



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

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

Tuesday, January 20, 2026
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

- A. Community Drive for Neighbors Inc.
- B. Armour Gate Community Brick Project

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 January 5th, 2026 and Work Session Minutes of January 12th, 2026.
- B. Accounts Payable
- C. Business Licenses
- D. Conditional Employment Offer - Police Officer(s)
- E. Approval of Grant Agreement for the 2026 Private Property Inflow and Infiltration Grant Program
- F. Approve Bid for Replacement of City Hall Roof Top Unit's

- G. Acceptance of a Polling Place Accessibility Grant from the Minnesota Office of Secretary of State.
- H. Approve Agreement with Conservation Corps of Minnesota & Iowa for Forestry Individual Placement Program
- I. Waive License Fees for SSP Lions associated with 2026 Community Festivals
- J. Approve Write-Off of the Outstanding Open Invoices to Damaged South St. Paul Property

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

- A. Approval of 2026 - 2030 Capital Improvement Plan
- B. Site Plan Review and Conditional Use Permits for AVR LLC Concrete Batch Plant Project at 400 Richmond Street East

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Community Drive for Neighbors Inc.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Make community members aware of the Drive

OVERVIEW

Mo Pratt, South St. Paul resident, along with other South St. Paul moms will be conducting a Hygiene Item Drive in South St. Paul to benefit Neighbors, Inc.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Armour Gate Community Brick Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Updating the city Council and the Community on a new Community Project

OVERVIEW

Deb Griffith, Community Affairs Liaison, will give an update on the Armour Gate Community Brick Project and the creation of a new Community Task Force to facilitate the project.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of January 5th, 2026 and Work Session Minutes of January 12th, 2026.

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, January 5th, 2026 and Work Session Minutes of January 12th, 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 01-05-2026 Council Minutes
2. 01-12-2026 WS Minutes RG



SOUTH ST. PAUL CITY COUNCIL MINUTES OF JANUARY 5, 2026

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, January 5th, 2026.

2. ROLL CALL

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

Absent: None

Staff Present:

Ryan Garcia, City Administrator

Kori Land, City Attorney

Deanna Werner, City Clerk

Brian Wicke, Chief of Police

Kelsey Gelhar, City Engineer

Deb Griffith, Community Affairs

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. 2026 South St. Paul Martin Luther King Jr Commemoration

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

Rich Yeager - Snow removal

7. APPROVAL OF AGENDA

Moved by: Tom Seaberg / Matt Thompson

Moved: To approve agenda.

Vote: 7 ayes / 0 nays, motion Passed

8. CONSENT AGENDA

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

A. City Council Meeting Minutes of Monday, December 15, 2025.

B. Accounts Payable

- C. Business Licenses
- D. Designation of the Official City Newspaper
- E. Designating Depositories and Electronic Funds Transfer Authority for 2026
- F. Setting Meal and Mileage Reimbursement Rates for 2026
- G. City of South St. Paul Emergency Operations Plan - 2026
- H. Approve Stormwater Maintenance Agreement for 677 Concord Street South
- I. Award Tree Planting Plan Proposal to WSB

Moved by: Joe Kaliszewski / Pam Bakken
Moved: To approve the Consent Agenda as presented.
Vote: 7 ayes / 0 nays, motion Passed

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

- A. 2026 Liquor License Renewal

Moved by: Tom Seaberg / Lori Hansen
Moved: To approve Resolution 2026-006, Renewing Liquor Licenses for 2026.
Vote: 7 ayes / 0 nays, motion Passed

- B. Public Improvement Hearing — Marie Avenue Reconstruction Project Phase 2

Moved by: Tom Seaberg / Joe Kaliszewski
Moved: To approve Resolution 2026-005, Marie Avenue Reconstruction Project Phase 2, with the removal of the sidewalk from west of the alley of 12th and 13th all the way to 15th Avenue from the project.
Vote: 5 ayes / 2 nays, (Minnesota Statute requires a 4/5 vote to order the project, 6 votes are needed for approval), motion Failed.

Moved by: Matt Thompson / Todd Podgorski
Moved: To approve Resolution 2026-005, Marie Avenue Reconstruction Project Phase 2, as presented.
Vote: 5 ayes / 2 nays, (Minnesota Statute requires a 4/5 vote to order the project, 6 votes are needed for approval), motion Failed.

Moved by: Tom Seaberg / Pam Bakken
Moved: To approve 2026-005, as presented with the exception that the sidewalk portion from just west of 12th Avenue up to 15th is a bid alternate, but it's included in the scope of the project as presented.
Vote: 7 ayes / 0 nays, motion Passed

11. GENERAL BUSINESS

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: Tom Seaberg / Lori Hansen
Moved: To Adjourn
Vote: 7 ayes / 0 nays, motion Passed

The meeting adjourned at 8:41 PM.

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

/s/: Deanna Werner
City Clerk

South St. Paul City Council Work Session

Session Notes for January 12, 2026

1. CALL TO ORDER

Mayor Francis called the City Council Work Session to order at 7:00 PM on January 12, 2026

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, Daniel Salmey, Police Commander, Deb Griffith, Community Affairs Liaison

2. DISCUSSION ITEMS

A. Armour Gate Community Brick Project

Ms. Griffith presented a general outline related to the opportunity to collaborate with community members on a community project that utilized the salvaged materials from the Armour Gatehouses in commemoration of the community's rich industrial history.

Ms. Griffith identified two key goals of the project. First, Ms. Griffith was confident that there were community members – in the hundreds – that would be interested in acquiring individual bricks as keepsakes, if the City were to explore a brick distribution program. Ms. Griffith suggested that essentially a “sign-up” program would be established for the orderly distribution of the bricks. Secondly, Ms. Griffith suggested the establishment of an ad-hoc committee of diverse community interests to lead the engagement and workshopping around a more concerted effort to create some manner of public art or memorial utilizing the materials.

Council supported the idea for a subcommittee and community engagement process as being the first step in this program, feeling that the subcommittee could further define how much material would be appropriate and usable for such an installation and thereafter would have a handle on how much material would be available for distribution, and what the budget for construction would be. Council supported the idea of including at least one Parks Commission member on the subcommittee.

Council and Ms. Griffith agreed that a “Minimum Suggested Donation” be established for any brick distribution program, with donations directly supporting the project that the subcommittee advances for implementation.

Next Steps were identified as the establishment of a subcommittee. Ms. Griffith felt that the committee could meet and engage the public over the first half of 2026 and provide their recommendation to Council tentatively by mid-year.

B. Council Compensation Discussion

Mr. Garcia provided an update on Mayor and Council compensation and sought guidance from Council as to whether there was support for modifying these figures, which were last adjusted in January 2017. Councilmembers generally gravitated around an increase in Councilmember Compensation to a total of \$10,000 - \$12,000 annually, and an increase in Mayoral Compensation to \$14,000 - \$14,500 annually. Mr. Garcia was directed to bring forward an ordinance for consideration at a business meeting in the near future.

C. 316 Malden Street Discussion

Mr. Garcia presented a summary of the property's history and existing conditions. Mr. Garcia briefly talked through the alternative approaches to disposition (or retention) of the property as presented in the packet. Council discussed and generally expressed an interest in conscientiously and methodically positioning the property for a light-industrial development, meeting the Industrial Zoning District's Floor Area Ratio (FAR) standard of 0.2. Recognizing that this approach may mean a longer exposure time on the market, continued use of the property for lease at a market rate was also discussed as a possibility for short-term consideration.

D. 314 – 318 2nd Street North Discussion

Mr. Garcia summarized the due diligence undertaken by staff as related to a number of potential development, renovation, or disposition options. Council discussed the options and consensus was that the property was not well-suited in its current state and configuration for residential reuse or redevelopment. Consensus formed around the demolition of the existing structures, restoration of the site, and holding the property for future reuse, potentially in support of redevelopment of the former library and/or expansion of City Hall.

E. 2026 Goal-Setting Process

Council confirmed the continued relevance and applicability of 2025 Goals as a foundation for City operations in 2026. Council expressed support for Mr. Garcia's intention to engage Department Heads in a strategic planning retreat in January. Mr. Garcia confirmed that following this department head engagement, the Council will be reengaged in discussion around the goals and departmental alignment and priorities for 2026.

F. Boards & Commissions Appointment Process

Council discussed the logistics of the 2026 Board and Commission appointment process. Staff was directed to prepare for a "Meet & Greet" event at which applicants would be invited to attend and share more about their interest. The preferred date was January 23 from 5 – 8 pm, with a preference to potentially split the session by different committees (one group meeting at 5, another at 6:30/7).

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 9:08 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
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 2026-013 approving accounts payable.

OVERVIEW

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

Detailed check registers are available upon request from the Finance office.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 01-20-26 Accounts Payable Summary
2. 01-20-26 Accounts Payable Summary Check Register
3. 01-20-26 Accounts Payable Detail Check Register

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-013

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:

155985-156119	\$ 808,360.02
2025416-2025417 2026001-2026021	345,399.95
801310-801317	<u>21,284.15</u>
Total	\$ 1,175,044.12

Adopted this 20th day of January, 2026.

Deanna Werner, City Clerk

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<u>Company</u>	<u>Amount</u>
00101 GENERAL FUND	546,637.30
00212 GRANTS/DONATIONS POLICE	1,548.90
00214 GRANTS/DONATIONS COMM DVLPMT	76,290.00
00243 DOUG WOOG ARENA	45,996.04
00245 AIRPORT FUND	14,320.22
00260 HOUSING GENERAL	732.04
00280 ECON DEV GENERAL	763.50
00402 CAPITAL PROGRAMS FUND	66,963.27
00404 AIRPORT CAPITAL FUND	626.00
00440 2024 LOCAL IMPROVEMENTS	69,663.70
00441 2025 LOCAL IMPROVEMENTS	8,803.00
00490 CONCORD TIF	36,368.75
00494 HARDMAN TRIANGLE TIF	6,500.00
00605 WATER UTILITY	46,593.39
00606 SEWER UTILITY	7,894.46
00610 STORM WATER UTILITY	2,368.00
00615 STREET LIGHT UTILITY	24,008.10
00677 NAN MCKAY APT BLDG	77,671.72
00678 JOHN CARROLL APT BLDG	94,798.41
00703 CENTRAL GARAGE FUND	42,062.65
00709 SELF-INSURED DENTAL	4,169.77
00805 EMPLOYEE HEALTH REIMBUR	264.90
Report Totals	<u><u>1,175,044.12</u></u>



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Business Licenses

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

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

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. City Council Report (Licenses)

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
15331	South St Paul Kaposia Days	00016409	Charitable Gambling Exempt Permit	A	01/14/2026	02/23/2026	602 11th Ave N	Kaposia Days Bingo 2/22/2026	01/20/2026
14559	Church of St. John Vianney	00016408	Charitable Gambling Exempt Permit	A	01/14/2026	02/16/2026	789 17th Ave N	Winter Blues Bingo- 2/15/2026	01/20/2026
14573	Church of Holy Trinity	00016410	Charitable Gambling Exempt Permit	A	01/14/2026	04/05/2026	749 6th Ave S	Easter 50/50 Raffle	01/20/2026
11935	Greg Kuntz	00016402	Rental Housing	A	01/02/2026	05/31/2026	235 9th St S		01/20/2026
15562	Brittany Simonet	00016406	Rental Housing	A	01/13/2026	05/31/2026	227 Dale St E		01/20/2026
14559	Church of St. John Vianney	00016407	Temp Intoxicating Liquor License	A	01/14/2026	03/28/2026	789 17th Ave N	2026 Fish Fry-2/20, 2/27, 3/6, 3/13, 3/20, 3/27	01/20/2026



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Conditional Employment Offer - Police Officer(s)

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to appoint Timothy Nierby, Karly Schadt, and Katherine Kitchen as Police Officers, effective on, or after, February 23rd, 2026.

OVERVIEW

As part of the 2026 Police Protection budget, with the inclusion of federal funding, the authorized staffing level for the police department is set at thirty-seven sworn officers. Staff have been working to identify qualified applicants as we are currently staffed at thirty-three officers, with one officer currently in field training.

In efforts to address a critical shortage in public safety staffing and expand the applicant pool, the State of Minnesota Office of Justice Programs, in conjunction with the Minnesota State Colleges and Universities system, has created an alternative pathway to Peace Officer licensure called the Intensive Comprehensive Peace Officer & Education Training Program (ICPOET).

Through this program, sponsoring public safety agencies identify and hire applicant(s) who possess a regionally accredited two-or four-year college degree in any field who are seeking a career transition. Upon hire, applicants complete an intensive comprehensive training program at Hennepin Technical College which equips them with the knowledge and skills to obtain Peace Officer licensure upon completion. After obtaining licensure, the applicants are transitioned to full-time peace officers for the employing agency. If applicants fail to obtain licensure, their employment ends.

During the June 2nd, 2025 regular meeting of the Civil Service Commission, a new classification of "Police Cadet" was created and staff were authorized to begin taking applications, with an eligible register established on August 4th, 2025. The three top scoring eligible candidates from this eligible register were extended employment offers during the regular meeting of the City Council on August 4th, 2025 and are in the final weeks of their peace officer specific educational program. The next step to transition these Police Cadets to Police Officers is extending conditional employment offers in advance of their anticipated graduation date. The Cadets are listed below, in order of finish, as certified by the Civil Service Commission.

Timothy Nierby is a recent college graduate, holding a Bachelor's Degree in Criminology from the University of Wisconsin - River Falls.

Karly Schadt holds a Bachelor's Degree in Psychology from the University of Wisconsin - Lacrosse, a Master's Degree in Forensic Psychology from the University of North Dakota, and is transitioning from private sector employment.

Katherine Kitchen holds a Bachelor's Degree in Real Estate and Property Management from the University of Wisconsin - Stout and is transitioning from private sector employment.

Police Department staff have monitored the educational progress of the aforementioned Cadets and recommend they be given conditional employment offers as entry-level Police Officers, in order of certification, effective on or after February 23rd, 2026, contingent upon successful completion of a background investigation, physical examination, psychological evaluation, and obtaining eligibility for P.O.S.T. licensure.

SOURCE OF FUNDS

2026 Police Protection Budget

ATTACHMENTS

1. 2025-2 FINAL Eligible Register as of 20251024
2. Officer Certification
3. Timothy Nierby - Redacted
4. Karly Schadt - Redacted
5. Katherine Kitchen - Redacted
6. Christopher Smith - Redacted
7. Setareh Bagherzadeh - Redacted



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approval of Grant Agreement for the 2026 Private Property Inflow and Infiltration Grant Program

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2026-008 to authorize the City of South St. Paul's grant agreement with the Metropolitan Council for the 2026 Private Property Inflow and Infiltration Grant Program.

OVERVIEW

Inflow and infiltration refer to clear water—specifically stormwater and groundwater—that enters the wastewater system. In the metro region's sewer system, over half of this clear water comes from private properties, including homes and businesses. The pipes, known as sewer laterals, connect these private properties to the city's sanitary sewer. These pipes can develop cracks and deteriorate over time or become compromised when tree roots penetrate them, allowing groundwater to seep into the system. This intrusion takes up space in the wastewater system and can lead to costly sewer backups into homes and buildings, as well as sewer overflows into rivers and lakes.

To address this issue, the 2026 Private Property Inflow and Infiltration Grant Program allocates \$1.5 million in wastewater revenue to provide grants to private property owners for repairs aimed at stopping clear water from entering the wastewater treatment system. The Minnesota Legislature amended statute 471.342 to permit the Metropolitan Council to offer grant funding to local municipalities, assisting private property owners with the costs associated with repairing sewer infrastructure on their property.

The Metropolitan Council has awarded the City of South St. Paul \$38,000 for eligible work requested by residents to be completed in 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2026-008 - Approve Grant Agreement
2. 2026 PPII Grant Agreement SSP

RESOLUTION NO. 2026-008
RESOLUTION AUTHORIZING GRANT AGREEMENT TO THE METROPOLITAN
COUNCIL FOR THE 2026 PRIVATE INFLOW AND INFILTRATION GRANT
PROGRAM

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

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

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

WHEREAS, The Metropolitan Council awarded the City of South St. Paul \$38,000 for eligible work completed in 2026.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

Adopted this 20th day of January 2026.

City Clerk

METROPOLITAN COUNCIL
2026 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. SG-26116

This Metropolitan Council Environmental Services (ES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the **City of South St. Paul**, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (ES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the year preceding the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of

this Grant Agreement. Specifically, the Grantee agrees to perform the “Grant Program” in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact

upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is **\$38,000**.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. **Conditions of Payment.**

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. **Authorized Representative.**

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Principal Financial Analyst, ES Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101

Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Conor Resnikoff
Mailing Address: 125 3rd Ave. N., South St. Paul, MN 55075
Phone: (651) 554-3213
E-Mail Address: cresnikoff@southstpaul.org

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with Grantee's administration of the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to

property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or their employees, servants or agents, and whether or not due to any act of omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy. For the avoidance of doubt, this provision does not impact the Grantee's liability limits established in Minnesota Statutes Chapter 466.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel, including any third-party contractor required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

Either Party may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's contractor and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below, or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

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

Attention: Conor Resnikoff

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Ward Brown, Principal Financial Analyst

With copy to:

ES Budget Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2. Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Public Works
PREPARED BY: Melissa Blair
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Bid for Replacement of City Hall Roof Top Unit's

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to Approve the bid from Kraft Mechanical for Replacement of City Hall Roof Top Unit's and accept Resolution No. 2026-009.

OVERVIEW

In 2025, we were authorized to advertise for bids on the City Hall Roof Top Units Replacement. We are replacing all three at the same time, due to the age, inadequate size, repairs of them, and for cost saving.

We worked with Emanuelson-Podas, consulting engineers on this and received numerous bids that were opened on January 14, 2026. Staff has reviewed the bid proposals and has determined that Kraft Mechanical is the lowest responsible bidder with a total bid amount of \$687,000.00.

Kraft Mechanical	\$ 687,000.00
Northland Mechanical Contractors Inc	\$ 734,300.00
Option One Mechanical	\$ 840,000.00
Area Mechanical LLC	\$ 845,256.00

Staff recommends approval from City Council to approve the bid from Kraft Mechanical.

SOURCE OF FUNDS

Capital Programs Fund

ATTACHMENTS

1. 2026 RTU resolution

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-009

**RESOLUTION ACCEPTING BIDS AND APPROVING REPLACEMENT OF
CITY HALL ROOF TOP UNIT'S AGREEMENT WITH KRAFT MECHANICAL**

WHEREAS, the City has received the following bids for the Replacement of City Hall Roof Top Unit's:

Kraft Mechanical	\$ 687,000.00
Northland Mechanical Contractors Inc	\$ 734,300.00
Option One Mechanical	\$ 840,000.00
Area Mechanical LLC	\$ 845,256.00

WHEREAS, it appears that Kraft Mechanical is the lowest responsible bidder;

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

1. That the proposal of Kraft Mechanical is accepted as the lowest responsible bid.
2. That the Agreement be, and is, hereby approved.
3. That the Mayor and the City Council are hereby authorized and directed to execute and deliver the Agreement in the name and on behalf of the City.

Adopted this 20th day of January 2026.

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Acceptance of a Polling Place Accessibility Grant from the Minnesota Office of Secretary of State.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

During the 2025 Legislative Session, the Minnesota Legislature appropriated \$500,000.00 in one-time grant monies to support polling place accessibility improvements. Cities could apply for up to \$20,000 to improve access for voters with disabilities.

Some of the items which could be considered included:

1. Ramps for access to facilities designated for use as a polling place
2. Signage to identify and improve the access to buildings where polling places are located.

We saw this grant opportunity as a great way to address a barrier we have had concerns about at Precinct 3, Luther Memorial, for some time. This polling location has ample accessible parking and has a handicapped accessible entrance. However, in order to maintain the flow of voters on Election Day, there is a step-down to exit the polling place.

This step is not only an obstacle for handicapped voters, which requires them to travel back against the flow of voter traffic to exit the building the way they came in, but is also a safety hazard for all voters, because the step is unexpected to voters as they leave the building. The purchase of a portable ramp with handrails seemed like the perfect solution for a building that is not city property.

In addition to requesting funds for the portable ramp, we also requested funds to replace the signage we currently have identifying our polling locations for voters. The current signage is quite heavy and in poor condition. The approval of our proposal means new signage for each of our 6 precincts which will be easier for our judges to place at the polls and will allow the City Clerk's Office to customize the signage for each polling place.

Applications for the appropriated funds exceeded the \$500,000.00 appropriated by the legislature

but the City of South St. Paul was awarded the full amount requested, \$5,279.75, to complete these initiatives.

SOURCE OF FUNDS

Office of the Secretary of State will reimburse upon completion of the purchases.

ATTACHMENTS

1. City of South St. Paul_001

**STATE OF MINNESOTA
2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT**

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155 ("State") and City of South St. Paul, 125 3rd Avenue North South St. Paul, MN 55075 ("Grantee").

Recitals

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. § 16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

Agreement

1 Effectiveness of Agreement

- 1.1 **Effective date:** December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes § 16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.

- 1.2 **Expiration date:** June 30, 2027, or until all funds have been expended, whichever is later.

- 1.3 **Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

- 2.1 **Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. § 16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

- 2.2 **Award.** Grantee is hereby allocated up to \$5,279.75 for reimbursement of expenses in furtherance of the Approved Expenses.

- 2.3 **Expenditures.** Grantee will apply for reimbursement only for expenses in furtherance of the Approved

Expenses. Expenses must be incurred no later than October 31, 2026.

2.5 Reporting Requirements. Grantee shall report to the State's Authorized Representative as specified in this Agreement.

2.5.1 Reimbursement. Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures. Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

3 Time

Grantee must comply with all the time requirements described in this Agreement.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

4.3 Payment Invoices. State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

4.4 Conditions. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

5 Satisfaction

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 Authorized Representative

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Deanna Werner, City Clerk, 125 3rd Avenue North South St. Paul, MN 55075, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Agreement Complete

7.1 Assignment. Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 Liability

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the

State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

10 *Government Data Practices*

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

11 *Workers' Compensation*

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 *Property and Casualty Insurance*

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

13 *Governing Law, Jurisdiction, and Venue*

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 *Data Disclosure*

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 *Termination.*

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the termination of the Agreement.

16 *Grantee Procurement*

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Agreement No. _____

2. GRANTEE (Local Jurisdiction)

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: _____

(with delegated authority)

Title: Director of Elections

Date: _____

Distribution: Grantee
State's Authorized Representative



CITY COUNCIL AGENDA REPORT

DATE:

January 20, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Monika Miller

AGENDA ITEM NUMBER:

8.H.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Agreement with Conservation Corps of Minnesota & Iowa for Forestry Individual Placement Program

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Authorize the Mayor and Council To Sign the Agreement for Services

OVERVIEW

Since 2023, the City has been a host site for AmeriCorps members who have provided supplemental assistance to the Public Works staff to address the City's urban forestry-related needs in parks and streets. AmeriCorps members serving in South St. Paul have provided invaluable assistance with tasks such as conducting an inventory of the city's boulevards to ensure all newly planted trees comply with the tree ordinance; assisting with tree planting events, watering, pruning, and maintaining hundreds of newly planted trees; and answering tree-related questions from residents. These AmeriCorps members served through a program known as Community Forestry Corps. Community Forestry Corps was dissolved in 2025 after federal funding for this program was cut. Understanding that there is still a great need for these services, the Conservation Corps of Minnesota & Iowa is offering an individual placement program to fill the gap that was left by the dissolution of Community Forestry Corps. In December, the City applied and was selected as a host community for a Conservation Corps member in 2026. To move forward, the City needs to enter into an agreement for services for the program.

Role of Conservation Corps Member

Many communities in Minnesota have seen substantial changes in their tree canopies as a result of Emerald Ash Borer. The changes have involved large-scale removals and replacements. These large-scale operations are time-consuming and require additional staff time over the first several growing seasons to ensure the long-term success of the new trees. Most communities lack sufficient staffing to meet the maintenance demands of removing and replacing a third of their public trees, and supplemental assistance from agencies such as Conservation Corps helps address these gaps without significant budgetary impacts.

South St. Paul's Conservation Corps member will assist with urban forestry and other natural resource-related tasks that exceed existing staff capacity. Tasks will include addressing

buckthorn and other invasives species in public spaces, updating the tree inventory, supporting a pilot program to assist with private ash tree removal for low-income households (subject to receiving funding through a pending grant application), and addressing the maintenance needs of the new park and boulevard trees that have been planted in the last 2 years.

Additionally, the City is expecting to install several hundred more boulevard trees this year through the special legislative allocation the City received. Substantial time will be needed to prepare and complete the plantings. The Conservation Corps member will assist with the outreach, oversight, and post-planting inspections for these plantings. This program will offer the Conservation Corps member the unique opportunity to get hands-on experience with municipal forestry and benefit the City by meeting the needs that exceed current staffing and resource capacity.

Service Term and Cost of Conservation Corps Member

The Conservation Corps member will be on site starting the third week of February and will serve through the end of the year. The member will work out of the Public Works building and will be supervised by the Assistant to the Public Works Director. Prior to their first day in South St. Paul, the member will receive several weeks of hands-on forestry training from Conservation Corps.

Historically, the AmeriCorps program the City participated in was entirely federally funded. This program has been dissolved and the alternative program is not free. The cost to host a Conservation Corps member for a year is \$40,000. Because this is the first year that Conservation Corps is offering the program, the City is able to be a part of the program at a reduced price of \$25,000. Funding from various existing Public Works budgets will be utilized to cover the cost. If the City wishes to continue to utilize this program after 2026, additional funding should be budgeted to accommodate the full cost of the program.

SOURCE OF FUNDS

Public Works Streets and Parks budgets

ATTACHMENTS

1. Conservation Corps Forestry Individual Placement Program Agreement

**FEE-FOR-SERVICE AGREEMENT BETWEEN
SOUTH ST. PAUL
AND CONSERVATION CORPS MINNESOTA & IOWA
Project Number: 501-21054**

THIS AGREEMENT ("Agreement") is by and between CONSERVATION CORPS MINNESOTA & IOWA, 60 Plato Blvd E #210, St. Paul, MN 55107 (hereafter referred to as "THE CORPS") and the City of SOUTH ST. PAUL, 125 3rd Avenue North, South St. Paul, MN 55075 (hereafter referred to as "PURCHASER").

Description and scope of work for the project: The CORPS member assigned to PURCHASER would support the PURCHASER with its urban forestry needs such as updating the tree inventory, supporting a pilot program to assist with private ash tree removal for low-income households, and the care/maintenance of the PURCHASER's new and existing trees. The CORPS member will assist with forestry tasks that existing PURCHASER staff are not able to address due to staff capacity. This individual placement would offer the assigned CORPS member the unique opportunity to get hands-on experience with municipal forestry.

THE CORPS represents that it is duly qualified and agrees to provide the services described in this Agreement.

TERM OF AGREEMENT

- 1.1 **Effective date:** 01/01/2026, or the date THE CORPS obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** 12/31/2026, or until the PURCHASER has determined that all CORPS obligations have been satisfactorily fulfilled, whichever occurs first.

DUTIES OF THE CORPS

- 2.1 Complete services as specified in Project Request, which is attached and incorporated herein as Exhibit A, and shall be a part of this Agreement.
- 2.2 Enroll and supervise THE CORPS member in accordance with program guidelines in Exhibit A.
- 2.3 Provide basic orientation and training as appropriate for corpsmembers.
- 2.4 Provide consultation and on-site project review to ensure that service is progressing in accordance with this Agreement and program guidelines in Exhibit A.
- 2.5 Provide personnel and payroll administration for corpsmembers.
- 2.6 Provide all necessary transportation of corpsmembers to and from service sites.
- 2.7 Provide basic tools, safety gear, personal supplies and equipment needed by corpsmembers to meet all local, state and federal safety requirements.
- 2.8 Provide professional liability and worker's compensation insurance for all corpsmembers in accordance with the State of Minnesota statutory requirements.
- 2.9 Track services completed and transfer this information to the PURCHASER's Authorized Representative within three (3) days of completing the tracked service.
- 2.10 THE CORPS agrees to comply with all federal, state, and local laws and ordinances applicable to the services to be performed under this Agreement. THE CORPS represents and warrants that it has the requisite training, skills, and experience necessary to provide the services and is appropriately licensed by any applicable agencies and governmental entities.
- 2.11 In performing the services under this Agreement, THE CORPS will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by THE CORPS' undertaking herein or its performance of the services.
- 2.12 THE CORPS shall not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of PURCHASER, unless specifically provided for in Exhibit A. THE CORPS shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of THE CORPS' receipt of payment by PURCHASER for undisputed services provided by the subcontractor.

DUTIES OF PURCHASER

- 3.1 Provide on-site project specific direction and assistance to the corpsmember(s).
- 3.2 Provide at least one (1) media promotion to the public stating that the services(s) are being performed by THE

CORPS. The type of media promotion used to promote THE CORPS services shall be determined by the PURCHASER. Any publicity regarding the subject matter of this Agreement must not be released without prior approval from THE CORPS' Authorized Representative.

- 3.3 Ensure safe working conditions in and around project areas that meet all local, state and federal safety standards.
- 3.4 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.5 Provide corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmembers' efforts.
- 3.6 Provide specialized tools, safety gear, personal supplies and equipment that are not available through THE CORPS that are needed by corpsmembers to meet all local, state and federal safety requirements.
- 3.7 Assist in the acquisition of camping/lodging accommodations, if necessary.
- 3.8 Provide all project materials, supplies and chemicals.

PAYMENT

- 4.1 PURCHASER will pay THE CORPS for services performed by THE CORPS.
- 4.2 PURCHASER's obligation to THE CORPS under this Agreement is up to a maximum of \$25,000.00, based on the following fee schedule: \$2,272.72 per month, February 1, 2026, through December 31, 2026.
- 4.3 THE CORPS will invoice the PURCHASER monthly. THE CORPS shall send a final invoice to PURCHASER upon completion of all the services.
- 4.4 PURCHASER shall make payment within 30 days of receipt of an invoice.

CANCELLATION

- 5.1 This Agreement may be cancelled by the PURCHASER or THE CORPS at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation and there is no default by THE CORPS, THE CORPS shall be entitled to payment for services performed until the effective date of cancellation.
- 5.2 This Agreement may be cancelled by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the cancellation notice to cure or to submit a plan for cure that is acceptable to the other party.
- 5.3 THE CORPS reserves the right to temporarily withdraw corpsmembers from providing the services under this Agreement for emergency response work, including, but not limited to, natural disasters and wild fire response. Reasonable efforts will be made to accommodate the needs of the PURCHASER if corpsmembers are temporarily withdrawn pursuant to this subdivision. PURCHASER shall be responsible for payment to THE CORPS on a pro-rata basis while corpsmembers have been withdrawn for emergency response.

