CONCORD STREET SHALL BE APPROPRIATELY BUFFERED/SOFTENED (I.E. EXTENSIVE LANDSCAPING AND DECORATIVE FENCE).

ORNAMENTAL FENCE, 4' HIGH AND 272' IN LENGTH, AND LANDSCAPING HAVE BEEN ADDED ALONG THE CONCORD STREET FRONTAGE TO ENHANCE THE PEDESTRIAN EXPERIENCE.

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	MAT. WID.	MAT. HT.	INST. SIZE	COND.	REMARKS
------	-----	----------------	-------------	-----------	----------	------------	-------	---------

DECIDUOUS TREES

CECO	2	CELTIS OCCIDENTALIS	COMMON HACKBERRY	40" - 60"	40' - 60'	2.5"-3" CAL.	B&B	UPRIGHT, ARCHING BRANCHING, ROUNDED SPREADING CROWN.
GTIS	5	GLEDTISIA TRIACANTHOS INERMIS 'SKYCOLE'	SKYLINE® HONEY LOCUST	25" - 35"	35' - 45'	2.5"-3" CAL.	B&B	THORNLESS VARIETY, PYRAMIDAL, NEARLY SEEDLESS.
TAMS	3	TILIA AMERICANA 'MCKSENTRY'	AMERICAN SENTRY® LINDEN	25" - 30"	40' - 50'	2.5"-3" CAL.	B&B	SYMMETRICAL, DENSE, PYRAMIDAL.

ORNAMENTAL TREES

AMCA	7	AMELANCHIER CANADENSIS	CANADIAN SERVICEBERRY	15" - 20"	25' - 30'	MULTISTEM	11" - 12' HT.	(3) STEM CLUMP, SYMMETRICAL, LOW BRANCHED
CARC	2	CARPINUS CAROLINIANA	AMERICAN HORNBEAM	20" - 35"	20' - 35'	2" CAL.	B&B	SLOW GROWING, MUSCLE LIKE FLUTING, STRONG HARDWOOD.
SYRI	6	SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK JAPANESE TREE LILAC	15" - 20"	20' - 25'	2.5"-3" CAL.	B&B	HEAVY, INFORMAL BALANCE, WELL BRANCHED

DECIDUOUS SHRUBS

COSE	12	CORNUS SERICEA 'KELSEY'S DWARF'	KELSEY DWARF DOGWOOD	3'	3'		18"-24"	WELL FURNISHED, DENSE, SPACE EVENLY
PHSN	12	PHILADELPHUS X 'SNOWBELLE'	SNOWBELLE MOCK ORANGE	3' - 4'	3' - 4'	36" MIN.	#5 CAN	DENSE, WELL FURNISHED, SYMMETRICAL, LOW BRANCHED
VIDE	10	VIBURNUM DENTATUM 'CHRISTOM' BLUE MUFFIN	ARROWWOOD VIBURNUM	3' - 4'	3' - 5'	36" MIN.	#5 CAN	DENSE, WELL FURNISHED, SYMMETRICAL, LOW BRANCHED

EVERGREEN SHRUBS

ILGH	15	ILEX GLABRA 'CHAMZIN'	NORDIC HOLLY	3' - 4'	3' - 4'	36" MIN.	#5 CAN	WELL FURNISHED, DENSE, LOW BRANCHED, SPACE EVENLY
JUGO	24	JUNIPERUS X 'GREY OWL'	GREY OWL JUNIPER	4' - 6'	2' - 3'	18" - 24"	#5 CAN	WELL FURNISHED, DENSE, SYMMETRICAL

CODE	QTY	BOTANICAL NAME	COMMON NAME	MAT. WID.	MAT. HT.	SPACING	COND.	REMARKS
------	-----	----------------	-------------	-----------	----------	---------	-------	---------

GROUND COVERS

HEHR	14	HEMEROCALLIS HYBRID 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	1.5'	12"	#1 CAN	18" O.C.	FAN CLUMP, WELL ROOTED, FULL
HEST	13	HEMEROCALLIS HYBRID 'STELLA DE ORO'	STELLA DE ORO DAYLILY	12"	12"	#1 CAN	18" O.C.	CLUMP, WELL ROOTED, FULL

ORNAMENTAL GRASSES

SCSS	45	SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION'	STANDING OVATION LITTLE BLUESTEM	1.5' - 2'	2' - 4'	18" O.C.	#2 CAN	HEAVY, CLUMP, WELL ROOTED
SPHE	62	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	2' - 3'	2' - 3'	24" O.C.	#2 CAN	HEAVY, CLUMP, WELL ROOTED

ATTACHMENT 6 LANDSCAPE PLAN

LANDSCAPE NOTES:

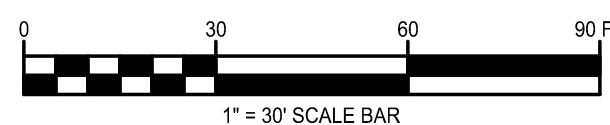
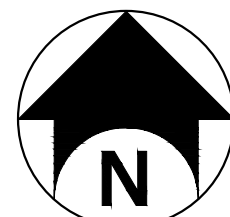
- ALL PLANTS MUST BE HEALTHY, VIGOROUS, AND FREE OF PESTS AND DISEASE.
- STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK", ANSI, Z60.1 (LATEST EDITION), REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
- ALL PLANTS MUST BE HARDY UNDER CLIMATE CONDITIONS THAT EXIST AT THE PROJECT SITE AND GROWN AT A NURSERY AT THE SAME HARDINESS ZONE AS THE PROJECT LOCATION.
- NO SUBSTITUTIONS SHALL BE PERMITTED WITHOUT PRIOR WRITTEN APPROVAL OF OWNERS REPRESENTATIVE.
- ALL TREES MUST BE STRAIGHT TRUNKED, INJURY FREE, AND FULL HEADED.
- THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE PRICING THE WORK.
- ANY DISCREPANCY WITH QUANTITIES, LOCATIONS AND / OR FIELD CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- MULCH ALL ISLANDS AND PLANTINGS IN LAWN AREAS WITH DOUBLE GROUND HARDWOOD BARK MULCH. MULCH SHALL BE AGED A MIN. OF ONE (1) YEAR FOR PARTIAL DECOMPOSITION. IT SHALL BE SCREENED TO EXCLUDE PARTICLES LARGER THAN ONE (1) INCH IN DIAMETER. MATERIAL SHALL BE COMPOSED OF BARK AND HAVE A LOW WOOD CONTENT WITH NO HIDDEN WOODS FROM CONSTRUCTION DEBRIS, PALLETS OR PRESSURE TREATED LUMBER AND BE FREE OF WEEDS, SEEDS, AND GREEN LEAF MATTER. IT SHALL BE NATURALLY DARK BROWN IN COLOR. **NO DYED MULCH WILL BE ACCEPTED.** MULCH DEPTH SHALL BE FOUR (4) INCHES UNLESS OTHERWISE DIRECTED. MULCH SHALL BE DISC ANCHORED.
- ANY PLANT WHICH DIES, TURNS BROWN, OR DEFLOLIATES (PRIOR TO FINAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY AND SIZE MEETING ALL PLANT LIST SPECIFICATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING ALL PLANT MATERIALS (INCLUDING, BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, AND REMOVAL OF STAKES AND GUYS) AND LAWN AREAS UNTIL FINAL ACCEPTANCE BY THE OWNER.
- THE CONTRACTOR SHALL COMPLETELY GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE (1) YEAR, BEGINNING ON THE DATE OF FINAL ACCEPTANCE. THE CONTRACTOR SHALL PROMPTLY MAKE ALL REPLACEMENTS BEFORE THE END OF THE GUARANTEE PERIOD.
- ALL AREAS DISTURBED BY UTILITY INSTALLATION AND SITE GRADING ACTIVITY SHALL RECEIVE APPROVED TOPSOIL TO A COMPACTED DEPTH OF FOUR (4) INCHES, UNLESS OTHERWISE SPECIFIED BY THE GOVERNING MUNICIPALITY, BE FINE GRADED, SEEDED, MULCHED AND WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- ALL TOPSOIL SHALL BE SCREENED LOAM SURFACE SOIL, FREE OF STONES AND SHALL HAVE THE FOLLOWING MINIMUM REQUIREMENTS:
 - AN ORGANIC CONTENT OF 6-12%
 - SOIL ACIDITY RANGE OF pH 5.5 TO pH 7.6
 - SOLUBLE SALTS OF 1000 PPM OR LESS
 - MAXIMUM CLAY CONTENT OF 15-20%
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING, AT THEIR EXPENSE, A CERTIFIED SOIL TEST ANALYSIS OF ON SITE AND / OR IMPORTED TOPSOIL. TOPSOIL ANALYSIS TO INCLUDE THE FOLLOWING DATA:
 - pH FACTOR.
 - MECHANICAL ANALYSIS, INCLUDING SIEVE ANALYSIS PROVIDING SEPARATE SAND, SILT AND CLAY PERCENTAGES.
 - PERCENTAGE OF ORGANIC CONTENT BY WEIGHT
 - NUTRIENT LEVELS INCLUDING NITROGEN, PHOSPHOROUS AND POTASSIUM.
- SHOULD TESTS AND ANALYSIS INDICATE THAT SOIL PROPOSED FOR USE IS DEFICIENT IN ANY OF THE ABOVE REQUIREMENTS; A SYSTEM OF AMELIORATING MAY BE PROPOSED FOR APPROVAL. ANY SYSTEM PROPOSED SHALL PROVIDE FOR AN ACIDITY RANGE OF pH 5.5 TO 7.6 INCLUSIVE.
- COMPOST SHALL MEET THE FOLLOWING MINIMUM REQUIREMENTS:
 - ORGANIC CONTENT OF 35-60% (DRY WEIGHT BASIS)
 - LOOSE AND FRIABLE WITH MOISTURE CONTENT OF 35-60% (WET WEIGHT BASIS)
 - PARTICLE SIZE SHALL BE <1/2 INCH (100% PASSING)
 - SOLUBLE SALTS CONCENTRATION SHALL BE <4.0 MMHOS/CM (DSM), MAXIMUM
 - pH RANGE OF 6.0-8.5
- PLANTING MIX FOR PLANT PITS SHALL BE COMPOSED OF (2) PARTS APPROVED IMPORTED OR ON-SITE SCREENED TOPSOIL AND (1) PART COMPOST.
- LOCATIONS OF EXISTING BURIED UTILITIES SHOWN ON THE PLAN ARE BASED UPON BEST AVAILABLE INFORMATION AND ARE TO BE CONSIDERED APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITY LINES ADJACENT TO THE WORK AREA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES AND SITE APPURTENANCES, ETC., WHICH OCCURS AS A RESULT OF THE LANDSCAPE INSTALLATION.
- THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL PLANT MATERIAL PER DETAILS. ANY DEVIATIONS FROM THE DETAIL MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- SEE SHEET C504 FOR LANDSCAPE DETAILS.
- UPON FINAL ACCEPTANCE OF THE LANDSCAPE INSTALLATION, THE OWNER WILL ASSUME MAINTENANCE OF THE LANDSCAPED AREAS.
- EXISTING TREES TO REMAIN SHALL BE PROTECTED BY INSTALLING A TEMPORARY FENCE AT THE OUTER LIMITS OF THE TREE CANOPY.
- A PERMANENT IRRIGATION SYSTEM FOR ALL LAWN AND PLANTING AREAS WITHIN THE PROPERTY SHALL BE PROVIDED AS A DESIGN-BUILD SYSTEM. CONTRACTOR SHALL FURNISH CONSTRUCTION DRAWINGS OF COMPLETE IRRIGATION SYSTEM, INCLUDING BUT NOT LIMITED TO PIPING, SPRAY HEAD AND VALVE LAYOUT, ELECTRICAL CONNECTION, CONTROLLER AND POINT OF CONNECTION FOR WATER, FOR APPROVAL PRIOR TO INSTALLATION. CONTRACTOR SHALL COORDINATE THE POINT OF CONNECTION AND LOCATION OF IRRIGATION CONTROLLER WITH BUILDING CONTRACTOR DURING INSTALLATION. COMPONENTS OF THE IRRIGATION SYSTEM SHALL BE MANUFACTURED BY RAIN BIRD. NO SUBSTITUTIONS ALLOWED UNLESS APPROVED BY OWNER. A TEMPORARY IRRIGATION SYSTEM SHALL BE PROVIDED FOR ALL RESTORED LAWN AREAS BETWEEN THE PROPERTY LINE AND LIMITS OF WORK DURING THE PERIOD OF ESTABLISHMENT.

SOD (GENERAL LAWN AREAS)

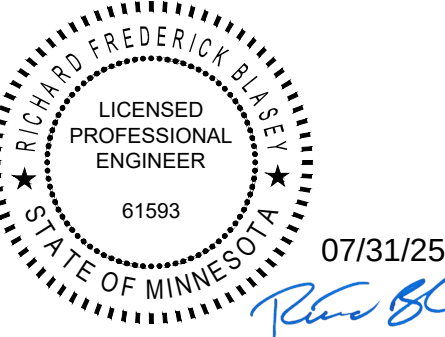
SOD SHALL BE A BLEND OF TURFGRASS SPECIES SUITABLE TO THE PROJECT LOCATION AND LOCALLY AVAILABLE.