AUTHORIZED REPRESENTATIVES

- 6.1 THE CORPS's Authorized Representative is Matt Roegge, Program Manager, 60 Plato Blvd E, Suite 210, Saint Paul, MN 55107, or his/her successor. He shall be assisted by other staff members as necessary to facilitate the completion of the services in accordance with the terms established herein.
- 6.2 PURCHASER's Authorized Representative is Monika Miller, Associate Planner, 125 3rd Ave N, South St. Paul, MN 55075, or his/her successor. She shall have complete authority to transmit instructions, receive information, interpret and define the PURCHASER's policy and decisions with respect to the services covered by this Agreement.

AMENDMENTS, WAIVER, AND COMPLETE AGREEMENT

- 7.1 Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.
- 7.2 If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.3 This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

INDEMNITY & INSURANCE REQUIREMENTS

- 8.1 To the fullest extent permitted by law, PURCHASER will defend, indemnify and hold harmless THE CORPS from

any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE PURCHASER; THE PURCHASER's subcontractors or anyone employed directly or indirectly by any of them under this Agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.

- 8.2 To the fullest extent permitted by law, THE CORPS will defend, indemnify and hold harmless PURCHASER from any and all claims for bodily injury and property damage including the loss of use of property resulting therefrom, which arise or are in any way connected with the work performed, materials furnished or services provided by THE CORP; THE CORPS's subcontractors or anyone employed directly or indirectly by any of them under this Agreement as each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof.
- 8.3 THE CORPS's is not obligated to indemnify and defend PURCHASER or owner for claims due to the sole negligence or willful misconduct of PURCHASER. Any obligations assumed pursuant to this Agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this Agreement.
- 8.4 THE PURCHASER's is not obligated to indemnify and defend THE CORPS or owner for claims due to the sole negligence or willful misconduct of THE CORPS. Any obligations assumed pursuant to this Agreement will not be construed to negate, abridge or reduce other rights or obligations of indemnity, which otherwise exist as to a party or person described in this Agreement.
- 8.5 THE CORPS shall indemnify PURCHASER against legal liability for damages arising out of claims by THE CORPS' employees. PURCHASER shall indemnify THE CORPS against legal liability for damages arising out of claims by PURCHASER's employees.

GOVERNING LAW, JURISDICTION, AND VENUE

- 9.1 This Agreement shall be construed in accordance with State of Minnesota law, without regard to its choice-of-law provisions. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Dakota County, Minnesota.

DUPLICATION, DISPLACEMENT, SUPPLANTATION

- 10.1 Conservation Corps crews are subject to the provisions of 42 V.S.C. §§ 12501 - 12682 and 45 C.F.R. parts 2500 - 2550. These laws require, in part, that AmeriCorps assistance not result in:
- 10.1.1 Duplication of an activity otherwise available in the locality of the program or would otherwise be performed by an employee as part of the employee's assigned duties.
 - 10.1.2 Displacement of currently employed workers or workers on seasonal layoff or layoff from a substantially equivalent position, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits.
 - 10.1.3 Termination or layoff of employees.
 - 10.1.4 Infringement on the promotional opportunity of an employee or infringement on services performed by an employee as part of the employee's assigned duties.
 - 10.1.5 Supplanting the hiring of employed workers.
 - 10.1.6 Infringement on the assignments of any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

ASSIGNMENT, SEVERABILITY, DATA PRACTICES COMPLIANCE

- 11.1 This Agreement is not assignable without the mutual written agreement of the parties.
- 11.2 If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- 11.3 All data collected by the PURCHASER pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

INDEPENDENT CONTRACTOR STATUS

12.1 All services provided by THE CORPS, its officers, agents and employees pursuant to this Agreement shall be provided as employees of THE CORPS or as independent contractors of THE CORPS and not as employees of the PURCHASER for any purpose.

OWNERSHIP OF DOCUMENTS

13.1 Professional documents, drawings, and specifications prepared by THE CORPS as part of the services provided under this Agreement shall become the property of PURCHASER when THE CORPS has been compensated for all services rendered, provided, however, that THE CORPS shall have the unrestricted right to their use. THE CORPS shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the services shall remain the property of THE CORPS.

DELAY IN PERFORMANCE

14.1 Neither THE CORPS nor PURCHASER shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either THE CORPS or PURCHASER under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. THE CORPS will be entitled to payment for its reasonable additional charges, if any, due to the delay.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed this Agreement on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

CONSERVATION CORPS:

THE CORPS certifies that the appropriate person(s) have executed this Agreement on behalf of THE CORPS as required by applicable articles, by-laws, resolutions, or ordinances.

By:
James Francis, Mayor
By:
Deanna Werner, City Clerk
Date:

By:
Title:
Program Manager
Date:

EXHIBIT A
PROJECT REQUEST / SCOPE OF WORK

The CONSERVATION CORPS MINNESOTA & IOWA (“THE CORPS”) and the CITY OF SOUTH ST. PAUL, (“PURCHASER”) have entered into an agreement to complete the project per this scope of work as derived from the originally submitted project request from:

Project Host Information

1. Project Contact Name: Monika Miller
2. Project Contact Title: Associate Planner
3. Agency: South St. Paul
4. Phone Number: (651) 554-3273
5. Email Address: mmann@southstpaul.org

Project Information

1. Project Name: South St. Paul Forestry Individual Placement
2. Project Location:
3. If applicable, project address:
4. Project Purpose: THE CORPS member assigned to PURCHASER would support PURCHASER with its urban forestry needs such as updating the tree inventory, supporting a pilot program to assist with private ash tree removal for low-income households, and the care/maintenance of PURCHASER’s new and existing trees. THE CORPS member will assist with forestry tasks that existing PURCHASER staff are not able to address due to staff capacity. This individual placement would offer the assigned CORPS member the unique opportunity to get hands-on experience with municipal forestry.
5. Project Explanation: PURCHASER has created a dedicated work plan and schedule for THE CORPS member which lays out the expected activities THE CORPS member would work on. THE CORPS member’s service term would be centered around municipal forestry management, including day-to-day duties and special projects. There are four main areas the member would focus on: tree inventory, tree care and maintenance, assistance with a pilot ash tree removal program for private properties, and general education and outreach.

PURCHASER’s tree inventory is several years out of date, which is problematic due to the substantial changes that have taken place since the inventory was last completed. In 2023, PURCHASER removed all its remaining ash trees (~600 trees). From 2021-2025, around 300 new trees were planted. Some of these new trees have made it into the tree inventory, but many have not. The outdated inventory means that PURCHASER does not have accurate information about the number, location, and health of its public trees. This makes it difficult for PURCHASER to address maintenance needs. THE CORPS member would be expected to complete a full inventory update using PURCHASER’s existing inventory system in ArcGIS.

Tree care and maintenance is a crucial function of any municipal forestry program. At this time, there is not one person that handles tree maintenance for PURCHASER. Instead, PURCHASER’s forestry needs are taken care of by the PURCHASER’s Public Works Department Streets Team. In addition to taking care of tree trimming, tree removal (mostly EAB-related removals), and the care of new trees, this team in the Public Works Department is also responsible for street patching, snow plowing, and street sweeping. The range of duties these individuals with the Public Works Department are responsible for leaves limited time to offer dedicated, proactive tree care. THE CORPS member would fill this gap by having a role dedicated to tree care. Tree care and maintenance duties will include pruning, watering, staking, the installation of watering bags, and the installation of tree guards. THE CORPS member would be expected to serve as the “go to” person for manageable tree-related maintenance needs that arise for PURCHASER.

PURCHASER has applied for funding from the Minnesota Department of Natural Resources to offer a pilot program to assist low-income households in priority areas with ash tree removal. PURCHASER has never offered a private tree removal program and so a program will need to be created from the ground up. THE CORPS member would assist with program implementation including the creation of application forms, drafting outreach material, and conducting site inspections.

Finally, THE CORPS member would be involved with outreach and education to PURCHASER residents about trees. Updates need to be made to PURCHASER’s website related to its public tree planting program and the potential private tree removal program. PURCHASER would like to offer an Arbor Day celebration that includes education about the benefits of urban trees. PURCHASER would like to have a dedicated person to answer resident phone calls and emails about trees. THE CORPS member would be asked to update the website, plan an Arbor Day celebration, and answer resident phone calls and emails about trees.

Training Information

1. Project host able to provide training? No
2. Trainer(s):
3. Hours available for training:
4. Project host to provide site orientation, project overview and history, or other training for crew? No

Scheduling Information

1. Crew Type Requested: Individual Placement
2. Estimated Length of Project: 11 Months
3. Preferred Project Timeline: Flexible, Spring 2026
4. Can the project be completed intermittently? No

Project Equipment & Safety Information

1. Cell phones work in project area? Yes
- a. If no, alternative communication options:
 2. List all types of hand tools required for project: hand saw, pruner, shovel, hammer
 3. List all types of power tools required for project:
 4. Safety concerns or potential “watch-out” situations related to project. List any specialty safety equipment requirements: Some tree maintenance work, such as pruning or addressing downed trees, comes with inherent risk. To address the risks that come along with this type of work, PURCHASER looks to identify and mitigate or reduce risks through education, following best practices, and utilizing personal protective equipment. PURCHASER staff would educate THE CORPS member on best practices to reduce risks, such as never using a chainsaw alone and providing protective equipment, such as helmets, glasses, gloves, and chainsaw pants, to reduce risks to THE CORPS member. PURCHASER would provide any necessary safety training related to the equipment used, which could include online and in-person trainings. PURCHASER is happy to discuss additional mitigation techniques, if necessary.
 5. Agency able to provide specialized tools? No
 6. Alternate work plan in the event of adverse weather, if applicable:



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.I.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Waive License Fees for SSP Lions associated with 2026 Community Festivals

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution 2026-011, Waiving Temporary Liquor License Fees for the SSP Lions Club for "Kaposia Days" and "On the Road Again", community events scheduled in 2026.

OVERVIEW

The South St. Paul Lions Club has requested all fees be waived for the events related to the 2026 "Kaposia Days" and 2026 "On the Road Again" community events. The only fees needed are for the 1-4 Day Temporary On-Sale Liquor Licenses which are \$50.00 for each event. Staff has spoken with our legal counsel to determine if waiving this fee is possible, and it was confirmed the council has the authority to waive the fee by majority vote of a Resolution. Staff has no concerns and recommends approval.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2026-011, Waive Fees

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-011

WAIVING OF FEES FOR COMMUNITY WIDE EVENTS

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

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

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

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

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

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

1. The City Council supports waiving the fee(s) which are associated temporary liquor licenses for the community events "Kaposia Days" and "On the Road Again" scheduled in 2026 for the South St. Paul Lions organization.

Adopted this 20th day of January 2026

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: January 20, 2026
DEPARTMENT: Public Works
PREPARED BY: Melissa Blair
AGENDA ITEM NUMBER: 8.J.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Write-Off of the Outstanding Open Invoices to Damaged South St. Paul Property

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution No. 2026-002 Approving the Write-Off of the Outstanding Open Invoices to Damaged SSP Property

OVERVIEW

Public Works and Finance staff have reviewed and discussed the past due open invoices from damaged hydrants, barricade, signs, tree, and hit water line. Staff have attempted to collect the outstanding balance multiple times but has been unsuccessful due to no response.

Trojes Trash (damaged fire hydrant)	\$ 567.68
Alicia Foster (damaged fire hydrant, signs)	\$1,190.00
Michael Nieman-Burnett (damaged barricade)	\$ 90.00
Grant Utilities (water line hit)	\$ 120.00
Jason Richard Weinreich (damaged sign, tree)	\$ 694.15
Total	\$2,661.83

Staff is asking the City Council for approval to write-off the unsettled balance of \$2,661.83.

This approval is required to substantiate the removal from the City's accounting records. Would be written off as of December 31, 2025.

SOURCE OF FUNDS

General & Water Fund

ATTACHMENTS

1. 1-20-26 Res form

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-002

**APPROVING THE WRITE-OFF OF THE OUTSTANDING INVOICES TO DAMAGED
SSP PROPERTY**

WHEREAS, the City Council has agreed to write-off the outstanding balance of open invoices:

- Trojes Trash (damaged fire hydrant)
- Alicia Foster (damaged fire hydrant, signs)
- Michael Nieman-Burnett (damaged barricade)
- Grant Utilities (water line hit)
- Jason Richard Weinreich (damaged sign, tree)

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

1. The total write-off of the outstanding open invoices is \$2,661.83.

Adopted this 20th day of January 2026.

City Clerk

CITY COUNCIL AGENDA REPORT



DATE:

January 20, 2026

DEPARTMENT:

City Administrator

PREPARED BY:

Ryan Garcia, Kelsey Gelhar, Melissa Blair, Ian Hardie, Clara Hilger, Howie Steenberg, Jacob Steiner, Andrew Wall, John Wilcox, Shannon Young, Brian Wicke

AGENDA ITEM NUMBER:

11.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approval of 2026 - 2030 Capital Improvement Plan

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve Resolution 2026 - 10.

OVERVIEW

The City has established a process for the identification and long-term planning of major capital improvement projects that are anticipated within each budget year and the subsequent five-year period. Each year as a part of the budget process, the members of the City Management team are directed to review the continued viability of projects associated with their areas of supervision, review the proposed timing of those projects and update the estimated cost of execution. Staff then collectively reviews these individual projects and recommends modifications to the Council based on available resources, timing and other pertinent factors. A single planning document is then produced which comprehensively lists the projects planned for action in the next five years.

At budget worksessions throughout the latter half of 2025, the Preliminary 2026 - 2030 Capital Improvement Plan was reviewed, discussed, and refined as part of the preparation and consideration of the 2026 Budget and Property Tax levy. Since the adoption of the 2026 Budget and Levy in December 2025, departments have continued to refine the 2026 CIP and have prepared a Draft 2026 - 2030 Capital Improvement Plan for consideration at Tuesday's meeting. During 2025 Goal-Setting and the 2026 Budget Discussion, Council requested a more comprehensive and focused presentation on the CIP, which staff will be prepared to deliver at the meeting. The updated draft CIP is included for reference with tonight's agenda materials. Admittedly, the CIP is a dense document but Council and community members are encouraged to review the CIP prior to the meeting. By way of a high-level summary, Staff offers the following:

- The 2026 CIP proposes roughly \$56 million in Capital Projects for 2026, and a total of \$127,154,063 in the 2026 - 2030 time period. Council should note Pages 10-11 of the CIP

Document (Sources and Uses of Funds – Capital Program Funds) and Page 12 (Sources and Uses of Funds – Infrastructure Fund), which highlight those projects for which Local Government Aid (LGA) and Infrastructure Levy (both highlighted in the Annual Budget) serve as the primary sources of funding. Some notable projects that are found in the 2026 CIP include:

- Engineering (see pages 7 - 8 for summary) intends to have a monumental year in 2026 with more than \$30,000,000 in projects scheduled in 2026. These include the Lead Service Line Replacement project (\$20,273,281 total- see Page 73 of the CIP for additional detail) fully funded with a grant from the Minnesota Department of Health, phase 2 (of 3 Phases) of the Marie Ave Reconstruction project (\$2,787,000 - see Page 75 of the CIP for additional detail), and the Verderosa Extension project (\$6,450,000 - see Page 74 of the CIP for additional detail) with almost 50% of project funding sourced from a Federal Community Project Funding Grant. In total, Local funding for these \$30,775,281 in projects will be less than 1/3 of all costs. Staff would note that the Lead Service Line Replacement Project is almost certainly going to be spread out over 2026 and 2027 (although the CIP books all costs to 2026).
- In Buildings (see page 7 for summary), we plan \$10,102,500 for 2026 which includes the design and construction phases for the replacement of the Central Maintenance Facility (“Public Works”). The Council will note that the Central Maintenance Facility replacement project (see Page 32 of the CIP for additional detail) is estimated as a \$26,900,000 project in total spread over three years (2025 - 2027) and is proposed to be funded through "Other Funding Sources" which will include sales proceeds from 316 Malden Street and potentially 400 Richmond Street as well as the issuance of General Obligation Debt (in 2026/2027). Staff would point out that additional planning and budgeting, and ultimately a formal public process, will take place prior to authorizing or initiating construction of this project or issuing any debt for this project.
- Also in buildings, we plan \$2,300,000 for 2026 in Library Renovations. This amount is equal to the estimate provided in the 2025 Library Repurposing Study to address all building systems identified in the "Base Building Scope" for any reuse of the facility. Capital Program Funds are proposed as the sole funding source for this undertaking, accounting for more than half of all 2026 spending in this fund. Staff would note that an accepted letter of intent related to the sale and renovation/reuse of this building includes general parameters for developer and City/EDA cost-sharing, so a more refined plan, potentially including no Capital Program Funds allocated towards this project, will be presented for consideration within the next 90 days.
- At the Doug Woog Arena (see page 7 for summary), only one project is proposed for 2026 - the replacement of multiple Rooftop HVAC Units (\$280,000 - see Page 61 - 62 for additional detail). This expenditure is proposed to be supported entirely by the Arena Levy. Staff would note significant expenditures on the horizon - estimated at more than \$2.5 million - for the replacement of flooring and dasher boards in both Rink 1 and 2.
- Parks and Recreation (see pages 8 - 9 for summary) also has a busy year planned highlighted by the Northview Pool Replacement Project (\$8,000,000 - see Page

95 for additional detail). Also included are playground replacement at Lorraine Park (\$300,000 - see Page 96 of the CIP for additional detail), as well as ballfield rehabilitation throughout the network (\$35,000 - see Page 97 of the CIP for additional detail), replacement of fencing at the Kaposia Landing Dog Park (\$30,000 - see Page 98 of the CIP for additional detail), and Summit Park improvements (\$25,000 - see Page 99 of the CIP for additional detail).

By the City's long-established practice, the Capital Improvement Plan (CIP) entries for 2026, if accepted by the City Council, will be deemed tentatively approved for implementation via Resolution 2026 - 10 but with the clear understanding that the individual projects within the CIP will be presented to the City Council for separate formal approval when deemed ready for action.

SOURCE OF FUNDS

The Capital Improvement Plan includes information about funding sources for individual projects.

ATTACHMENTS

1. 2026-2030 Capital Improvement Plan

2026 – 2030 Capital Improvement Plan



City of South St. Paul

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 City of South St. Paul ADMINISTRATIVE POLICIES AND PROCEDURES	APP Department: Finance
	City Administrator Approval:
	City Council Approval: 11-21-11 Issue Date: 11-21-11 Revised 12-1-14 Date:
SUBJECT: CAPITAL IMPROVEMENT PLAN AND PROGRAM	

I. PURPOSE

The Capital Improvement Program (CIP) is a proposed multi-year plan that provides for the acquisition, construction, replacement and/or maintenance of the City's public infrastructure and major capital assets. The terms Capital Improvement Program and Capital Improvement Plan should be regarded as interchangeable.

Proposed CIP expenditures are grouped in the plan by type – **infrastructure** (streets/utilities) improvements, **facilities/grounds** projects, and **major equipment purchases** (vehicles/rolling stock, technology, and other specialized items). Proposed funding sources are also identified for each expenditure. Execution of the program requires a careful balancing of needs, wants and available resources.

The CIP is manifested as a list of proposed capital expenditures, with funding sources, scheduled for the next fiscal year and the four years thereafter. With maturation of the CIP process, the planning horizon for major capital expenditures may grow to a ten-year projection.

The CIP process is undertaken because it provides:

- An effective way to anticipate, plan, budget, and coordinate operational and capital needs across city departmental boundaries.
- A rational method for allocating scarce resources by prioritization.
- A tangible and coherent program that can be more strategically aligned with available State, federal and other outside funding opportunities.
- Defined capital commitments that may better mobilize public and private support.
- Evidence of effective financial management that may enhance bond ratings.
- A tool that can be used by Staff for long-range analysis and planning.

II. DEFINITIONS

Capital Improvement – an expenditure of Public funds for the acquisition, construction, replacement and/or maintenance of the City's infrastructure, facilities/grounds, and major equipment. A threshold of \$10,000 is used to define an expenditure as a capital expense appropriate for inclusion within the CIP.

III. POLICY

A 5-year CIP will be annually updated, reviewed and adopted by the City Council in conjunction with the City's annual budget process. Council and Staff consideration shall be given to the following factors when developing the plan:

- Availability of funding sources
- Retaining \$500,000 for emergency resources in the Capital Programs Fund
- Projected need and urgency for repair or replacement
- Likely demand for the improvement

- Estimated cost
- Impact to City debt levels
- Relative benefits and avoided costs if funds used for alternative purposes
- Subsequent operating costs that will flow from the proposed improvement
- Alternatives for addressing the improvement need through collaboration or cost sharing with others

IV. PROCEDURE

The CIP is prepared and developed by City Staff with direction provided by the City Council. The plan will be annually updated, reviewed, adopted and published. Department managers are responsible for annually updating information and for suggesting new items for the CIP. The Finance Director will centrally manage CIP information and documents and with the City Administrator, will facilitate annual discussion and decision making by the City Council.

Program expenditures proposed for the first year of a multi-year CIP would be included in the annual budget for that year, together with the chosen funding source(s). City Council review and revision of the CIP will occur at an early stage of the annual budget process so that potential tax levy impacts can be evaluated in conjunction with the discussion of proposed operational levies for the next calendar year.

Inclusion of CIP items in an annual budget does not constitute authorization for the expenditure. During the course of the budget year, each item will be presented to the City Council for specific consideration and spending authorization.

V. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

Management team members are responsible for annually reviewing and updating relevant information about CIP items within their operational jurisdiction and for appropriately sharing it with the Finance Director, City Administrator and the Mayor/City Council. The Finance Director is responsible for coordinating the ongoing implementation and enforcement of this Policy, under general supervision by the City Administrator and Mayor/City Council.

INTRODUCTION

Planning for capital improvements requires sound and economical financing. The City of South St. Paul is able to utilize several financing mechanisms ranging from cash reserves to special-purpose funds, as well as borrowing through bond sales. The exact financing method for each improvement is based on the general policies and jurisdiction and legal requirements. The final selection and scheduling of proposed capital improvements is then based on the ability of the City to draw upon various funds. The total cost for each project includes construction costs, administrative costs and interest.

The City's current capital improvement plan includes improvements, maintenance and construction of new capital assets or infrastructure with an estimated value of greater than \$10,000.

In analyzing the financial viability of the capital improvements in the current program, the following methods of financing were examined:

INTERNAL METHODS:

Special Assessments – Special assessments are based on the concept that when land is benefited from a particular improvement, all or part of the costs of the improvement should be levied against those properties to finance such improvements.

Since it often takes several years for the City to collect special assessments, the City may decide to issue bonds for cash flow purposes. For assessments using MN Stat. 429 for bonding, at least 20% of the project costs must be assessed. See Public Improvement Revolving Bonds for further description of this financing tool.

Enterprise Funds – The City's enterprise funds include the Water, Sanitary Sewer, Storm Water, and Street Light Utility Funds. Capital improvements or equipment purchased in the enterprise funds may be financed through enterprise fund revenues derived from user charges for the respective services, when available. Enterprise funds are designed for self-sustaining operations.

When an enterprise fund does not have enough cash to pay for a specific project, the City may decide to use money from another City source (usually the Capital Programs Fund) or the City may decide to issue Enterprise Revenue Bonds. See below for further description of these financing methods.

Tax Increment (TIF) Funds – These funds are derived from the TIF Districts in the City of South St. Paul. In tax increment districts, property owners pay ad valorem taxes at the full rate levied by the units of local government within the taxing jurisdiction. At the time the tax increment district is created, property values are “frozen.” The units of local government receive taxes based on the increase in property values since the district was created which is known as the “increment.” The increment revenue is then used to finance physical improvements within the district. The City may decide to issue Tax Increment Bonds for cash flow purposes, see below for further description of these bonds.

Capital Programs Fund – This fund is designed to provide financing for capital purchases and improvements. Revenues for this fund may be derived from such sources as Local Government Aid (LGA), tax revenue, closed bond fund balances, and transfers from other funds.

Infrastructure Fund – This fund is designed to provide financing for infrastructure improvements. Funding for this fund began in 2020 and will continue with an annual dedicated ad valorem tax levy.

Park Dedication Fund – This fund is designed to provide financing for park and recreation type infrastructure. Revenues for this fund are derived from Park Dedication fees pursuant to City ordinance.

Internal Debt – General Programs Fund – The City maintains a cash flow fund for many purposes. One purpose of this fund is to finance capital improvements.

EXTERNAL METHODS:

Municipal State Aid (MSA) – The Minnesota Department of Transportation (MnDOT) provides funding assistance for improvements to those municipal streets which are designated as part of its MSA system (20% of the City’s total street system can be designated). Money for this fund is supplied with a dedicated portion of revenues collected from road use and gasoline taxes and allocated to the City on an annual basis. Funds are released for improvements on those streets on the system whose design and construction meet MSA standards. Funds may be expended for an approved project on any street on the City’s MSA system. MSA funds may be accumulated over several years, but a maximum of 3 times the annual allotment is recommended by MnDOT to avoid penalties. MSA also gives the City the ability to bond for certain MSA projects, using future MSA allotments to pay off bonds.

Minnesota Department of Transportation – MnDOT provides financing assistance for maintenance and improvements on those highways included in the MnDOT trunk highway system and federal interstate system. These improvements could include intersecting local or county streets. In the City of South St. Paul, these highways are TH 52 (Lafayette Freeway), TH156 Concord St (north of I-494) and I-494.

Other – Other external sources of financing include grants, donations, and other local governments.

TYPES OF DEBT:

Public Improvement Revolving (PIR) Bonds – PIR bonds are issued to provide immediate liquidity to complete public improvement projects and are repaid with special assessment receipts over a specified time period. These bonds are supported through special assessments; therefore, no levy is required.

Revenue Bonds – Most of the Revenue Bonds that the City issues are typically for Utility Fund projects costs, but the City may issue Revenue Bonds for other enterprise-type operations (Doug Woog Arena and Airport) and for anticipated revenue streams such as MSA. These bonds are repaid with revenue from the enterprise-type facilities or from future revenue. Revenue bonds typically carry higher interest rates than general obligation debt due to a slightly higher risk of nonpayment.

Tax Increment Bonds – The City's Economic Development Authority (EDA) may issue Tax Increment Bonds to pay projects costs when the district does not have sufficient cash. These bonds are repaid with the tax increment revenue that is generated by the district; therefore, no additional levy is required.

Lease Revenue Bonds – This debt is issued through the Economic Development Authority to procure capital equipment or facilities supported with a lease purchase relationship agreement with the City. These bonds are backed by the full faith and credit of the City.

Capital Improvement Bonds – Capital Improvement bonds may be issued only for certain projects, including city halls, public safety buildings, public works facilities and libraries. These bonds are backed by the full faith and credit of the City and supported through the property tax levy.

Other General Obligation (GO) – There are several other types of GO debt available for the City to use. These types of GO debt typically require an ad valorem tax levy.

2026 through 2030
CAPITAL IMPROVEMENT PLAN
 South St. Paul, MN
Projects & Funding Sources By Department

Department	Project #	2026	2027	2028	2029	2030	Total
Airport							
Fuel System Replacement	AIR - 19-2	1,600,000					1,600,000
Airfield Gate Replacement	AIR - 25-1	350,000					350,000
Airfield Crack Seal (West Building Area)	AIR - 26-2	100,000					100,000
Easement Acquisition	AIR - 26-3	100,000					100,000
16 Unit T-Hangar (West Hangar Area) Building	AIR - 12-96		1,500,000				1,500,000
16 Unit T-Hangar (West Hangar Area) Site Prep	AIR - 12-86		425,000				425,000
Land Acquisition	AIR - 26-1		200,000				200,000
16 Unit T-Hangar (West Hangar Area) Design	AIR - 12-76		100,000				100,000
Zero Turn Mower	AIR - 27-1		12,000				12,000
West Taxiway Full Parallel Construction	AIR - 28-2			1,000,000			1,000,000
Mower Tractor and Attachments	AIR - 28-3			150,000			150,000
Runway and Taxiway Crack Seal	AIR - 28-1			100,000			100,000
Reconstruct Terminal Parking Lot	AIR - 16-1				600,000		600,000
Security Fence - South Clear Zone	AIR - 14-208				150,000		150,000
Airport Total		2,150,000	2,237,000	1,250,000	750,000	0	6,387,000

Federal - FAA	1,297,500	652,500	990,000	705,000			3,645,000
State	506,250	1,244,650	160,000	15,000			1,925,900
Airport Capital Fund	346,250	339,850	100,000	30,000			816,100
Source Grand Total	2,150,000	2,237,000	1,250,000	750,000	0		6,387,000

Buildings

New Public Works Building	BLD - 22-2	7,712,500	19,187,500				26,900,000
Renovation of Library Building	BLD- 22-01	2,300,000					2,300,000
Fire Station Garage Floor	BLD - 25-2	60,000					60,000
Fire Station Laundry Room Relocation	BLD - 26-1	20,000					20,000
Fitness Room Equipment Replacement	BLD - 26-2	10,000	10,000	10,000	10,000	10,000	50,000
Refinish Floors in Garage and Sally Port	BLD - 27-1		50,000				50,000
Buildings Total		10,102,500	19,247,500	10,000	10,000	10,000	29,380,000

Other Funding Sources	7,712,500	19,187,500					26,900,000
Capital Program Funds	2,390,000	60,000	10,000	10,000	10,000		2,480,000
Source Grand Total	10,102,500	19,247,500	10,000	10,000	10,000		29,380,000

Central Garage

Police Vehicles	CG - 14-101	202,800	210,912	219,348	228,122		861,182
Replace John Deere Zero-Turn Mower	CG - 22-1	40,000	20,000				60,000
Unit ZR4 - Parks Department	CG - ZR4	22,000					22,000
Unit ZR1 - Parks Department	CG - ZR1	22,000					22,000
Unit 322 - Water Department	CG - 17-13		60,000				60,000
Unit 328 - Parks Department	CG - 27-328		55,000				55,000
Replace Asphalt Tack Trailer	CG - 21-102		50,000				50,000
Unit 201 - Engineering Department	CG - 27-201		40,000				40,000
Unit 301 - Building Inspections Department	CG - 27-301		40,000				40,000
Unit 207 - Code Enforcement	CG - 27-207		35,000				35,000
Unit 265 - Public Works/Parks & Rec	CG - 25-265		30,000				30,000

Department	Project #	2026	2027	2028	2029	2030	Total
Unit 331 - Streets Department	CG - 26-331			350,000			350,000
Unit 337 - Streets Department	CG - 28-337			350,000			350,000
Unit 329 - Parks Department	CG - 28-329			71,800			71,800
Unit 319 - Streets Department	CG - 28-319			66,300			66,300
Unit 320 - Streets Department	CG - 28-320			66,300			66,300
Unit 325 - Parks Department	CG - 28-325			60,800			60,800
Unit 314 - Streets Department	CG - 28-314			47,500			47,500
Unit 313 - Buildings/Arena	CG - 25-313			45,000			45,000
Unit 311 - Parks Department	CG - 28-311			35,000			35,000
Unit 335 - Streets Department	CG - 27-335				350,000		350,000
Unit 306 - Water Department	CG - 27-306				60,000		60,000
Central Garage Total		286,800	540,912	1,312,048	638,122	0	2,777,882

Central Garage Fund		286,800	540,912	1,312,048	638,122		2,777,882
Source Grand Total		286,800	540,912	1,312,048	638,122	0	2,777,882

City Administration

ERP Replacement-Through LOGIS	ADM - 22-1	110,000					110,000
City Administration Total		110,000	0	0	0	0	110,000

Water Utility		110,000					110,000
Source Grand Total		110,000	0	0	0	0	110,000

Doug Woog Arena

Replace Rooftop HVAC Units 6, 7, 8, 9, 10	DWA - 14-105	160,000					160,000
Replace HVAC Unit #1, 2, 3	DWA - 19-12	120,000					120,000
Replace Rink One Floor and Boards	DWA - 21-2		1,300,000				1,300,000
Low Emissivity Ceiling for Rink 2	DWA - 27-02		60,000				60,000
Rink 2 floor and dasher boards	DWA - 19-13			1,300,000			1,300,000
Woog Arena Roof Replacement	DWA - 20-2			260,000			260,000
Replace Drop Ceiling Tiles & Grid	DWA - 19-5			35,000			35,000
Scissor Lift Replacement	DWA - 19-3			32,000			32,000
Mezzanine-Warm Viewing Area Flooring	DWA - 19-8			30,000			30,000
Woog Arena Sprinkler Fire Suppression System	DWA - 20-1			25,000			25,000
Concession Stand Remodel	DWA - 19-11				50,000		50,000
Doug Woog Arena Total		280,000	1,360,000	1,682,000	50,000	0	3,372,000

Tax Levy - Arena		280,000	1,360,000	1,682,000	50,000		3,372,000
Source Grand Total		280,000	1,360,000	1,682,000	50,000	0	3,372,000

EDA

Hardman Triangle Public Improvements	EDA - 26-1	2,500,000	2,500,000				5,000,000
EDA Total		2,500,000	2,500,000	0	0	0	5,000,000

Tax Increment		2,500,000	2,500,000				5,000,000
Source Grand Total		2,500,000	2,500,000	0	0	0	5,000,000

Engineering

Lead Service Line Replacement Project	ENG - 25-6	20,273,281					20,273,281
Verderosa Extension Project	ENG - 25-4	6,450,000					6,450,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	2,787,000	2,317,000				5,104,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	880,000					880,000
2026 Sidewalk Removal and Replacement Project	ENG - 26-2	330,000					330,000
Warner Avenue Improvements	ENG - 24-2	40,000	500,000				540,000

Department	Project #	2026	2027	2028	2029	2030	Total
2027 Sidewalk Repair Program	ENG - 27-3	15,000	260,000				275,000
PFAS Treatment Facility at Wells No. 4	ENG - 28-5		250,000	250,000	10,765,000		11,265,000
12th Avenue Reconstruction	ENG - 12-121		100,000	5,500,000			5,600,000
2028 Alley Improvements	ENG - 28-3		20,000	555,000			575,000
2028 Sidewalk Repair Program	ENG - 28-4		15,000	270,000			285,000
Bircher/Willis Area Street Improvements	ENG - 27-1			150,000	3,600,000		3,750,000
2029 Sidewalk Repair Program	ENG - 29-3			15,000	260,000		275,000
Stickney Improvement Project	ENG - 19-1				1,620,000		1,620,000
16th and 17th Avenue Improvements	ENG - 28-1				100,000	3,750,000	3,850,000
2030 Alley Improvements	ENG - 30-3				20,000	555,000	575,000
2030 Sidewalk Repair Program	ENG - 30-2				15,000	260,000	275,000
2030 Pavement Rehabilitation Project	ENG - 29-2					100,000	100,000
Engineering Total		30,775,281	3,462,000	6,740,000	16,380,000	4,665,000	62,022,281

State	20,273,281						20,273,281
Infrastructure Fund	3,326,000	1,395,000	2,530,000	2,505,000	2,250,000		12,006,000
Federal	3,000,000						3,000,000
Water Utility	1,622,000	1,022,000	1,450,000	1,115,000	750,000		5,959,000
Storm Sewer Utility	1,211,000	276,000	400,000	500,000	225,000		2,612,000
Sanitary Sewer Utility	725,000	142,000	500,000	600,000	500,000		2,467,000
MSA Funds	500,000	500,000	1,000,000	500,000	300,000		2,800,000
Assessments (Paid by Property Owners)	118,000	127,000	860,000	395,000	640,000		2,140,000
Bond Proceeds				10,765,000			10,765,000
Source Grand Total	30,775,281	3,462,000	6,740,000	16,380,000	4,665,000		62,022,281

Fire Protection

SMFD Engine 1	FIRE- 22-01				750,000		750,000
SMFD Engine 2	FIRE- 22-02				750,000		750,000
Fire Protection Total		0	0	0	0	1,500,000	1,500,000

Debt - Tax Levy					1,500,000		1,500,000
Source Grand Total	0	0	0	0	1,500,000		1,500,000

Information Technology

Fiber Optic Cable Infrastructure	IT - 19-1	250,000		250,000			500,000
Fiber Network Project	IT - 13-103	29,980	29,980	29,980	29,980	29,980	149,900
Information Technology Total		279,980	29,980	279,980	29,980	29,980	649,900

Capital Program Funds	279,980	29,980	279,980	29,980	29,980		649,900
Source Grand Total	279,980	29,980	279,980	29,980	29,980		649,900

Park & Recreation

Northview Pool Replacement	PR - 21-11	8,000,000					8,000,000
Lorraine Park Play Structure Replacement	PR - 18-7	300,000					300,000
Ball field Rehabilitation	PR - 26-101	35,000					35,000
Kaposia Landing Dog Park Fence Replacement	PR - 26-3	30,000					30,000
Summit Park Improvements	PR - 26-4	25,000					25,000
Jefferson Park Playground Replacement	PR - 26-2		300,000				300,000
Veterans Field Playground Replacement	PR - 27-2		200,000				200,000
McGuire Field Bleacher Replacement	PR - 08-100		35,000				35,000
Northview Playground Replacement	PR - 27-1			250,000			250,000
Lorraine Hockey Rink Upgrades	PR - 16-1			200,000			200,000
Kaposia Park Play Structure Replacement	PR - 18-8			175,000			175,000

Department	Project #	2026	2027	2028	2029	2030	Total
Harmon Park Play Structure Replacement	PR - 18-10			150,000			150,000
Spruce Park Playground Replacement	PR - 26-1			125,000			125,000
Kaposia Park Building Restoration	PR - 22-05			100,000			100,000
Park & Recreation Total		8,390,000	535,000	1,000,000	0	0	9,925,000
State		6,000,000					6,000,000
Bond Proceeds		2,000,000					2,000,000
Capital Program Funds		390,000	535,000	1,000,000			1,925,000
Source Grand Total		8,390,000	535,000	1,000,000	0	0	9,925,000
Police Protection							
AXON Body Worn and Squad Cameras	POL -23-3	90,000	90,000				180,000
Handguns	POL -22-4	80,000					80,000
Duty Rifles Replacement	POL -22-5		60,000				60,000
Digital Speed Signs	POL -22-7		20,000	20,000			40,000
AXON - BWC / Squad Camera / Taser	POL -28-1			150,000	150,000	150,000	450,000
Less Lethal - 40MM Launchers	POL -22-6			30,000			30,000
Outdoor Weather Warning Sirens	POL -22-10					45,000	45,000
Police Protection Total		170,000	170,000	200,000	150,000	195,000	885,000
Capital Program Funds		170,000	170,000	200,000	150,000	195,000	885,000
Source Grand Total		170,000	170,000	200,000	150,000	195,000	885,000
Water & Sewer							
Relining of Sanitary Sewers as Part of I/I	WS - 08-138	735,000		735,000			1,470,000
Hydrant replacement	WS - 22-01	125,000	125,000	125,000	125,000	125,000	625,000
Chlorination Equipment at 4 Wells	WS - 12-96		1,200,000	1,200,000			2,400,000
1 MG Water Tower	WS - 31-1					650,000	650,000
Water & Sewer Total		860,000	1,325,000	2,060,000	125,000	775,000	5,145,000
Sanitary Sewer Utility		735,000		735,000			1,470,000
Water Utility		125,000	1,325,000	1,325,000	125,000	775,000	3,675,000
Source Grand Total		860,000	1,325,000	2,060,000	125,000	775,000	5,145,000
GRAND TOTAL		55,904,561	31,407,392	14,534,028	18,133,102	7,174,980	127,154,063

2026 through 2030
CAPITAL IMPROVEMENT PLAN
 South St. Paul, MN
Projects By Funding Source

Source	Project #	2026	2027	2028	2029	2030	Total
Airport Capital Fund							
Fuel System Replacement	AIR - 19-2	330,000					330,000
Airfield Gate Replacement	AIR - 25-1	8,750					8,750
Easement Acquisition	AIR - 26-3	5,000					5,000
Airfield Crack Seal (West Building Area)	AIR - 26-2	2,500					2,500
16 Unit T-Hangar (West Hangar Area) Building	AIR - 12-96		300,000				300,000
16 Unit T-Hangar (West Hangar Area) Site Prep	AIR - 12-86		21,250				21,250
Land Acquisition	AIR - 26-1		10,000				10,000
16 Unit T-Hangar (West Hangar Area) Design	AIR - 12-76		5,000				5,000
Zero Turn Mower	AIR - 27-1		3,600				3,600
West Taxiway Full Parallel Construction	AIR - 28-2			50,000			50,000
Mower Tractor and Attachments	AIR - 28-3			45,000			45,000
Runway and Taxiway Crack Seal	AIR - 28-1			5,000			5,000
Reconstruct Terminal Parking Lot	AIR - 16-1				15,000		15,000
Security Fence - South Clear Zone	AIR - 14-208				15,000		15,000
Airport Capital Fund Total		346,250	339,850	100,000	30,000	0	816,100

Assessments (Paid by Property Owners)

Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	107,000	67,000				174,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	11,000					11,000
Warner Avenue Improvements	ENG - 24-2		60,000				60,000
12th Avenue Reconstruction	ENG - 12-121			560,000			560,000
2028 Alley Improvements	ENG - 28-3			300,000			300,000
Bircher/Willis Area Street Improvements	ENG - 27-1				300,000		300,000
Stickney Improvement Project	ENG - 19-1				95,000		95,000
16th and 17th Avenue Improvements	ENG - 28-1					340,000	340,000
2030 Alley Improvements	ENG - 30-3					300,000	300,000
Assessments (Paid by Property Owners) Total		118,000	127,000	860,000	395,000	640,000	2,140,000

Bond Proceeds

Northview Pool Replacement	PR - 21-11	2,000,000					2,000,000
PFAS Treatment Facility at Wells No. 4	ENG - 28-5				10,765,000		10,765,000
Bond Proceeds Total		2,000,000	0	0	10,765,000	0	12,765,000

Capital Program Funds

Renovation of Library Building	BLD - 22-01	2,300,000					2,300,000
Lorraine Park Play Structure Replacement	PR - 18-7	300,000					300,000
Fiber Optic Cable Infrastructure	IT - 19-1	250,000		250,000			500,000
AXON Body Worn and Squad Cameras	POL -23-3	90,000	90,000				180,000
Handguns	POL -22-4	80,000					80,000
Fire Station Garage Floor	BLD - 25-2	60,000					60,000
Ball field Rehabilitation	PR - 26-101	35,000					35,000
Kaposia Landing Dog Park Fence Replacement	PR - 26-3	30,000					30,000

Source	Project #	2026	2027	2028	2029	2030	Total
Fiber Network Project	IT - 13-103	29,980	29,980	29,980	29,980	29,980	149,900
Summit Park Improvements	PR - 26-4	25,000					25,000
Fire Station Laundry Room Relocation	BLD - 26-1	20,000					20,000
Fitness Room Equipment Replacement	BLD - 26-2	10,000	10,000	10,000	10,000	10,000	50,000
Jefferson Park Playground Replacement	PR - 26-2		300,000				300,000
Veterans Field Playground Replacement	PR - 27-2		200,000				200,000
Duty Rifles Replacement	POL -22-5		60,000				60,000
Refinish Floors in Garage and Sally Port	BLD - 27-1		50,000				50,000
McGuire Field Bleacher Replacement	PR - 08-100		35,000				35,000
Digital Speed Signs	POL -22-7		20,000	20,000			40,000
Northview Playground Replacement	PR - 27-1			250,000			250,000
Lorraine Hockey Rink Upgrades	PR - 16-1			200,000			200,000
Kaposia Park Play Structure Replacement	PR - 18-8			175,000			175,000
AXON - BWC / Squad Camera / Taser	POL -28-1			150,000	150,000	150,000	450,000
Harmon Park Play Structure Replacement	PR - 18-10			150,000			150,000
Spruce Park Playground Replacement	PR - 26-1			125,000			125,000
Kaposia Park Building Restoration	PR - 22-05			100,000			100,000
Less Lethal - 40MM Launchers	POL -22-6			30,000			30,000
Outdoor Weather Warning Sirens	POL -22-10					45,000	45,000
Capital Program Funds Total		3,229,980	794,980	1,489,980	189,980	234,980	5,939,900

Central Garage Fund

Police Vehicles	CG - 14-101	202,800	210,912	219,348	228,122		861,182
Replace John Deere Zero-Turn Mower	CG - 22-1	40,000	20,000				60,000
Unit ZR4 - Parks Department	CG - ZR4	22,000					22,000
Unit ZR1 - Parks Department	CG - ZR1	22,000					22,000
Unit 322 - Water Department	CG - 17-13		60,000				60,000
Unit 328 - Parks Department	CG - 27-328		55,000				55,000
Replace Asphalt Tack Trailer	CG - 21-102		50,000				50,000
Unit 301 - Building Inspections Department	CG - 27-301		40,000				40,000
Unit 201 - Engineering Department	CG - 27-201		40,000				40,000
Unit 207 - Code Enforcement	CG - 27-207		35,000				35,000
Unit 265 - Public Works/Parks & Rec	CG - 25-265		30,000				30,000
Unit 337 - Streets Department	CG - 28-337			350,000			350,000
Unit 331 - Streets Department	CG - 26-331			350,000			350,000
Unit 329 - Parks Department	CG - 28-329			71,800			71,800
Unit 320 - Streets Department	CG - 28-320			66,300			66,300
Unit 319 - Streets Department	CG - 28-319			66,300			66,300
Unit 325 - Parks Department	CG - 28-325			60,800			60,800
Unit 314 - Streets Department	CG - 28-314			47,500			47,500
Unit 313 - Buildings/Arena	CG - 25-313			45,000			45,000
Unit 311 - Parks Department	CG - 28-311			35,000			35,000
Unit 335 - Streets Department	CG - 27-335				350,000		350,000
Unit 306 - Water Department	CG - 27-306				60,000		60,000
Central Garage Fund Total		286,800	540,912	1,312,048	638,122	0	2,777,882

Debt - Tax Levy

SMFD Engine 2	FIRE- 22-02					750,000	750,000
SMFD Engine 1	FIRE- 22-01					750,000	750,000
Debt - Tax Levy Total		0	0	0	0	1,500,000	1,500,000

Source	Project #	2026	2027	2028	2029	2030	Total
Federal							
Verderosa Extension Project	ENG - 25-4	3,000,000					3,000,000
Federal Total		3,000,000	0	0	0	0	3,000,000

Federal - FAA

Fuel System Replacement	AIR - 19-2	780,000					780,000
Airfield Gate Replacement	AIR - 25-1	332,500					332,500
Airfield Crack Seal (West Building Area)	AIR - 26-2	95,000					95,000
Easement Acquisition	AIR - 26-3	90,000					90,000
16 Unit T-Hangar (West Hangar Area) Site Prep	AIR - 12-86		382,500				382,500
Land Acquisition	AIR - 26-1		180,000				180,000
16 Unit T-Hangar (West Hangar Area) Design	AIR - 12-76		90,000				90,000
West Taxiway Full Parallel Construction	AIR - 28-2			900,000			900,000
Runway and Taxiway Crack Seal	AIR - 28-1			90,000			90,000
Reconstruct Terminal Parking Lot	AIR - 16-1				570,000		570,000
Security Fence - South Clear Zone	AIR - 14-208				135,000		135,000
Federal - FAA Total		1,297,500	652,500	990,000	705,000	0	3,645,000

Infrastructure Fund

Verderosa Extension Project	ENG - 25-4	1,395,000					1,395,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	1,132,000	820,000				1,952,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	414,000					414,000
2026 Sidewalk Removal and Replacement Project	ENG - 26-2	330,000					330,000
Warner Avenue Improvements	ENG - 24-2	40,000	180,000				220,000
2027 Sidewalk Repair Program	ENG - 27-3	15,000	260,000				275,000
12th Avenue Reconstruction	ENG - 12-121		100,000	1,840,000			1,940,000
2028 Alley Improvements	ENG - 28-3		20,000	255,000			275,000
2028 Sidewalk Repair Program	ENG - 28-4		15,000	270,000			285,000
Bircher/Willis Area Street Improvements	ENG - 27-1			150,000	1,700,000		1,850,000
2029 Sidewalk Repair Program	ENG - 29-3			15,000	260,000		275,000
Stickney Improvement Project	ENG - 19-1				410,000		410,000
16th and 17th Avenue Improvements	ENG - 28-1				100,000	1,635,000	1,735,000
2030 Alley Improvements	ENG - 30-3				20,000	255,000	275,000
2030 Sidewalk Repair Program	ENG - 30-2				15,000	260,000	275,000
2030 Pavement Rehabilitation Project	ENG - 29-2					100,000	100,000
Infrastructure Fund Total		3,326,000	1,395,000	2,530,000	2,505,000	2,250,000	12,006,000

MSA Funds

Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	500,000	500,000				1,000,000
12th Avenue Reconstruction	ENG - 12-121			1,000,000			1,000,000
Stickney Improvement Project	ENG - 19-1				500,000		500,000
16th and 17th Avenue Improvements	ENG - 28-1					300,000	300,000
MSA Funds Total		500,000	500,000	1,000,000	500,000	300,000	2,800,000

Other Funding Sources

New Public Works Building	BLD - 22-2	7,712,500	19,187,500				26,900,000
Other Funding Sources Total		7,712,500	19,187,500	0	0	0	26,900,000

Source	Project #	2026	2027	2028	2029	2030	Total
Sanitary Sewer Utility							
Relining of Sanitary Sewers as Part of I/I	WS - 08-138	735,000		735,000			1,470,000
Verderosa Extension Project	ENG - 25-4	565,000					565,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	100,000					100,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	60,000	52,000				112,000
Warner Avenue Improvements	ENG - 24-2		90,000				90,000
12th Avenue Reconstruction	ENG - 12-121			500,000			500,000
Bircher/Willis Area Street Improvements	ENG - 27-1				500,000		500,000
Stickney Improvement Project	ENG - 19-1				100,000		100,000
16th and 17th Avenue Improvments	ENG - 28-1					500,000	500,000
Sanitary Sewer Utility Total		1,460,000	142,000	1,235,000	600,000	500,000	3,937,000

State

Lead Service Line Replacement Project	ENG - 25-6	20,273,281					20,273,281
Northview Pool Replacement	PR - 21-11	6,000,000					6,000,000
Fuel System Replacement	AIR - 19-2	490,000					490,000
Airfield Gate Replacement	AIR - 25-1	8,750					8,750
Easement Acquisition	AIR - 26-3	5,000					5,000
Airfield Crack Seal (West Building Area)	AIR - 26-2	2,500					2,500
16 Unit T-Hangar (West Hangar Area) Building	AIR - 12-96		1,200,000				1,200,000
16 Unit T-Hangar (West Hangar Area) Site Prep	AIR - 12-86		21,250				21,250
Land Acquisition	AIR - 26-1		10,000				10,000
Zero Turn Mower	AIR - 27-1		8,400				8,400
16 Unit T-Hangar (West Hangar Area) Design	AIR - 12-76		5,000				5,000
Mower Tractor and Attachments	AIR - 28-3			105,000			105,000
West Taxiway Full Parallel Construction	AIR - 28-2			50,000			50,000
Runway and Taxiway Crack Seal	AIR - 28-1			5,000			5,000
Reconstruct Terminal Parking Lot	AIR - 16-1				15,000		15,000
State Total		26,779,531	1,244,650	160,000	15,000	0	28,199,181

Storm Sewer Utility

Verderosa Extension Project	ENG - 25-4	740,000					740,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	296,000	186,000				482,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	175,000					175,000
Warner Avenue Improvements	ENG - 24-2		90,000				90,000
12th Avenue Reconstruction	ENG - 12-121			400,000			400,000
Bircher/Willis Area Street Improvements	ENG - 27-1				350,000		350,000
Stickney Improvement Project	ENG - 19-1				150,000		150,000
16th and 17th Avenue Improvments	ENG - 28-1					225,000	225,000
Storm Sewer Utility Total		1,211,000	276,000	400,000	500,000	225,000	2,612,000

Tax Increment

Hardman Triangle Public Improvements	EDA - 26-1	2,500,000	2,500,000				5,000,000
Tax Increment Total		2,500,000	2,500,000	0	0	0	5,000,000

Tax Levy - Arena

Replace Rooftop HVAC Units 6, 7, 8, 9, 10	DWA - 14-105	160,000					160,000
Replace HVAC Unit #1, 2, 3	DWA - 19-12	120,000					120,000

Source	Project #	2026	2027	2028	2029	2030	Total
Replace Rink One Floor and Boards	DWA - 21-2		1,300,000				1,300,000
Low Emissivity Ceiling for Rink 2	DWA - 27-02		60,000				60,000
Rink 2 floor and dasher boards	DWA - 19-13			1,300,000			1,300,000
Woog Arena Roof Replacement	DWA - 20-2			260,000			260,000
Replace Drop Ceiling Tiles & Grid	DWA - 19-5			35,000			35,000
Scissor Lift Replacement	DWA - 19-3			32,000			32,000
Mezzanine-Warm Viewing Area Flooring	DWA - 19-8			30,000			30,000
Woog Arena Sprinkler Fire Suppression System	DWA - 20-1			25,000			25,000
Concession Stand Remodel	DWA - 19-11				50,000		50,000
Tax Levy - Arena Total		280,000	1,360,000	1,682,000	50,000	0	3,372,000

Water Utility

Verderosa Extension Project	ENG - 25-4	750,000					750,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	692,000	692,000				1,384,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	180,000					180,000
Hydrant replacement	WS - 22-01	125,000	125,000	125,000	125,000	125,000	625,000
ERP Replacement-Through LOGIS	ADM - 22-1	110,000					110,000
Chlorination Equipment at 4 Wells	WS - 12-96		1,200,000	1,200,000			2,400,000
PFAS Treatment Facility at Wells No. 4	ENG - 28-5		250,000	250,000			500,000
Warner Avenue Improvements	ENG - 24-2		80,000				80,000
12th Avenue Reconstruction	ENG - 12-121			1,200,000			1,200,000
Bircher/Willis Area Street Improvements	ENG - 27-1				750,000		750,000
Stickney Improvement Project	ENG - 19-1				365,000		365,000
16th and 17th Avenue Improvements	ENG - 28-1					750,000	750,000
1 MG Water Tower	WS - 31-1					650,000	650,000
Water Utility Total		1,857,000	2,347,000	2,775,000	1,240,000	1,525,000	9,744,000

GRAND TOTAL	55,904,561	31,407,392	14,534,028	18,133,102	7,174,980	127,154,063
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2026 through 2030
CAPITAL IMPROVEMENT PLAN
 South St. Paul, MN
Sources and Uses of Funds Details

Source	Project #	2026	2027	2028	2029	2030
Capital Program Funds						
Beginning Balance		3,075,000	1,130,649	1,613,798	1,401,947	2,490,096
<u>Revenues and Other Fund Sources</u>						
<i>Revenue</i>						
LGA		1,268,129	1,268,129	1,268,129	1,268,129	1,268,129
Interest		10,000	10,000	10,000	10,000	10,000
Special Assessments		7,500	0	0	0	0
Total		1,285,629	1,278,129	1,278,129	1,278,129	1,278,129
<i>Other Fund Sources</i>						
Total Revenues and Other Fund Sources		1,285,629	1,278,129	1,278,129	1,278,129	1,278,129
Total Funds available		4,360,629	2,408,778	2,891,927	2,680,076	3,768,225
<u>Expenditures and Uses</u>						
<i>Capital Projects & Equipment</i>						
<u>Buildings</u>						
Renovation of Library Building	BLD- 22-01	2,300,000	0	0	0	0
Fire Station Garage Floor	BLD - 25-2	60,000	0	0	0	0
Fire Station Laundry Room Relocation	BLD - 26-1	20,000	0	0	0	0
Fitness Room Equipment Replacement	BLD - 26-2	10,000	10,000	10,000	10,000	10,000
Refinish Floors in Garage and Sally Port	BLD - 27-1	0	50,000	0	0	0
Total		2,390,000	60,000	10,000	10,000	10,000
<u>Information Technology</u>						
Fiber Optic Cable Infrastructure	IT - 19-1	250,000	0	250,000	0	0
Fiber Network Project	IT - 13-103	29,980	29,980	29,980	29,980	29,980
Total		279,980	29,980	279,980	29,980	29,980
<u>Park & Recreation</u>						
Lorraine Park Play Structure Replacement	PR - 18-7	300,000	0	0	0	0
Ball field Rehabilitation	PR - 26-101	35,000	0	0	0	0
Kaposia Landing Dog Park Fence Replacement	PR - 26-3	30,000	0	0	0	0
Summit Park Improvements	PR - 26-4	25,000	0	0	0	0
Jefferson Park Playground Replacement	PR - 26-2	0	300,000	0	0	0
Veterans Field Playground Replacement	PR - 27-2	0	200,000	0	0	0
McGuire Field Bleacher Replacement	PR - 08-100	0	35,000	0	0	0
Northview Playground Replacement	PR - 27-1	0	0	250,000	0	0
Lorraine Hockey Rink Upgrades	PR - 16-1	0	0	200,000	0	0
Kaposia Park Play Structure Replacement	PR - 18-8	0	0	175,000	0	0
Harmon Park Play Structure Replacement	PR - 18-10	0	0	150,000	0	0
Spruce Park Playground Replacement	PR - 26-1	0	0	125,000	0	0
Kaposia Park Building Restoration	PR - 22-05	0	0	100,000	0	0
Total		390,000	535,000	1,000,000	0	0
<u>Police Protection</u>						

Source	Project #	2026	2027	2028	2029	2030
AXON Body Worn and Squad Cameras	POL -23-3	90,000	90,000	0	0	0
Handguns	POL -22-4	80,000	0	0	0	0
Duty Rifles Replacement	POL -22-5	0	60,000	0	0	0
Digital Speed Signs	POL -22-7	0	20,000	20,000	0	0
AXON - BWC / Squad Camera / Taser	POL -28-1	0	0	150,000	150,000	150,000
Less Lethal - 40MM Launchers	POL -22-6	0	0	30,000	0	0
Outdoor Weather Warning Sirens	POL -22-10	0	0	0	0	45,000
Total		170,000	170,000	200,000	150,000	195,000
<i>Other Uses</i>						
Total Expenditures and Uses		3,229,980	794,980	1,489,980	189,980	234,980
Change in Fund Balance		-1,944,351	483,149	-211,851	1,088,149	1,043,149
Ending Balance		1,130,649	1,613,798	1,401,947	2,490,096	3,533,245

2026 through 2030
CAPITAL IMPROVEMENT PLAN
 South St. Paul, MN
Sources and Uses of Funds Details

Source	Project #	2026	2027	2028	2029	2030
Infrastructure Fund						
Beginning Balance		3,437,400	2,071,400	3,221,400	3,386,400	3,726,400
<u>Revenues and Other Fund Sources</u>						
<i>Revenue</i>						
Tax Levy - Concord TIF		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Tax Levy		850,000	975,000	1,125,000	1,275,000	1,425,000
Excess TIF		110,000	110,000	110,000	110,000	110,000
Tax Levy - Lower Debt Levy		0	460,000	460,000	460,000	460,000
Total		1,960,000	2,545,000	2,695,000	2,845,000	2,995,000
<i>Other Fund Sources</i>						
Total Revenues and Other Fund Sources		1,960,000	2,545,000	2,695,000	2,845,000	2,995,000
Total Funds available		5,397,400	4,616,400	5,916,400	6,231,400	6,721,400
<u>Expenditures and Uses</u>						
<i>Capital Projects & Equipment</i>						
<i>Engineering</i>						
Verderosa Extension Project	ENG - 25-4	1,395,000	0	0	0	0
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	1,132,000	820,000	0	0	0
South St Reconstruction 5th St to 7th St	ENG - 26-3	414,000	0	0	0	0
2026 Sidewalk Removal and Replacement Project	ENG - 26-2	330,000	0	0	0	0
Warner Avenue Improvements	ENG - 24-2	40,000	180,000	0	0	0
2027 Sidewalk Repair Program	ENG - 27-3	15,000	260,000	0	0	0
12th Avenue Reconstruction	ENG - 12-121	0	100,000	1,840,000	0	0
2028 Alley Improvements	ENG - 28-3	0	20,000	255,000	0	0
2028 Sidewalk Repair Program	ENG - 28-4	0	15,000	270,000	0	0
Bircher/Willis Area Street Improvements	ENG - 27-1	0	0	150,000	1,700,000	0
2029 Sidewalk Repair Program	ENG - 29-3	0	0	15,000	260,000	0
Stickney Improvement Project	ENG - 19-1	0	0	0	410,000	0
16th and 17th Avenue Improvements	ENG - 28-1	0	0	0	100,000	1,635,000
2030 Alley Improvements	ENG - 30-3	0	0	0	20,000	255,000
2030 Sidewalk Repair Program	ENG - 30-2	0	0	0	15,000	260,000
2030 Pavement Rehabilitation Project	ENG - 29-2	0	0	0	0	100,000
Total		3,326,000	1,395,000	2,530,000	2,505,000	2,250,000
<i>Other Uses</i>						
Total Expenditures and Uses		3,326,000	1,395,000	2,530,000	2,505,000	2,250,000
Change in Fund Balance		-1,366,000	1,150,000	165,000	340,000	745,000
Ending Balance		2,071,400	3,221,400	3,386,400	3,726,400	4,471,400

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 19-2
Project Name Fuel System Replacement

Total Project Cost	\$1,600,000	Contact	Andrew Wall
Department	Airport	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Fuel System Replacement to include underground tanks and above ground fuel dispensing equipment,

Justification

The fuel tanks and dispensing equipment are nearing the end of their useful life. The credit card system is outdated, the fuel pumps parts are becoming obsolete, and the tanks are becoming a leak risk as they age. This project would update everything to modern equipment that is more user friendly and environmentally sound.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	1,600,000	0	0	0	0	1,600,000
Total	1,600,000	0	0	0	0	1,600,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	780,000	0	0	0	0	780,000
State	490,000	0	0	0	0	490,000
Airport Capital Fund	330,000	0	0	0	0	330,000
Total	1,600,000	0	0	0	0	1,600,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 25-1
Project Name Airfield Gate Replacement

Total Project Cost	\$350,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Grounds & Maintenance	Priority	2 Very Important
Status	Active	Useful Life	20 years

Description

Replace 4 Airfield Gates at the Airport

Justification

The west gate at the airport was installed in 2006. The other 3 gates at the airport were installed prior to that and are nearing the end of their useful lives. Continuous maintenance is needed to keep the gates operational. We will also be upgrading the access control system as parts and software updates are no longer available for the current system.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	350,000	0	0	0	0	350,000
Total	350,000	0	0	0	0	350,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	332,500	0	0	0	0	332,500
Airport Capital Fund	8,750	0	0	0	0	8,750
State	8,750	0	0	0	0	8,750
Total	350,000	0	0	0	0	350,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 26-2
Project Name Airfield Crack Seal (West Building Area)

Total Project Cost	\$100,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Grounds & Maintenance	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Pavement maintenance in the west hangar building area.