LANDSCAPE LEGEND:

- SHADE / ORNAMENTAL / EVERGREEN TREE
- SHRUB / ORNAMENTAL GRASS
- MULCHED PLANTING BED AREA
- SOD LAWN
- SOD LIMIT LINE



PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE

R. BLASEY, P.E.

PROJECT MANAGER

C. CABRERA, P.E.

QUALITY CONTROL

C. CABRERA, P.E.

DRAWN BY

R. CASTELO

DATE

07/31/2025

PROJECT NAME

HOLIDAY STORES LLC

NTI

NEC OF CONCORD ST S &

VILLAUME AVE

NORTHERN TIER BU

677 CONCORD ST S.

(NEC CONCORD ST S &

VILLAUME AVE)

SOUTH ST. PAUL, MN

55075



HOLIDAY STORES, LLC

PROJECT NUMBER

23010318A

SHEET TITLE

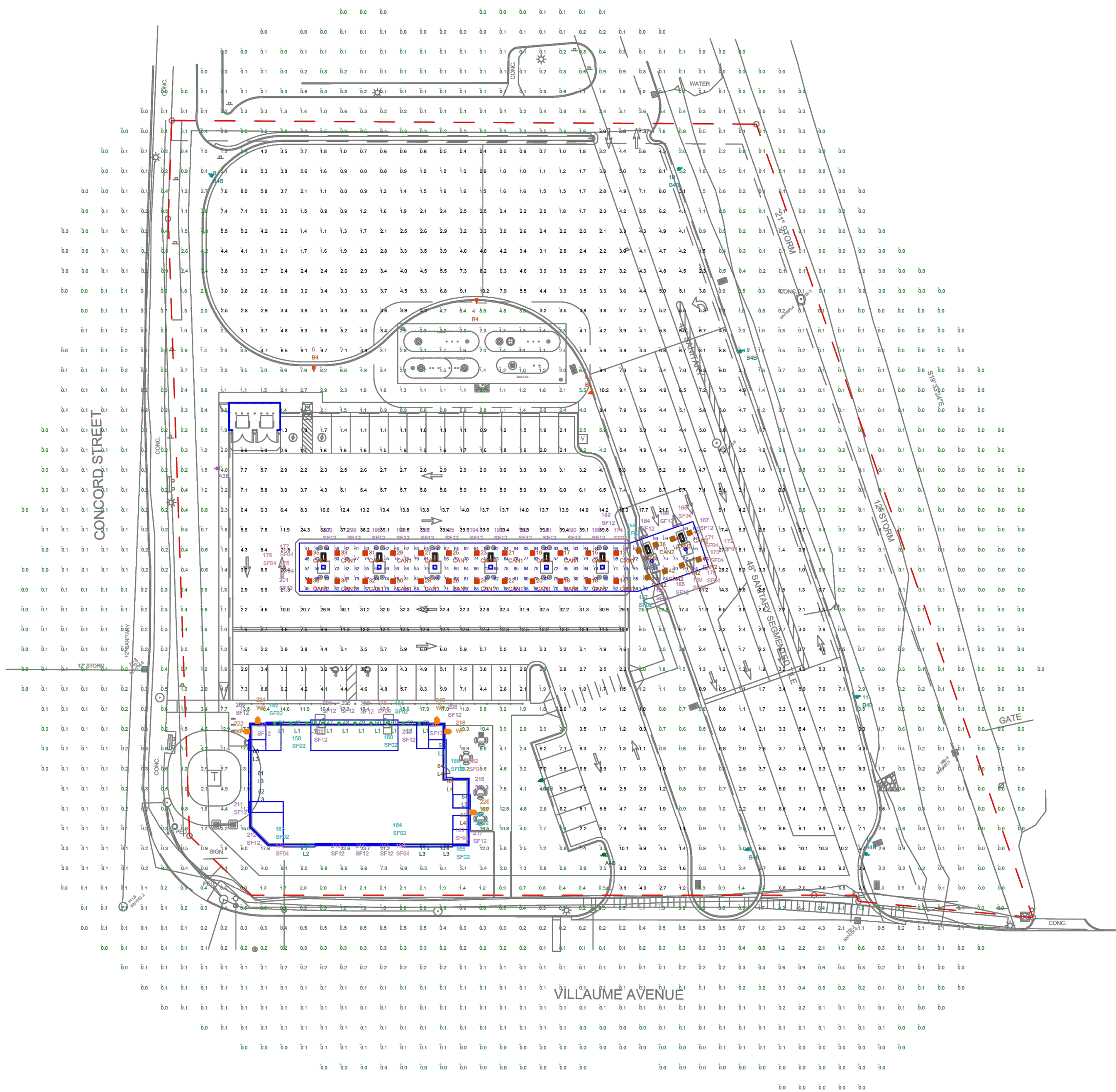
LANDSCAPE PLAN

SHEET NUMBER

C130

10 OF 31

ATTACHMENT 7
PHOTOMETRIC PLAN



THIS SITE IS LOCATED IN A REGION WHERE LIGHTING
IS REGULATED BY LOCAL ORDINANCES

- NOTES:
- ALL AREA LIGHTS LABELED A3, A3B, & A4B ON NEW 15 FT. POLE MOUNTED ON 3 FT. CONCRETE BASE
 - ALL AREA LIGHTS LABELED B4 & B4B ON NEW 22 FT. POLE MOUNTED ON 3 FT. CONCRETE BASE
 - FOOTCANDLE LEVELS CALCULATED AT GRADE USING INITIAL LUMEN VALUES UNLESS NOTED OTHERWISE.

CALCULATION SUMMARY					
LABEL	AVG	MAX	MIN	AVG/MIN	MAX/MIN
PAVED AREA	6.16	39.8	0.4	15.40	99.50
UNDEFINED	1.05	25.4	0.0	N.A.	N.A.
UNDER CANOPY	68.19	86	24	2.84	3.58

LUMINAIRE LOCATION SUMMARY		
LUM NO.	LABEL	MTG. HT.
1	A3B	18
2-3	A4B	18
4-6	B4	25
7-12	B4B	25
13-36	CAN1	17
37-44	CAN2	17
45-54	L1	12
55-56	L2	12
57-62	L3	12
63-65	L4	12
66-90	SF	20
91-99	SF	23
100-156	SF	20
157-158	SF02	20
159-161	SF02	23
162-167	SF02	20
168-177	SF04	20
178	SF04	23
179-182	SF04	20
183-201	SF12	20
202-206	SF12	23
207-217	SF12	20
218-222	WP	14.5

LUMINAIRE SCHEDULE									
SYMBOL	QTY	LABEL	ARRANGEMENT	LUMENS	LLF	BUG RATING	WATTS/LUMINAIRE	TOTAL WATTS	CATALOG LOGIC
	1	A3B	Single	12072	1.040	B1-U0-G2	114.07	114.07	RSX2 LED P2 50K R3 MVOLT SPA HS FAO
	2	A4B	Single	11790	1.040	B1-U0-G3	114.07	228.14	Lithonia Lighting RSX2 LED P2 50K R4S MVOLT SPA HS FAO
	3	B4	Single	28993	1.040	B3-U0-G4	213.48	640.44	Lithonia Lighting RSX2 LED P5 50K R4 MVOLT SPA FAO
	6	B4B	Single	19054	1.040	B2-U0-G3	213.48	1280.88	Lithonia Lighting RSX2 LED P5 50K R4 MVOLT SPA HS FAO
	24	CAN1	Single	20794	1.040	B4-U0-G1	127.8	3067.2	Lithonia Lighting PCNY LED ALO2 SWW2 (50K) FPCL MVOLT (SW. POS. 7)
	8	CAN2	Single	13183	1.040	B3-U0-G1	75.83	606.84	Lithonia Lighting PCNY LED ALO2 SWW2 (50K) FPCL MVOLT (SW. POS. 5)
	10	L1	SINGLE	2238	1.040	N.A.	25.15	251.5	Lithonia Lighting LBR6 ALO2 20LM SWW1 (4000K) AR LSS MWD 90CRI WL
	2	L2	Single	4570	1.000	N.A.	54.9	109.8	P-LED M-SX024-40 (15 FT)
	6	L3	Single	3656	1.000	N.A.	43.92	263.52	P-LED M-SX024-40 (12 FT)
	3	L4	Single	1219	1.000	N.A.	14.64	43.92	P-LED M-SX024-40 (4 FT)
	91	SF	Single	110	1.000	N.A.	1.04	94.64	P-LED PL-OP2-PD324-P-NW
	11	SF02	SF 2FT	110	1.000	N.A.	1.04	91.52	P-LED PL-OP2-PD324-P-NW
	15	SF04	SF 4FT	110	1.000	N.A.	1.04	218.4	P-LED PL-OP2-PD324-P-NW
	35	SF12	SF 12FT_1	110	1.000	N.A.	1.04	1601.6	P-LED PL-OP2-PD324-P-NW
	5	WP	Single	6614	1.040	B1-U0-G1	51.2609	256.304	Lithonia Lighting ARC2 LED P5 40K MVOLT

DISCLAIMER

ANY SITE PLANS, FLOOR PLANS, RENDERINGS, LIGHTING LAYOUTS AND PHOTOMETRIC PLANS INCLUDING BUT NOT LIMITED TO ANY PROJECTS CREATED/PRODUCED BY RED LEONARD ASSOCIATES INC., ARE ONLY INTENDED FOR ILLUSTRATION AND QUOTING PURPOSES ONLY. RED LEONARD ASSOCIATES HAS THE RIGHT TO USE THIRD PARTY LASERS, SCANNERS, AND CAMERAS BUT ACTUAL PROJECT CONDITIONS, DIMENSIONS, AND ACCURACY OF MEASUREMENTS MAY DIFFER FROM THESE OR ANY PARAMETERS. RED LEONARD ASSOCIATES INC. ASSUMES NO LIABILITY FOR WHAT IS CREATED/PRODUCED IN THESE RECREATIONS. THIS INCLUDES BUT IS NOT LIMITED TO THE USE OF, INSTALLATION OF AND/OR INTEGRITY OF EXISTING BUILDINGS, SURROUNDING AREA FOR PRODUCTS) SUCH AS EXISTING POLES, BASES, ARCHITECTURAL AND SIGNAGE STRUCTURES), LANDSCAPING PLANS), LIGHTING PLANS), TEXTURE SELECTIONS) AND PLACEMENT, MATERIALS), COLOR ACCURACY, TEXTURES), AND ANYTHING ATTRIBUTED TO PHOTO REALISM THAT IS CREATED. FURTHERMORE, RED LEONARD ASSOCIATES INC. DOES NOT ASSUME LIABILITY WHATSOEVER FOR ANY PURCHASES MADE BY CLIENT BEFORE, DURING, OR AT THE CONCLUSION OF THE PUBLISHED WORK. THE CUSTOMER, ITS RELATIVE AFFILIATES, AS WELL AS ANY OTHER PERSONS) IN VIEWING OF THIS PRODUCT IS RESPONSIBLE FOR VERIFYING COMPLIANCE WITH ANY BUT NOT LIMITED TO ALL CODES, PERMITS, RESTRICTIONS, INSTRUCTIONS, PURCHASES, AND INSTALLATIONS OF OBJECTS VIEWED WITHIN THIS DOCUMENT(S) OR PROJECT(S). SYMBOLS ARE NOT DRAWN TO SCALE. SIZE IS FOR CLARITY PURPOSES ONLY. SIZES AND DIMENSIONS ARE APPROXIMATE. ACTUAL MEASUREMENTS MAY VARY. DRAWINGS ARE NOT INTENDED FOR ENGINEERING OR CONSTRUCTION USE. THIS DOCUMENT, ANY RED LEONARD DRAWINGS(S), OR PROJECT(S) IS NOT TO BE USED AND/OR INTENDED FOR ENGINEERING OR CONSTRUCTION PURPOSES, BUT FOR ILLUSTRATIVE PURPOSES ONLY. ANY LOCATIONS OF EMERGENCY LIGHTING SHOWN WERE PROVIDED BY OTHERS. RED LEONARD ASSOCIATES IS NOT RESPONSIBLE FOR INSUFFICIENT LIGHTING DURING AN EMERGENCY EVENT. ANY USE OF THIS DOCUMENTATION AND/OR OTHER ARTICLES PRODUCED BY RED LEONARD WITHOUT WRITTEN AUTHORIZATION FROM JAYNE J. LEONARD IS STRICTLY PROHIBITED.

SCALE:

1" = 40'

DWG. SIZE:

D

LAYOUT BY:

FNW

DATE:

1/17/2025

PROJECT NAME:

CIRCLE K/HOLIDAY
S. ST. PAUL, MN
DRAWING NUMBER:
RL-9928-S1-R1

LIGHTING PLAN

C140

11 OF 31

REV.	BY	DATE	DESCRIPTION
R1	FNW	6/19/25	REVISED PER UPDATED SITE PLAN

ALTA SURVEY FOR: HOLIDAY STATIONSTORES

SURVEYORS NOTES:

THE SITE HAS ACCESS TO A PUBLIC ROADWAY

NO OBSERVE WETLANDS LOCATED ON SITE

NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION.

NO EVIDENCE OF RECENT EARTH MOVING WORK.

NO EVIDENCE OF BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED IN THE
PROCESS OF THE FIELDWORK

THE PROPERTY HAS DIRECT ACCESS TO VILLAUME STREET NE, BEING A PUBLICLY DEDICATED RIGHT-OF-WAY, WITH NO GAPS OR GORES.

NO ACCESS IS ALLOWED TO CONCORD STREET.

UTILITY NOTES:

ARVIG (218)346-5500 (218)346-5500 (218)346-8248
COMCAST (800)778-9140 (651)493-5143
CITY OF SOUTH ST. PAUL (651)554-3225 (651)554-3225 (651)554-3225
CENTURYLINK (800)778-9140 (303)260-4929 (877)366-8344
DAKOTA COUNTY HIGHWAY DEPT (952)891-7900 (651)755-1119 (952)891-7900
DAKOTA COUNTY IT DEPT (320)963-2400 (651)438-4346 (320)963-2400
LEVEL 3 NOW LUMEN (877)366-8344 (877)366-8344 (877)366-8344
XCEL ENERGY (651)229-2427 (888)968-9235 (800)895-4999
XEROX ENTERPRISE NETWORKS LLC (218)346-5500 (218)346-5500 (218)346-8248

ATTACHMENT 8

ALTA SURVEY

LEGAL DESCRIPTION:

PARCEL 1:

LOT 2, BLOCK 1, HARLOW ADDITION ACCORDING TO THE PLAT ON FILE AND OF RECORD
IN THE OFFICE OF THE COUNTY RECORDER, DAKOTA COUNTY, MINNESOTA

ABSTRACT PROPERTY

AREA:

THE PROPERTY CONTAINS 138,815 SQUARE FEET OR 3.19 ACRES.

ZONING:

THE PROPERTY IS ZONED PLANNED UNIT DEVELOPMENT DISTRICT (PUD)

FLOOD ZONE:

BY GRAPHIC INTERPRETATION ONLY, THIS PROPERTY LIES IN A FLOOD ZONE X (WITH A 0.2% ANNUAL CHANCE FLOOD HAZARD, AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE AREAS OF LESS THAN ONE SQUARE MILE) PER NATIONAL FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 27037C0044E SAID RATE MAP HAS AN EFFECTIVE DATE OF DECEMBER 2ND, 2011. AREA OF REDUCED FLOOD RISK DUE TO LEVEE. NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE.