Justification

The west hangar building area was developed in 2006. Periodic maintenance is needed to get the most useful life out of the pavement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	100,000	0	0	0	0	100,000
Total	100,000	0	0	0	0	100,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	95,000	0	0	0	0	95,000
State	2,500	0	0	0	0	2,500
Airport Capital Fund	2,500	0	0	0	0	2,500
Total	100,000	0	0	0	0	100,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 26-3
Project Name Easement Acquisition

Total Project Cost	\$100,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Land	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Easement acquisition for the West Parallel Taxiway Extension.

Justification

Acquisition of an easement on the west side of the airport to facilitate the extension of the west parallel taxiway scheduled for 2028.

Expenditures	2026	2027	2028	2029	2030	Total
Land Acquisition	100,000	0	0	0	0	100,000
Total	100,000	0	0	0	0	100,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	90,000	0	0	0	0	90,000
Airport Capital Fund	5,000	0	0	0	0	5,000
State	5,000	0	0	0	0	5,000
Total	100,000	0	0	0	0	100,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 12-96
Project Name 16 Unit T-Hangar (West Hangar Area) Building

Total Project Cost	\$1,500,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Construction of 16 unit T-Hangar building in the West Hangar Area.

Justification

Hangar demand at airports continues to be high. The airport has a plot of land on the west side reserved for a third block of City owned T-hangars. MnDOT Aeronautics offers a hangar loan program which would fund the construction of the hangars at an 80% state, 20% local funding rate. The loan is interest free and is paid back over 20 years.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	1,500,000	0	0	0	1,500,000
Total	0	1,500,000	0	0	0	1,500,000

Funding Sources	2026	2027	2028	2029	2030	Total
State	0	1,200,000	0	0	0	1,200,000
Airport Capital Fund	0	300,000	0	0	0	300,000
Total	0	1,500,000	0	0	0	1,500,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 12-86
Project Name 16 Unit T-Hangar (West Hangar Area) Site Prep

Total Project Cost	\$425,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	25 years

Description

Grade and pave site in preparation for construction of a 16 Unit T-Hangar building on west side of Airport. Includes concrete slab construction.

Justification

Site prep and slab construction must be completed before the hangars can be constructed.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	425,000	0	0	0	425,000
Total	0	425,000	0	0	0	425,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	382,500	0	0	0	382,500
State	0	21,250	0	0	0	21,250
Airport Capital Fund	0	21,250	0	0	0	21,250
Total	0	425,000	0	0	0	425,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 26-1
Project Name Land Acquisition

Total Project Cost	\$200,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Land	Priority	3 Important
Status	Active		

Description

Land Acquisition for the extension of the west parallel taxiway to the south.

Justification

In order for tenants on the west side of the airport to reach the end of the runway on the south side of the airport, they must cross the active runway to get there. This would eliminate that crossing thus improving safety.

Expenditures	2026	2027	2028	2029	2030	Total
Land Acquisition	0	200,000	0	0	0	200,000
Total	0	200,000	0	0	0	200,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	180,000	0	0	0	180,000
State	0	10,000	0	0	0	10,000
Airport Capital Fund	0	10,000	0	0	0	10,000
Total	0	200,000	0	0	0	200,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 12-76
Project Name 16 Unit T-Hangar (West Hangar Area) Design

Total Project Cost	\$100,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	50 years

Description

16 Unit T-hangar Design

Justification

Design of the 16 unit T-Hangar Project

Expenditures	2026	2027	2028	2029	2030	Total
Planning/Design	0	100,000	0	0	0	100,000
Total	0	100,000	0	0	0	100,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	90,000	0	0	0	90,000
State	0	5,000	0	0	0	5,000
Airport Capital Fund	0	5,000	0	0	0	5,000
Total	0	100,000	0	0	0	100,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 27-1
Project Name Zero Turn Mower

Total Project Cost	\$12,000	Contact	Andrew Wall
Department	Airport	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Purchase a new Zero Turn Mower, unit AP-08.

Justification

The current zero turn mower will have reached the end of its useful life at this point.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	12,000	0	0	0	12,000
Total	0	12,000	0	0	0	12,000

Funding Sources	2026	2027	2028	2029	2030	Total
State	0	8,400	0	0	0	8,400
Airport Capital Fund	0	3,600	0	0	0	3,600
Total	0	12,000	0	0	0	12,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 28-2
Project Name West Taxiway Full Parallel Construction

Total Project Cost	\$1,000,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Grounds & Maintenance	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Extend the west parallel taxiway to the end of runway 34.

Justification

This project would extend the west side parallel taxiway to the end of runway 34. Currently aircraft in the west hangar area needing to depart from runway 34 have to cross the runway to get to the end. Crossing an active runway does pose a safety risk and extending the west side taxiway would help to mitigate the risk of runway incursions. The FAA is currently focusing on airports and their design and looking at solutions to decrease the possibility of future runway incursions.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	1,000,000	0	0	1,000,000
Total	0	0	1,000,000	0	0	1,000,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	0	900,000	0	0	900,000
State	0	0	50,000	0	0	50,000
Airport Capital Fund	0	0	50,000	0	0	50,000
Total	0	0	1,000,000	0	0	1,000,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 28-3
Project Name Mower Tractor and Attachments

Total Project Cost	\$150,000	Contact	Andrew Wall
Department	Airport	Type	Equipment
Category	Outdoor Equipment	Priority	2 Very Important
Status	Active	Useful Life	10 years

Description

Purchase a new tractor and associated attachments for mowing and snow removal.

Justification

The current John Deere 6115 tractor was purchased in 2017 and will be nearing the end of its useful life at the time of procurement. The tractor is used year round for grass cutting and snow removal.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	150,000	0	0	150,000
Total	0	0	150,000	0	0	150,000

Funding Sources	2026	2027	2028	2029	2030	Total
State	0	0	105,000	0	0	105,000
Airport Capital Fund	0	0	45,000	0	0	45,000
Total	0	0	150,000	0	0	150,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 28-1
Project Name Runway and Taxiway Crack Seal

Total Project Cost	\$100,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Grounds & Maintenance	Priority	3 Important
Status	Active	Useful Life	5 years

Description

Perform Crack Sealing pavement maintenance on the runway (2022) and taxiway (2024).

Justification

This preventive maintenance is necessary every 5-10 years to extend the useful life of the pavement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	100,000	0	0	100,000
Total	0	0	100,000	0	0	100,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	0	90,000	0	0	90,000
Airport Capital Fund	0	0	5,000	0	0	5,000
State	0	0	5,000	0	0	5,000
Total	0	0	100,000	0	0	100,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 16-1
Project Name Reconstruct Terminal Parking Lot

Total Project Cost	\$600,000	Contact	Andrew Wall
Department	Airport	Type	Improvement
Category	Land Improvements	Priority	3 Important
Status	Active	Useful Life	30 years

Description

Reconstruct the Parking Lot in front of the Airport Terminal

Justification

The parking lot was installed when the terminal was built in 1997. With use by Wipaire and terminal employees it is starting to deteriorate past the point of patching. During reconstruction more spaces would be added. Airport staff will look at possible shared funding from Wipaire as their employees utilize the majority of the parking spots in the lot.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	600,000	0	600,000
Total	0	0	0	600,000	0	600,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	0	0	570,000	0	570,000
Airport Capital Fund	0	0	0	15,000	0	15,000
State	0	0	0	15,000	0	15,000
Total	0	0	0	600,000	0	600,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # AIR - 14-208
Project Name Security Fence - South Clear Zone

Total Project Cost	\$150,000	Contact	Andrew Wall
Department	Airport	Type	Maintenance
Category	Grounds & Maintenance	Priority	n/a
Status	Active	Useful Life	20 years

Description

Extend the airport's security fence to the southerly property limits

Justification

The southerly portion of the Runway Protection Zone (RPZ) is outside the current security fence. The RPZ is supposed to be free of people. This unfenced area is being used by neighbors as a recreation area/dog park. FAA inspectors have advised the City to curtail the unauthorized use of the property. No trespass sign have not reduced the unauthorized activity. The relocation of the fence further from the runway will also reduce the chance of an aircraft striking the fence.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	150,000	0	150,000
Total	0	0	0	150,000	0	150,000

Funding Sources	2026	2027	2028	2029	2030	Total
Federal - FAA	0	0	0	135,000	0	135,000
Airport Capital Fund	0	0	0	15,000	0	15,000
Total	0	0	0	150,000	0	150,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD - 22-2
Project Name New Public Works Building

Total Project Cost	\$26,900,000	Contact	Ryan Garcia
Department	Buildings	Type	Improvement
Category	Construction/Buildings	Priority	2 Very Important
Status	Active	Useful Life	50 years

Description

Provide for the construction of a new 77,000 square foot Public Works Central Maintenance, Shop, Garage, and Administration facility. The Facility would replace the 33,000 square foot building that was found through the City's 2024 Facilities Study to be structurally and practically obsolete for continued use, investment, or expansion as a Public Works facility. The estimate includes site cost.

Justification

The current facility is over 55 years old and undersized by at least 100% to effectively and efficiently function to its intended purpose. A 2024 City Facilities Master Plan identified the facility as "Critical" for replacement, and a 2025 Pre-Design study has been completed to establish a "Better-Best" program target to meet current and projected operational needs.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	6,262,500	18,787,500	0	0	0	25,050,000
Planning/Design	1,450,000	0	0	0	0	1,450,000
Equip/Vehicles/Furnishings	0	400,000	0	0	0	400,000
Total	7,712,500	19,187,500	0	0	0	26,900,000

Funding Sources	2026	2027	2028	2029	2030	Total
Other Funding Sources	7,712,500	19,187,500	0	0	0	26,900,000
Total	7,712,500	19,187,500	0	0	0	26,900,000

Budget Impact

Expected sources include sales proceeds upon sale of 316 Malden St and 400 Richmond St E and issuance of GO debt.

Planning and Design will be funded through an internal loan until the issuance of GO debt.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD- 22-01
Project Name Renovation of Library Building

Total Project Cost	\$2,300,000	Contact	Ryan Garcia
Department	Buildings	Type	Improvement
Category	Construction/Buildings	Priority	2 Very Important
Status	Active	Useful Life	40 years

Description

In 2025, the City completed a Library Repurposing Study to evaluate the potential of retaining the former City Public Library for an adaptive reuse. The study identified a "Base Building Scope" as the minimum work that is needed to reactivate the building for any use, with the assumption that the interior can remain in the same configuration with minimal improvements. This scope includes the following components:

- Removal and abatement of hazardous materials
- Improvement of site elements such as sidewalks, parking area, and grading
- Mitigation of water infiltration issues and repair of the building shell, including masonry restoration, waterproofing, select window replacement, and re-roofing
- Rehabilitation of select areas of the building interior, specifically those related to accessibility
- Repair or replacement of building systems (mechanical, electrical and plumbing systems as needed)

Justification

As an iconic building in South St. Paul, the former South St. Paul public library has been identified by the City Council for preservation and a repurposing study was completed in June 2025. The building suffers from deferred maintenance, and suffered a catastrophic boiler failure in the Winter of 2025. This and other deferred maintenance items to the building's core systems need to be addressed for any future re-use of the property.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	2,300,000	0	0	0	0	2,300,000
Total	2,300,000	0	0	0	0	2,300,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	2,300,000	0	0	0	0	2,300,000
Total	2,300,000	0	0	0	0	2,300,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD - 25-2
Project Name Fire Station Garage Floor

Total Project Cost	\$90,000	Contact	Howie Steenberg
Department	Buildings	Type	Maintenance
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	25 years

Description

Replace part of the concrete garage floor in Fire Station #2 in 2025. Replace the back half of the concrete garage floor in Fire Station #2 in 2026.

Justification

The concrete floor is becoming a trip hazard, especially by the floor drains, as they are popping up on the ends because of the broken concrete.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
30,000	Construction/Maintenance	60,000	0	0	0	0	60,000	-
	Total	60,000	0	0	0	0	60,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
30,000	Capital Program Funds	60,000	0	0	0	0	60,000	-
	Total	60,000	0	0	0	0	60,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD - 26-1
Project Name Fire Station Laundry Room Relocation

Total Project Cost	\$20,000	Contact	Howie Steenberg
Department	Buildings	Type	Maintenance
Category	Construction/Buildings	Priority	1 Critical
Status	Active	Useful Life	25 years

Description

Relocate the Fire Station #2 laundry room from inside to the garage area.

Justification

The fire station washes all their gear at the station and it would be easier, and make more sense, to have the laundry machines in the garage instead of bringing through the living quarters.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	20,000	0	0	0	0	20,000
Total	20,000	0	0	0	0	20,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	20,000	0	0	0	0	20,000
Total	20,000	0	0	0	0	20,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD - 26-2
Project Name Fitness Room Equipment Replacement

Total Project Cost	\$100,000	Contact	Howie Steenberg
Department	Buildings	Type	Equipment
Category	Furniture & Accessories	Priority	3 Important
Status	Active	Useful Life	5 years

Description

Replace Fitness Room Equipment.

Justification

During the late 2000's, the Police and Fire Departments purchased and equipped a fitness room in the lower level of City Hall for PD and FD employees, updating equipment during the subsequent years. Recognizing the value of a healthy and physically fit workforce, during the 2022 remodel of City Hall, the fitness room was included in the remodel project and the existing equipment was moved to storage and reinstalled into the room. Much of this equipment is already at the end of its useful life, is failing (electronics), and is in need of replacement. A staggered approach to replacement of this equipment will allow for staff to prioritize equipment most in need, while limiting the impact to the CIP.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
-	Equip/Vehicles/Furnishings	10,000	10,000	10,000	10,000	10,000	50,000	50,000
	Total	10,000	10,000	10,000	10,000	10,000	50,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
-	Capital Program Funds	10,000	10,000	10,000	10,000	10,000	50,000	50,000
	Total	10,000	10,000	10,000	10,000	10,000	50,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # BLD - 27-1
Project Name Refinish Floors in Garage and Sally Port

Total Project Cost	\$50,000	Contact	Howie Steenberg
Department	Buildings	Type	Maintenance
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Refinish Garage and Sally Port floors in the Police Department.

Justification

When the 2007 City Hall / Police Department remodel was undertaken, the cement floors in the squad garage and jail sally port were left unfinished due to budget constraints at the time. In the subsequent years, the floor finish and adjacent block walls began deteriorating due to the constant variances in temperature, moisture, and presence of road salt from vehicles. In 2015, PD staff contracted with a vendor to apply an epoxy finish on the flooring to all garages on the north end of the building to reduce the erosion and prolong the flooring. Given the heavy usage of these floors with both pedestrian and vehicular traffic, as well exposure to road salt and water, they are need of refinishing as both the flooring as well as the block walls are showing signs of erosion once again.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	50,000	0	0	0	50,000
Total	0	50,000	0	0	0	50,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	50,000	0	0	0	50,000
Total	0	50,000	0	0	0	50,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 14-101**Project Name** Police Vehicles**Total Project Cost** \$2,461,357**Department** Central Garage**Category** Police & Fire Equipment**Status** Active**Contact** Brian Wicke**Type** Equipment**Priority** n/a**Useful Life** 3 years**Description**

The annual replacement of police vehicles which are on a rotating schedule.

Justification

The replacement of police vehicles is programmed every year in order to minimize repair and maintenance costs of the vehicles. The useful life of a police vehicle varies by assignment, with a marked patrol vehicle having a serviceable lifespan of four to five years and non-patrol assigned vehicles having an expected lifespan of eight to ten years. For 2025, the following vehicles are tentatively scheduled for replacement: Replace Squad Unit #2151 plus change over costs - 65,000.00 Replace Squad Unit #2152 plus change over costs - 65,000.00 Replace Squad Unit #2160 plus change over costs - 65,000.00

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
1,600,175	Equip/Vehicles/Furnishings	202,800	210,912	219,348	228,122	0	861,182	-
	Total	202,800	210,912	219,348	228,122	0	861,182	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
1,600,175	Central Garage Fund	202,800	210,912	219,348	228,122	0	861,182	-
	Total	202,800	210,912	219,348	228,122	0	861,182	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 22-1
Project Name Replace John Deere Zero-Turn Mower

Total Project Cost	\$98,600	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Machinery & Tools	Priority	2 Very Important
Status	Active	Useful Life	8 years

Description

Replace John Deere Zero Turn Mowes.

Justification

End of useful life.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
38,600	Equip/Vehicles/Furnishings	40,000	20,000	0	0	0	60,000	-
	Total	40,000	20,000	0	0	0	60,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
38,600	Central Garage Fund	40,000	20,000	0	0	0	60,000	-
	Total	40,000	20,000	0	0	0	60,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - ZR4
Project Name Unit ZR4 - Parks Department

Total Project Cost	\$22,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Grounds & Maintenance	Priority	2 Very Important
Status	Active	Useful Life	5 years

Description

Replace Parks department zero-turn mower, currently a Z950 JD Turf Mower purchased in 2024.

Justification

End of useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	22,000	0	0	0	0	22,000
Total	22,000	0	0	0	0	22,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	22,000	0	0	0	0	22,000
Total	22,000	0	0	0	0	22,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - ZR1
Project Name Unit ZR1 - Parks Department

Total Project Cost	\$22,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Grounds & Maintenance	Priority	2 Very Important
Status	Active	Useful Life	5 years

Description

Replace Parks Department zero-turn mower, currently a Z950JD Turf Mower purchased in 2021.

Justification

End of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	22,000	0	0	0	0	22,000
Total	22,000	0	0	0	0	22,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	22,000	0	0	0	0	22,000
Total	22,000	0	0	0	0	22,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 17-13
Project Name Unit 322 - Water Department

Total Project Cost	\$60,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Water Department vehicle unit 322 - currently a Ford 250 Transit Cargo Van

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-328
Project Name Unit 328 - Parks Department

Total Project Cost	\$55,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Parks Department vehicle unit 328 - currently a Ford F-250 4x4 crew cab with lift gate.

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	55,000	0	0	0	55,000
Total	0	55,000	0	0	0	55,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	55,000	0	0	0	55,000
Total	0	55,000	0	0	0	55,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 21-102
Project Name Replace Asphalt Tack Trailer

Total Project Cost	\$50,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Machinery & Tools	Priority	1 Critical
Status	Active	Useful Life	10 years

Description

Replace asphalt tack trailer with like equipment.

Justification

Replace asphalt tack trailer that was purchased used in 2013 with like equipment. The used asphalt tack trailer has reached the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	50,000	0	0	0	50,000
Total	0	50,000	0	0	0	50,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	50,000	0	0	0	50,000
Total	0	50,000	0	0	0	50,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-201
Project Name Unit 201 - Engineering Department

Total Project Cost	\$40,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Engineering Department vehicle unit 201 - currently a Dodge Dakota.

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	40,000	0	0	0	40,000
Total	0	40,000	0	0	0	40,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	40,000	0	0	0	40,000
Total	0	40,000	0	0	0	40,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-301
Project Name Unit 301 - Building Inspections Department

Total Project Cost	\$40,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Buidling Inspections Department vehicle unit 301 - currently a Chevrolet Colorado.

Justification

Vehicle is on a 10 year replacement cycle to reduce maintenance costs and still have resale value.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	40,000	0	0	0	40,000
Total	0	40,000	0	0	0	40,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	40,000	0	0	0	40,000
Total	0	40,000	0	0	0	40,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-207
Project Name Unit 207 - Code Enforcement

Total Project Cost	\$35,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	3 Important
Status	Active	Useful Life	15 years

Description

Replace Code Enforcement Department vehicle 207 - currently a 2014 Chevrolet Equinox

Justification

Vehicle will be at the end of its useful life

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	35,000	0	0	0	35,000
Total	0	35,000	0	0	0	35,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	35,000	0	0	0	35,000
Total	0	35,000	0	0	0	35,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 25-265
Project Name Unit 265 - Public Works/Parks & Rec

Total Project Cost	\$30,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Public Works/Parks & Rec vehicle unit 265 - currently a Chevrolet Impala.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	30,000	0	0	0	30,000
Total	0	30,000	0	0	0	30,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	30,000	0	0	0	30,000
Total	0	30,000	0	0	0	30,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 26-331
Project Name Unit 331 - Streets Department

Total Project Cost	\$350,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Streets Department vehicle unit 331, currently a 2017 Mack single-axle with plow purchased in 2016.

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	350,000	0	0	350,000
Total	0	0	350,000	0	0	350,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	350,000	0	0	350,000
Total	0	0	350,000	0	0	350,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-337
Project Name Unit 337 - Streets Department

Total Project Cost	\$350,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Streets Department vehicle unit 337 - currently a Mack single-axel with plow.

Justification

Plow trucks are on a 10-yr cycle to reduce downtime and maintenance cost.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	350,000	0	0	350,000
Total	0	0	350,000	0	0	350,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	350,000	0	0	350,000
Total	0	0	350,000	0	0	350,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-329
Project Name Unit 329 - Parks Department

Total Project Cost	\$71,800	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replce Parks Department vehicle unit 329 - currently a Ford F-350 4x4 with dump box and plow.

Justification

Vehicle is on a 10-yr cycle to reduce maintenance cost and still have resale value.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	71,800	0	0	71,800
Total	0	0	71,800	0	0	71,800

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	71,800	0	0	71,800
Total	0	0	71,800	0	0	71,800

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-319
Project Name Unit 319 - Streets Department

Total Project Cost	\$66,300	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Streets Department vehicle unit 319 - currently a Ford F-250 4x4 regular cab.

Justification

Vehicle is on a 10-year replacement schedule.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	66,300	0	0	66,300
Total	0	0	66,300	0	0	66,300

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	66,300	0	0	66,300
Total	0	0	66,300	0	0	66,300

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-320
Project Name Unit 320 - Streets Department

Total Project Cost	\$66,300	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Streets Department vehicle unit 320 - currently a Ford F-250 4x4 extended cab with plow.

Justification

Vehicle is on a 10-yr cycle to reduce maintenance cost and still have resale value.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	66,300	0	0	66,300
Total	0	0	66,300	0	0	66,300

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	66,300	0	0	66,300
Total	0	0	66,300	0	0	66,300

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-325
Project Name Unit 325 - Parks Department

Total Project Cost	\$60,800	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Parks Department vehicle unit 325 - currently a Ford F-250 4x2 regular cab with utility box.

Justification

Vehicle is on a 10-yr cycle to reduce maintenance cost.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	60,800	0	0	60,800
Total	0	0	60,800	0	0	60,800

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	60,800	0	0	60,800
Total	0	0	60,800	0	0	60,800

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-314
Project Name Unit 314 - Streets Department

Total Project Cost	\$47,500	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Machinery & Tools	Priority	n/a
Status	Active	Useful Life	10 years

Description

Equipment in Streets Department unit 314 - currently a Caterpillar Asphalt Roller.

Justification

Equipment is on a 10-year replacement schedule.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	47,500	0	0	47,500
Total	0	0	47,500	0	0	47,500
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	47,500	0	0	47,500
Total	0	0	47,500	0	0	47,500

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 25-313
Project Name Unit 313 - Buildings/Arena

Total Project Cost	\$45,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Buildings/Arena vehicle unit 313 - currently a Ford F-150 4x2 regular cab.

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	45,000	0	0	45,000
Total	0	0	45,000	0	0	45,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	45,000	0	0	45,000
Total	0	0	45,000	0	0	45,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 28-311
Project Name Unit 311 - Parks Department

Total Project Cost	\$35,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Outdoor Equipment	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Parks Department equipment unit 311 - currently a John Deere MY17 Prognator.

Justification

Equipment is on a 10-yr cycle to reduce maintenance cost.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-335
Project Name Unit 335 - Streets Department

Total Project Cost	\$350,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Streets Department vehicle unit 335 - currently a Mack single-axel with plow.

Justification

Plow trucks are on a 10-year cycle to reduce downtime and maintenance costs.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	0	350,000	0	350,000
Total	0	0	0	350,000	0	350,000

Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	0	350,000	0	350,000
Total	0	0	0	350,000	0	350,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # CG - 27-306
Project Name Unit 306 - Water Department

Total Project Cost	\$60,000	Contact	Howie Steenberg
Department	Central Garage	Type	Equipment
Category	Licensed Vehicles	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace Water Department vehicle unit 306 - currently a Ford Transit 150 Cargo Van.

Justification

Vehicle is at the end of its useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	0	60,000	0	60,000
Total	0	0	0	60,000	0	60,000
Funding Sources	2026	2027	2028	2029	2030	Total
Central Garage Fund	0	0	0	60,000	0	60,000
Total	0	0	0	60,000	0	60,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ADM - 22-1
Project Name ERP Replacement-Through LOGIS

Total Project Cost	\$110,000	Contact	Clara Hilger
Department	City Administration	Type	Equipment
Category	Computer Equipment & Software	Priority	2 Very Important
Status	Active	Useful Life	20 years

Description

LOGIS began searching for a replacement ERP in 2021. This will include the Finance, HR/Payroll and Utility Billing software. The actual assessment from LOGIS for the new ERP will depend on the system selected. The expectation is that this may be between \$300,000 and \$500,000 for SSP. Actual amounts received August 2022 - reduced amount to \$270,000 for both systems.

Justification

The LOGIS group began using JD Edwards (Finance and HR/Payroll) in 1999. The group has been using CIS (Utility Billing) since 2005. The expectation is that the system selected will accommodate the majority of the needs of the members of the LOGIS group. Amount reduced in 2023 based on selection of software vendors. Potential implementation in 2025 for Finance and HR/Paroll, 2025 or 2026 for Utility Billing..

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	110,000	0	0	0	0	110,000
Total	110,000	0	0	0	0	110,000

Funding Sources	2026	2027	2028	2029	2030	Total
Water Utility	110,000	0	0	0	0	110,000
Total	110,000	0	0	0	0	110,000

Budget Impact

Selection of new software will result in an increase in operating costs of \$30,000 for Finance, HR/PR system for 2023-2027 with 2% increase in years 2028-2032. Operating costs for new Utility Billing software will increase less than \$500 in the first year.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 14-105
Project Name Replace Rooftop HVAC Units 6, 7, 8, 9, 10

Total Project Cost	\$200,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Equipment
Category	Construction/Buildings	Priority	2 Very Important
Status	Active	Useful Life	15 years

Description

Replace five rooftop units above Rink 2 locker rooms (1) in 2024 and above former school area (4) in 2025.

Justification

The four rooftop units (#7, #8, #9 & #10) above the former school area are past their useful life (original from building being built in 1998) and are experiencing a higher than normal rate of mechanical failures and it has become increasingly difficult to find parts to maintain. We are in the process of trying to find a tenant to rent our this space to generate additional revenue so having updated mechanicals would be beneficial to this.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
40,000	Equip/Vehicles/Furnishings	160,000	0	0	0	0	160,000	-
	Total	160,000	0	0	0	0	160,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
40,000	Tax Levy - Arena	160,000	0	0	0	0	160,000	-
	Total	160,000	0	0	0	0	160,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-12
Project Name Replace HVAC Unit #1, 2, 3

Total Project Cost	\$120,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Maintenance
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	15 years

Description

Replce HVAC units - #1-Concession and 1st floor Lobby, #2-2nd floor Rink 1, #3-1st floor Lobby Trophy

Justification

Unit is past its useful life (original to when building was built in 1998) and replacement parts are becoming hard to find.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	120,000	0	0	0	0	120,000
Total	120,000	0	0	0	0	120,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	120,000	0	0	0	0	120,000
Total	120,000	0	0	0	0	120,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 21-2
Project Name Replace Rink One Floor and Boards

Total Project Cost	\$1,300,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Maintenance
Category	Construction/Buildings	Priority	4 Less Important
Status	Active	Useful Life	20 years

Description

Replace the Rink Boards and Floor in rink one

Justification

The rink floor and dasher boards are aging as they were replaced in 2004 and nearing end of useful life. The effective useful life of refrigerated floor is 20-25 years. The new refrigerated floor will be more energy efficient and less likely to need costly repairs. The dasher boards have deteriorated over time and it would be most cost effective in replacing boards during floor replacement as it minimizes operational down time and makes placement of support anchors much easier.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	1,300,000	0	0	0	1,300,000
Total	0	1,300,000	0	0	0	1,300,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	1,300,000	0	0	0	1,300,000
Total	0	1,300,000	0	0	0	1,300,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 27-02
Project Name Low Emissivity Ceiling for Rink 2

Total Project Cost	\$60,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Improvement
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Add low emissivity ceiling for Rink 2

Justification

Low emissivity ceilings reduce energy costs by reflecting radiant heat out of the arena, and will also help reduce condensation in the arena.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-13
Project Name Rink 2 floor and dasher boards

Total Project Cost	\$1,300,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Maintenance
Category	Construction/Buildings	Priority	4 Less Important
Status	Active	Useful Life	20 years

Description

Replace Rink 2 refrigerated flooring and dasher boards

Justification

The current refrigerated floor and dasher boards are 22 years old. The effective useful life of a refrigerated floor is 20-25 years. The refrigerated floor will be more energy efficient and less likely to need costly repairs. The dasher boards have deteriorated over time due to age and use and it would be most cost effective in replacing boards during floor replacement as it minimizes operational down time and makes the placement of support anchors much easier.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	1,300,000	0	0	1,300,000
Total	0	0	1,300,000	0	0	1,300,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	1,300,000	0	0	1,300,000
Total	0	0	1,300,000	0	0	1,300,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 20-2
Project Name Woog Arena Roof Replacement

Total Project Cost	\$260,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Maintenance
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	25 years

Description

Replace the tar/gravel flat roof of arena building, which is approximately 44,000 sq ft, that covers Rink 2, first and second floor lobby and school area.

Justification

Roof will reach the end of it's useful life in 2023 (25 years) and and would need to be replaced

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	260,000	0	0	260,000
Total	0	0	260,000	0	0	260,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	260,000	0	0	260,000
Total	0	0	260,000	0	0	260,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-5
Project Name Replace Drop Ceiling Tiles & Grid

Total Project Cost	\$35,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Improvement
Category	Construction/Buildings	Priority	1 Critical
Status	Active	Useful Life	25 years

Description

Replace the drop ceiling tiles and grid in the Office, Front Lobby, Main Lobby, Lobby bathrooms and Mezzanine.

Justification

The current tiles and grids are in poor condition. Many areas have both broken track and tiles.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-3
Project Name Scissor Lift Replacement

Total Project Cost	\$32,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Equipment
Category	Machinery & Tools	Priority	2 Very Important
Status	Active	Useful Life	10 years

Description

Replace scissor lift - moved to 2023 due to new batteries and a tune up on existing lift

Justification

The scissor lift we currently own has no value it is a 2006 model year. The lift is at a point that it is becoming harder and harder to repair.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	32,000	0	0	32,000
Total	0	0	32,000	0	0	32,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	32,000	0	0	32,000
Total	0	0	32,000	0	0	32,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-8
Project Name Mezzanine-Warm Viewing Area Flooring

Total Project Cost	\$30,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Improvement
Category	Construction/Buildings	Priority	2 Very Important
Status	Active	Useful Life	30 years

Description

Replace flooring in the Mezzanine,wWarm viewing area and lobby entrance.

Justification

Current flooring has a life expectancy of 5-7 years and current flooring material was applied to floors in 2012 and 2014. Areas of flooring has chipped up and exposed cement flooring underneath. Current type of material makes mopping and cleaning difficult and unable to run floor scrubber over it for cleaning as it does not pick up all waste/materials due to texture of the flooring.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	30,000	0	0	30,000
Total	0	0	30,000	0	0	30,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	30,000	0	0	30,000
Total	0	0	30,000	0	0	30,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 20-1
Project Name Woog Arena Sprinkler Fire Suppression System

Total Project Cost	\$25,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Maintenance
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	25 years

Description

Replace and Install new sprinkler piping in Woog arena for the Building Fire Suppression system

Justification

Current Sprinkler Piping is starting to produce pin hole leaks. The piping is starting to require a large amount of maintenance and repairs.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	25,000	0	0	25,000
Total	0	0	25,000	0	0	25,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	25,000	0	0	25,000
Total	0	0	25,000	0	0	25,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # DWA - 19-11
Project Name Concession Stand Remodel

Total Project Cost	\$50,000	Contact	Shannon Young
Department	Doug Woog Arena	Type	Improvement
Category	Construction/Buildings	Priority	3 Important
Status	Active	Useful Life	30 years

Description

Remodel concession stand to meet Minnesota Department of Health and ADA regulations.

Justification

The concession stand currently does not meet MDH or ADA regulations. The walls must be a non-permeable material, the storage areas below the counter must be NSF approved and the counter height does not meet ADA requirement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	50,000	0	50,000
Total	0	0	0	50,000	0	50,000
Funding Sources	2026	2027	2028	2029	2030	Total
Tax Levy - Arena	0	0	0	50,000	0	50,000
Total	0	0	0	50,000	0	50,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # EDA - 26-1
Project Name Hardman Triangle Public Improvements

Total Project Cost	\$5,000,000	Contact	Ryan Garcia
Department	EDA	Type	Improvement
Category	Land Improvements	Priority	2 Very Important
Status	Active	Useful Life	35 years

Description

Construction of public roads, sidewalks, utilities, lighting, stormwater features, and park space in the Hardman Triangle Redevelopment Area.

Justification

In 2025, the EDA and City Council Adopted the Hardman Triangle Conceptual Master Plan and District Stormwater Guide, and the South Triangle Tax Increment Financing District. The Masterplan identifies the need to create an internal system of roads, utilities, and district stormwater improvements within an approximately 20 acre area that was historically home to the Swift & Company Meat Packing Plant. These improvements are necessary to support the redevelopment of the site into a mixed-use, residential and commercial neighborhood.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	2,000,000	2,500,000	0	0	0	4,500,000
Planning/Design	500,000	0	0	0	0	500,000
Total	2,500,000	2,500,000	0	0	0	5,000,000

Funding Sources	2026	2027	2028	2029	2030	Total
Tax Increment	2,500,000	2,500,000	0	0	0	5,000,000
Total	2,500,000	2,500,000	0	0	0	5,000,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 25-6
Project Name Lead Service Line Replacement Project

Total Project Cost	\$20,773,281	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Collect & Distribute (Water/Sewer)	Priority	1 Critical
Status	Active	Useful Life	100 years

Description

Removal and replacement of approximately 950 private and lead water services lines throughout the City.

Justification

Lead water services have been linked to health related issues. Grant funding is available from the MDH to remove and replace these lines.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
500,000	Construction/Maintenance	20,050,000	0	0	0	0	20,050,000	-
	Planning/Design	223,281	0	0	0	0	223,281	
	Total	20,273,281	0	0	0	0	20,273,281	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
500,000	State	20,273,281	0	0	0	0	20,273,281	-
	Total	20,273,281	0	0	0	0	20,273,281	

Budget Impact

Project is proposed to be funded 100% by State Grant Funds.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 25-4
Project Name Verderosa Extension Project

Total Project Cost	\$6,750,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	2 Very Important
Status	Active	Useful Life	70 years

Description

Extension of Verderosa Avenue and Utilities from the existing terminus to Hardman Avenue to accomodate development of the Wakota Business Park.

Justification

The development of the Wakota Business Park has been identified as a priority project by the EDA. Extension of Verderosa Avenue and utilities is necessary to accommodate the proposed development.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
300,000	Construction/Maintenance	5,900,000	0	0	0	0	5,900,000	-
	Other	500,000	0	0	0	0	500,000	
	Planning/Design	50,000	0	0	0	0	50,000	
	Total	6,450,000	0	0	0	0	6,450,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
300,000	Federal	3,000,000	0	0	0	0	3,000,000	-
	Infrastructure Fund	1,395,000	0	0	0	0	1,395,000	
	Water Utility	750,000	0	0	0	0	750,000	
	Storm Sewer Utility	740,000	0	0	0	0	740,000	
	Sanitary Sewer Utility	565,000	0	0	0	0	565,000	
	Total	6,450,000	0	0	0	0	6,450,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 26-1
Project Name Marie Ave Reconstruction - 9th Ave to 21st Ave

Total Project Cost	\$5,204,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	2 Very Important
Status	Active	Useful Life	70 years

Description

Street and Utility Reconstruction including realignment of Marie Avenue.

Justification

The road has significant deterioration, underground utilities are beyond their useful life, and the current lighting system requires replacement.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
100,000	Construction/Maintenance	2,712,000	2,242,000	0	0	0	4,954,000	-
	Other	50,000	50,000	0	0	0	100,000	
	Planning/Design	25,000	25,000	0	0	0	50,000	
	Total	2,787,000	2,317,000	0	0	0	5,104,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
100,000	Infrastructure Fund	1,132,000	820,000	0	0	0	1,952,000	-
	Water Utility	692,000	692,000	0	0	0	1,384,000	
	MSA Funds	500,000	500,000	0	0	0	1,000,000	
	Storm Sewer Utility	296,000	186,000	0	0	0	482,000	
	Assessments (Paid by Property Owners)	107,000	67,000	0	0	0	174,000	
	Sanitary Sewer Utility	60,000	52,000	0	0	0	112,000	
	Total	2,787,000	2,317,000	0	0	0	5,104,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 26-3
Project Name South St Reconstruction 5th St to 7th St

Total Project Cost	\$900,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Streets/Alleys	Priority	2 Very Important
Status	Active	Useful Life	70 years

Description

Reconstruction of South Street between 5th and 7th Avenue S including replacement of utilities. Combined project with the City of Inver Grove Heights.

Justification

Improving the City's road network is crucial for the safe travel of residents. Replacing underground utilities that have exceeded their useful life ensures reliable water and sanitary sewer services.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
20,000	Construction/Maintenance	820,000	0	0	0	0	820,000	-
	Planning/Design	60,000	0	0	0	0	60,000	
	Total	880,000	0	0	0	0	880,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
20,000	Infrastructure Fund	414,000	0	0	0	0	414,000	-
	Water Utility	180,000	0	0	0	0	180,000	
	Storm Sewer Utility	175,000	0	0	0	0	175,000	
	Sanitary Sewer Utility	100,000	0	0	0	0	100,000	
	Assessments (Paid by Property Owners)	11,000	0	0	0	0	11,000	
	Total	880,000	0	0	0	0	880,000	

Budget Impact

Rehabilitation of streets is a long-term maintenance strategy that extends the useful life of City roads.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 26-2
Project Name 2026 Sidewalk Removal and Replacement Project

Total Project Cost	\$330,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Sidewalks & Curbs	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Removal and Replacement of uplifted sidewalks throughout the City.

Justification

A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Removing and replacing sidewalks reduces trip/accident claims.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	300,000	0	0	0	0	300,000
Planning/Design	20,000	0	0	0	0	20,000
Other	10,000	0	0	0	0	10,000
Total	330,000	0	0	0	0	330,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	330,000	0	0	0	0	330,000
Total	330,000	0	0	0	0	330,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 24-2
Project Name Warner Avenue Improvements

Total Project Cost	\$540,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Reconstruction of Warner Avenue from including watermain replacement, new storm sewer, and sanitary sewer lining.

Justification

The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	450,000	0	0	0	450,000
Other	0	50,000	0	0	0	50,000
Planning/Design	40,000	0	0	0	0	40,000
Total	40,000	500,000	0	0	0	540,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	40,000	180,000	0	0	0	220,000
Sanitary Sewer Utility	0	90,000	0	0	0	90,000
Storm Sewer Utility	0	90,000	0	0	0	90,000
Water Utility	0	80,000	0	0	0	80,000
Assessments (Paid by Property Owners)	0	60,000	0	0	0	60,000
Total	40,000	500,000	0	0	0	540,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 27-3
Project Name 2027 Sidewalk Repair Program

Total Project Cost	\$275,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Sidewalks & Curbs	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Repair of uplifted sidewalks throughout the City.

Justification

A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	250,000	0	0	0	250,000
Planning/Design	15,000	0	0	0	0	15,000
Other	0	10,000	0	0	0	10,000
Total	15,000	260,000	0	0	0	275,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	15,000	260,000	0	0	0	275,000
Total	15,000	260,000	0	0	0	275,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 28-5
Project Name PFAS Treatment Facility at Wells No. 4

Total Project Cost	\$11,265,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Collect & Distribute (Water/Sewer)	Priority	1 Critical
Status	Active	Useful Life	100 years

Description

Construction of water treatment plant to address PFAS at Well No. 4

Justification

Well No. 4 exceeds PFAS limits per the EPA and MDH. A GAC Water Treatment Facility is necessary to address high levels of PFAS contamination.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	10,000,000	0	10,000,000
Other	0	0	0	750,000	0	750,000
Planning/Design	0	250,000	250,000	15,000	0	515,000
Total	0	250,000	250,000	10,765,000	0	11,265,000

Funding Sources	2026	2027	2028	2029	2030	Total
Bond Proceeds	0	0	0	10,765,000	0	10,765,000
Water Utility	0	250,000	250,000	0	0	500,000
Total	0	250,000	250,000	10,765,000	0	11,265,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 12-121
Project Name 12th Avenue Reconstruction

Total Project Cost	\$5,600,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	2 Very Important
Status	Active	Useful Life	70 years

Description

Street reconstruction and utility replacement along 12th Ave from Marie Ave to Thompson Ave.

Justification

The existing roadway was built in 1968 and rehabilitated in 1990. The pavement and utilities are beyond their useful life.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	5,000,000	0	0	5,000,000
Other	0	0	500,000	0	0	500,000
Planning/Design	0	100,000	0	0	0	100,000
Total	0	100,000	5,500,000	0	0	5,600,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	100,000	1,840,000	0	0	1,940,000
Water Utility	0	0	1,200,000	0	0	1,200,000
MSA Funds	0	0	1,000,000	0	0	1,000,000
Assessments (Paid by Property Owners)	0	0	560,000	0	0	560,000
Sanitary Sewer Utility	0	0	500,000	0	0	500,000
Storm Sewer Utility	0	0	400,000	0	0	400,000
Total	0	100,000	5,500,000	0	0	5,600,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 28-3
Project Name 2028 Alley Improvements

Total Project Cost	\$575,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Reconstruction of various deteriorated public alleys throughout the City.

Justification

Many public alleys throughout the City are beyond their useful and require rehabilitation.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	500,000	0	0	500,000
Other	0	0	40,000	0	0	40,000
Planning/Design	0	20,000	15,000	0	0	35,000
Total	0	20,000	555,000	0	0	575,000

Funding Sources	2026	2027	2028	2029	2030	Total
Assessments (Paid by Property Owners)	0	0	300,000	0	0	300,000
Infrastructure Fund	0	20,000	255,000	0	0	275,000
Total	0	20,000	555,000	0	0	575,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 28-4
Project Name 2028 Sidewalk Repair Program

Total Project Cost	\$285,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Sidewalks & Curbs	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Repair of uplifted sidewalks throughout the City.

Justification

A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	250,000	0	0	250,000
Planning/Design	0	15,000	10,000	0	0	25,000
Other	0	0	10,000	0	0	10,000
Total	0	15,000	270,000	0	0	285,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	15,000	270,000	0	0	285,000
Total	0	15,000	270,000	0	0	285,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 27-1
Project Name Bircher/Willis Area Street Improvements

Total Project Cost	\$3,750,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Reconstruction of Bircher and Willis Streets, including watermain replacement.

Justification

The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	3,300,000	0	3,300,000
Other	0	0	0	250,000	0	250,000
Planning/Design	0	0	150,000	50,000	0	200,000
Total	0	0	150,000	3,600,000	0	3,750,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	0	150,000	1,700,000	0	1,850,000
Water Utility	0	0	0	750,000	0	750,000
Sanitary Sewer Utility	0	0	0	500,000	0	500,000
Storm Sewer Utility	0	0	0	350,000	0	350,000
Assessments (Paid by Property Owners)	0	0	0	300,000	0	300,000
Total	0	0	150,000	3,600,000	0	3,750,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 29-3
Project Name 2029 Sidewalk Repair Program

Total Project Cost	\$275,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Sidewalks & Curbs	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Repair of uplifted sidewalks throughout the City by grinding.

Justification

A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	250,000	0	250,000
Planning/Design	0	0	15,000	0	0	15,000
Other	0	0	0	10,000	0	10,000
Total	0	0	15,000	260,000	0	275,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	0	15,000	260,000	0	275,000
Total	0	0	15,000	260,000	0	275,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 19-1
Project Name Stickney Improvement Project

Total Project Cost	\$1,705,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Street reconstruction and utility replacement along Stickney Ave and Evans Avenue from Bircher Ave to Annapolis St.

Justification

The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
85,000	Construction/Maintenance	0	0	0	1,500,000	0	1,500,000	-
	Other	0	0	0	100,000	0	100,000	
	Planning/Design	0	0	0	20,000	0	20,000	
	Total	0	0	0	1,620,000	0	1,620,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
85,000	MSA Funds	0	0	0	500,000	0	500,000	-
	Infrastructure Fund	0	0	0	410,000	0	410,000	
	Water Utility	0	0	0	365,000	0	365,000	
	Storm Sewer Utility	0	0	0	150,000	0	150,000	
	Sanitary Sewer Utility	0	0	0	100,000	0	100,000	
	Assessments (Paid by Property Owners)	0	0	0	95,000	0	95,000	
	Total	0	0	0	1,620,000	0	1,620,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 28-1
Project Name 16th and 17th Avenue Improvements

Total Project Cost	\$3,850,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Reconstruction of 17th Avenue from Southview to 3rd Street N. Reconstruction of 16th Avenue south of Marie. Watermain replacement.

Justification

The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	0	3,300,000	3,300,000
Other	0	0	0	0	300,000	300,000
Planning/Design	0	0	0	100,000	150,000	250,000
Total	0	0	0	100,000	3,750,000	3,850,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	0	0	100,000	1,635,000	1,735,000
Water Utility	0	0	0	0	750,000	750,000
Sanitary Sewer Utility	0	0	0	0	500,000	500,000
Assessments (Paid by Property Owners)	0	0	0	0	340,000	340,000
MSA Funds	0	0	0	0	300,000	300,000
Storm Sewer Utility	0	0	0	0	225,000	225,000
Total	0	0	0	100,000	3,750,000	3,850,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 30-3
Project Name 2030 Alley Improvements

Total Project Cost	\$575,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Reconstruction of various deteriorated public alleys throughout the City.

Justification

Many public alleys throughout the City are beyond their useful and require rehabilitation.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	0	500,000	500,000
Other	0	0	0	0	40,000	40,000
Planning/Design	0	0	0	20,000	15,000	35,000
Total	0	0	0	20,000	555,000	575,000

Funding Sources	2026	2027	2028	2029	2030	Total
Assessments (Paid by Property Owners)	0	0	0	0	300,000	300,000
Infrastructure Fund	0	0	0	20,000	255,000	275,000
Total	0	0	0	20,000	555,000	575,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 30-2
Project Name 2030 Sidewalk Repair Program

Total Project Cost	\$275,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Maintenance
Category	Sidewalks & Curbs	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Removal and replacement of uplifted sidewalks throughout the City.

Justification

A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	0	0	250,000	250,000
Planning/Design	0	0	0	15,000	0	15,000
Other	0	0	0	0	10,000	10,000
Total	0	0	0	15,000	260,000	275,000

Funding Sources	2026	2027	2028	2029	2030	Total
Infrastructure Fund	0	0	0	15,000	260,000	275,000
Total	0	0	0	15,000	260,000	275,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # ENG - 29-2
Project Name 2030 Pavement Rehabilitation Project

Total Project Cost	\$3,540,000	Contact	Kelsey Gelhar
Department	Engineering	Type	Improvement
Category	Streets/Alleys	Priority	3 Important
Status	Active	Useful Life	70 years

Description

Street Reconstruction and Utility Improvements of various streets.

Justification

Rehabilitation of the City's road network is essential for safe travel of residents.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
-	Planning/Design	0	0	0	0	100,000	100,000	3,440,000
	Total	0	0	0	0	100,000	100,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
-	Infrastructure Fund	0	0	0	0	100,000	100,000	3,440,000
	Total	0	0	0	0	100,000	100,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # FIRE- 22-01
Project Name SMFD Engine 1

Total Project Cost	\$750,000	Contact	Mark Juelfs
Department	Fire Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace SMFD Engine 1 in accordance with their capital plan approved with the Fire Department budget

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	0	0	750,000	750,000
Total	0	0	0	0	750,000	750,000

Funding Sources	2026	2027	2028	2029	2030	Total
Debt - Tax Levy	0	0	0	0	750,000	750,000
Total	0	0	0	0	750,000	750,000

Budget Impact

This is only SSPs portion of the replacement cost.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # FIRE- 22-02
Project Name SMFD Engine 2

Total Project Cost	\$750,000	Contact	Mark Juelfs
Department	Fire Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	n/a
Status	Active	Useful Life	10 years

Description

Replace SMFD Engine 2 in accordance with their capital plan approved with the Fire Department budget

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	0	0	750,000	750,000
Total	0	0	0	0	750,000	750,000

Funding Sources	2026	2027	2028	2029	2030	Total
Debt - Tax Levy	0	0	0	0	750,000	750,000
Total	0	0	0	0	750,000	750,000

Budget Impact

This is only SSPs portion of the replacement cost.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # IT - 19-1
Project Name Fiber Optic Cable Infrastructure

Total Project Cost	\$1,350,000	Contact	Ian Hardie
Department	Information Technology	Type	Improvement
Category	Computer Equipment & Software	Priority	3 Important
Status	Active	Useful Life	30 years

Description

This is an ongoing list of projects that will eventually connect most of the city's water infrastructure and parks facilities to the city's fiber optic cable network.

Justification

By maintaining city owned fiber between our water utility equipment staff can provide faster, more secure and reliable water management as well as adding security and a public benefit to city parks.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
850,000	Construction/Maintenance	250,000	0	250,000	0	0	500,000	-
	Total	250,000	0	250,000	0	0	500,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
850,000	Capital Program Funds	250,000	0	250,000	0	0	500,000	-
	Total	250,000	0	250,000	0	0	500,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # IT - 13-103
Project Name Fiber Network Project

Total Project Cost	\$623,220	Contact	Ian Hardie
Department	Information Technology	Type	Improvement
Category	Computer Equipment & Software	Priority	n/a
Status	Active	Useful Life	30 years

Description

Fiber agreement with Dakota County providing connections between City facilities. This is the backbone of the City's fiber optic network. This network is securely connects City facilities with City Hall and it's resources.

Justification

This agreement provides stable, reliable network connections between facilities.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
353,400	Construction/Maintenance	29,980	29,980	29,980	29,980	29,980	149,900	119,920
	Total	29,980	29,980	29,980	29,980	29,980	149,900	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
353,400	Capital Program Funds	29,980	29,980	29,980	29,980	29,980	149,900	119,920
	Total	29,980	29,980	29,980	29,980	29,980	149,900	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 21-11
Project Name Northview Pool Replacement

Total Project Cost	\$8,580,000	Contact	Shannon Young
Department	Park & Recreation	Type	Improvement
Category	Land Improvements	Priority	4 Less Important
Status	Active	Useful Life	30 years

Description

Replace existing pool.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
580,000	Construction/Maintenance	8,000,000	0	0	0	0	8,000,000	-
	Total	8,000,000	0	0	0	0	8,000,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
580,000	State	6,000,000	0	0	0	0	6,000,000	-
	Bond Proceeds	2,000,000	0	0	0	0	2,000,000	
	Total	8,000,000	0	0	0	0	8,000,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 18-7
Project Name Lorraine Park Play Structure Replacement

Total Project Cost	\$300,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	5 Future Consideration
Status	Active	Useful Life	20 years

Description

Replacement of existing play structure at Lorraine Park.

Justification

The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Lorraine Park is approaching 30 years old and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	300,000	0	0	0	0	300,000
Total	300,000	0	0	0	0	300,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	300,000	0	0	0	0	300,000
Total	300,000	0	0	0	0	300,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 26-101
Project Name Ball field Rehabilitation

Total Project Cost	\$35,000	Contact	Shannon Young
Department	Park & Recreation	Type	Maintenance
Category	Grounds & Maintenance	Priority	3 Important
Status	Active	Useful Life	5 years

Description

Rehabilitation of ball fields, add additional Ag lime, grade and correct drainage.

Justification

Bring the ball field up to standard for facilitated usage. Many ball fields through out the city are in need of corrective maintenance such as poorly draining fields, the addition of Ag lime and grading work to insure the safety and usability for residents. McGuire field scheduled for 2026.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 26-3
Project Name Kaposia Landing Dog Park Fence Replacement

Total Project Cost	\$30,000	Contact	Shannon Young
Department	Park & Recreation	Type	Maintenance
Category	Grounds & Maintenance	Priority	3 Important
Status	Active	Useful Life	10 years

Description

Replace fencing at Kaposia Landing Dog Park.

Justification

The fence is structurally unsound with some sections beyond repair.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	30,000	0	0	0	0	30,000
Total	30,000	0	0	0	0	30,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	30,000	0	0	0	0	30,000
Total	30,000	0	0	0	0	30,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 26-4
Project Name Summit Park Improvements

Total Project Cost	\$25,000	Contact	Shannon Young
Department	Park & Recreation	Type	Improvement
Category	Grounds & Maintenance	Priority	2 Very Important
Status	Active	Useful Life	20 years

Description

Replacement of basketball court and sidewalk at Summit Park.

Justification

With the replacement of the playground, the existing basketball court, with deteriorated concrete and in need of upgrades will also be replaced, along with installation of a new sidewalk connecting the tennis court and playground.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 26-2
Project Name Jefferson Park Playground Replacement

Total Project Cost	\$300,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Jefferson Park Playground Replacement.

Justification

The structure at Jefferson Park is nearing 30 years and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	300,000	0	0	0	300,000
Total	0	300,000	0	0	0	300,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	300,000	0	0	0	300,000
Total	0	300,000	0	0	0	300,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 27-2
Project Name Veterans Field Playground Replacement

Total Project Cost	\$200,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Veterans Field Playground Replacement.

Justification

The structure at Veterans Field Park is nearing 30 years and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	200,000	0	0	0	200,000
Total	0	200,000	0	0	0	200,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	200,000	0	0	0	200,000
Total	0	200,000	0	0	0	200,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 08-100
Project Name McGuire Field Bleacher Replacement

Total Project Cost	\$35,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	n/a
Status	Active	Useful Life	30 years

Description

Replacement of existing bleachers behind the backstop at McGuire Field.

Justification

The current bleachers at McGuire Field are over 20 years old. Updated structures are periodically needed due to safety and durability.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	35,000	0	0	0	35,000
Total	0	35,000	0	0	0	35,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	35,000	0	0	0	35,000
Total	0	35,000	0	0	0	35,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 27-1
Project Name Northview Playground Replacement

Total Project Cost	\$250,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Northview Playground Replacement.

Justification

The structure at Northview Park is nearing 20 years and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	250,000	0	0	250,000
Total	0	0	250,000	0	0	250,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	250,000	0	0	250,000
Total	0	0	250,000	0	0	250,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 16-1
Project Name Lorraine Hockey Rink Upgrades

Total Project Cost	\$200,000	Contact	Shannon Young
Department	Park & Recreation	Type	Improvement
Category	Grounds & Maintenance	Priority	5 Future Consideration
Status	Active		

Description

The current hockey rink boards are in need of replacement as well as some asphalt repairs. Replace standard wood hockey boards and post with plastic / composite boards and new posts. Add concrete surface.

Justification

Existing hockey rink boards & posts are nearing the end of there useful life and are in need of replacing. Replace grass surface with concrete.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	200,000	0	0	200,000
Total	0	0	200,000	0	0	200,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	200,000	0	0	200,000
Total	0	0	200,000	0	0	200,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 18-8
Project Name Kaposia Park Play Structure Replacement

Total Project Cost	\$175,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	5 Future Consideration
Status	Active	Useful Life	20 years

Description

Replacement of existing play structure at Kaposia Park.

Justification

The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Kaposia Park is approaching 30 years old and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	175,000	0	0	175,000
Total	0	0	175,000	0	0	175,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	175,000	0	0	175,000
Total	0	0	175,000	0	0	175,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 18-10
Project Name Harmon Park Play Structure Replacement

Total Project Cost	\$150,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	5 Future Consideration
Status	Active	Useful Life	20 years

Description

Replacement of existing play structure at Harmon Park.

Justification

The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Harmon Park is approaching 30 years old and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	150,000	0	0	150,000
Total	0	0	150,000	0	0	150,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	150,000	0	0	150,000
Total	0	0	150,000	0	0	150,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 26-1
Project Name Spruce Park Playground Replacement

Total Project Cost	\$125,000	Contact	Shannon Young
Department	Park & Recreation	Type	Equipment
Category	Outdoor Equipment	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Spruce Park Playground Replacement.

Justification

The structure at Spruce Park is nearing 30 years and in need of replacement.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	125,000	0	0	125,000
Total	0	0	125,000	0	0	125,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	125,000	0	0	125,000
Total	0	0	125,000	0	0	125,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # PR - 22-05
Project Name Kaposia Park Building Restoration

Total Project Cost	\$100,000	Contact	Shannon Young
Department	Park & Recreation	Type	Maintenance
Category	Construction/Buildings	Priority	n/a
Status	Active	Useful Life	15 years

Description

Restoration of the building at Kaposia Park to current building standards.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	0	0	100,000	0	0	100,000
Total	0	0	100,000	0	0	100,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	100,000	0	0	100,000
Total	0	0	100,000	0	0	100,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -23-3
Project Name AXON Body Worn and Squad Cameras

Total Project Cost	\$440,000	Contact	Brian Wicke
Department	Police Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	1 Critical
Status	Active	Useful Life	5 years

Description

Purchase AXON Body Worn and Squad Cameras

Justification

The South St. Paul Police Department has deployed and utilized squad mounted video recorders since the early 2000's and body worn cameras since 2019. Our entrance into body worn cameras was done through the lens of least expensive at the time while affording the technology market to stabilize before committing on a path for the future. AXON has proven to be the leading technology in this area and investment with them will lead to a reduction in support staff internally, while realizing efficiencies elsewhere in the system (prosecution services, internal Laserfische savings, etc).

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
260,000	Equip/Vehicles/Furnishings	90,000	90,000	0	0	0	180,000	-
	Total	90,000	90,000	0	0	0	180,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
260,000	Capital Program Funds	90,000	90,000	0	0	0	180,000	-
	Total	90,000	90,000	0	0	0	180,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -22-4
Project Name Handguns

Total Project Cost \$80,000
Department Police Protection
Category Police & Fire Equipment
Status Active

Contact Brian Wicke
Type Equipment
Priority 1 Critical
Useful Life 10 years

Description

Purchase new Department Issued Handguns which were last purchased in 2016.