SCHEDULE "B" NOTES:

- 10). DRAINAGE AND UTILITY EASEMENTS, CONTROLLED ACCESS AND OTHER MATTERS DISCLOSED ON THE RECORDED PLAN OF HARLOW ADDITION, AS AFFECTED BY LAND SURVEYOR'S CERTIFICATE OF PLAT CORRECTION DATED MAY 17, 2021, FILED JUNE 8, 2021, AS DOCUMENT NO. 3467995. (MAPPED)
- 11). TERMS AND CONDITIONS OF RESOLUTION NO. 2020-103 ADOPTED AUGUST 17, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425037; AND RESOLUTION NO. 2020-160 ADOPTED NOVEMBER 16, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425038; AND RESOLUTION NO. 2020-185 ADOPTED DECEMBER 21, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425039. (NOT MAPPED)
- 12). EASEMENT FOR PUBLIC STREET AND UTILITY IN FAVOR OF SOUTH SAINT PAUL, A MINNESOTA MUNICIPAL CORPORATION, CONTAINED IN QUIT CLAIM DEED DATED JULY 9, 1980, FILED JULY 22, 1980, AS DOCUMENT NO. 563480. (NOT MAPPED) DOES NOT AFFECT SUBJECT PARCEL.
- 13). RESERVATION BY CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY, A DELAWARE CORPORATION, SET FORTH IN QUIT-CLAIM DEED, DEED NO. 80121 DATED DECEMBER 8, 1976, FILED JANUARY 31, 1977, AS DOCUMENT NO. 483114. (MAPPED)
- 14). RESERVATIONS AND RIGHTS RETAINED BY CHICAGO AND NORTH WESTERN TRANSPORTATION COMPANY, A DELAWARE CORPORATION, SET FORTH IN QUIT-CLAIM DEED, DEED NO. 77736 DATED NOVEMBER 10, 1972, FILED MAY 4, 1973, AS DOCUMENT NO. 415808. (MAPPED)
- 15). RIGHTS OF THE PUBLIC FOR ROADWAY PURPOSES, TOGETHER WITH RESERVATIONS TO THE RIGHT TO MAINTAIN, OPERATE, USE RECONSTRUCT AND REPLACE ANY AND ALL EXISTING CONDUITS, SEWERS, WATER MAINS, GAS LINES, ELECTRIC POWER LINES, COMMUNICATION LINES, WIRES AND OTHER UTILITIES AND THE RESERVATION OF ALL COAL, OIL, GAS, CASINGHEAD GAS, AND ALL MINERALS OF EVERY KIND AND NATURE RESERVED BY CHICAGO AND NORTH WESTERN RAILWAY COMPANY, A WISCONSIN CORPORATION, SET FORTH IN QUIT-CLAIM DEED, DEED NO. 76395 DATED JANUARY 8, 1971, FILED APRIL 16, 1971, AS DOCUMENT NO. 382725. (MAPPED)
- 16). TERMS AND CONDITIONS OF URBAN RENEWAL PLAN ADOPTED JUNE 17, 1969, AS AMENDED FROM TIME TO TIME AND COVENANTS AND PROVISIONS NUMBERED SECOND AND FIFTH, AS SET FORTH IN QUIT CLAIM DEED DATED SEPTEMBER 26, 1978, FILED OCTOBER 25, 1978, AS DOCUMENT NO. 524800. (NOT MAPPED)
- 17). RESERVATION OF MINERAL RIGHTS, BY THE CHICAGO AND NORTH WESTERN RAILWAY COMPANY, EVIDENCED IN WARRANTY DEED DATED FEBRUARY 8, 1977, FILED FEBRUARY 15, 1977, AS DOCUMENT NO. 483976. (NOT MAPPED)
- 18). TERMS AND CONDITIONS OF AND EASEMENT FOR PEDESTRIAN TRAIL AND DRAINAGE AND UTILITY FACILITIES IN FAVOR OF THE COUNTY OF DAKOTA, A POLITICAL SUBDIVISION OF THE STATE OF MINNESOTA, CONTAINED IN TRAIL, DRAINAGE, & UTILITY EASEMENT DATED DECEMBER 22, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425042. (MAPPED)
- 19). TERMS, CONDITIONS AND RESTRICTIONS OF AND EASEMENT FOR VEHICULAR AND PEDESTRIAN INGRESS, EGRESS AND COMMON DRIVEWAY PURPOSES CONTAINED IN DECLARATION OF EASEMENTS AND RESTRICTIONS DATED DECEMBER 22, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425043 CREATES BOTH A BENEFIT AND BURDEN. (NOT MAPPED) BLANKET EASEMENT
- 20). TERMS, CONDITIONS AND OBLIGATIONS CONTAINED IN DEVELOPMENT AGREEMENT DATED DECEMBER 21, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425044. (INCLUDES ADDITIONAL LAND) (NOT MAPPED)
- 21). TERMS AND CONDITIONS OF STORM WATER FACILITIES OWNERSHIP AND MAINTENANCE AGREEMENT DATED DECEMBER 21, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425045. (INCLUDES ADDITIONAL LAND) (NOT MAPPED) BLANKET EASEMENT
- 22). TERMS AND CONDITIONS OF PERMANENT EASEMENT FOR ROADWAY AND RELATED PURPOSES IN FAVOR OF THE CITY OF SOUTH ST. PAUL, A MINNESOTA MUNICIPAL CORPORATION, CONTAINED IN PERMANENT ROADWAY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT DATED AUGUST 6, 2020, FILED OCTOBER 30, 2020, AS DOCUMENT NO. 3410701. (NOT MAPPED) CONTAINED IN DEDICATED RIGHT OF WAY PER THE PLAT,
- 23). RIGHTS OF ACCESS TO CSAH 56 (CONCORD BLVD.) ACQUIRED BY DAKOTA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF MINNESOTA, CONTAINED IN QUIT CLAIM DEED DATED DECEMBER 22, 2020, FILED DECEMBER 23, 2020, AS DOCUMENT NO. 3425041. (MAPPED)

CERTIFICATION:

I HEREBY CERTIFY TO HDAY STATIONSTORS LLC, CHICAGO TITLE INSURANCE COMPANY AND CIRCLE "K" THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY OF THE ABOVE REAL PROPERTY CONTAINED IN FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT NO. CP73595 DATED APRIL 24, 2022 FOR THE TITLE THAT WAS ISSUED TO ME BY MY PREDECESSOR, JAMES E. WATSON, AND I AM NOW THE CURRENT LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA AND THE SURVEY ON WHICH IT IS BASED IT IS MADE IN ACCORDANCE WITH THE MINIMUM STANDARD DETAIL FOR ALTA/ACM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2021 AND INCLUDES ITEMS 1, 2, 3, 4, 8, 9, 11 AND 16 OF THE STANDARD SPECIFICATIONS FOR ALTA/ACM STANDARDS AS ADOPTED BY ALTA AND NSPS AND IS EFFECTIVE ON THE DATE OF THIS CERTIFICATION.

SIGNED THE 8TH DAY OF JUNE, 2024.

Dennis M. Honza

DENNIS M. HONSA
MINNESOTA LICENSE NO. 22440
FOR: HONSA SURVEYING

JOB NO. 127182 SOUTH ST. PAUL

HONSA SURVEYING

1592 PACIFIC AVENUE, EAGAN, MN 55122 (651) 492-6725



ALTERATIONS TO THIS DRAWING ARE PROHIBITED WITHOUT THE EXPRESS WRITTEN PERMISSION OF HONSA SURVEYING COPYRIGHT 2024 HONSA SURVEYING.

THIS SURVEY REFLECTS ABOVE GROUND INDICATIONS OF UTILITIES AND INFORMATION AVAILABLE FROM ASBUILT DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANTY THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED UNDERGROUND UTILITIES.

VILLAUFE STREET

BENCHMARK

TOP WATERMAIN MANHOLE IN SOUTH
CONCRETE DRIVE ENTRANCE —
ELEVATION = 706.00

ATTACHMENT 9
MASTER SIGN PLAN



EXTERIOR SIGNS

STORE NUMBER

0000

LOCATION

SOUTH ST. PAUL, MN

ADDRESS

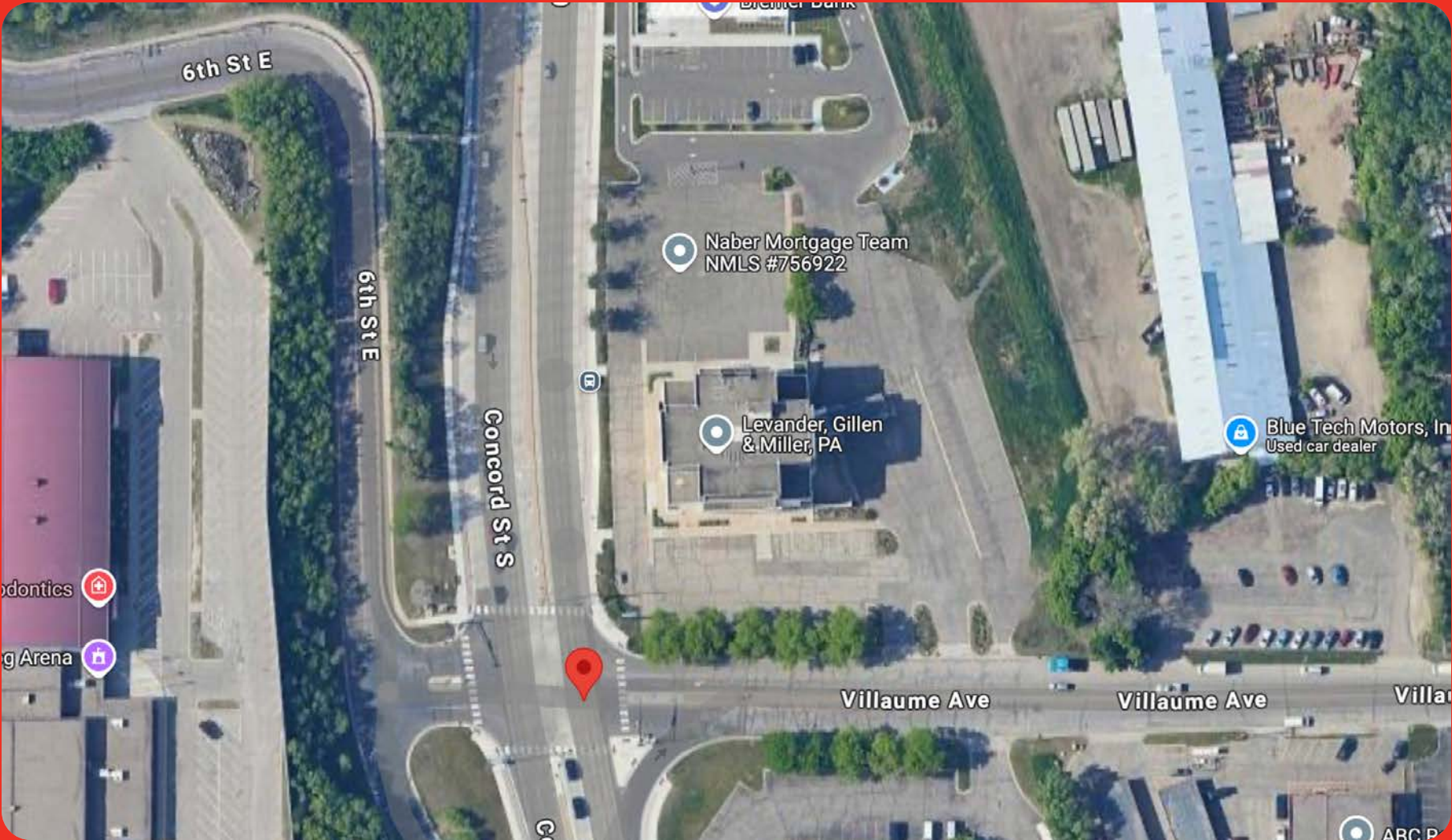
CONCORD ST S & VILLAUME AVE

MARKET

NORTHERN TIER MARKET

DATE

08/01/25



REVISION HISTORY

R02- 12/19/24

- Updated site plan

R03- 01/24/25

- Updated site plan

R04- 02/25/25

- Revised for permitting

R05- 06/26/25

- Updated Site Plan, Canopy & Store

R06- 07/17/25

- Updated MID SIGN

R07- 07/31/25

- Updated Site Plan, added Utility Plan
- Updated Building Signs
- Added Existing MID option
- Updated directional signs

R08- 08/01/25

- Updated per zoning code



EXISTING PROPERTY PHOTOS



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER
CIRCLE K
SITE NUMBER
0000

LOCATION
SOUTH ST. PAUL, MN
ACCOUNT REP
BEN DEHAYES

DRAWN BY
MH
DATE
08/01/25

REVISION
08
SCALE
NTS

CORPORATE ID SOLUTIONS
5563 N ELSTON AVE.
CHICAGO, IL 60630
P: 773-763-9600 F: 773-763-9606
CORPORATEIDSOLUTIONS.COM

CUSTOMER ACCEPTANCE
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SIGNATURE
DATE

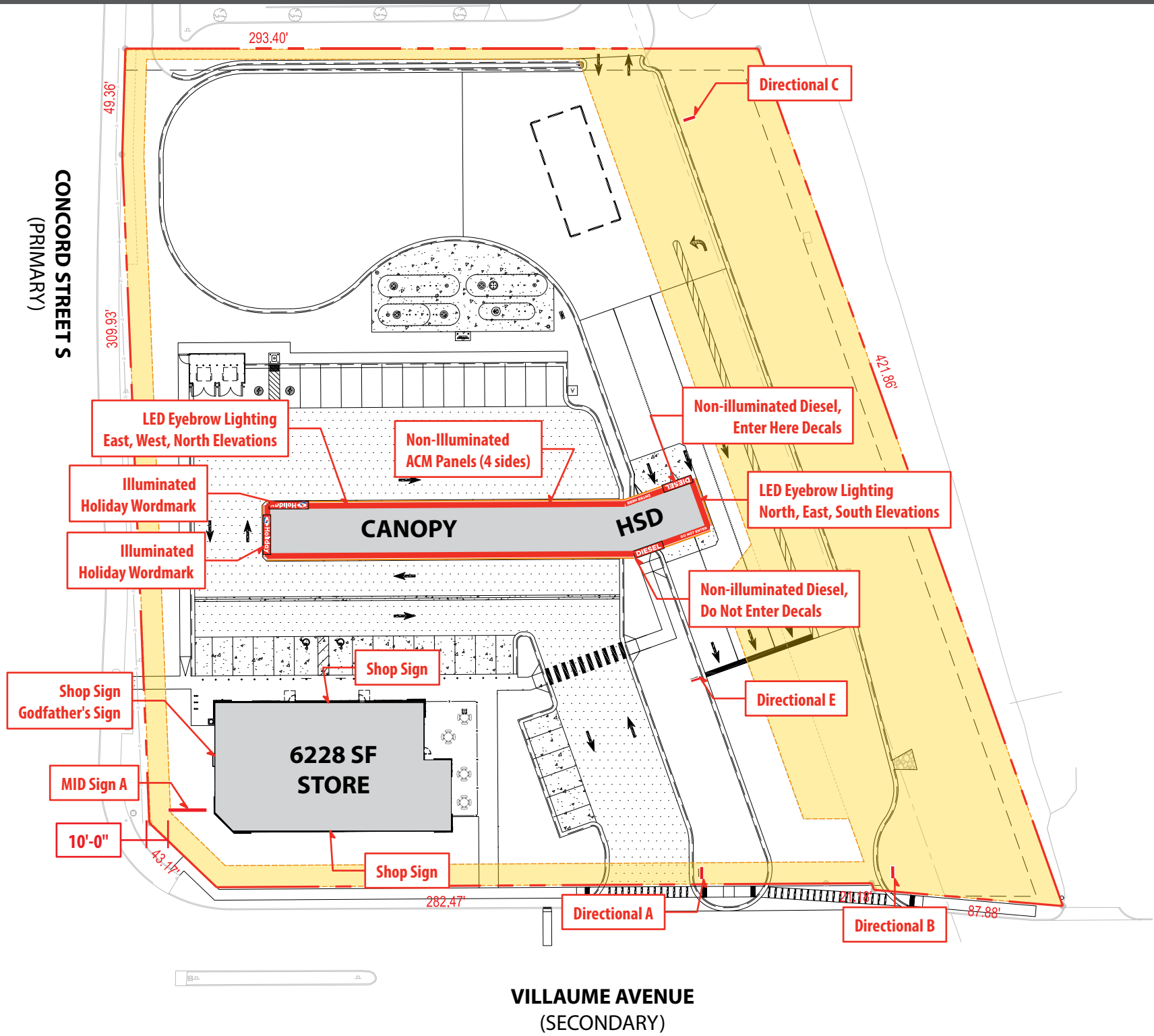
CONCORD ST S & VILLAUME AVE



LEGEND

--- PROPERTY LINE

EASEMENTS



The proposed sign package must receive approval for a Master Sign Plan

SIGN SUMMARY		
STRUCTURE	# OF SIGNS	AREA
MAIN ID	1	99.1 SF
STORE	4	168.7 SF
FUEL CANOPY	6	126.8 SF
TOTAL	11	394.6 SF



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER
CIRCLE K

SITE NUMBER
0000

LOCATION
SOUTH ST. PAUL, MN

ACCOUNT REP
BEN DEHAYES

DRAWN BY
MH

DATE
08/01/25

REVISION
08

SCALE
NTS

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SIGNATURE _____ DATE _____

LANDSCAPING PLAN

LANDSCAPING PLAN HAS NOT BEEN PROVIDED FOR THIS SITE



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER
CIRCLE K
SITE NUMBER
0000

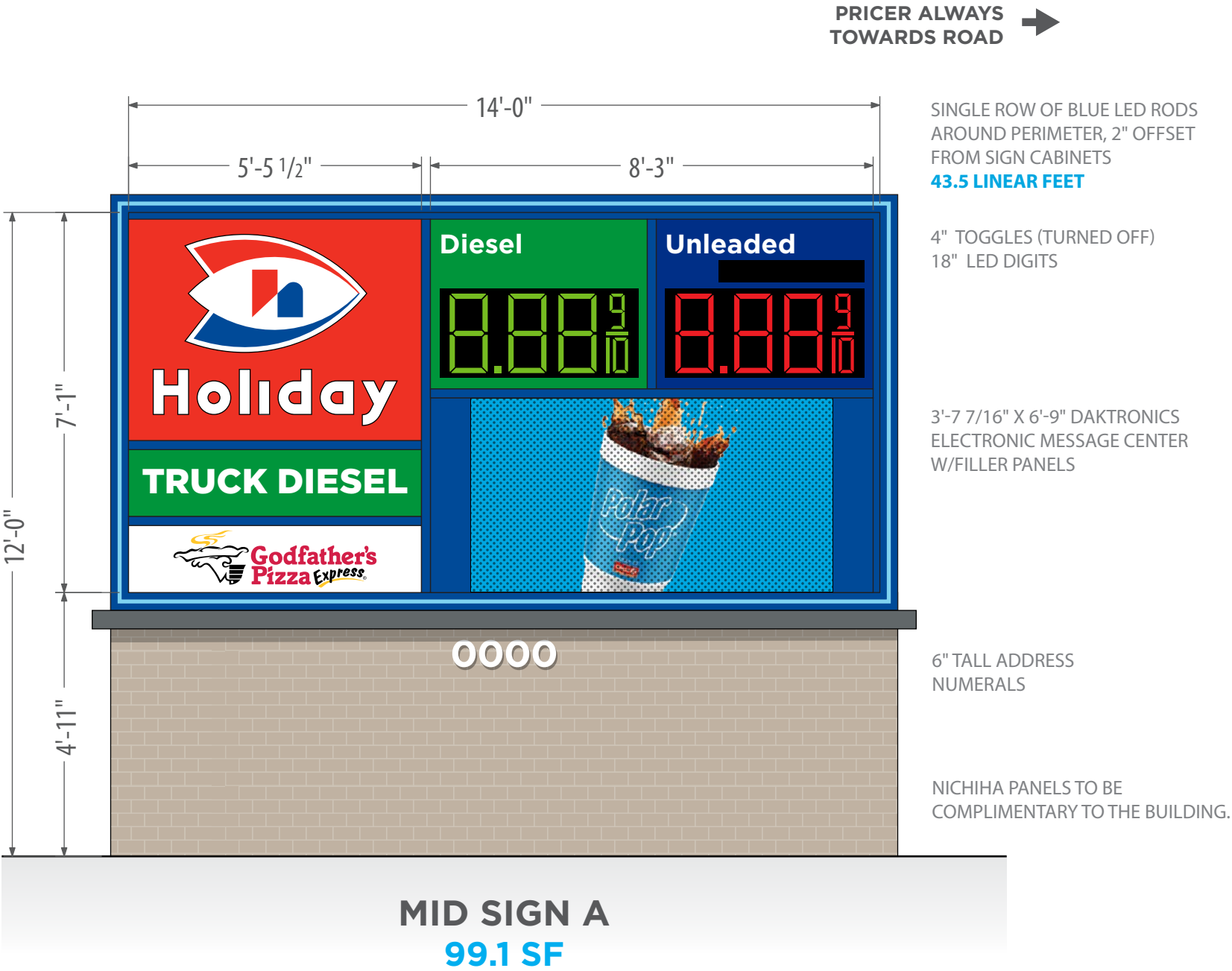
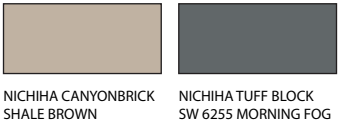
LOCATION
SOUTH ST. PAUL, MN
ACCOUNT REP
BEN DEHAYES

DRAWN BY
MH
DATE
08/01/25

REVISION
08
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SIGNATURE _____
DATE _____



NOTE: EMC WILL REQUIRE CONDITIONAL USE PERMIT



CORPORATE IDENTIFICATION SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

DRAWN BY	MH
DATE	08/01/25

REVISION	08
SCALE	NTS

CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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SIGNATURE	DATE

NOTE: FINAL ELEVATIONS ARE NEEDED. CONCEPTUAL ELEVATIONS ARE SHOWN.



STOREFRONT SUMMARY

		HEIGHT	FRONT		SIDES
BUILDING INFO		23'-0"	110'-6"		64'-0"
	SIGN DESCRIPTION		QTY	SIZE	AREA
A	Illuminated Holiday Shop Sign		2	4'-6" x 11'-5"	51.3 SF
B	Illuminated Holiday Shop Sign		1	4'-0" x 10'-1 7/8"	40.6 SF
C	Non-illuminated Godfather's Sign		1	2'-10" x 9'-0"	25.5 SF

SW 4081 "SAFETY RED"

SW 7005 "PURE WHITE"

NICHIHA TUFF BLOCK
SW 9166 "DRIFT OF MIST"

NICHIHA TUFF BLOCK
SW 6255 "MORNING FOG"

SW 7004 "SNOWBOUND"
ELEVATE BONE WHITE SR

ELEVATE CHARCOAL GRAY
SR

MATERIAL LEGEND

NICHIHA CANYONBRICK
SHALE BROWN

NICHIHA RIBBED
SW 7075 "WEB GRAY"

1" INSULATED DOUBLE
PANED GRAY TINTED GLASS

SPANDREL GLASS PANEL



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

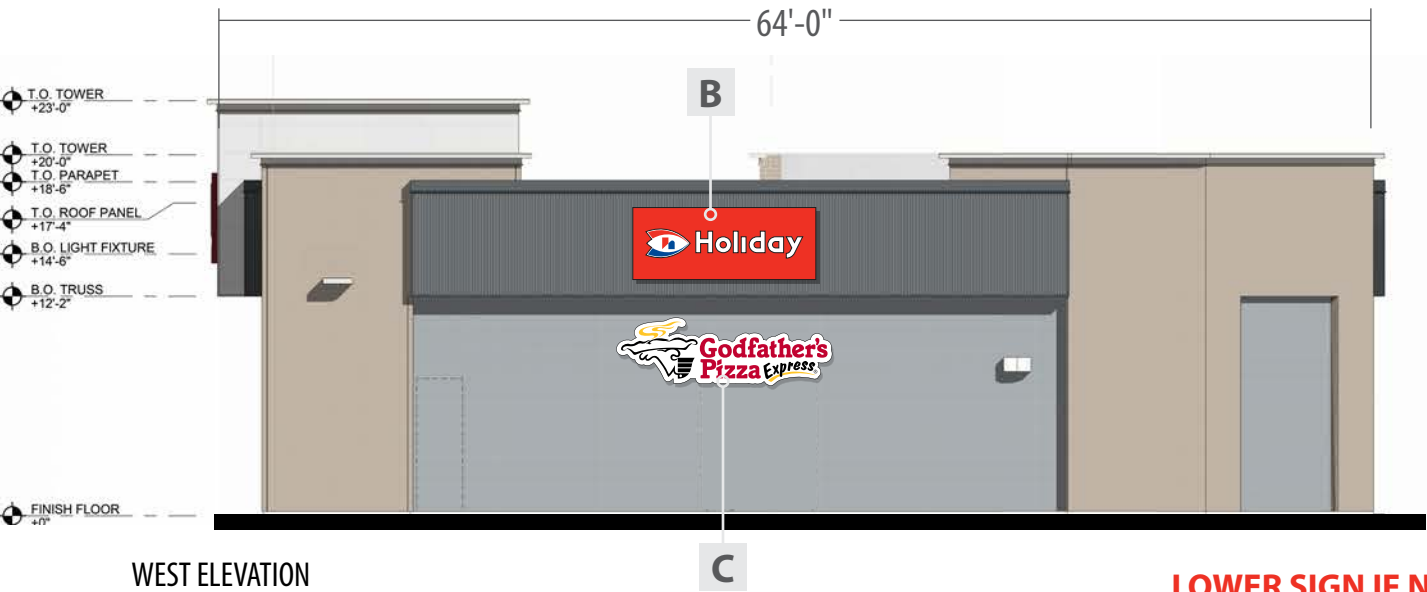
DRAWN BY	MH
DATE	08/01/25

REVISION	08
SCALE	NTS

CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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SIGNATURE	DATE

NOTE: FINAL ELEVATIONS ARE NEEDED. CONCEPTUAL ELEVATIONS ARE SHOWN.



LOWER SIGN IF NEEDED TO ENSURE ELECTRICAL IS BELOW ROOFLINE

STOREFRONT SUMMARY

		HEIGHT	FRONT		SIDES
BUILDING INFO		23'-0"	110'-6"		64'-0"
	SIGN DESCRIPTION		QTY	SIZE	AREA
A	Illuminated Holiday Shop Sign		2	4'-6" x 11'-5"	51.3 SF
B	Illuminated Holiday Shop Sign		1	4'-0" x 10'-1 7/8"	40.6 SF
C	Non-illuminated Godfather's Sign		1	2'-10" x 9'-0"	25.5 SF

SW 4081 "SAFETY RED"

SW 7005 "PURE WHITE"

NICHIHA TUFF BLOCK
SW 9166 "DRIFT OF MIST"

NICHIHA TUFF BLOCK
SW 6255 "MORNING FOG"

SW 7004 "SNOWBOUND"
ELEVATE BONE WHITE SR

ELEVATE CHARCOAL GRAY SR

NICHIHA CANYONBRICK
SHALE BROWN

NICHIHA RIBBED
SW 7075 "WEB GRAY"

1" INSULATED DOUBLE
PANED GRAY TINTED GLASS

SPANDREL GLASS PANEL



SCALE: 1:40



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

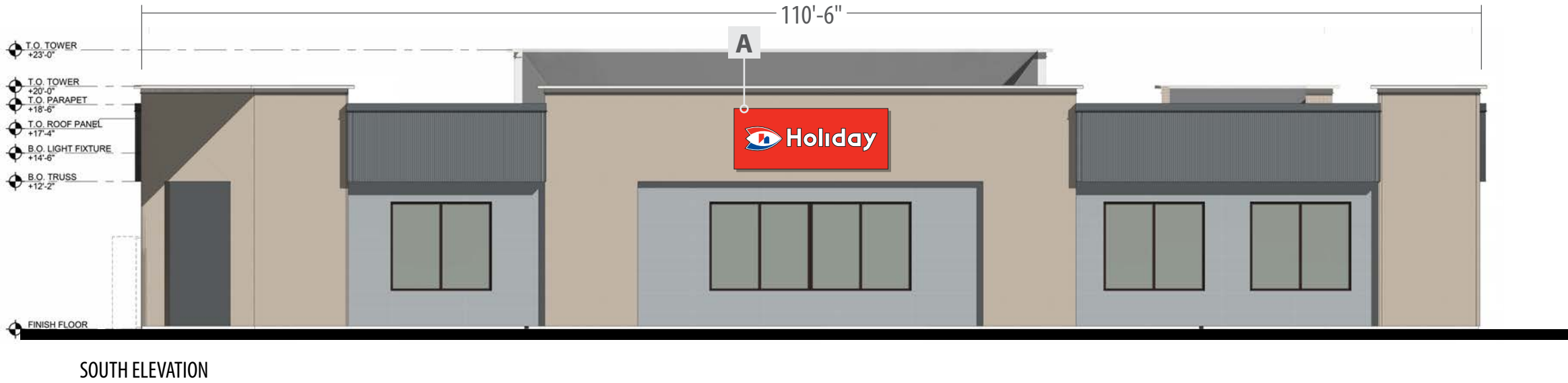
DRAWN BY	MH
DATE	08/01/25

REVISION	08
SCALE	NTS

CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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SIGNATURE	DATE

NOTE: FINAL ELEVATIONS ARE NEEDED. CONCEPTUAL ELEVATIONS ARE SHOWN.