Justification

The Department transitioned to City issued handguns in 1995, ending at that time a practice of individual officers utilizing their own firearms during the course of their duty. The benefits to this procedure includes standardization of training, ability to replace weapons / parts when repairs are necessary, ability to share magazines during critical incidents, and ability to take custody of this weapon if necessary without judicial process. The current fleet of handguns were purchased and deployed in 2016 and are at the end of their useful life. The total project cost includes the weapon, holster(s), optic and tactical light, including the proceeds from the trade in of the existing weapons.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	80,000	0	0	0	0	80,000
Total	80,000	0	0	0	0	80,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	80,000	0	0	0	0	80,000
Total	80,000	0	0	0	0	80,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -22-5
Project Name Duty Rifles Replacement

Total Project Cost \$60,000
Department Police Protection
Category Police & Fire Equipment
Status Active

Contact Brian Wicke
Type Equipment
Priority 1 Critical
Useful Life 10 years

Description

Full replacement of department owned and issued duty rifles.

Justification

In the late 1990's, the department acquired a fleet of Vietnam era military rifles through a military surplus program that were modified by replacement of the upper receiver / barrel and trigger assembly to adapt them to civilian law enforcement use. In 2015, staff again modified these weapons by full replacement of the lower assembly, adding a quad rail and optics. The original rifles were reassembled and returned to the U.S. Military at this time, leaving our duty rifles as a mixed match of rifles assembled out of parts from various vendors. These rifles have served us well over the past twenty-five years but given the frequent use in all weather conditions, they are in need of full replacement. The replacement plan includes all vendor modifications necessary for civilian law enforcement deployment but does not include trade-in as the unique nature of our current weapons does not afford a trade in quote until time of purchase.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	60,000	0	0	0	60,000
Total	0	60,000	0	0	0	60,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -22-7
Project Name Digital Speed Signs

Total Project Cost \$40,000
Department Police Protection
Category Police & Fire Equipment
Status Active

Contact Brian Wicke
Type Equipment
Priority 3 Important
Useful Life 5 years

Description

Replace the existing Digital Speed Limit Signs originally purchased in 2020.

Justification

Digital Speed signs were introduced in 2020 in response to growing traffic concerns and are designed to slow traffic by alerting them of their speed. Currently the department has five (5) battery powered movable signs at our disposal. These signs have been effective at slowing speeds throughout the community and the portability has allowed us to rapidly respond to concerns as they are brought to our attention and in response to traffic re-routing due to road construction projects.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	20,000	20,000	0	0	40,000
Total	0	20,000	20,000	0	0	40,000

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	20,000	20,000	0	0	40,000
Total	0	20,000	20,000	0	0	40,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -28-1
Project Name AXON - BWC / Squad Camera / Taser

Total Project Cost	\$450,000	Contact	Brian Wicke
Department	Police Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	1 Critical
Status	Active	Useful Life	5 years

Description

Purchase AXON Body Worn / Squad Cameras and Taser.

Justification

The South St. Paul Police Department has deployed and utilized squad mounted video recorders since the early 2000's and body work cameras since 2019. Our entrance into body worn cameras was done through the lens of least expensive at the time while affording the technology market to stabilize before committing on a path for the future. By 2023, Axon had developed as a market leader in this area and the department moved to this technology, with efficiencies realized allowing for a reduction in one 0.5 FT staff position.

The department has also utilized Axon's Taser product since the early 2000's, finding the technology invaluable in reducing officer and suspect injuries, and we have managed our fleet of devices internally without a contractual agreement. As some of our devices are nearing twenty years old and are several generations behind the current model, Axon will not be supporting these devices any longer and the current platform is substantially different, requiring additional staff training and equipment, the time is right for a full department switch.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	150,000	150,000	150,000	450,000
Total	0	0	150,000	150,000	150,000	450,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	150,000	150,000	150,000	450,000
Total	0	0	150,000	150,000	150,000	450,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -22-6
Project Name Less Lethal - 40MM Launchers

Total Project Cost	\$30,000	Contact	Brian Wicke
Department	Police Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	2 Very Important
Status	Active		

Description

Replace the existing 40MM Less Lethal Launchers.

Justification

(2028 Replacement)

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	0	0	30,000	0	0	30,000
Total	0	0	30,000	0	0	30,000
Funding Sources	2026	2027	2028	2029	2030	Total
Capital Program Funds	0	0	30,000	0	0	30,000
Total	0	0	30,000	0	0	30,000

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # POL -22-10
Project Name Outdoor Weather Warning Sirens

Total Project Cost	\$120,000	Contact	Brian Wicke
Department	Police Protection	Type	Equipment
Category	Police & Fire Equipment	Priority	2 Very Important
Status	Active		

Description

Replace one of the five (5) Outdoor Weather Sirens. The location will be based on the need at the time. Funds will only be used if there is a catastrophic failure of a siren.

Justification

The City of South St. Paul has five (5) outdoor weather warning sirens, some without battery backup, that were last replaced at unknown date(s) estimated to be in the 1990's or early 2000's. The Alice Court siren was replaced in 2019 after a catastrophic failure and has an estimated replacement date of 2039. In 2024, staff facilitated an assessment of the remaining sirens and the following was realized: The 17th Avenue North / 3rd Street North and 1st Avenue / Warburton sirens were well beyond their salvageable life and are set for replacement in 2025, with an estimated future replacement date of 2045. The City Hall siren is estimated to have been installed in 1996 and in need of replacement within five years. The Kaposia Park siren is estimated to have been installed in 2006 and in need of replacement in 2035.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
75,000	Equip/Vehicles/Furnishings	0	0	0	0	45,000	45,000	-
	Total	0	0	0	0	45,000	45,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
75,000	Capital Program Funds	0	0	0	0	45,000	45,000	-
	Total	0	0	0	0	45,000	45,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # WS - 08-138
Project Name Relining of Sanitary Sewers as Part of I/I

Total Project Cost	\$4,545,960	Contact	Howie Steenberg
Department	Water & Sewer	Type	Maintenance
Category	Collect & Distribute (Water/Sewer)	Priority	2 Very Important
Status	Active	Useful Life	40 years
Finance Priority	2		

Description

Cured in place pipe (CIPP) lining of approximately 1 mile of sanitary sewer each year.

Justification

The City sanitary sewer system has areas of infiltration along with cracks and deteriorated joints in the 87 miles of aging sewer pipes. The lining of the sanitary sewer can result in a significant reduction in Inflow and Infiltration (I/I), which reduces MCES treatment costs. Additionally, it can preserve the life of the pipe system and significantly reduce the maintenance costs for cleaning out root intrusions in the main line sanitary sewer.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
3,075,960	Construction/Maintenance	700,000	0	700,000	0	0	1,400,000	-
	Planning/Design	35,000	0	35,000	0	0	70,000	
	Total	735,000	0	735,000	0	0	1,470,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
3,075,960	Sanitary Sewer Utility	735,000	0	735,000	0	0	1,470,000	-
	Total	735,000	0	735,000	0	0	1,470,000	

Budget Impact

The Met Council does have a grant program for reduction of Inflow/infiltration but grant funds are not always available.

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # WS - 22-01
Project Name Hydrant replacement

Total Project Cost	\$1,500,000	Contact	Howie Steenberg
Department	Water & Sewer	Type	Improvement
Category	Collect & Distribute (Water/Sewer)	Priority	1 Critical
Status	Active	Useful Life	25 years

Description

Replace hydrants that are not operational.

Justification

Hydrants are required for fire protection and maintenance of the system (flushing).

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
625,000	Construction/Maintenance	125,000	125,000	125,000	125,000	125,000	625,000	250,000
	Total	125,000	125,000	125,000	125,000	125,000	625,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
625,000	Water Utility	125,000	125,000	125,000	125,000	125,000	625,000	250,000
	Total	125,000	125,000	125,000	125,000	125,000	625,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # WS - 12-96
Project Name Chlorination Equipment at 4 Wells

Total Project Cost	\$2,540,000	Contact	Howie Steenberg
Department	Water & Sewer	Type	Equipment
Category	Collect & Distribute (Water/Sewer)	Priority	2 Very Important
Status	Active	Useful Life	20 years
Finance Priority	2		

Description

Add Chlorination Equipment at Wells #1,3,4 and 8. New MDH rules require significant building modifications is chlorination equipment is installed.

Justification

EPA and Department of Health will likely be mandating chlorination of the City's system on a permanent basis. There are only a few cities of our size without permanent chlorination.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
140,000	Equip/Vehicles/Furnishings	0	1,200,000	1,200,000	0	0	2,400,000	-
	Total	0	1,200,000	1,200,000	0	0	2,400,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
140,000	Water Utility	0	1,200,000	1,200,000	0	0	2,400,000	-
	Total	0	1,200,000	1,200,000	0	0	2,400,000	

CAPITAL IMPROVEMENT PLAN

South St. Paul, MN

Project # WS - 31-1
Project Name 1 MG Water Tower

Total Project Cost	\$4,650,000	Contact	Howie Steenberg
Department	Water & Sewer	Type	Improvement
Category	Collect & Distribute (Water/Sewer)	Priority	3 Important
Status	Active	Useful Life	50 years

Description

Replace existing 9th Ave 1MG reservoir with a new 1 MG water tower. The existing ground storage reservoir no longer serves the hydraulic grade line of the Low Pressure Zone by gravity. The water tower would be able to provide equalization and fire storage to be available during high demand periods and when the high capacity wells are offline.

Prior	Expenditures	2026	2027	2028	2029	2030	Total	Future
-	Planning/Design	0	0	0	0	650,000	650,000	4,000,000
	Total	0	0	0	0	650,000	650,000	

Prior	Funding Sources	2026	2027	2028	2029	2030	Total	Future
-	Water Utility	0	0	0	0	650,000	650,000	4,000,000
	Total	0	0	0	0	650,000	650,000	



CITY COUNCIL AGENDA REPORT

DATE:

January 20, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

11.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Site Plan Review and Conditional Use Permits for AVR LLC Concrete Batch Plant Project at 400 Richmond Street East

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve Resolution #2026-12 approving a site plan and conditional use permits for the AVR, LLC concrete batch plant project at 400 Richmond Street East.

OVERVIEW

Application

The Applicant, “AVR, LLC,” has an option to purchase the property that contains the City’s existing public works service center at 400 Richmond Street East. The City is tentatively planning to construct a new public works service center on a City-owned property that is directly south of the DNR Boat Launch park. The Applicant is proposing to repurpose the 400 Richmond Street East property for concrete manufacturing. They would like to utilize the existing building as a storage building and would construct a new concrete batch plant in the rear yard of the property.

AVR, LLC is seeking the following land use approvals:

1. Site Plan approval to construct a concrete batch plant building and two large accessory buildings for aggregate and sand storage which would be connected to the concrete batch plant by conveyer belts.
2. A conditional use permit for exterior processing. *This approval is required because the concrete manufacturing process is not wholly contained inside a building with four walls and a roof.*

3. A conditional use permit to have a building that is taller than 50 feet in the I-Industrial zoning district. *The proposed concrete batch plant will be 82 feet tall.*
4. A conditional use permit to have multiple principal buildings on one parcel. *The property will have two principal buildings, the old public works facility, and the concrete batch plant building.*
5. A conditional use permit to have accessory buildings that are larger than 200 square feet. *The Applicant is proposing to build two accessory buildings for aggregate and sand storage which will be connected to the batch plant via conveyor belts. Each building will be roughly 1,000 square feet.*
6. A conditional use permit to have an above-ground tank that is larger than 2,000 gallons. *The Applicant is proposing to have a 10,000-gallon fuel tank which they would use exclusively to fuel their own fleet vehicles.*

Background

The existing 33,000 square foot Public Works Service Center at 400 Richmond Street East was built in 1970 and has housed the Public Works department for 55 years. The building has many deficiencies that were identified in an evaluation conducted by the City that include a lack of a fire suppression system, inadequate make-up air in mechanics' bays, inadequate electrical systems, a lack of locker and restroom facilities for female workers, many Americans with Disabilities Act (ADA) inadequacies, and numerous energy inefficiencies. It is estimated that it would cost at least \$6.5 million to renovate the building and, even after a renovation, the building would still be inadequate because it is too small, and it has an obsolete layout.

The City has gone through a space needs analysis and a pre-design process with facilities experts, and it is estimated that South St. Paul needs up to a 75,000 square foot Public Works facility to meet current and projected operational needs and provide high quality service to residents. This would be over twice the size of the existing facility. The City is working with its partners in the State Legislature and is seeking funding in the 2026 State bonding bill to help finance the construction of the new building. The City is also planning to sell off the old public works facility in order to help finance the construction of the new facility. The old facility sits on a prime piece of real estate and is in a heavy industrial area that has zoning regulations that are very attractive to the private sector. If the old facility is sold to a private sector business, it will put the property on the tax rolls for the first time since 1970 and the new owner will pay property taxes each year to support the City and County governments and the School District.

AVR, LLC currently operates a temporary seasonal concrete batch plant in South St. Paul at 843 Hardman Avenue South (the Danner Property) which is governed by an interim use permit that will expire in the Fall of 2027. The Danner property is in a different zoning area which does not allow permanent concrete plants and only allows concrete plants as a temporary use that is part of a land reclamation and redevelopment plan. Once the Danner property has been redeveloped, AVR, LLC will no longer qualify for an interim use permit to operate there. They have been actively seeking a property in northern Dakota County that will allow them to construct a permanent concrete plant so that they can continue to serve construction sites in this part of the metro.

In July of 2025, the City released a targeted Request for Proposal (RFP) inviting interested parties to submit proposals for the purchase and redevelopment of the 400 Richmond Street property. It is understood that the City will need to continue to operate out of the property through at least the Fall of 2027 while the new facility is under construction. AVR LLC has offered an attractive purchase price that would give the City an infusion of cash that it can use to build the new public works facility. AVR LLC would then lease the property back to the City for continued public works operations until the new public works facility is ready to be occupied.

Site Characteristics

The subject property is a 4.66-acre parcel of unplatted land located on the south side of Richmond Street East just before it curves north and turns into Hardman Avenue South. The Union Pacific Railroad mainline track sits just east of the property and separates it from the Kinder Morgan Dakota Bulk Terminal, a 90-acre privately owned barge/rail/truck transportation facility that distributes road salt and other bulk commodities across the region. A portion of the 4.66-acre subject property is the public roadway itself, which is covered by a right-of-way easement and is not considered buildable. If the subject property is ever platted in the future, the part of the parcel that is the public road would be platted as street right-of-way and the owner would be left with an approximately 4.15-acre buildable parcel.

The existing building at 400 Richmond Street East is an approximately 33,000 square foot block building, with roughly 10% of the floor area finished as office/administrative/support space, approximately 20% of the floor area outfitted for commercial vehicle maintenance space, and the remaining 70% of the floor area consisting of tempered equipment, parts, tool, and vehicle storage space. The existing building sits close to Richmond Street East with only about 10 feet of space between the building and the edge of the right-of-way easement line. There is a public sidewalk that runs along Richmond Street East and the front of the public works building has a 300-foot-long blank wall that runs along the sidewalk with minimal architectural treatments and no landscaping. There is just grass between the building and the public sidewalk and the grass is broken up by a series of gutters and concrete structures that take rainwater from the top of the building and direct it out onto the sidewalk.

South of the public works building is a large, paved area that is not striped and is used for free-form employee parking, equipment parking, and general storage. At the southern end of the subject property are two accessory buildings. There is a roughly 4,800 square foot temporary salt storage building that is open-sided and roofed by a fabric material. There is also a roughly 2,400

square foot cold storage building that is used by the Police Department for storage. There are gravel areas near the two accessory buildings that are used for exterior storage.

AVR, LLC's Proposal to Repurpose the Property

AVR, LLC is proposing to purchase the property from the City, but they do not want to move forward with the purchase until they have zoning entitlements that guarantee that they can build their concrete plant and operate their business after the leaseback period is over. At full build-out, this is what AVR, LLC is proposing:

- The two existing accessory buildings on the property will be either demolished or relocated to the new public works property. The salt storage building is a temporary building that can be moved.
- AVR, LLC will construct an 82-foot-tall concrete batch plant at the southern end of the property in an area that Public Works uses for exterior storage today. The batch plant itself will have a roughly 4,920 square foot footprint, and it will be structurally connected at the second level to a two-level control building with a 505 square foot footprint. There will be an open space between the two building sections that concrete trucks can drive through to be filled with concrete.
- AVR, LLC will construct two new partially buried accessory storage buildings in the area where the Police Department's storage garage is located today. One accessory building will hold sand and one will hold aggregate. These materials will be fed directly into the concrete batch plant by two covered conveyor belts. Each accessory building will be approximately 1,000 square feet in size.
- AVR, LLC will install a 10,000-gallon aboveground fuel tank and pump in the middle of the site for fueling their fleet vehicles.
- AVR, LLC will pave some surfaces that are gravel today.
- AVR, LLC will install new landscaping and a new monument sign along Richmond Street East to beautify the property.

- A truck wash area with a metal spray structure will be installed in the driveway area to reduce dust and keep city streets clean.

Scope of Proposed Concrete Business

After municipal public works operations have relocated to the new facility and AVR has constructed the new concrete batch plant, the proposed concrete business at 400 Richmond Street East will operate with the following characteristics:

- The plant will produce 75,000 to 100,000 cubic yards of concrete annually. *A concrete truck can hold 8 to 10 cubic yards of concrete so this would be 7,500 to 10,000 truckloads per year.*
- 25-40 employees would be employed on-site daily.
- Typical business hours would be 7 AM to 7 PM.
- Most concrete trucks would travel to and from South St. Paul by using Hardman Avenue to access Interstate 494 directly.
- There will be no exterior storage or overnight outdoor parking of concrete trucks. Concrete trucks will be parked inside the old public works building. In the morning, concrete truck drivers will arrive at the site in their personal vehicles. They will take their concrete truck out of the old public works building and then park their personal vehicle inside the public works building.
- AVR is not proposing to stripe any parking inside their yard area. The only striped parking will be the four (4) existing striped stalls that are near the public-facing entrance of the existing public works building.

Zoning and Comprehensive Plan Guidance

The property is zoned I-Industrial and guided “Industrial” in the 2040 comprehensive plan. It is also located in the “Urban-Mixed” subdistrict of the Mississippi River Critical Corridor Area

(MRCCA) overlay district.

The I-Industrial zoning district allows “manufacturing in an enclosed building with permanent walls and a roof” as a permitted use except that some types of manufacturing are expressly prohibited. The I-Industrial zoning district does not prohibit concrete plants, and it is the City’s only industrial zoning district that does not prohibit concrete plants.

The Applicant’s proposed concrete manufacturing operation is like most other concrete manufacturing operations in Minnesota in that some parts of the manufacturing process take place outside an enclosed building with walls and a roof. Sand and aggregate materials will be moved between accessory storage buildings and the concrete batch plant via conveyor belts which are located outdoors, and this is considered “exterior processing.” Additionally, concrete trucks will drive underneath the batch plant for filling, and this is also an open-air process that is considered “exterior processing.” The I-Industrial district has a unique framework for regulating exterior processing which has been in place for decades:

- Temporary exterior processing related to a land reclamation and redevelopment plan can be allowed on any property in the I-Industrial zoning district with an interim use permit. *This is the type of interim use permit that AVR, LLC currently has which allows them to operate on the Danner property.*
- Exterior processing of wood chips is allowed on any property in the I-Industrial district with a conditional use permit and an approved site plan. This is the only type of exterior processing that is allowed districtwide.
- Other permanent exterior processing businesses are only allowed to operate in the heavy industrial area that surrounds the Kinder Morgan Dakota Bulk Terminal. A conditional use permit is required, and the City Code explicitly states that most properties in the I-Industrial district are not eligible to obtain the conditional use permit. Per the City Code, exterior processing is allowed “*on industrial zoned property south of I-494, except that part north of Richmond Street, west of Hardman Avenue, north of vacated Malden Street from Hardman Avenue to the Mississippi River, the south one-half of section 35, T28N, R22W and the east one-half of the NW 1/4 of section 35, T28N, R22W.*” According to this code provision, the only properties that are eligible for a conditional use permit for exterior processing are Kinder Morgan Dakota Bulk Terminal (925 Hardman Avenue South), the Lutheran World Relief warehouse (398 Richmond Street East), and the municipal public works facility (400 Richmond Street East).

Site Plan Review

A detailed site plan analysis is included in the attached Planning Commission memo. To summarize the key points from that analysis:

- The property will meet the City's minimum floor area ratio (FAR) requirement of 0.2 because over 20% of the buildable acreage of the property will be covered in building footprint. The Applicant is preserving the existing public works building and using it for vehicle storage. Their decision to preserve that building is at least partially driven by the need to meet the City's FAR requirement as they do operate other facilities where cement trucks are parked outdoors. The conditional use permit needs to contain a condition that requires the Applicant to maintain compliance with the FAR requirement in order to operate their concrete plant.
- The concrete batch plant will require a conditional use permit for its height to exceed 50 feet because it is proposed to have a total height of 82 feet. The bulkiest part of the building will be 62 feet tall and there will be a 20-foot-tall tower element at the top. There are numerous tall industrial buildings directly east of the subject property at the Kinder Morgan Dakota Bulk Terminal and the proposed building will not be out of place.
- Parking will primarily be handled using the parking bays that are inside the old public works service center building. Cement trucks will be stored in the parking bays overnight. Employees will park their commuter vehicles inside the parking bays during the day when the cement trucks are out on the road.
- The subject property is in a zoning area where at least 75% of the exterior walls of new buildings must consist of a Class I, Class II, or Class III material. There is a table in the City Code that lists which materials are in each class and the Planning Commission and City Council make case-by-case determinations regarding building material quality if an Applicant wants to use an unlisted material on a new building. The new concrete batch plant and its accessory buildings will be constructed out of concrete building materials that have a faux stucco finish. The batch plant will utilize "insulated concrete forms" and the accessory buildings will utilize "cast-in-place concrete walls." Neither of these building materials is listed in the City Code's exterior building materials table. The Planning Commission has reviewed the proposed materials and is recommending that the City adopt a finding that they are substantially similar to either masonry stucco (a Class II material) or EIFS synthetic stucco (a Class III material).

- The Applicant is proposing to beautify the Richmond Street frontage, which is very bleak today and has almost no landscaping. The Applicant is proposing to plant 15 new trees and a substantial amount of low-to-earth plantings. The proposed project will add significant curb appeal to the property.
- The project is exempt from the Mississippi River Critical Corridor Area (MRCCA) restrictions on building height because it is an industrial structure which requires its height for operational reasons.
- The eastern edges of the subject property are located within the 100-year FEMA floodplain and are subject to "flood fringe" zoning restrictions. The Applicant has designed their project to avoid the parts of the property that are in the floodplain. The only improvement that will be located in the 100-year floodplain is a new monument sign which is not considered a "structure" because it does not have a roof.
- The existing temporary concrete plant on the Danner property is somewhat loud because all of the manufacturing equipment is outside in the open-air. The proposed batch plant will operate quietly because most of the manufacturing equipment is contained inside a building with thick walls. The Applicant has stated that the only part of their operation that might have noise impacts is that there will be a lot of large trucks navigating around the property and there will be loud beeping when these trucks back up.

Conditional Use Permit Review Criteria

The City Code states that a Conditional Use Permit should be approved if the City has made the following determinations:

1. *That the conditional use, with such conditions as the commission shall determine and attach, conforms to the general purpose and intent of this chapter.*
2. *If the application is based on the conditional use provision in this chapter that the issuance conforms to the general characteristics of the district of which it will become a part.*
3. *That the conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district or districts affected.*
4. *That adequate utilities, access roads, streets, drainage, and other necessary facilities*

have been or will be provided.

5. *That adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.*

In industrial districts, additional criteria should be considered:

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

Timeline

Section 118-40 of the City Code states that conditional use permits will automatically terminate within one year of the date of approval if improvements are not substantially begun. The City's Site Plan Review ordinance has similar language. The City Council has the authority to grant extensions. In this case, the Applicant has requested to receive an extension upfront since there is a good chance that they will not be able to substantially begin improvements until the Fall of 2027 or even later due to the need to wait for Public Works to relocate. City Staff is recommending that the conditional use permits and site plan approval be good for at least three years. Staff has written a "condition of approval" that would give the Applicant until January 2029 to substantially begin to make improvements to the property.

Planning Commission Public Hearing and Recommendation

The Planning Commission held a public hearing at their meeting on Wednesday, January 7th. One resident spoke at the public hearing, Kent Zoya who resides at 1149 Syndicate Avenue. Mr. Zoya stated that he lives on top of the bluff west of Concord Street and noises from the industrial area carry up the bluff. He requested that the City deny the site plan and conditional use permits. He believes there will be visual pollution and noise pollution and he believes that the proposed concrete plant is too close to Concord Street and too close to residential areas. He feels that an 82-foot tall building will be too visible from the river and the bluff. He is concerned about beeping from trucks that are backing up. He shared that there are already noise issues related to the Cemstone maintenance facility on Richmond Street East which also has a large number of cement trucks that back up with loud beeping noises.

The Planning Commission discussed the application and requested clarification from City Staff on a number of items. Commissioner Haye asked about the existing large trucks that operate out of the Public Works property and whether the proposed cement manufacturing operation will represent a large increase in truck traffic. City Administrator Garcia shared that there are roughly 28–30 commercial vehicles that operate out of the existing Public Works building but the only

days that all vehicles are active would be during snowplowing operations. Public Works generally only operates between 7 AM and 4:30 PM unless there is a snow event or an emergency. Some of the larger public works vehicles such as snow plows do beep when they are backing up. City Staff shared that the City's noise ordinance restricts some types of noise between 10 PM and 7 AM (citywide quiet hours) but this is an industrial area and the City probably needs to put hours of operation restrictions in the conditional use permit if there are concerns about noise late at night. The Applicant has stated that they intend to operate between 7 AM and 7 PM but there is nothing to bind them to those hours unless a condition of approval restricts hours of operation.

The Planning Commission asked AVR LL's representatives at the meeting if they would be okay with a condition of approval that restricted the concrete plant to operating between 7 AM and 7 PM. The two representatives at the meeting stated that AVR LLC would generally be amenable to that type of condition. City Staff noted that Josh Edwards, the gentleman who is primarily responsible for developing and operating this new concrete batch plant, was supposed to attend the Planning Commission meeting but is currently trapped in the Caribbean due to airspace restrictions resulting from the US military action in Venezuela. City Staff shared with the Planning Commission that they would connect with Mr. Edwards after the meeting to confirm that a strict "hours of operation" restriction does not make the project infeasible.

With a 6-0 vote, the Planning Commission recommended approval of the site plan and conditional use permits with City Staff's recommended conditions and a new condition of approval that restricts hours of operation for the concrete batch plant to 7 AM to 7 PM.

Request from Applicant Following Planning Commission Meeting

City Staff reached out to Josh Edwards following the Planning Commission meeting to discuss the proposed "7 AM to 7 PM" hours of operation restriction. Mr. Edwards shared that AVR, LLC has a similar condition of approval in the conditional use permit that governs their Apple Valley concrete batch plant. He stated that AVR, LLC usually has no issues complying with this type of condition. However, AVR, LLC does occasionally bid on MnDOT road and bridge projects and other special construction projects that involve overnight construction. These special projects, which typically do not come up more than a few times each year, require an AVR, LLC concrete batch plant to be used of normal operating hours. AVR, LLC has a provision in the conditional use permit for their Apple Valley concrete plant that allows the City Engineer to authorize temporary extended hours for special projects that require concrete production during nighttime hours. They are requesting that South St. Paul approve a similar arrangement. City Staff is comfortable supporting this request and has prepared a condition of approval which states:

Hours of Operation. *The concrete batch plant shall only operate between 7 AM and 7 PM. The operator may request authorization for additional hours for a specific time period when warranted for a specific construction project requiring concrete production outside of the normal operating window. Temporary extended hours may be granted administratively by the City Engineer if the property remains in good standing with its conditional use permit conditions.*

The approval resolution that is attached to this packet contains the condition shown above. If the City Council wants to approve the conditional use permit with a "7 AM to 7 PM" restriction that does not contain any flexibility for temporary overnight hours, the City Council should make that part of their motion if they choose to vote to approve the proposed development project.

Discussion

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

The proposed use of the property will comply with minimum FAR requirements and add to the tax base. The use will also bring up to 25-40 good paying jobs to the community. Staff supports the project as long as the Applicant is willing to comply with the proposed conditions of approval.

Recommended Action

Approve Resolution #2026-12 approving a site plan and conditional use permits for the AVR, LLC concrete batch plant project at 400 Richmond Street East.