STOREFRONT SUMMARY

		HEIGHT	FRONT		SIDES
BUILDING INFO		23'-0"	110'-6"		64'-0"
	SIGN DESCRIPTION		QTY	SIZE	AREA
A	Illuminated Holiday Shop Sign		2	4'-6" x 11'-5"	51.3 SF
B	Illuminated Holiday Shop Sign		1	4'-0" x 10'-1 7/8"	40.6 SF
C	Non-illuminated Godfather's Sign		1	2'-10" x 9'-0"	25.5 SF

SW 4081 "SAFETY RED"

SW 7005 "PURE WHITE"

NICHIHA TUFF BLOCK
SW 9166 "DRIFT OF MIST"

NICHIHA TUFF BLOCK
SW 6255 "MORNING FOG"

SW 7004 "SNOWBOUND"
ELEVATE BONE WHITE SR

ELEVATE CHARCOAL GRAY
SR

MATERIAL LEGEND

NICHIHA CANYONBRICK
SHALE BROWN

NICHIHA RIBBED
SW 7075 "WEB GRAY"

1" INSULATED DOUBLE
PANED GRAY TINTED GLASS

SPANDREL GLASS PANEL



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

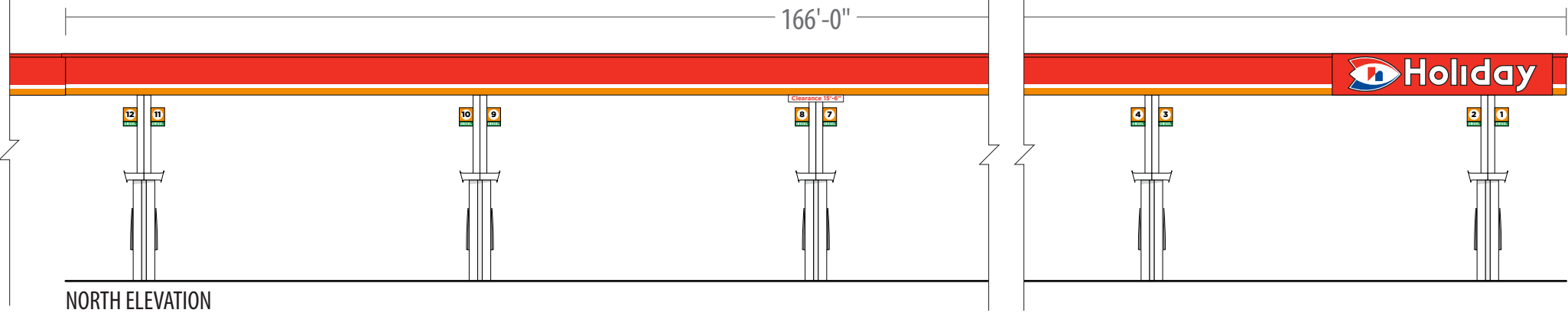
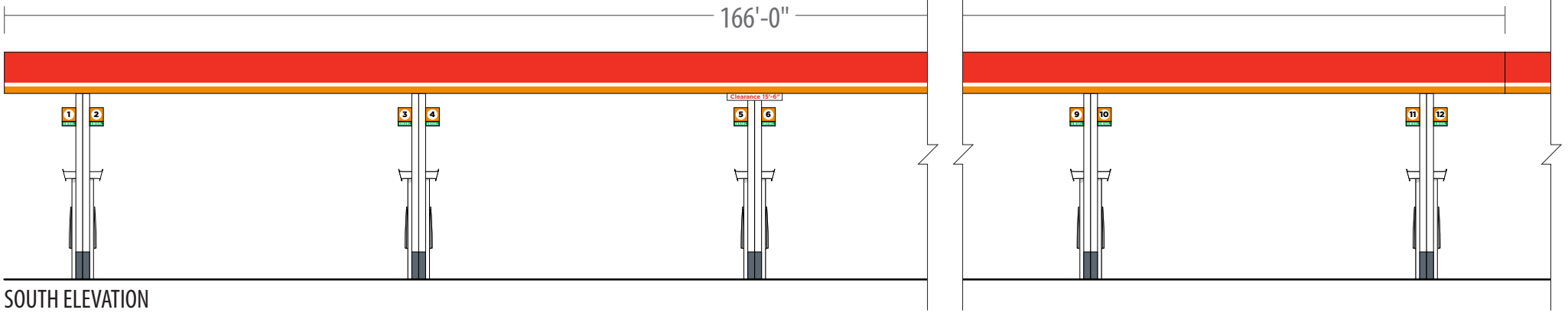
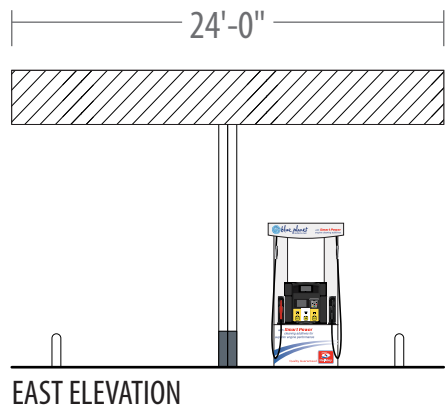
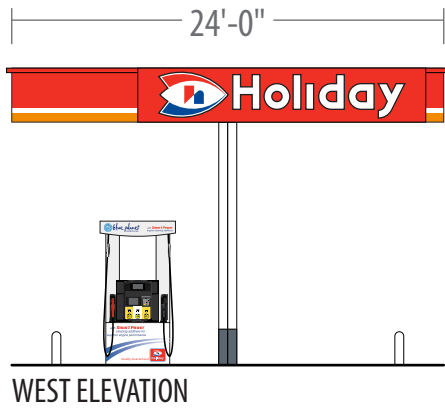
LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

DRAWN BY	MH
DATE	08/01/25

REVISION	08
SCALE	NTS

CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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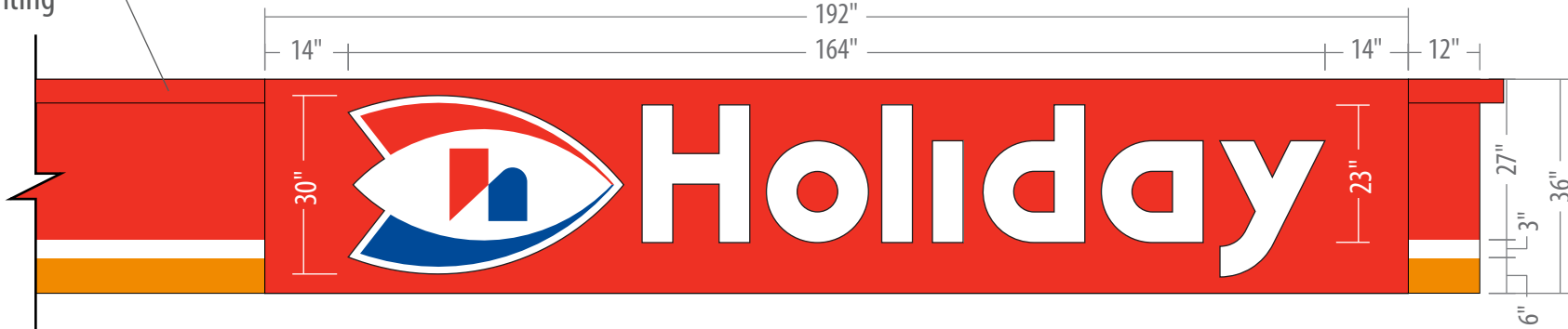
CUSTOMER ACCEPTANCE	THIS DRAWING IS THE PROPERTY OF CORPORATE IDENTIFICATION SOLUTIONS, INC., CHICAGO, IL, AND CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION. THIS DRAWING IS TRANSFERRED TO THE CUSTOMERS AND SUPPLIERS OF CORPORATE IDENTIFICATION SOLUTIONS, INC BY WAY OF LOAN. THIS DRAWING MAY NOT BE COPIED OR REPRODUCED, IN WHOLE OR IN PART, NOR MAY IT OR THE INFORMATION IT CONTAINS BE DISCLOSED OR TRANSFERRED TO ANY OTHER PARTY OR PERSONS WITHOUT THE PRIOR WRITTEN CONSENT OF CORPORATE IDENTIFICATION SOLUTIONS, INC.
SIGNATURE	DATE



GAS CANOPY SUMMARY

NORTH ELEVATION			
Gas Island Canopy Fascia	3'-0" x 166'-0"	498.0 SF	6.8% of available space
Illum. Holiday Wordmark	30" x 164"	34.2 SF	
SOUTH ELEVATION			
Gas Island Canopy Fascia	3'-0" x 24'-0"	72.0 SF	47.5% of available space
Illum. Holiday Wordmark	30" x 164"	34.2 SF	
WEST ELEVATION			
Non-illuminated Red, White, and Orange ACM panels			
EAST ELEVATION			
N/A			

Illuminated Eyebrow Lighting



LED EYEBROW DOWNLIGHTING ON RED, WHITE, AND ORANGE ACM PANELS
EYEBROW LIGHTING ON EAST, WEST, NORTH ELEVATIONS

****SEE TOP VIEW FOR FULL CANOPY DIMENSIONS****

COLUMN PAINT SCHEDULE (SEMI-GLOSS FINISH) ☐ SW #7570 Egret White - From gray to bottom of canopy ☒ SW #6236 Grays Harbor - From grade to 24" above grade



CORPORATE IDENTIFICATION SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

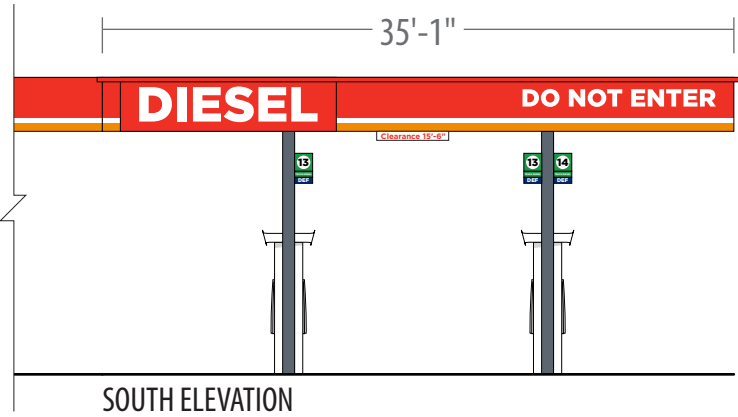
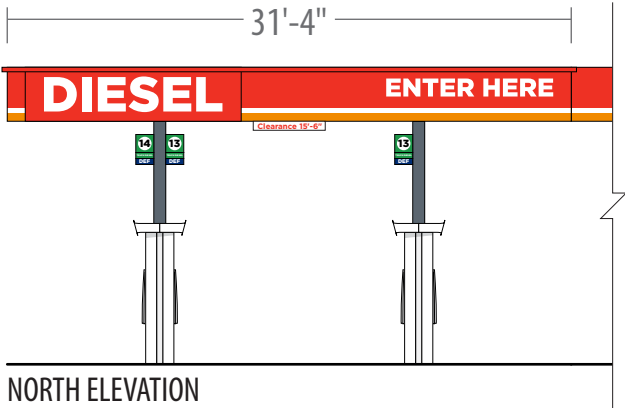
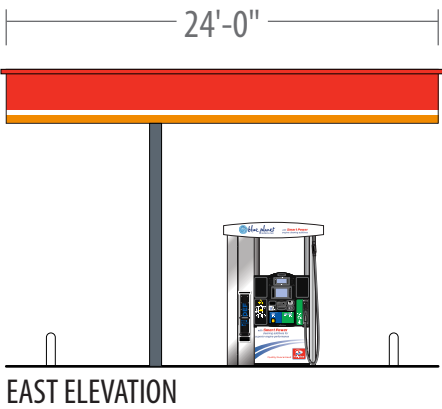
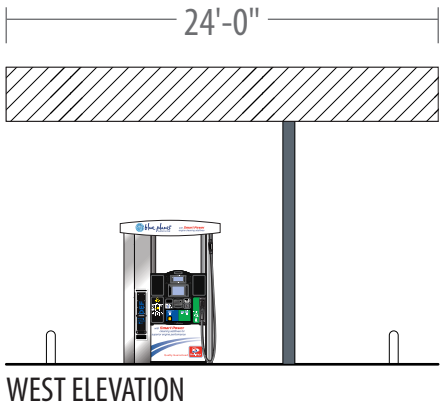
LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

DRAWN BY	MH
DATE	08/01/25

REVISION	08
SCALE	NTS

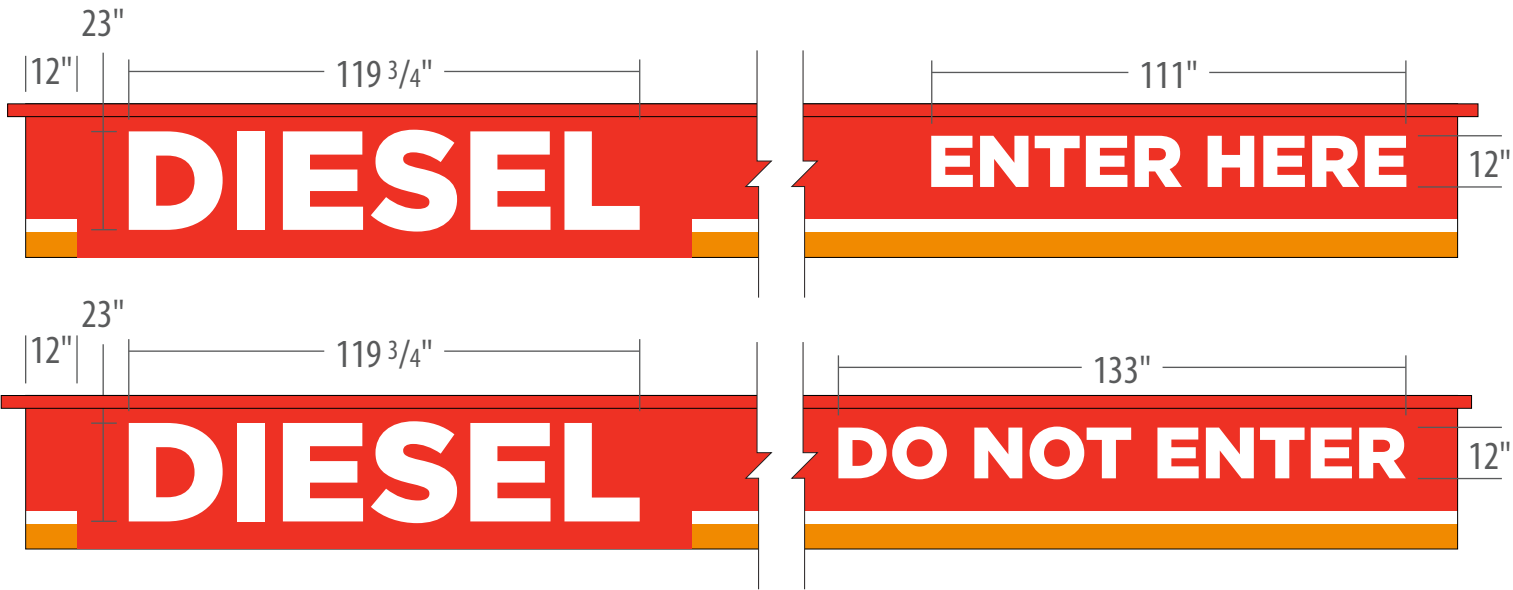
CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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SIGNATURE	DATE



NEW CONSTRUCTION

SOUTH ELEVATION			
Gas Island Canopy Fascia	3'-0" x 35'-1"	156.0 SF	32.6% of available space
Non-Illum. Diesel Letters	23" x 119.75"	19.1 SF	
Non-Illum. Enter Here Letters	12" x 111"	9.25 SF	
NORTH ELEVATION			
Gas Island Canopy Fascia	3'-0" x 31'-4"	156.0 SF	33.7% of available space
Non-Illum. Diesel Letters	23" x 119.75"	19.1 SF	
Non-Illum. Do Not Enter Letters	12" x 133"	11.0 SF	
EAST ELEVATION			
Non-illuminated Red, White, and Orange ACM panels			
WEST ELEVATION			
Non-illuminated Red, White, and Orange ACM panels			



NON-ILLUMINATED RED, WHITE, AND ORANGE ACM PANELS
LED EYEBROW DOWNLIGHTING ON NORTH, SOUTH, EAST ELEVATIONS

****SEE TOP VIEW FOR FULL CANOPY DIMENSIONS****



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER	CIRCLE K
SITE NUMBER	0000

LOCATION	SOUTH ST. PAUL, MN
ACCOUNT REP	BEN DEHAYES

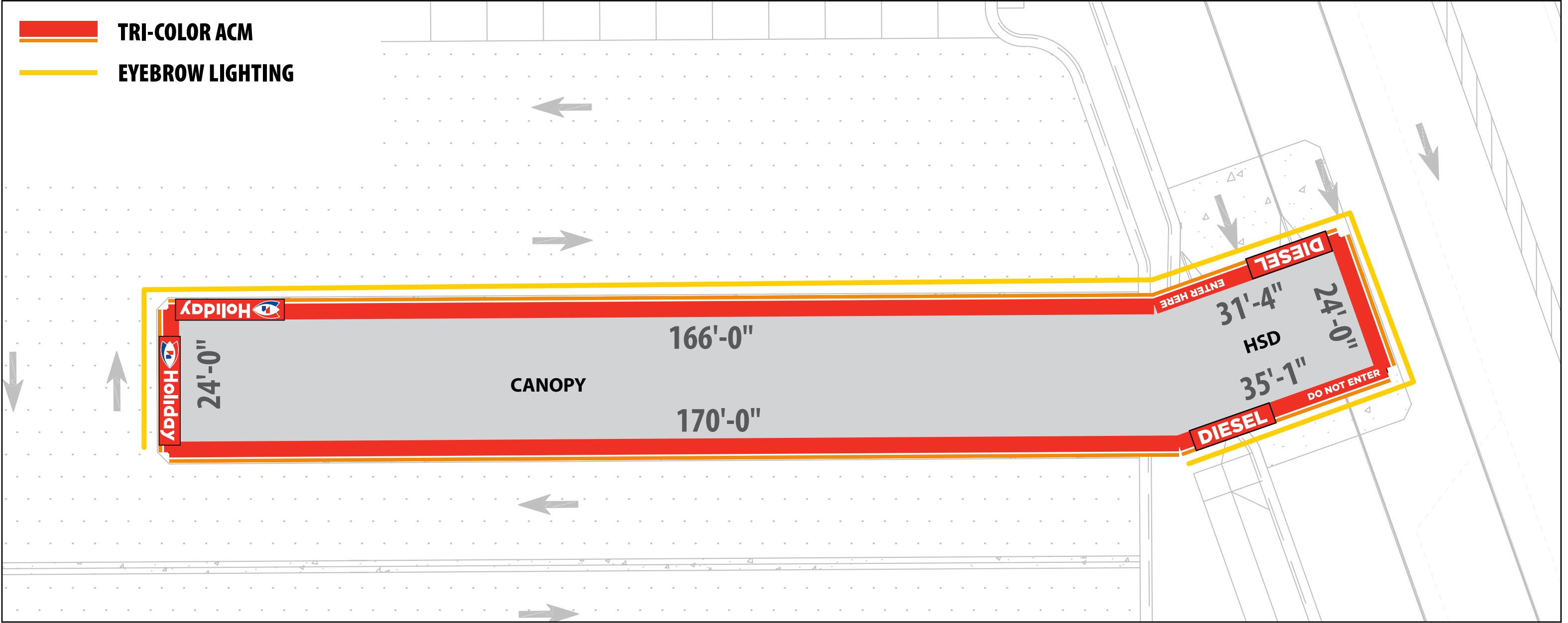
DRAWN BY	MH
DATE	08/01/25

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CORPORATE ID SOLUTIONS	5563 N ELSTON AVE. CHICAGO, IL 60630 P: 773-763-9600 F: 773-763-9606 CORPORATEIDSOLUTIONS.COM
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SIGNATURE	DATE

TOP VIEW OF CANOPY



**CORPORATE
IDENTIFICATION
SOLUTIONS**

CUSTOMER
CIRCLE K
SITE NUMBER
0000

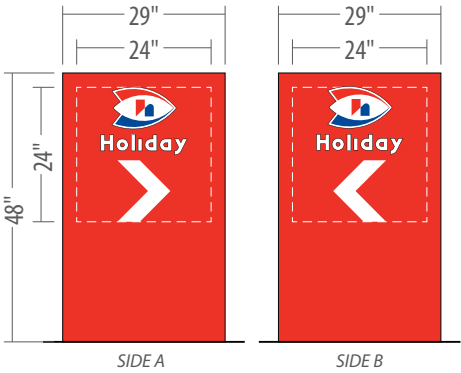
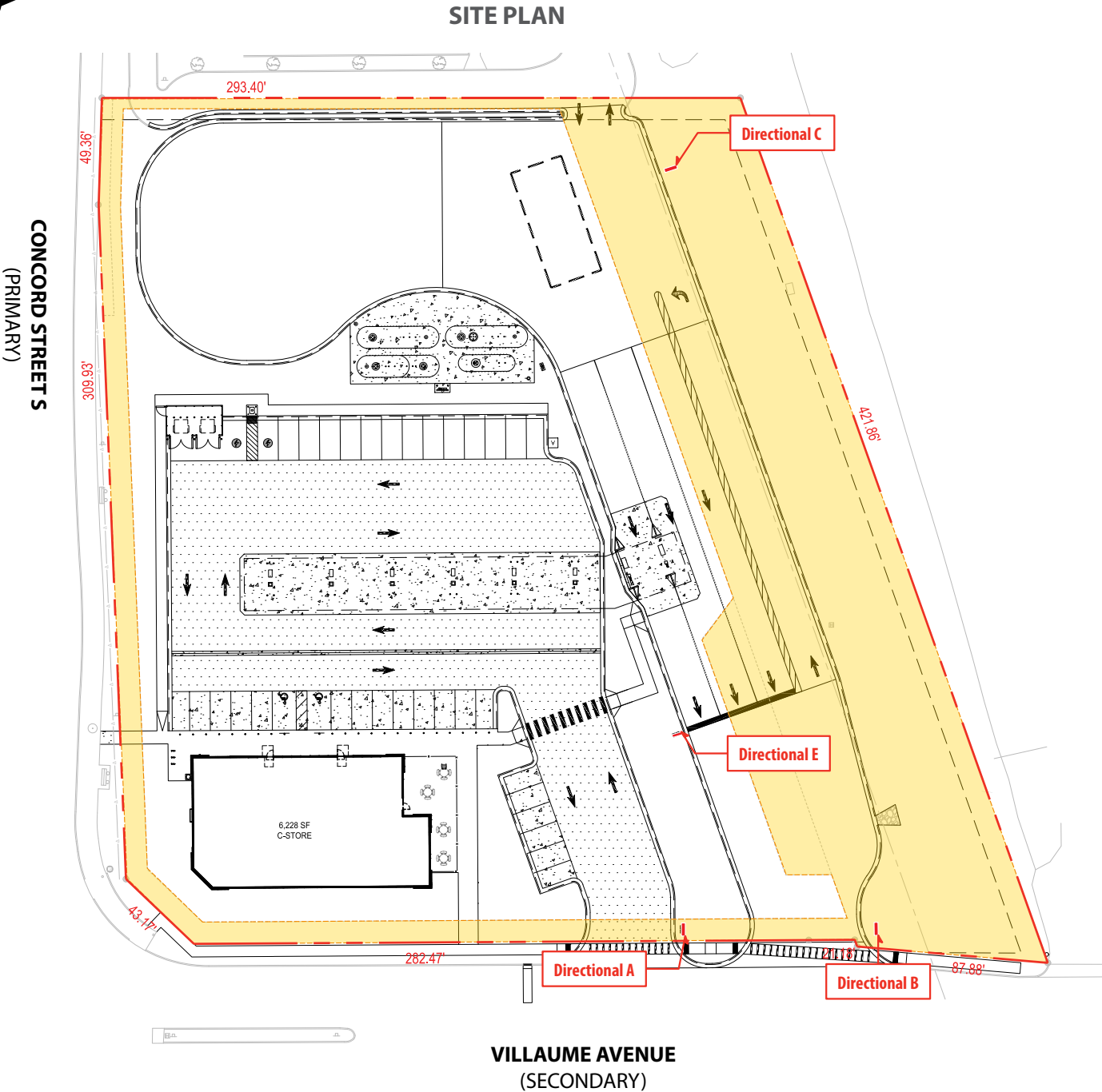
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SOUTH ST. PAUL, MN
ACCOUNT REP
BEN DEHAYES

DRAWN BY
MH
DATE
08/01/25

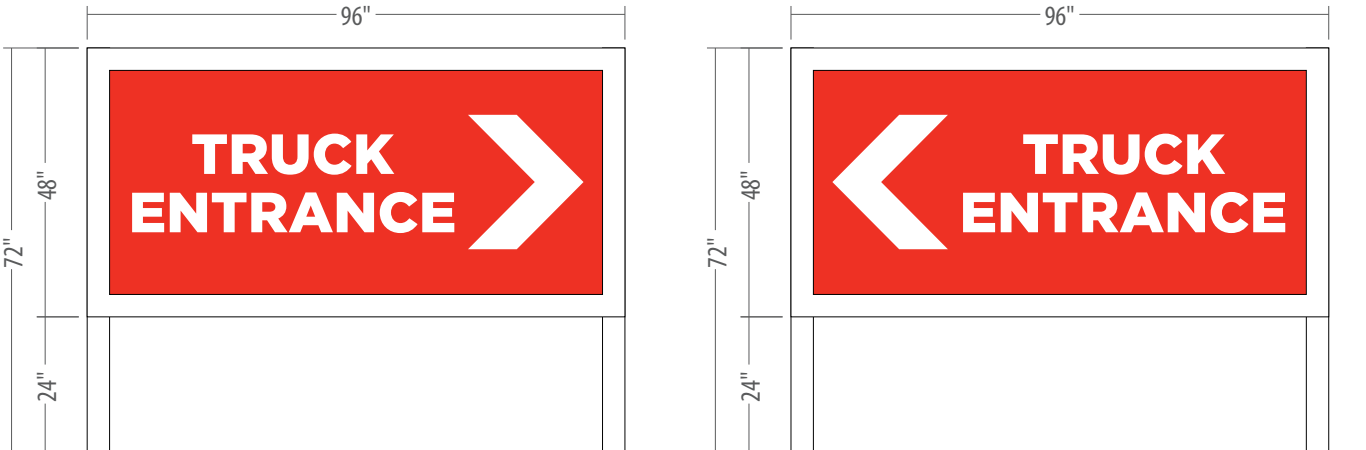
REVISION
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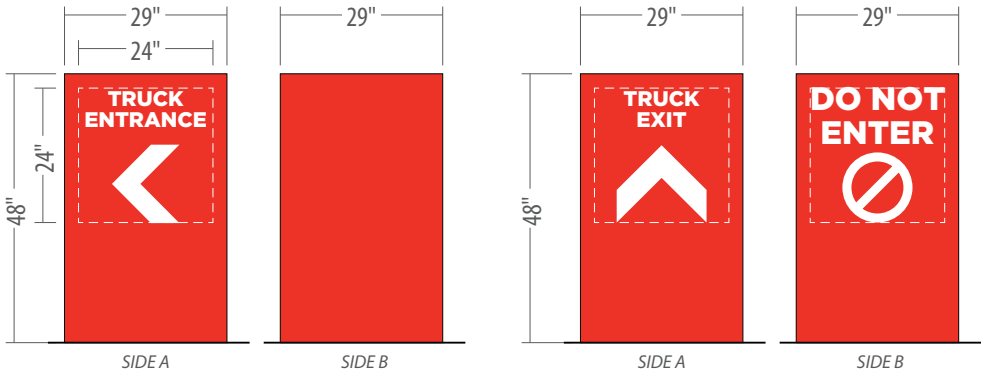
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SIGNATURE _____
DATE _____



DIRECTIONAL A
NON-ILLUMINATED
4.0 SF
QTY (1)



DIRECTIONAL B
NON-ILLUMINATED
32.0 SF
QTY (1)



DIRECTIONAL C
NON-ILLUMINATED
4.0 SF
QTY (1)

DIRECTIONAL D
NON-ILLUMINATED
4.0 SF
QTY (1)



**CORPORATE
IDENTIFICATION
SOLUTIONS**

CUSTOMER	CIRCLE K
SITE NUMBER	0000

LOCATION	SOUTH ST. PAUL, MN
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SIGNATURE	DATE

Project Narrative

Circle K – South St. Paul MN Concord & Villaume (677 Concord St. S, South St. Paul, MN 55075)

Overall Project Summary

Proposal for a new convenience store with associated fuel sales consisting of a 6,228 SF convenience store and a 4,881 SF fuel canopy with six (6) standard fuel pumps and two (2) high-speed diesel fuel pumps. The convenience store will sell generic goods, prepacked food, and beer / wine for offsite consumption. The facility will operate 24 hours.