60-Day Review Period Deadline: February 14, 2026

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Resolution 2026-12
2. Planning Commission Memo

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-12

**APPROVING A SITE PLAN AND CONDITIONAL USE PERMITS FOR AVR, LLC'S
CONCRETE BATCH PLANT PROJECT AT 400 RICHMOND STREET EAST**

WHEREAS, the City received an application from AVR, LLC requesting the following approvals for a proposal to construct a concrete batch plant at 400 Richmond Street East and adaptively reuse the property for concrete manufacturing:

1. Site Plan approval to construct a concrete batch plant building and two large accessory buildings for aggregate and sand storage which would be connected to the concrete batch plant by conveyor belts.
2. A conditional use permit for exterior processing. *This approval is required because the concrete manufacturing process is not wholly contained inside a building with permanent walls and a roof.*
3. A conditional use permit to have a building that is taller than 50 feet in the I-Industrial zoning district. *The proposed concrete batch plant will be 82 feet tall.*
4. A conditional use permit to have multiple principal buildings on one parcel. *The property will have two principal buildings, the old public works facility, and the concrete batch plant building.*
5. A conditional use permit to have accessory buildings that are larger than 200 square feet. *The Applicant is proposing to build two accessory buildings for aggregate and sand storage which will be connected to the batch plant via conveyor belts. Each building will be roughly 1,000 square feet.*
6. A conditional use permit to have an above-ground tank that is larger than 2,000 gallons. *The Applicant is proposing to have a 10,000-gallon fuel tank which they would use exclusively to fuel their own fleet vehicles.*

WHEREAS, the subject property is located at 400 Richmond Street East ("the Property"); and is legally described as follows:

(See Exhibit A)

WHEREAS, the Planning Commission held a public hearing on the application at their January 7, 2026 meeting, proceeded by notice as required by law; and

WHEREAS, the Planning Commission took action to recommend approval of the site plan and conditional use permits (6-0) at their January 7, 2026; 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 January 7, 2026 regarding this matter are hereby adopted and included herein by reference including the following attachments:

- a. Site Location Map
- b. Aerial Photographs
- c. Photographs of Subject Property
- d. ALTA Survey
- e. Site Plan
- f. Building Elevations
- g. Floor Plans
- h. Landscape Plan
- i. Utility Plan
- j. Grading and Drainage Plan
- k. Applicant's Narrative
- l. 820Foot Building Height Justification for MRCCA Exemption
- m. City Engineer's Letter
- n. Exterior Building Material Classification Chart from Code Section 118-9

2. Findings.

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

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

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

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

a. Application (AVR, LLC)	dated 11/25/2025
b. Revised Narrative (Joshua Edwards)	dated 12/15/2025
c. ALTA Survey (EFN)	dated 11/04/2025
d. Site Demolition Plan (Kimley Horn)	dated 12/15/2025
e. Erosion and Sediment Control Plan (Kimley Horn)	dated 12/15/2025
f. Site Dimension Plan (Kimley Horn)	dated 12/15/2025
g. Grading and Drainage Plan (Kimley Horn)	dated 12/15/2025
h. Utility Plan (Kimley Horn)	dated 12/15/2025
i. Landscape Plan (Kimley Horn)	dated 12/15/2025
j. Floor Plans (Amcon)	dated 12/15/2025
k. Rendered Elevations (Amcon)	dated 12/15/2025
l. Stormwater Management Plan (Kimley Horn)	dated 11/24/2025
2. **Status of Previous Approvals.** The existing Police Department cold storage building was approved by a conditional use permit contained in Resolution #2016-80. That conditional use permit shall be extinguished upon the demolition of the cold storage building. The existing temporary salt storage building was approved by an interim use permit contained in Resolution #2013-142. The interim use permit shall be extinguished upon the demolition or removal of the temporary salt storage building from the property.
3. **Construction Permits Required.** The Applicant must obtain the required permits prior to beginning construction:
 - a. Building permits are required for the construction of the concrete batch plant and accessory buildings.
 - b. A building permit and a permit from the South Metro Fire Department is required for the installation of the aboveground fuel tank.
 - c. A fence permit is required before the Applicant makes changes to the security fence.
 - d. Either a zoning permit or a building permit is needed for the parking lot project.
 - e. Sign permits must be obtained prior to the installation of any signage. The monument sign is proposed to be installed in the 100-year floodplain and additional information may be required as part of the sign permit submittal to ensure compliance with applicable regulations.
4. **Building and Fire Code Compliance.** All buildings on the property must be maintained in compliance with all applicable building codes and fire codes. All storage of hazardous materials must comply with applicable codes.

5. **Stormwater Maintenance Agreement Required.** Prior to building permit issuance, the Applicant must enter into a stormwater maintenance agreement with the City for the long-term maintenance of required stormwater management systems.
6. **Revised Plans Required.** The Applicant shall submit revised plans that address the following:
 - a. The removals plan shows a large area of gravel removal, but the site plan does not show what material is replacing it. The site plan and/or landscaping plan must be revised to label all replacement surfaces. There can be no net increase in impervious surface coverage from what is present at the property today.
 - b. The landscape plan must be revised to replace the two maple trees that are proposed along the Union Pacific railroad tracks with two columnar trees that will not have a large canopy that conflicts with railroad operations.
7. **Installation and Maintenance of Required Landscaping.** The Applicant shall be responsible for installing and maintaining all landscape materials shown on the approved landscaping plan.
8. **Landscape Guarantee.** The Applicant shall establish a landscape escrow in the amount of \$7,500 or 125% of the estimated cost of implementing the tree replacement plan, whichever is less. The security shall be maintained for at least one year after the date that the landscape materials have been planted. After one year has passed, the Applicant must replace any required landscape materials that are not alive or are in an unhealthy state. Once the City has confirmed that the replacements have been installed, the entire security may be released.
9. **Concrete Batch Plant Height.** The concrete batch plant shall be permitted to be taller than 50 feet provided that its height and design is substantially consistent with the approved plans and the building does not exceed 82 feet in height.
10. **Concrete Batch Plant Exterior Building Materials.** The City finds that insulated concrete forms with a stucco finish are the equivalent of a Class II or Class III material, as required by Section 118-9. The concrete batch plant building may be built with this material in compliance with the approved plans.
11. **Accessory Buildings and Aboveground Fuel Tank.** The Applicant is being granted a conditional use permit to have accessory buildings that are larger than 200 square feet and a conditional use permit to have an above-ground fuel tank that is larger than 2,000 gallons.
 - a. The two accessory buildings shall have a size and location that is substantially consistent with the approved plans. The accessory buildings may be constructed out of cast-in-place concrete, but they must have a faux stucco finish applied to their exterior so that they complement the new concrete batch plant. The City finds that a faux stucco finish on a cast-in-place concrete building is the equivalent of a Class II or Class III material.
 - b. The above-ground fuel tank may be up to 10,000 gallons in size. Its placement and site design shall be substantially consistent with the approved plans.

12. **ADA Compliant Striping Required.** Prior to occupying the site, the Applicant shall re-stripe the guest parking area at the northwest corner of the property in an ADA-compliant manner with at least one handicapped van-accessible parking stall.
13. **Sewer Access Charge (SAC) Payment.** The Applicant is responsible for securing a Sewer Access Charge (SAC) determination from the Metropolitan Council and submitting this letter and payment for any SAC charges at time of building permit.
14. **Washout Area Required.** The Applicant shall submit a final design for their truck washout area at time of building permit. The final design of the washout area is subject to the review and approval of the City Engineer.
15. **Roadway Cleanliness.** The Applicant is responsible for cleaning up any debris, dust, concrete, or other materials that fall off their cement trucks onto a public roadway.
16. **Compliance with Dakota County Requirements, MPCA Requirements, and Other State Agency Requirements.** The Applicant shall comply with any requirements that are imposed upon them by the Minnesota Pollution Control Agency (MPCA), including but not limited to requirements related to air pollution, stormwater management, and the handling of hazardous materials. The Applicant shall also comply with any relevant requirements that are imposed upon them by other State agencies and by Dakota County.
17. **Minimum Floor Area Ratio.** The conditional use permits are conditioned upon the Applicant maintaining a minimum floor area ratio (FAR) of at least 0.2 on the subject property. For the purposes of calculating the minimum floor area ratio, the part of the subject property that is covered in a public road easement shall not be included in the parcel's acreage.
 - a. If the Applicant seeks to demolish the former public works service center building in the future, it will require an amendment to the conditional use permits and an approved plan to construct a new building that will maintain the minimum FAR. The timespan for constructing any approved replacement building will be defined in the conditional use permit amendment.
 - b. If the former public works service center is destroyed by fire or other peril, the Applicant shall have 3 years from the date of the destructive event to design and begin construction of a replacement building that brings the property back into compliance with the minimum FAR requirement. An extension may be granted by the City Council if there are extenuating circumstances.
18. **No Exterior Storage Without a Conditional Use Permit.** There shall be no exterior storage on the subject property, including the overnight parking of cement trucks, unless the Applicant obtains a conditional use permit for exterior storage.
19. **Hours of Operation.** The concrete batch plant shall only operate between 7 AM and 7 PM. The operator may request authorization for additional hours for a specific time period when warranted for a specific construction project requiring concrete production outside of the normal operating window. Temporary extended hours may be granted administratively by the City Engineer if the property remains in good standing with its conditional use permit conditions.

20. **Designated Haul Routes Must be Approved by City Engineer.** The Applicant shall submit a designated haul route plan as part of their building permit submittal and this plan is subject to review and approval by the City Engineer. Concrete trucks serving job sites outside of South St. Paul city limits may not utilize streets that are not part of an approved haul route. Trucks shall comply with all applicable spring load restrictions.
21. **Dust Control Required.** The Applicant is responsible for dust control. If dust or other particulate matter is found to be leaving the subject property and creating nuisance conditions on other properties, public roads, or on the Mississippi River Trail, the City may take one or more of the following actions to address the issue:
- a. The Zoning Administrator may require the concrete batch plant to temporarily suspend operations until a dust control plan can be developed and implemented.
 - b. The Zoning Administrator can issue a warning letter followed by administrative citations which will be sent to the property owner.
 - c. The City may abate any dust that has accumulated off-site and bill the Applicant for the cost of the abatement. The charges may be added to the Applicant's property taxes as a special assessment if they are not paid.
 - d. The City Council may revoke the conditional use permit for exterior processing.
22. **Trash Enclosure Required if Dumpsters are Stored Outdoors.** If the Applicant wants to store dumpsters outside the building, they must obtain a permit and construct a trash enclosure that will fully screen the dumpsters. The enclosure must be built of exterior materials that match or complement the exterior of the principal structure. The Applicant shall use brick, block, or an equivalent non-combustible masonry material to construct the trash enclosure. Alternatively, they may utilize Trex or an equivalent composite decking material to construct the enclosure if it is located at least 10 feet away from any principal building that is not equipped with a sprinkler system.
23. **Compliance with Noise Ordinance and Nuisance Ordinances.** The concrete batch plant must not in any way be a public nuisance. Decibel levels from industrial activity must comply with the City's noise ordinance and all State Statutes that govern noise.
24. **Lighting.** All exterior lighting shall be compliant with City Code Section 118-242. Light sources shall be hooded or controlled so as not to light adjacent property. If there will be new exterior lighting, the Applicant shall submit a lighting and photometric plan at time of building permit that demonstrates compliance with all applicable standards.
25. **Access to Facility.** The Applicant shall provide City Staff with reasonable access to the inside and outside of the facility for the purposes of enforcing the terms of the conditional use permits.
26. **Termination of the Conditional Use Permits.** The Conditional Use Permits will terminate if improvements have not substantially begun within three years from the date of approval. The violation of any condition of approval in the conditional use permit(s) may terminate the conditional use permit(s), following a hearing by the City Council.

Engineering Conditions

27. **City Engineer's Letter.** The Applicant shall address the issues raised in the City Engineer's Letter dated December 19, 2025.
28. **Erosion Control Escrow.** At time of building permit , the Applicant shall establish an erosion control escrow in an amount consistent with the City's adopted fee schedule.
29. **Escrow for Improvements in Public Right-Of-Way.** The Applicant shall submit a cost estimate for the improvements that will be located in the public right-of-way. An escrow in the amount of 125% of the cost of the public improvements must be established prior to building permit issuance.

Adopted this 20th day of January 2026

City Clerk

ATTACHMENTS

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

ATTACHMENT A
LEGAL DESCRIPTION

Real property is Dakota County, Minnesota, legally described as follows:

That part of the South 462 feet of the North 1447 feet of the Northeast Quarter, Section 34, Township 28, Range 22, Dakota County, Minnesota, lying easterly of the Chicago Great Western Railway, except that part thereof owned by the Chicago, Rock Island and Pacific Railway Company.

Abstract Property

PID #: 36-03400-06-010

ATTACHMENT B CITY ENGINEER'S LETTER



City of South St. Paul

Engineering Department

December 19, 2025

Michael Healy, City Planner
125 3rd Avenue N
South St. Paul, MN 55075

Re: 400 Richmond Street E
AVR LLC – Ready-Mix Concrete Plant
Conditional Use Permit - Plan Review

Mr. Healy,

The Engineering Department reviewed the submittal for the AVR, LLC Ready-Mix Concrete Plant Conditional Use Permit received December 2, 2025. The following comments refer to the Civil and Landscape plans dated December 15, 2025, and the Stormwater Management Plan dated November 24, 2025.

General Comments

1. The Civil and Landscaping plans and the Stormwater Management Report reference a Geotechnical Report. However, no report was submitted for review. Applicant to submit the Geotechnical Report with the next round of submittals. Previous geotechnical reports for work on the existing police storage building indicate that bedrock is approximately 14 ft below grade in the southwest corner of the site.
2. Applicant shall include a traffic control plan and/or detour plan for when utility work is taking place on Richmond Street E. It appears that all of Richmond Street E will be impacted by the utility connections.
3. Applicant to submit a cost estimate for the improvements in the public right-of-way. An escrow in the amount of 125% of the cost of the public improvements will be required prior to construction.
4. Applicant shall include current city detail plates in place of those currently shown on sheet C401. Current detail plates can be accessed here - [SSP Specs and Details](#) – or by contacting me via email at kgelhar@sspmn.org.

Survey, Existing Conditions, and Demolition Plan

1. Removal of the existing buildings must be coordinated with the City of South St. Paul Public Works Department. The Public Works Department intends to relocate the structure labeled “QUONSET HUT” on the ALTA Survey.
2. Applicant to review and update the removal hatching shown by the entrance the site. The construction limits appear to include more of the sidewalk and concrete material than what is shown as a removal hatch.

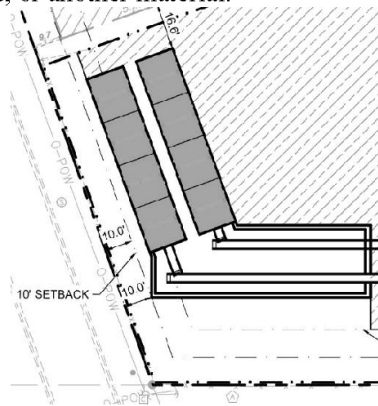
125 Third Avenue North | South St. Paul, MN 55075
Phone (651) 554-3210 | Fax (651) 554-3211
www.southstpaul.org



3. Applicant to review and update the “REMOVE GRAVEL” hatch. It appears that a portion of the existing gravel is being left in place near the proposed aboveground storage tank and the aggregate bunker.

Site Plan

1. Applicant shall provide details for the pavement sections. The notes for the pavement hatching in the legend on sheet C400 state “SEE DETAILS FOR SECTION”. No such details were provided in the plan set.
2. 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>
3. Applicant to provide detail sheets that include relevant construction information for improvements shown on the plans (i.e. bollards called out as “TYP.” and the automatic truck wash area).
4. Applicant to label linework near the aggregate/sand storage structures and the conveyor system to the plant. It is unclear on the plans, what is a structure, a retaining wall, a curb, a fence, etc. in this area. Applicant to confirm if the area between the structures and conveyor equipment in the screenshot of the plans below is proposed as concrete, bituminous, gravel, sod, or another material.



Sanitary Sewer and Watermain Plan

1. Applicant to coordinate with City Engineering or Public Works staff prior to completing any water main and sanitary sewer connections on Richmond Street E. 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. Wet tapping the proposed water service to the existing line is the City’s preferred method of connection.



2. Utility work within the public right-of-way must follow current South St. Paul standards. Current detail plates and specifications can be accessed here - [SSP Specs and Details](#) – or by contacting me via email at kgelhar@sspmn.org.
3. The proposed sanitary sewer service is currently shown as 299 ft in length with a wye connection at the City's sewer main. Engineering staff strongly encourages installing cleanouts along the service line for ease of maintenance in the future.
4. Some notes on Sheet C600 under UTILITY PLAN NOTES are specific to storm sewer installation. However, no storm sewer is proposed on Sheet C600.

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. Applicant to revise the Stormwater Management Plan to reflect the most current plan set. The Stormwater Management Plan is dated November 24, 2025, and indicates no change in impervious. However, the plan set dated December 15, 2025, was updated to show a decrease of impervious surface at the site.
3. Applicant shall confirm if a swale or curb is being proposed on the south end of the existing building. The drainage arrows indicate that the pavement near the aggregate/sand storage structures will drain to the existing building.
4. Applicant to confirm that the swale in the southeast corner of the property is being graded to drain to the existing catch basin and not to the southern property line/adjacent property.
5. Applicant shall label what appears to be proposed rip rap near the existing catch basin in the southeast corner of the site. Label shall include type and quantity of material.

Erosion Control Plan

1. An erosion control escrow in the amount of \$3,000 per acre of disturbance 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. 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).
3. Temporary and permanent turf establishment methods must be shown on the erosion control sheets.
4. Secondary containment will be required under portable toilets facilities.
5. Rock construction entrance location may need to be revised during construction to ensure that vehicles enter and exit the site through the rock construction entrance.
6. Due to the site being within one (1) mile of the Mississippi River, temporary seeding or stabilization is required for disturbed areas that will be inactive for seven (7) days or more.



Landscape Plan

1. Applicant to indicate what type of material is being placed on the disturbed areas on the south side of the site.

Permits Required from Other Agencies

1. NPDES and MPCA Construction Stormwater Permit
<https://www.pca.state.mn.us/business-with-us/construction-stormwater>
2. Registration with MPCA for the aboveground storage tank
3. Metropolitan Council Discharge Permit

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

Sincerely,

Kelsey Gelhar, P.E.
City Engineer



PLANNING COMMISSION AGENDA REPORT

DATE:

January 7, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Site Plan Review and Conditional Use Permits for AVR LLC Concrete Batch Plant Project at 400 Richmond Street East

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

A motion recommending approval or denial of the site plan and conditional use permits for the proposed AVR LLC Concrete Batch Plant Project at 400 Richmond Street East.

OVERVIEW

Application

The Applicant, “AVR, LLC,” has an option to purchase the property that contains the City’s existing public works service center at 400 Richmond Street East. The City is tentatively planning to construct a new public works service center on a City-owned property that is directly south of the DNR Boat Launch park. The Applicant is proposing to repurpose the 400 Richmond Street East property for concrete manufacturing. They would like to utilize the existing building as a storage building and would construct a new concrete batch plant in the rear yard of the property.

AVR, LLC is seeking the following land use approvals:

1. Site Plan approval to construct a concrete batch plant building and two large accessory buildings for aggregate and sand storage which would be connected to the concrete batch plant by conveyer belts.
2. A conditional use permit for exterior processing. *This approval is required because the concrete manufacturing process is not wholly contained inside a building with four walls and a roof.*

3. A conditional use permit to have a building that is taller than 50 feet in the I-Industrial zoning district. *The proposed concrete batch plant will be 82 feet tall.*
4. A conditional use permit to have multiple principal buildings on one parcel. *The property will have two principal buildings, the old public works facility, and the concrete batch plant building.*
5. A conditional use permit to have accessory buildings that are larger than 200 square feet. *The Applicant is proposing to build two accessory buildings for aggregate and sand storage which will be connected to the batch plant via conveyor belts. Each building will be roughly 1,000 square feet.*
6. A conditional use permit to have an above-ground tank that is larger than 2,000 gallons. *The Applicant is proposing to have a 10,000-gallon fuel tank which they would use exclusively to fuel their own fleet vehicles.*

Review Timeline

Complete Application Submittal: December 16, 2025

Planning Commission: January 7, 2026

Tentative City Council Meeting: January 20, 2026

60-Day Review Deadline: February 14, 2026

Background

The existing 33,000 square foot Public Works Service Center at 400 Richmond Street East was built in 1970 and has housed the Public Works department for 55 years. The building has many deficiencies that were identified in an evaluation conducted by the City that include a lack of a fire suppression system, inadequate make-up air in mechanics' bays, inadequate electrical systems, a lack of locker and restroom facilities for female workers, many Americans with Disabilities Act (ADA) inadequacies, and numerous energy inefficiencies. It is estimated that it would cost at least \$6.5 million to renovate the building and, even after a renovation, the building would still be inadequate because it is too small, and it has an obsolete layout.

The City has gone through a space needs analysis and a pre-design process with facilities experts, and it is estimated that South St. Paul needs up to a 75,000 square foot Public Works facility to meet current and projected operational needs and provide high quality service to residents. This would be over twice the size of the existing facility. The City is working with its partners in the State Legislature and is seeking funding in the 2026 State bonding bill to help

finance the construction of the new building. The City is also planning to sell off the old public works facility in order to help finance the construction of the new facility. The old facility sits on a prime piece of real estate and is in a heavy industrial area that has zoning regulations that are very attractive to the private sector. If the old facility is sold to a private sector business, it will put the property on the tax rolls for the first time since 1970 and the new owner will pay property taxes each year to support the City and County governments and the School District.

AVR, LLC currently operates a temporary seasonal concrete batch plant in South St. Paul at 843 Hardman Avenue South (the Danner Property) which is governed by an interim use permit that will expire in the Fall of 2027. The Danner property is in a different zoning area which does not allow permanent concrete plants and only allows concrete plants as a temporary use that is part of a land reclamation and redevelopment plan. Once the Danner property has been redeveloped, AVR, LLC will no longer qualify for an Interim Use Permit to operate there. They have been actively seeking a property in northern Dakota County that will allow them to construct a permanent concrete plant so that they can continue to serve construction sites in this part of the metro.

In July of 2025, the City released a targeted Request for Proposal (RFP) inviting interested parties to submit proposals for the purchase and redevelopment of the 400 Richmond Street property. It is understood that the City will need to continue to operate out of the property through at least the Fall of 2027 while the new facility is under construction. AVR LLC has offered an attractive purchase price that would give the City an infusion of cash that it can use to build the new public works facility. AVR LLC would then lease the property back to the City for continued public works operations until the new public works facility is ready to be occupied.

Site Characteristics

The subject property is a 4.66-acre parcel of unplatted land located on the south side of Richmond Street East just before it curves north and turns into Hardman Avenue South. The Union Pacific Railroad mainline track sits just east of the property and separates it from the Kinder Morgan Dakota Bulk Terminal, a 90-acre privately owned barge/rail/truck transportation facility that distributes road salt and other bulk commodities across the region. A portion of the 4.66-acre subject property is the public roadway itself, which is covered by a right-of-way easement and is not considered buildable. If the subject property is ever platted in the future, the part of the parcel that is the public road would be platted as street right-of-way and the owner would be left with an approximately 4.15-acre buildable parcel.

The existing building at 400 Richmond Street East is an approximately 33,000 square foot block building, with roughly 10% of the floor area finished as office/administrative/support space, approximately 20% of the floor area outfitted for commercial vehicle maintenance space, and the remaining 70% of the floor area consisting of tempered equipment, parts, tool, and vehicle storage space. The existing building sits close to Richmond Street East with only about 10 feet of space between the building and the edge of the right-of-way easement line. There is a public sidewalk that runs along Richmond Street East and the front of the public works building has a 300-foot-long blank wall that runs along the sidewalk with minimal architectural treatments and no landscaping. There is just grass between the building and the public sidewalk and the grass is

broken up by a series of gutters and concrete structures that take rainwater from the top of the building and direct it out onto the sidewalk.

South of the public works building is a large, paved area that is not striped and is used for free-form employee parking, equipment parking, and general storage. At the southern end of the subject property are two accessory buildings. There is a roughly 4,800 square foot temporary salt storage building that is open-sided and roofed by a fabric material. There is also a roughly 2,400 square foot cold storage building that is used by the Police Department for storage. There are gravel areas near the two accessory buildings that are used for exterior storage.

AVR, LLC's Proposal to Repurpose the Property

AVR, LLC is proposing to purchase the property from the City, but they do not want to move forward with the purchase until they have zoning entitlements that guarantee that they can build their concrete plant and operate their business after the leaseback period is over. At full build-out, this is what AVR, LLC is proposing:

- The two existing accessory buildings on the property will be either demolished or relocated to the new public works property. The salt storage building is a temporary building that can be moved.
- AVR, LLC will construct an 82-foot-tall concrete batch plant at the southern end of the property in an area that Public Works uses for exterior storage today. The batch plant itself will have a roughly 4,920 square foot footprint, and it will be structurally connected at the second level to a two-level control building with a 505 square foot footprint. There will be an open space between the two building sections that concrete trucks can drive through to be filled with concrete.
- AVR, LLC will construct two new partially buried accessory storage buildings in the area where the Police Department's storage garage is located today. One accessory building will hold sand and one will hold aggregate. These materials will be fed directly into the concrete batch plant by two covered conveyor belts. Each accessory building will be approximately 1,000 square feet in size.
- AVR, LLC will install a 10,000-gallon aboveground fuel tank and pump in the middle of the site for fueling their fleet vehicles.

- AVR, LLC will pave some surfaces that are gravel today.
- AVR, LLC will install new landscaping and a new monument sign along Richmond Street East to beautify the property.
- A truck wash area with a metal spray structure will be installed in the driveway area to reduce dust and keep city streets clean.

Scope of Proposed Concrete Business

After municipal public works operations have relocated to the new facility and AVR has constructed the new concrete batch plant, the proposed concrete business at 400 Richmond Street East will operate with the following characteristics:

- The plant will produce 75,000 to 100,000 cubic yards of concrete annually. *A concrete truck can hold 8 to 10 cubic yards of concrete so this would be 7,500 to 10,000 truckloads per year.*
- 25-40 employees would be employed on-site daily.
- Typical business hours would be 7 AM to 7 PM.
- Most concrete trucks would travel to and from South St. Paul by using Hardman Avenue to access Interstate 494 directly.
- There will be no exterior storage or overnight outdoor parking of concrete trucks. Concrete trucks will be parked inside the old public works building. In the morning, concrete truck drivers will arrive at the site in their personal vehicles. They will take their concrete truck out of the old public works building and then park their personal vehicle inside the public works building.

- AVR is not proposing to stripe any parking inside their yard area. The only striped parking will be the four (4) existing striped stalls that are near the public-facing entrance of the existing public works building.

Zoning and Comprehensive Plan Guidance

The property is zoned I-Industrial and guided “Industrial” in the 2040 comprehensive plan. It is also located in the “Urban-Mixed” subdistrict of the Mississippi River Critical Corridor Area (MRCCA) overlay district.

The I-Industrial zoning district allows “manufacturing in an enclosed building with permanent walls and a roof” use except that some types of manufacturing are expressly prohibited. The I-Industrial zoning district does not prohibit concrete plants, and it is the City’s only industrial zoning district that does not prohibit concrete plants.

The Applicant’s proposed concrete manufacturing operation is like most other concrete manufacturing operations in Minnesota in that some parts of the manufacturing process take place outside an enclosed building with walls and a roof. Sand and aggregate materials will be moved between accessory storage buildings and the concrete batch plant via conveyor belts which are located outdoors, and this is considered “exterior processing.” Additionally, concrete trucks will drive underneath the batch plant for filling, and this is also an open-air process that is considered “exterior processing.” The I-Industrial district has a unique framework for regulating exterior processing which has been in place for decades:

- Temporary exterior processing related to a land reclamation and redevelopment plan can be allowed on any property in the I-Industrial zoning district with an interim use permit. *This is the type of interim use permit that AVR, LLC currently has which allows them to operate on the Danner property.*
- Exterior processing of wood chips is allowed on any property in the I-Industrial district with a conditional use permit and an approved site plan. This is the only type of exterior processing that is allowed districtwide.
- Other permanent exterior processing businesses are only allowed to operate in the heavy industrial area that surrounds the Kinder Morgan Dakota Bulk Terminal. A conditional use permit is required, and the City Code explicitly states that most properties in the I-Industrial district are not eligible to obtain the conditional use permit. Per the City Code, exterior processing is allowed “*on industrial zoned property south of I-494, except that part north of Richmond Street, west of Hardman Avenue, north of vacated Malden Street from Hardman Avenue to the Mississippi River, the south one-half of section 35, T28N,*

R22W and the east one-half of the NW 1/4 of section 35, T28N, R22W.” According to this code provision, the only properties that are eligible for a conditional use permit for exterior processing are Kinder Morgan Dakota Bulk Terminal (925 Hardman Avenue South), the Lutheran World Relief warehouse (398 Richmond Street East), and the municipal public works facility (400 Richmond Street East).

This table lays out the zoning status of properties that are adjacent to the subject property:

Direction	Existing Use	Existing Zoning	Comp Plan Guidance
<i>West</i>	Lutheran World Relief Warehouse	I- Industrial	Industrial
<i>North</i>	Cemstone's Truck Service Garage	I- Industrial	Light Industrial (Being re-guided “Industrial” in accordance with South Concord Corridor Small Area Plan)
<i>East</i>	Kinder Morgan Dakota Bulk Terminal (across railroad tracks and regional bike trail)	I- Industrial	Industrial
<i>South</i>	Lutheran World Relief Warehouse	I- Industrial	Industrial

Relevant City Code Sections

The following zoning code sections are relevant to this review:

- Section 118-9 establishes architectural requirements for buildings in the I-Industrial district.
- Section 118-40 governs Conditional Use Permits.
- Section 118-47 governs Site Plan Review.

- Section 118-129 governs the I-Industrial zoning district.
- Sections 118-165 through 118-177 regulate the Mississippi River Critical Corridor Area (MRCCA).
- Section 118-185 regulates the Floodplain districts.
- Section 118-196 governs the zoning rules for having multiple principal buildings on one lot.
- Section 118-208 governs the zoning rules for detached accessory buildings.
- Section 118-242 regulates screening of rooftop mechanical equipment.
- Section 118-243 governs landscaping requirements.
- Sections 118-351 through 118-355 regulate parking and loading.

SITE PLAN REVIEW

Minimum Lot Size

The I-Industrial zoning district requires a minimum lot size of 1 acre. The existing 4.66-acre parcel complies with this requirement.

Minimum Floor Area Ratio

Since 2016, new development in the I-Industrial zoning district has been required to have a minimum floor area ratio (FAR) of 0.2. This generally means that at least 20% of each property must be covered by a 1-story building or at least 10% of each property must be covered by a 2-story building. The intent of the FAR requirement is to ensure that each property is being utilized

with its “highest and best use” and paying an appropriate level of property taxes relative to its acreage. Municipal buildings and uses are exempt from the minimum FAR requirement because they are a necessary public service and do not pay property taxes. If 400 Richmond Street East is sold to the private sector, however, it will start to pay property taxes. The City wants to ensure that the property maintains an appropriate FAR so that it is paying adequate property taxes. The Applicant’s proposal to retain the existing building and build out the site with additional buildings will be good for the tax base:

- The 4.66-acre property currently has an FAR of 0.18 due to the existing 33,000 square foot Public Works building and the 4,800 square foot Police Department storage building. The temporary salt storage building does not count towards the FAR requirement because it is removable, and its interim use permit requires it to be removed by 2033.
- As previously stated, part of the subject property is unbuildable because it is covered by a public road easement and has the Richmond Street roadway going through it. If the part of the parcel that is covered in a road easement were re-platted as right-of-way, then the property would only be about 4.15 acres in size and would have an FAR of 0.21 with just the existing buildings.
- The Applicant is proposing to demolish the 2,400 square foot Police Department storage building, but they are proposing to construct a concrete batch plant which will add approximately 5,930 square feet of floor area and two accessory buildings which will add at least another 2,000 square feet of floor area.
 - The new FAR will be just over 0.2.
 - If the parcel is re-platted to remove the road easement area, the new floor area ratio with AVR LLC's new buildings would be 0.23

The Applicant has other concrete batch plants where concrete trucks park outdoors. In South St. Paul, the Applicant is planning to keep the public works building intact and use it for indoor truck parking because they understand how important maintaining the 0.2 FAR is for the City to agree to sell the property and grant a conditional use permit. It should be a “condition of approval” that the Applicant needs to continue to meet the minimum FAR requirement, meaning that the public works service center building cannot be torn down in the future unless the Applicant constructs a new building to replace it and maintain the FAR.