The project will include removal of the property from the existing Planned Unit Development and will meet the Conditional Use requirements for a gas station and convenience store. Furthermore, the proposal will meet the City Code, not limited to the sections listed below:

- Section 118-9 Architectural Requirements
- Section 118-40 Conditional Use Permits
- Section 118-47 Site Plan Review
- Section 118-128 GB General Business Zoning District
- Section 118-208 Accessory Buildings and Structures
- Section 118-243 Landscaping
- Section 118-245 Lighting, Light Fixtures, and Glare
- Section 118-256 Service Stations
- Article VI Signs - Ordinance No. 1426
- Section 118-351 through 355 Off-street Parking and Loading

Per coordination with the City of South St Paul Planning & Zoning Department, additional requests were incorporated into the project proposal including:

- Building facades facing public right-of-way to include more appealing store front.
- Godfather's Pizza restaurant with indoor dining area within the convenience store building footprint.
- ADA accessible outdoor patio with decorative fence and seating to accompany convenience store and Godfather's Pizza.
- Public sidewalk frontages buffered with extensive landscaping and decorative fence.
- Pedestrian sidewalk connection to existing and proposed sidewalks along Concord and Villaume.
- EV parking provided.
- Bicycle parking provided.

Type of Business / Activity

Commercial business activities include the sale of retail goods such as generic goods, prepackaged food, beer / wine, fuel, propane exchange, electrical vehicle charging, etc. The facility will operate 24 hours. Pedestrian, bicyclist and vehicular traffic is anticipated and is accommodated in the site design. A Godfather's Pizza restaurant will also be available within the building footprint, which will include sales of freshly prepared food. The Godfather's Pizza will not operate 24 hours.

Expected Activities on the Site

Sales of generic goods, prepackaged food, beer/wine, etc. within the convenience store. Sales of freshly prepared food by Godfather's Pizza within the convenience store building. Merchandise will also be displayed along the store front for purchase such as propane tanks for exchange. Fuel sales for passenger vehicles and trucks within the fuel canopy. EV charging stations are provided for EV vehicles.

Number of Employees: Ten (10) employees anticipated during a shift.

Number of Anticipated Customers at any one Time: Per IBC and/or IFC code, a maximum of 63 occupants will be allowed to occupy the building.

Hours of Operation: 24 hours

Trash Enclosure: On the future Circle K property, a 2-bay trash enclosure with a 6-ft tall fence and gate with nichiha tuff block cladding for screening will be installed. The adjacent property owner will relocate their existing trash enclosure onto their property from the future Circle K property.

I:\Circle K\23010318A\2.0 Correspondence\2.4 Memo\Circle K - South St Paul MN Concord & Villaume - CUP Project Narrative.docx



ATTACHMENT 11
CITY ENGINEER'S LETTER

City of South St. Paul

Engineering Department

July 25, 2025

Associate Planner Monika Miller
125 3rd Avenue N
South St. Paul, MN 55075

Re: 677 Concord St S
Holiday Stationstores LLC
Plan Review

Ms. Miller,

The Engineering Department reviewed the submittal for the Holiday Stationstores LLC development received July 2025 and has the following comments:

General Engineering Items

1. An erosion control escrow in the amount of \$9,570.00 will need to be provided at the time of permit approval per the City of South St. Paul's fee schedule regarding Grading/Fill/Land Alteration permits.
2. Applicant to submit a cost estimate for the public improvements (i.e. the sidewalk along Villaume Avenue, the patch on Villaume Ave, and the hydrant relocation). An escrow in the amount of 125% of the cost of the public improvements will be required prior to construction. An escrow in the amount of \$13,000 was previously collected for the Villaume Ave sidewalk work as part of the Harlow Addition Development Agreement.
3. Applicant to remove note from sheet C100 that says that the convenience store will sell beer and wine for offsite consumption if the store is not providing this service.
4. Applicant to include current City Detail Plates STRT-1, STRT-3 and STRT-5 in place of those currently shown on sheet C500.
5. A traffic control plan will be required prior to construction for the work on Villaume Avenue.
6. The Traffic Impact Study refers to Concord Street S as a roadway under the jurisdiction of the Minnesota Department of Transportation. Concord Street S was recently turned back to the City and Dakota County. This portion of Concord Street is now Dakota County Highway 56.
7. Applicant to review and update the Summary and Conclusions section of the Traffic Impact Study as it currently references "Greenway Avenue".

Survey, Existing Conditions, and Demolition Plan

1. The ALTA survey is missing some elements adjacent to the site, but they are included in other sheets (i.e. the hydrant at the corner of Villaume Ave and Concord St S).



2. Applicant to show curb and gutter removal line type in the legend or use keynote to show curb removals within the site.

Erosion Control Plan

1. The site will disturb more than one acre of land and therefore is required to obtain a construction stormwater permit through the Minnesota Pollution Control Agency (MPCA) and prepare a Stormwater Pollution Prevention Plan (SWPPP).
2. Applicant shall add that secondary containment shall be provided under portable toilets to Note 5 under Pollution Prevention Practices.

Site Plan

1. Applicant must notify the MPCA of the installation of new storage tanks. See MPCA website for more details. <https://www.pca.state.mn.us/business-with-us/storage-tanks>
2. All pedestrian ramps must meet the design requirements as shown in MnDOT Standard Detail Plan 5-297.250 (dated 11-04-2021).
3. Minnesota ADA standards require the access aisle between ADA parking stalls to be 8' wide.
4. Review sidewalk connection to the pedestrian ramp by Concord St and Villaume. The existing push button is located near the proposed connection, which may prohibit a 5' wide pedestrian access route.
5. The entrance sign is proposed to be within the 10-ft wide drainage and utility easement. Any permanent improvements within the easement will require an encroachment agreement.

Sanitary Sewer and Watermain Plan

1. Applicant to coordinate with City Engineering or Public Works staff prior to completing any water main connections and prior to connecting the proposed sanitary service to the existing manhole. The existing condition of the sanitary manhole needs to be reviewed before drilling the proposed service directly into the structure.
2. Any water shutoffs, if needed, shall be coordinated with the City of South St. Paul Public Works Department. A 48-hour notice to impacted properties is required prior to a water shutoff. No contractor shall work gate valves on South St. Paul's water system.
3. The proposed location for the relocated hydrant is acceptable. However, due to the age and condition of the existing hydrant, the applicant shall supply and install a new hydrant per City Detail Plate W-2. The pavement removal on Villaume Ave shall be at least 10' wide to accommodate hydrant work.
3. Utility crossings with less than 18" of separation will require 4" polystyrene insulation or engineer approved equal to be placed between pipes. Applicant to review the separation between the proposed 21" HDPE storm sewer over the existing 48" RCP sanitary sewer at the northern end of the site and adjust plans accordingly.



Storm Sewer and Grading

1. A Stormwater Maintenance Agreement will be required and must be recorded against the property. It shall be the responsibility of the property owner to maintain all private stormwater facilities. City staff will prepare the agreement using the city's template and provide to the applicant for review.
2. Areas between proposed curb lines in the northeast corner of the site exceed a 1:5 slope. Adjustments to cul-de-sac grading may be needed to reduce the slope in this area.
3. Applicant to review coverage over the storm sewer pipe at ST CB #O5A/ #O5B. There is only approximately 1.5' of coverage over the 15" HDPE near the catch basins. Insulation may be needed.
4. Applicant shall install a storm manhole per City Detail Plate ST-1 where proposing to connect into the existing storm sewer.
5. The details of the proposed underground chamber system vary slightly between the plan set and the Stormwater Management Report. However, because the Stormwater Management Report uses more conservative assumptions (i.e. less chambers and less storage) than the details in the plans, the applicant can move forward with the chamber design as shown in the plans dated July 3, 2025.

Permits Required from Other Agencies

1. NPDES and MPCA Construction Stormwater Permit
<https://www.pca.state.mn.us/business-with-us/construction-stormwater>
2. Dakota County Right-of-Way Permit (if any work needs to take place in the Concord Street S right-of-way).

Please let me know if you have any questions regarding these comments.

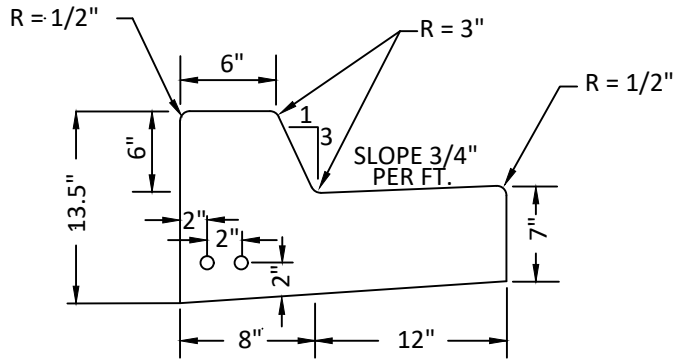
Sincerely,

Kelsey Gelhar, P.E.

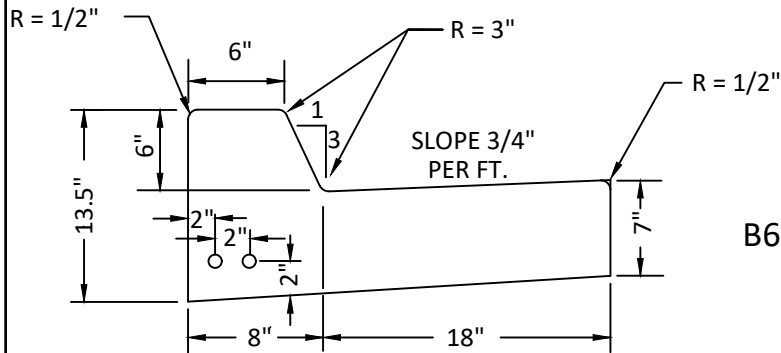
City Engineer

NOTES:

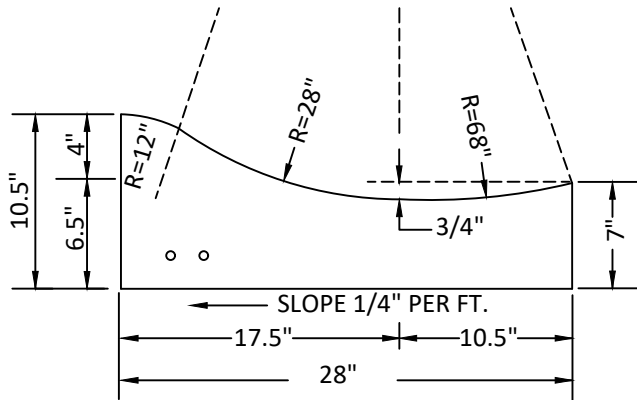
1. CONTROL JOINTS SHALL BE 10' MAX. SPACING AND STABBED AT FRONT AND BACK OF CURB.
2. TWO #4 REINFORCING RODS AT CATCH BASINS, MIN. 10' IN LENGTH ON BOTH SIDES.



B612



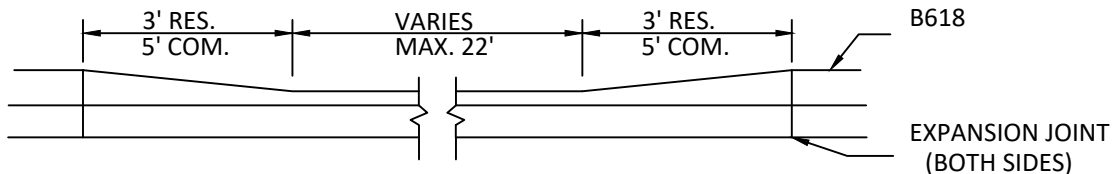
B618



SURMOUNTABLE

NOTE:

1. SURMOUNTABLE CURB TO BE FORMED INTO B618 AT BACK OF CURB RADIUS.



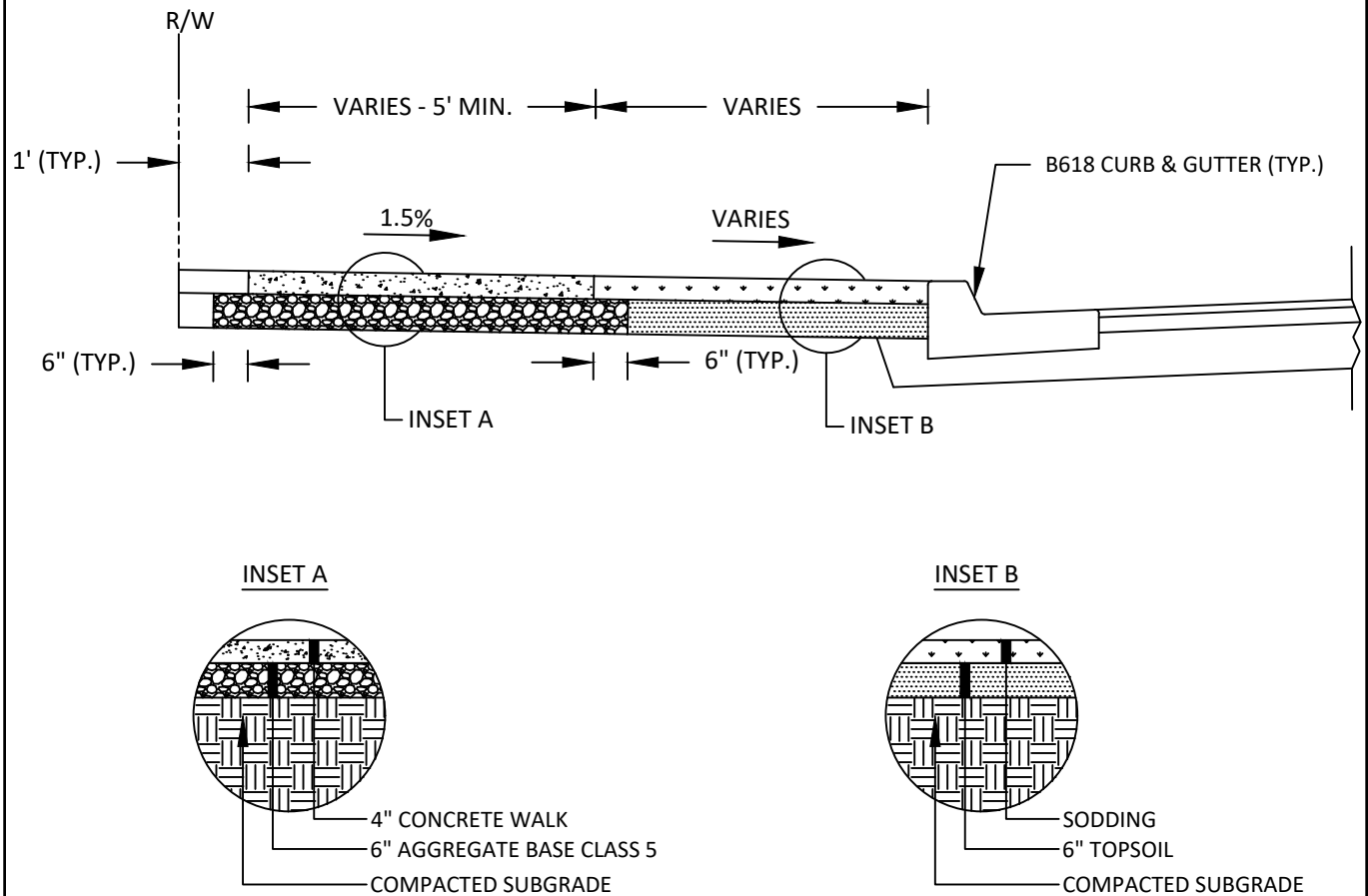
CURB CUT DETAIL



STANDARD DETAILS
CURB AND GUTTER
CITY OF SOUTH ST PAUL

REVISED:
3-08

CITY PL. NO.
STRT-1



NOTES:

1. MIN. 6" CONCRETE WALK AT DRIVEWAY CROSSINGS AND PEDESTRIAN CURB RAMPS.
2. CONSTRUCT PEDESTRIAN RAMPS AT ALL INTERSECTION PER MNDOT S.P. 5-297.250.
3. PROVIDE EXPANSION JOINT MATERIAL AT MAX. 100' SPACING.
4. PROVIDE EXPANSION JOINT MATERIAL ALONG BOTH SIDES OF WALK AT ALL LOCATIONS WHERE WALK IS CONFINED BETWEEN FIXED OBJECTS.



STANDARD DETAILS
CONCRETE WALK SECTION
CITY OF SOUTH ST PAUL

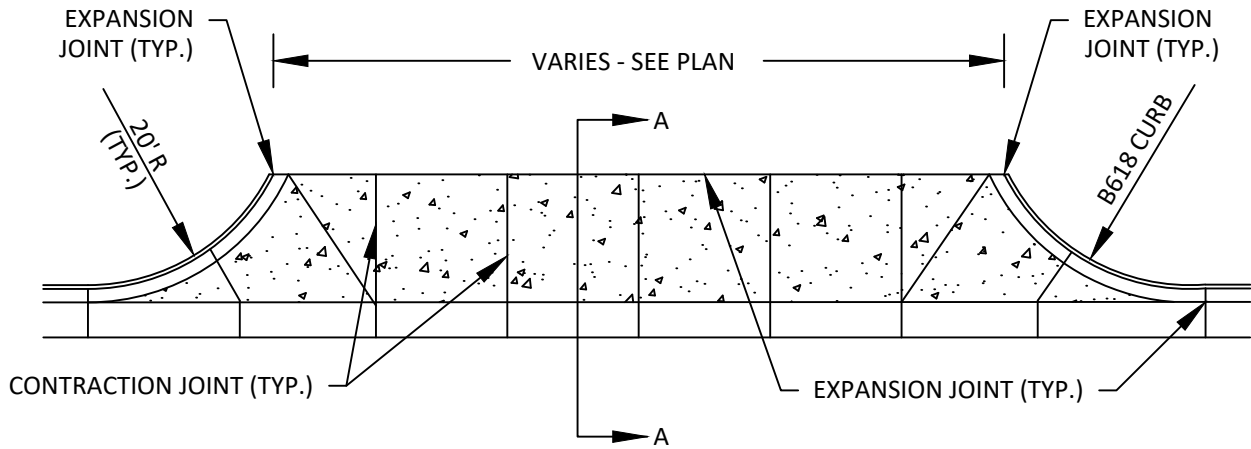
REVISED:
01-24

CITY PL. NO.
STRT-3

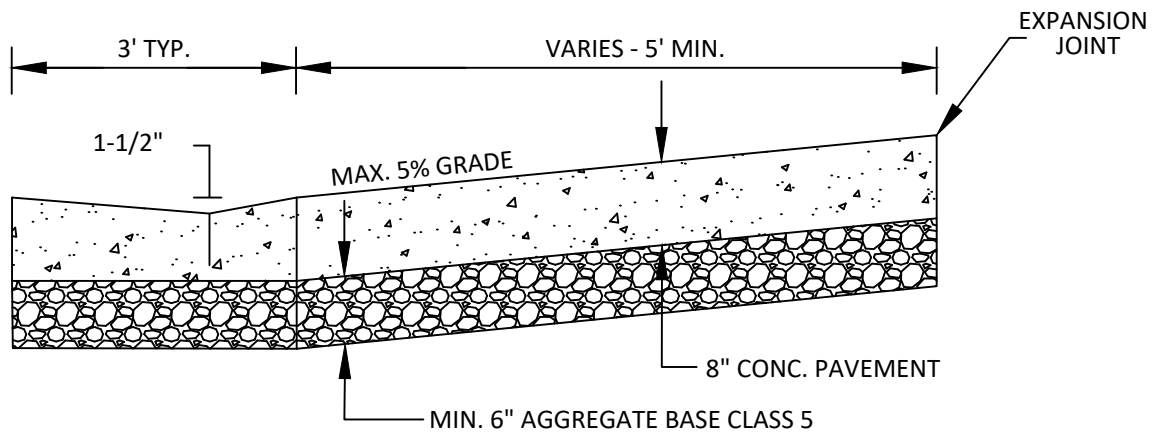
MINIMUM DRIVEWAY WIDTH - 24'
MAXIMUM DRIVEWAY WIDTH - 36'

CONCRETE SLAB SHALL BE 8" THICK
MIN. 6" AGGREGATE BASE CLASS 5.

CONSTRUCT CONC. CONTROL JOINTS SUCH
THAT NO PANEL IS GREATER THAN 100 SQ. FT.



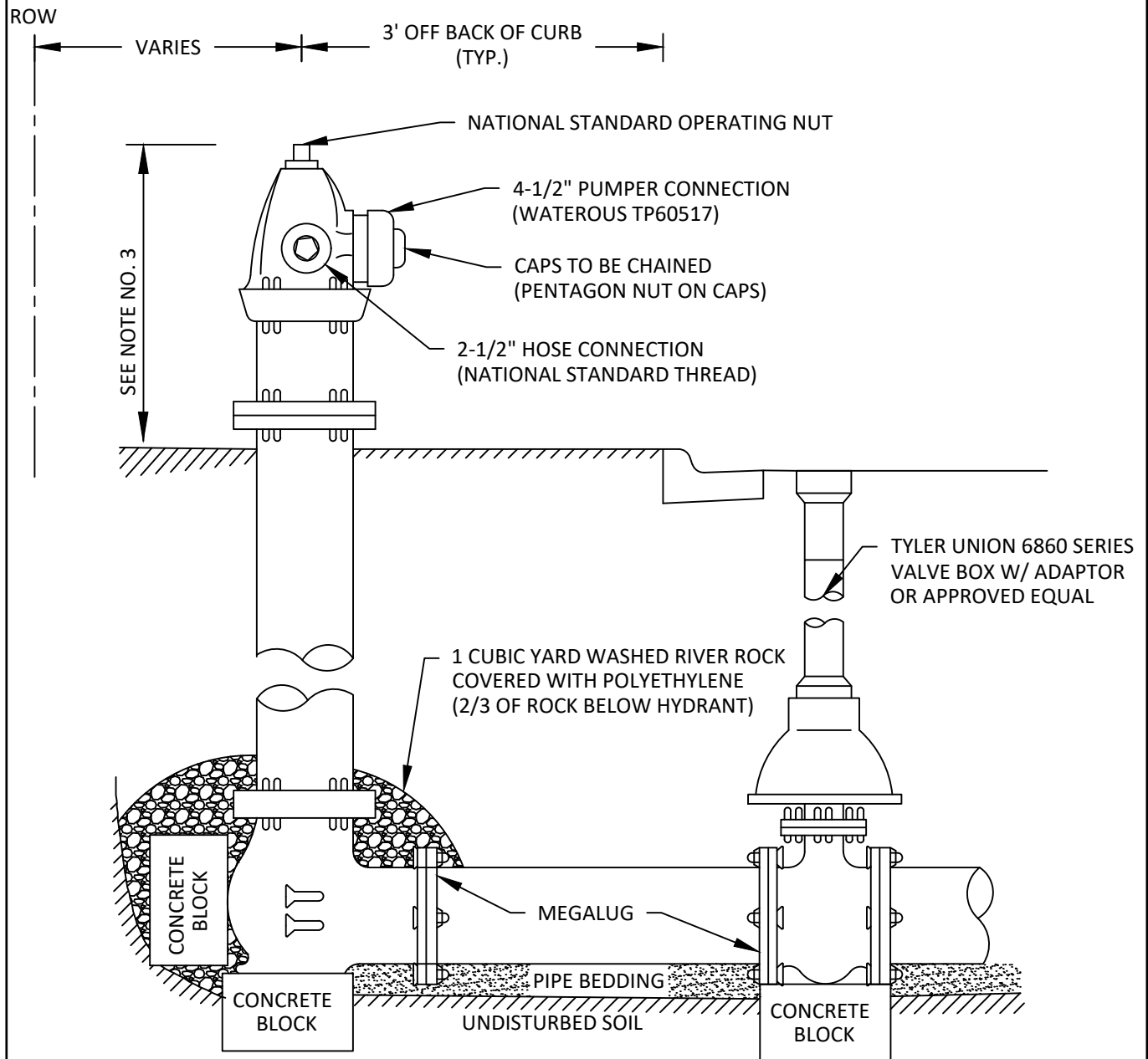
SECTION A-A



STANDARD DETAILS
INDUSTRIAL/COMMERCIAL DRIVEWAY
CITY OF SOUTH ST PAUL

REVISED:
01-24

CITY PL. NO.
STRT-5



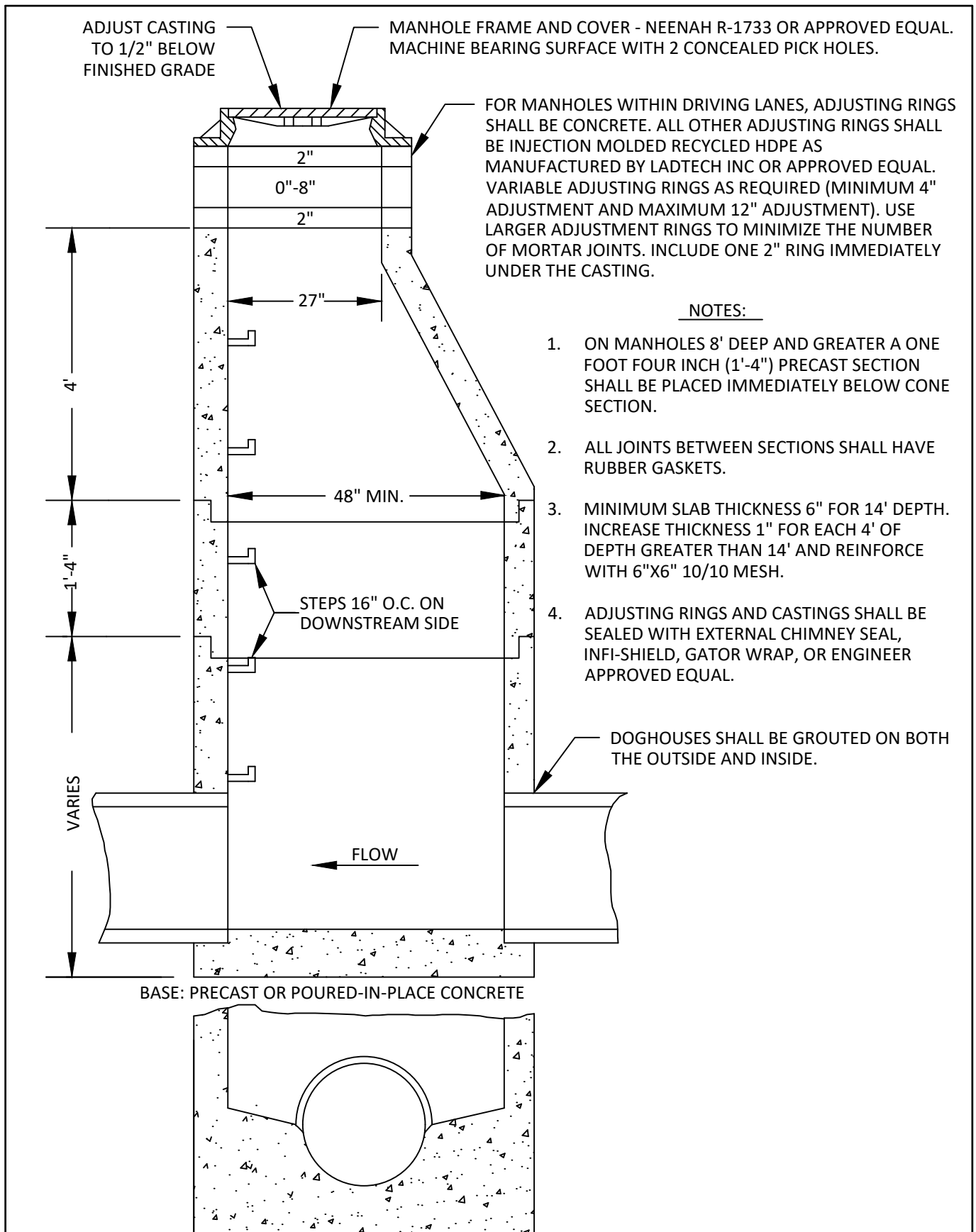
1. HYDRANTS SHALL BE MANUFACTURED BY WATEROUS, OPEN-LEFT, PAINTED YELLOW.
2. VALVES SHALL BE AMERICAN FLOW CONTROL 6" RESILIENT WEDGE GATE VALVES OR APPROVED EQUAL.
3. TOP NUT HYDRANT DESIGN ELEVATION SHALL BE 2.5' ABOVE FINISHED GRADE.
4. ALL BOLTS, T-BOLTS, NUTS, AND RODDING SHALL BE STAINLESS STEEL (316).
5. ALL HYDRANT BARRELS AND PIPE LEADS SHALL BE WRAPPED WITH POLYETHYLENE ENCASEMENT.
6. MINIMUM 7.5' BURY ON ALL HYDRANTS.



STANDARD DETAILS
HYDRANT AND GATE VALVE INSTALLATION
CITY OF SOUTH ST PAUL

REVISED:
01-24

CITY PL. NO.
W-2



STANDARD DETAILS
STORM SEWER MANHOLE WITH CONE SECTION
CITY OF SOUTH ST PAUL

REVISED:
01-24

CITY PL. NO.
ST-1