Setbacks

The concrete batch plant is considered a second principal building and needs to comply with setback requirements for a principal building. It needs to be set back at least 30 feet from the front property line and it easily meets this requirement because it is in the rear yard behind the

existing public works building. The concrete batch plant needs to be at least 20 feet from the rear and side property lines, and it does meet those requirements.

The two accessory buildings need to be at least 10 feet away from rear and side property lines and must be located behind the principal building (the existing public works building). The accessory buildings will meet those requirements.

Building Height

The I-Industrial district automatically allows buildings to be up to 50 feet tall and allows additional height via a conditional use permit. The proposed concrete batch plant is 82 feet tall and requires a conditional use permit for its height. Staff does not have any concerns about the proposed height. The building has an attractive design, and the bulkiest part of the building is only 62 feet tall with a 20-foot-tall tower element above that. There are several tall buildings and structures at the Kinder Morgan Dakota Bulk Terminal property directly to the east and what is being proposed will not be out of place in this heavy industrial area.

Parking

The Applicant is proposing to provide employee parking primarily inside the old public works service center building. They have stated that employees will arrive at the site in their personal vehicles, pull their cement truck out of the building, and then park their personal vehicle in the parking bay that was vacated by the cement truck. They want to keep most of the pavement on the property open and un-striped just as it is today. The paved yard area will be utilized primarily for cement truck queuing and maneuvering. City Staff expects that there will be some amount of informal employee parking in unstriped areas, just as there is today. Most of the yard area is screened from the public street by the existing public works building, and it should not have a negative aesthetic impact on the public street if employees are occasionally parking in unstriped areas.

The Applicant is proposing to continue to use the small 4-stall parking lot near the service center's entrance as "guest parking." As part of the "change of use" for the property, this parking lot should be re-striped with a handicapped van accessible stall to meet modern ADA requirements.

Exterior Building Materials for Concrete Batch Plant

The Applicant is proposing to construct their concrete batch plant building using "insulated concrete forms" with a stucco finish. Insulated Concrete Forms are hollow foam blocks that are stacked like Legos to form walls, then filled with reinforced concrete. Per the Applicant, the benefits of this building material include energy efficiency, resistance to flooding and high winds, and sustainability (made from recycled materials). The Applicant's facility in Burnsville was constructed of this same material and the Applicant has provided photographs of the plant during construction and photographs of what it looks like today.

Section 118-9 of the City Code, which regulates building architecture, has special standards for

the heavy industrial area “South of Richmond Street and East of Schumacher Road.” In this area, at least 75% of each building must consist of facades that are Class I, Class II, and Class III materials. There is a list of building materials for each class (SEE ATTACHMENT 14). Traditional masonry stucco is considered a Class II material. Synthetic stucco (EIFS) is considered a Class III material. The City Council has the authority to deem exterior building materials that are not listed to be “similar” to the listed materials and allow them to be used.

The City Code does not list “insulated concrete forms” in any of its building material classifications. The Applicant is asserting that it will be of a similar quality as traditional stucco and should be considered a Class II material. Even if the Planning Commission and City Council feel that it is more similar to synthetic stucco (EIFS), it would still be allowed because this area allows Class III materials. City Staff is comfortable supporting the use of insulated concrete forms for the concrete batch plant’s exterior.

Accessory Buildings

The Applicant is proposing to construct two aggregate bins which are partially buried accessory buildings that will be full of sand and aggregate and will feed these materials to the batch plant via two conveyor belts. Each building will be approximately 1,000 square feet in size (15’ x 66’ is shown on the plans) and the two buildings will sit near the western property line, just south of the existing public works building. The buildings are 18 feet tall, but 10 feet of each building is buried in the ground and only 8 feet will poke out above the surface. The Applicant would like to construct the partially buried accessory buildings using “cast in place concrete walls” and has indicated that this is a standard construction technology for this type of specialty building. The walls are built on-site using concrete that is poured into shaped forms. The roof of the building will also be made from concrete and each building will essentially be a concrete bunker.

Section 118-9 of the City Code states that the rules for exterior building materials in the I-Industrial zoning district apply to both principal buildings and accessory buildings. The part of the accessory buildings that is aboveground needs to meet code requirements, which means that at least 75% of the aboveground walls need to be Class I, Class II, and Class III materials. Smooth concrete walls and smooth concrete blocks that have no architectural detailing are generally considered a Class IV material and would not be acceptable. Concrete products that have architectural detailing are generally considered a Class II material.

The Applicant will need to make upgrades to the exterior walls of the accessory buildings to meet code requirements. Staff would recommend that they utilize forms or stamping that will result in the concrete walls having some level of architectural detailing. The Applicant may prefer to paint the walls white instead of adding detailing. This would have a pleasant appearance initially, but the appearance would degrade over time unless the paint is refreshed periodically. Section 118-9 generally states that industrial buildings should have low-maintenance exterior building materials wherever possible to ensure that they remain attractive even after weathering has occurred.

The Planning Commission may want to discuss the accessory buildings with the Applicant to get a feel for what is and is not possible with this type of cast-in-place concrete building. If the

Planning Commission wants to allow painted smooth concrete walls to be used, it would require a finding that this is equivalent to a Class III material for this type of building. The project's conditional use permit should then also include a condition that requires the paint to be maintained.

Landscaping

New developments in the I-Industrial zoning district are required to have at least 15% lot coverage by landscaping and must provide at least one overstory tree for each 70 feet of lot perimeter. If this were a new development, the subject property would need to provide 26 overstory trees because the parcel has a 1,830-foot perimeter. The proposed project is an adaptive reuse of a property that has already been developed and has lawful nonconformities that do not meet modern zoning code requirements and are "grandfathered." However, the property's landscaping can be required to be at least somewhat upgraded as a condition of approving the conditional use permits to adaptively reuse the property.

The subject property has almost no deliberate landscaping today aside from some decorative plantings near the front entrance at the northwest corner of the property. There are currently no trees on the property. The property has 12% coverage by non-impervious surfaces today and the Applicant is proposing to add some additional landscaped areas (such as a landscape rock area near the proposed fueling tank) that would bring the total up to about 16%.

The Applicant is proposing to plant 15 overstory trees on the subject property with a focus on beautifying the Richmond Street side of the property. This would be a partial satisfaction of the 26-tree requirement for a new development. City Staff has encouraged the Applicant to come as close to meeting the 26-tree requirement as possible with the understanding that the site's layout may prevent full compliance. The Applicant's proposal seems reasonable.

The Applicant is currently proposing to plant two maple trees along the eastern property line. Maple trees have large canopies and would interfere with the Union Pacific railroad tracks to the east, which would necessitate aggressive pruning that would kill the trees. The two maple trees need to be replaced with conical tree varieties that will grow straight up and will not have a large canopy.

Dumpster Enclosure

The Applicant has not provided a trash handling plan. They are keeping the old public works building primarily to use it for indoor storage and dumpsters could be stored inside the building. If the Applicant decides that they want to have exterior trash handling in the future, they will need to construct a trash enclosure out of an approved material.

Lighting

The Applicant has stated that they will be making minimal changes to site lighting. If any new exterior lighting is proposed, including lighting on the concrete batch plant, a lighting and photometric plan will need to be submitted at time of building permit to demonstrate code

compliance.

Signage

The Applicant is proposing to place a monument sign near the entrance of the property. They have provided renderings which show an attractive and creative sign structure. They will need to pull a sign permit prior to installation.

Fence

There is an existing chain link security fence surrounding the property which encloses the yard area. The Applicant will largely keep the fence in place, although they will need to alter the front entry gate area because of the proposed widening of the driveway. A fence permit will be needed prior to construction.

Mechanical Equipment

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

Mississippi River Critical Corridor (MRCCA) Rules

In the “Urban Mixed” part of the Mississippi River Critical Corridor Area (MRCCA), buildings and structures are not allowed to be taller than 65 feet unless a conditional use permit is obtained for additional height. This type of conditional use permit is subject to review by the Department of Natural Resources (DNR), National Park Service (NPS), and other municipalities that are across the river and may have their river views affected by the new construction. The City must provide each of these entities at least 10 days to review the proposal and provide comments prior to holding a public hearing for the conditional use permit.

The MRCCA ordinance and State Statute do provide several exceptions to the 65-foot height limit. “Industrial and utility structures requiring greater height for operational reasons” are exempt from the 65-foot height limit. The Applicant has provided a statement explaining why their concrete batch plant needs to be 82 feet tall for operational reasons. The DNR and the National Park Service have reviewed the statement and agree that the project is exempt and does not need a conditional use permit for the 65-foot MRCCA height rule.

Floodplain Overlay District

The southeastern corner of the property, the eastern edge of the property, and a part of the northern edge of the property are shown on FEMA flood maps as being located within the 100-year floodplain which means that this area is in the “Flood Fringe” zoning overlay district and there are special rules for constructing a building or structure in that area. The Applicant has designed their new buildings to completely avoid the part of the property that is in the floodplain. The new monument sign will be in a floodplain area, but it does not meet the floodplain

ordinance's definition of a "structure" and does not need to be floodproofed.

Noise

The Applicant's existing temporary concrete batch plant at 843 Hardman Avenue South is relatively noisy during operation. The Applicant has stated that noise from the permanent concrete plant will be negligible because the concrete manufacturing apparatus will be enclosed inside a building. They note that it is much more common for concrete manufacturing plants to get complaints about truck noise (i.e. beeping when trucks back up) than it is for them to get complaints about noise from the manufacturing process.

The proposed concrete plant is not close to any properties with residential dwelling units. There are residential properties about 750 feet away at the top of the bluff to the west. The Healy Mobile Home Park is roughly 1,150 feet away to the south. The area to the west of the proposed concrete plant was guided "mixed-use" in the original 2040 Comprehensive Plan, which may have meant that dwelling units would be developed there in the future. This area has been re-guided to "Commercial" via a comprehensive plan amendment that was approved by the City Council in 2025 and is currently under review by the Metropolitan Council. The City does not expect to see any dwelling units constructed in this area and the new guidance will allow zoning to be put in place that does not allow dwelling units.

The Applicant is tentatively planning to operate the plant from 7 AM to 7 PM Monday through Saturday, but they (or a future owner of the property) could change their hours of operation at any time unless the City chooses to place a "condition of approval" in the conditional use permit that restricts the concrete batch plant's hours of operation. The Planning Commission may want to discuss this issue with the Applicant.

Screening

The City Code generally requires exterior storage areas to be screened from adjacent properties and adjacent public roads. The City Code does not have any explicit screening requirements for exterior processing, but the City can potentially impose "case by case" screening requirements as part of the conditional use permit as long as there is a rational nexus to justify the placement of the condition.

The exterior processing that will take place at the subject property consists of materials being transported between buildings on outdoor conveyor belts and concrete trucks being filled. The concrete manufacturing operation will be far away from the public right-of-way of Richmond Street so visibility from the street is not an issue. The operation will be visible from the Lutheran World Relief Warehouse's long private driveway (to the west), Lutheran World Relief Warehouse's main property (to the south), and the Mississippi River Trail (to the east). It may or may not be beneficial to add some type of screening or softening along those property lines. There is already some vegetation between the property and the south property line, although the vegetation appears to be owned by the adjacent property owner. People using the bike trail today have a clear view into the public works exterior storage yard and the proposed use will be less visually intense than what is there today. It can be somewhat fun for trail users to get a "peek

behind the curtains" regarding how industrial businesses function, so full screening is probably not necessary.

There are two ways that screening/softening could potentially be approached if the Planning Commission feels like this should be explored further:

1. It is unclear from the Applicant's site plans whether the areas along the west, south, and east property lines will be landscaped. The removals plan calls for the removal of gravel from these areas, but the replacement plan does not make it clear what material is replacing the gravel. If this is a landscape area, trees or tall shrubs could be planted there to soften the views.
2. Privacy slats could potentially be added to the existing chain link fence along the western property line to provide some screening for the part of the property that is not screened by the walls of the public works building.

Fuel Tank

The Applicant is proposing to install a 10,000 gallon fuel tank in the middle of the property to fuel concrete trucks. A conditional use permit is required for any tank that is larger than 2,000 gallons and only properties that are east of Concord Street are eligible to obtain this type of conditional use permit. Staff does not have any concerns about the proposed tank as it is fully screened from Richmond Street East by the public works building.

Truck Wash System

The Applicant will be constructing an outdoor automatic truck wash system alongside a part of their driveway as a way of ensuring that concrete trucks are not tracking sediment and dust onto City streets. The truck wash is essentially a metal scaffolding structure that sprays water at trucks. The Applicant has provided a photograph of a similar truck wash at one of their other concrete plant properties.

It seems appropriate to allow this type of outdoor truck wash on a property that is going to be allowed to have exterior processing as the truck wash is essentially just another processing step. The City Code does not have clear requirements for this type of mechanical equipment. The truck wash will be located far enough away from the public street that it should be somewhat screened/softened by the building itself and the new trees that are being planted on the east side of the property.

CONDITIONAL USE PERMITS

Conditional Use Permit Review Criteria

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

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

In industrial districts, additional criteria should be considered:

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

Timeline

Section 118-40 of the City Code states that conditional use permits will automatically terminate within one year of the date of approval if improvements are not substantially begun. The City's Site Plan Review ordinance has similar language. The City Council has the authority to grant extensions. In this case, the Applicant has requested to receive an extension upfront since there is a good chance that they will not be able to substantially begin improvements until the Fall of 2027 or even later due to the need to wait for Public Works to relocate. City Staff is recommending that the conditional use permits and site plan approval be good for at least three years. Staff has written a "condition of approval" that would give the Applicant until January 2029 to substantially begin to make improvements to the property.

DISCUSSION

The City can attach reasonable "case by case" conditions to a Conditional Use Permit to regulate the use and ensure harmony with surrounding land uses. Conditional Use Permits run with the land and transfer if the property changes hands. The City cannot add any new conditions to the

permit after the conditional use permit has been approved. On the other hand, the City does have the ability to revisit the conditional use permit at any point in the future and remove conditions if the business has proven itself and demonstrated that one or more of the conditions are not necessary or are counterproductive. Conditional use permits typically can only be terminated if a condition is violated, and the City Council votes to revoke the conditional use permit after holding a public hearing.

The proposed use of the property will comply with minimum FAR requirements and add to the tax base. The use will also bring up to 25-40 good paying jobs to the community. The Planning Commission may want to discuss the following issues internally and with the Applicant while preparing their recommendation:

1. What type of treatment needs to be applied to the poured-in-place concrete walls of the accessory buildings before the Planning Commission is comfortable calling it the equivalent of a Class II or Class III building material?
2. Should the conditional use permit restrict the hours of operation for the concrete batch plant?
3. Does the Planning Commission have any concerns about the western, southern, or eastern property lines and views of exterior processing? Is there a need to discuss softening views along any of those property lines with landscaping or privacy slats?

COMMENTS FROM OTHER DEPARTMENTS

Police Department

It may be appropriate to add a condition of approval which ensures that any material leaving the lot which is dropped on the roadway is cleaned up by the Applicant or a contractor that they hire.

Engineering

The Engineering Department has prepared a comments letter which is included as an attachment. The City Engineer is recommending approval so long as the Applicant addresses all the comments in the letter.

STAFF RECOMMENDATION

Staff recommends approval of the Site Plan and Conditional Use Permits for AVR LLC, 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 (AVR, LLC)	dated 11/25/2025
b. Revised Narrative (Joshua Edwards)	dated 12/15/2025
c. ALTA Survey (EFN)	dated 11/04/2025
d. Site Demolition Plan (Kimley Horn)	dated 12/15/2025
e. Erosion and Sediment Control Plan (Kimley Horn)	dated 12/15/2025
f. Site Dimension Plan (Kimley Horn)	dated 12/15/2025
g. Grading and Drainage Plan (Kimley Horn)	dated 12/15/2025
h. Utility Plan (Kimley Horn)	dated 12/15/2025
i. Landscape Plan (Kimley Horn)	dated 12/15/2025
j. Floor Plans (Amcon)	dated 12/15/2025
k. Rendered Elevations (Amcon)	dated 12/15/2025
l. Stormwater Management Plan (Kimley Horn)	dated 11/24/2025

2. **Status of Previous Approvals.** The existing Police Department cold storage building was approved by a conditional use permit contained in Resolution #2016-80. That conditional use permit shall be extinguished upon the demolition of the cold storage building. The existing temporary salt storage building was approved by an interim use permit contained in Resolution #2013-142. The interim use permit shall be extinguished upon the demolition or removal of the temporary salt storage building from the property.

3. **Construction Permits Required.** The Applicant must obtain the required permits prior to beginning construction:

- a. Building permits are required for the construction of the concrete batch plant and accessory buildings.
- b. A building permit and a permit from the South Metro Fire Department is required for the installation of the aboveground fuel tank.
- c. A fence permit is required before the Applicant makes changes to the security fence.
- d. Either a zoning permit or a building permit is needed for the parking lot project.
- e. Sign permits must be obtained prior to the installation of any signage. The monument sign is proposed to be installed in the 100-year floodplain and additional information may be required as part of the sign permit submittal to ensure compliance with applicable regulations.

4. **Building and Fire Code Compliance.** All buildings on the property must be maintained in compliance with all applicable building codes and fire codes. All storage of hazardous materials must comply with applicable codes.

5. **Stormwater Maintenance Agreement Required.** Prior to building permit issuance, the Applicant must enter into a stormwater maintenance agreement with the City for the long-term maintenance of required stormwater management systems.

6. **Revised Plans Required.** The Applicant shall submit revised plans that address the following:

- a. The removals plan shows a large area of gravel removal, but the site plan does not show what material is replacing it. The site plan and/or landscaping plan must be revised to label all replacement surfaces. There can be no net increase in impervious surface coverage from what is present at the property today.
- b. The landscape plan must be revised to replace the two maple trees that are along the Union Pacific railroad tracks with two conical trees that will not have a large canopy that conflicts with railroad operations.

7. **Installation and Maintenance of Required Landscaping.** The Applicant shall be responsible for installing and maintaining all landscape materials shown on the approved landscaping plan.

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

9. **Concrete Batch Plant Height** The concrete batch plant shall be permitted to be taller than 50 feet provided that its height and design is substantially consistent with the approved plans and the building does not exceed 82 feet in height.

10. **Concrete Batch Plant Exterior Building Materials.** The City finds that insulated

concrete forms with a stucco finish are the equivalent of a Class II or Class III material, as required by Section 118-9. The concrete batch plant building may be built with this material in compliance with the approved plans.

11. **Accessory Buildings and Aboveground Fuel Tank.** The Applicant is being granted a conditional use permit to have accessory buildings that are larger than 200 square feet and a conditional use permit to have an above-ground fuel tank that is larger than 2,000 gallons.
 - a. The two accessory buildings shall have a size and location that is substantially consistent with the approved plans. The accessory buildings may be constructed out of cast-in-place concrete. The walls must be treated in a manner that will provide sufficient architectural detailing for them to be considered the equivalent of a Class II or Class III material, subject to a recommendation by the Planning Commission and final approval by the City Council. The Applicant is responsible for maintaining the approved architectural treatment.
 - b. The above-ground fuel tank may be up to 10,000 gallons in size. Its placement and site design shall be substantially consistent with the approved plans.
12. **ADA Compliant Striping Required.** Prior to occupying the site, the Applicant shall re-stripe the guest parking area at the northwest corner of the property in an ADA-compliant manner with at least one handicapped van-accessible parking stall.
13. **Sewer Access Charge (SAC) Payment.** The Applicant is responsible for securing a Sewer Access Charge (SAC) determination from the Metropolitan Council and submitting this letter and payment for any SAC charges at time of building permit.
14. **Washout Area Required.** The Applicant shall submit a final design for their truck washout area at time of building permit. The final design of the washout area is subject to the review and approval of the City Engineer.
15. **Roadway Cleanliness.** The Applicant is responsible for cleaning up any debris, dust, concrete, or other materials that fall off their cement trucks onto a public roadway.
16. **Compliance with Dakota County Requirements, MPCA Requirements, and Other State Agency Requirements.** The Applicant shall comply with any requirements that are

imposed upon them by the Minnesota Pollution Control Agency (MPCA), including but not limited to requirements related to air pollution, stormwater management, and the handling of hazardous materials. The Applicant shall also comply with any relevant requirements that are imposed upon them by other State agencies and by Dakota County.

17. **Minimum Floor Area Ratio.** The conditional use permits are conditioned upon the Applicant maintaining a minimum floor area ratio (FAR) of at least 0.2 on the subject property. For the purposes of calculating the minimum floor area ratio, the part of the subject property that is covered in a public road easement shall not be included in the parcel's acreage.
 - a. If the Applicant seeks to demolish the former public works service center building in the future, it will require an amendment to this conditional use permit and an approved plan to construct a new building that will maintain the minimum FAR. The timespan for constructing any approved replacement building will be defined in the conditional use permit amendment.
 - b. If the former public works service center is destroyed by fire or other peril, the Applicant shall have 3 years from the date of the destructive event to design and begin construction of a replacement building that brings the property back into compliance with the minimum FAR requirement. An extension may be granted by the City Council if there are extenuating circumstances.
18. **No Exterior Storage Without a Conditional Use Permit.** There shall be no exterior storage on the subject property, including the overnight parking of cement trucks, unless the Applicant obtains a conditional use permit for exterior storage.
19. **Designated Haul Routes Must be Approved by City Engineer.** The Applicant shall submit a designated haul route plan as part of their building permit submittal and this plan is subject to review and approval by the City Engineer. Concrete trucks serving job sites outside of South St. Paul city limits may not utilize streets that are not part of an approved haul route. Trucks shall comply with all applicable spring load restrictions.
20. **Dust Control Required.** The Applicant is responsible for dust control. If dust or other particulate matter is found to be leaving the subject property and creating nuisance conditions on other properties, public roads, or on the Mississippi River Trail, the City may take one or more of the following actions to address the issue:
 - a. The Zoning Administrator may require the concrete batch plant to temporarily suspend operations until a dust control plan can be developed and implemented.

- b. The Zoning Administrator can issue a warning letter followed by administrative citations which will be sent to the property owner.
- c. The City may abate any dust that has accumulated off-site and bill the Applicant for the cost of the abatement. The charges may be added to the Applicant's property taxes as a special assessment if they are not paid.
- d. The City Council may revoke the conditional use permit for exterior processing.

21. **Trash Enclosure Required if Dumpsters are Stored Outdoors.** If the Applicant wants to store dumpsters outside the building, they must obtain a permit and construct a trash enclosure that will fully screen the dumpsters. The enclosure must be built of exterior materials that match or complement the exterior of the principal structure. The Applicant shall use brick, block, or an equivalent non-combustible masonry material to construct the trash enclosure. Alternatively, they may utilize Trex or an equivalent composite decking material to construct the enclosure if it is located at least 10 feet away from any principal building that is not equipped with a sprinkler system.
22. **Compliance with Noise Ordinance and Nuisance Ordinances.** The concrete batch plant must not in any way be a public nuisance. Decibel levels from industrial activity must comply with the City's noise ordinance and all State Statutes that govern noise.
23. **Lighting.** All exterior lighting shall be compliant with City Code Section 118-242. Light sources shall be hooded or controlled so as not to light adjacent property. If there will be new exterior lighting, the Applicant shall submit a lighting and photometric plan at time of building permit that demonstrates compliance with all applicable standards.
24. **Access to Facility.** The Applicant shall provide City Staff with reasonable access to the inside and outside of the facility for the purposes of enforcing the terms of the conditional use permits.
25. **Termination of the Conditional Use Permits.** The Conditional Use Permits will terminate if improvements have not substantially begun within three years from the date of approval. The violation of any condition of approval in the conditional use permit(s) may terminate the conditional use permit(s), following a hearing by the City Council.

Engineering Conditions

26. **City Engineer's Letter.** The Applicant shall address the issues raised in the City

Engineer's Letter dated December 19, 2025.

27. **Erosion Control Escrow.** At time of building permit , the Applicant shall establish an erosion control escrow in an amount consistent with the City's adopted fee schedule.

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 site plan and conditional use permits, the following action should be taken:
 - Motion to recommend approval of the site plan and conditional use permits for the AVR LLC Concrete Batch Plant project at 400 Richmond Street East.
2. Denial. If the Planning Commission wishes to recommend denial of the site plan and conditional use permits, the following action should be taken:
 - Motion to recommend denial of the site plan and conditional use permits for the AVR LLC Concrete Batch Plant project at 400 Richmond Street East.

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

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Aerial Photographs
3. Photographs of Subject Property
4. ALTA Survey
5. Site Plan
6. Building Elevations
7. Floor Plans
8. Landscape Plan
9. Utility Plan
10. Grading and Drainage Plan

11. Applicant's Narrative
12. 82-Foot Building Height Justification for MRCCA Exemption
13. City Engineer's Letter
14. Exterior Building Material Classification Chart from Code Section 118-9

SITE LOCATION MAP



ATTACHMENT 2
AERIAL PHOTOGRAPHS



2025 Aerial Photograph



Oblique Photographs from Various Angles (2025)

ATTACHMENT 2
PHOTOGRAPHS OF SUBJECT PROPERTY



Google Streetview of Front of Existing Public Works Building (2022)



Google Streetview Photograph of Public Works Exterior Storage Yard (2022)

MATTHIAS AVENUE
(SCHUMACHER ROAD)

8th AVENUE SOUTH

ILLINOIS 494

N.W. 1/4

12th AVENUE SOUTH

N.E. 1/4

EAST SPRUCE STREET

S.W. 1/4

S.E. 1/4

14th WARD

0 1 MILE

CHICAGO

List of utilities notified per Gopher State One Call Ticket No. 252862327.

COMCAST	METROPOLITAN COUNCIL (MCE3)
CITY OF SOUTH ST. PAUL	SPRINT/COGENT COMMUNICATIONS
CENTURYLINK - CTGL	MAGELLAN MIDSTREAM PARTNERS
DAKOTA COUNTY IT DEPT	XCEL ENERGY
MCI	ZAYO BANDWIDTH

- FOUND CAST IRON MONUMENT
- FOUND IRON MONUMENT
- SET IRON MONUMENT MARKED WITH LOCUSSE NUMBER 60002
- SET TO
 - SET MASONRY NAIL
 - BENCHMARK
 - SANITARY MANHOLE
 - STORM MANHOLE
- 200' OR LESS
 - CATCH BASIN
 - FLARED DIRT SECTION
 - GATE VALVE
 - HYDRANT
 - ELECTRIC BOX
 - AIR CONDITIONER
 - UTILITY POLE
- - GUY WIRE
 - ELECTRIC PANEL
 - ELECTRIC METER
 - GAS METER
 - COMMUNICATION BOX
 - SIGN
- BENCH
- FLAGPOLE
- DOLLARD
- HANDICAPPED PARKING SPACE
- PARKING COUNT
- POSSIBLE ENCROACHMENT ITEM
- RE CROSSBUCK W/ GATE
- CHAIN LINK FENCE
- PVC FENCE
- RETAINING WALL
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- UNDERGROUND ELECTRIC
- OVERHEAD WIRE
- UNDERGROUND TELECOMMUNICATION
- UNDERGROUND F4T
- EXISTING CONTOUR LINE
- OR
- TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- TRUNCATED DOME RAMP
- RIP RAP SURFACE

A north arrow pointing upwards with the letter 'N' inside a circle. Below it is a graphic scale bar with alternating black and white segments, marked with 0, 40, and 80. The text 'SCALE IN FEET' is written below the bar.

To McMahon Contracting, Inc., City of South Saint Paul, a governmental subdivision, DCA Title – The Title Term, and Old Republic National Title Insurance Company.

This is to certify that this map or map and survey on which it is based were made in accordance with the 2021 Minimum Standards for ALTA/NPSIS Land Title Surveys jointly established and adopted by ALTA and NPSIS, and include Items 1, 2, 3, 4, 5, 6, 7(a), 7(b), 7(c), 8, 9, 10, 11(a), 13, 14, 16 and 18 of Table A thereof. The workflow was completed on October 11, 2023.

Date of Plot or Map: November 4, 2025.

Jogan Selinski

J. Selinski, Surveyor
Minnesota License No. 60082
jselinski@tissuranc.com

**ALTA/NSPS
LAND TITLE SURVEY**

PROPERTY ADDRESS:

400 Richmond Street East
South St. Paul, Minnesota 55075
Dakota County Tax PID 36-03430-06-010

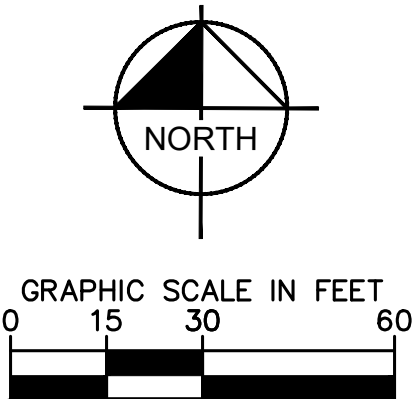


OWNER: CEMSTONE PRODUCTS COMPANY
501 RICHMOND STREET EAST, SOUTH ST PAUL
PID 36-034000-05-020

LEGEND

	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	PROPOSED CURB AND GUTTER
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	LANDSCAPE AREA

1. REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF EXISTING LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
2. REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
3. DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
4. UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
5. TYPICAL PARKING SLAT DIMENSIONS SHALL BE 9-0" FEET IN WIDTH AND 20- FEET IN LENGTH UNLESS OTHERWISE INDICATED.
6. MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.



Know what's below.
Call before you dig.

MM

CHECKED BY	ALC
------------	-----

KHA PROJECT 160343004 DATE 12/15/2025	SCALE AS SHOWN	DESIGNED BY KAL DRAWN BY ALC CHECKED BY ALC	I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
ALAN L. CATCHPOOL MN DATE: 12/15/2025 LIC. NO. 47969			

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS PREPARED BY
ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.

ALAN L. CATCHPOOL

DATE: 12/15/2025 LIC. NO. 47969 MN

Kimley»»Horn

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PHONE: 651-645-4197

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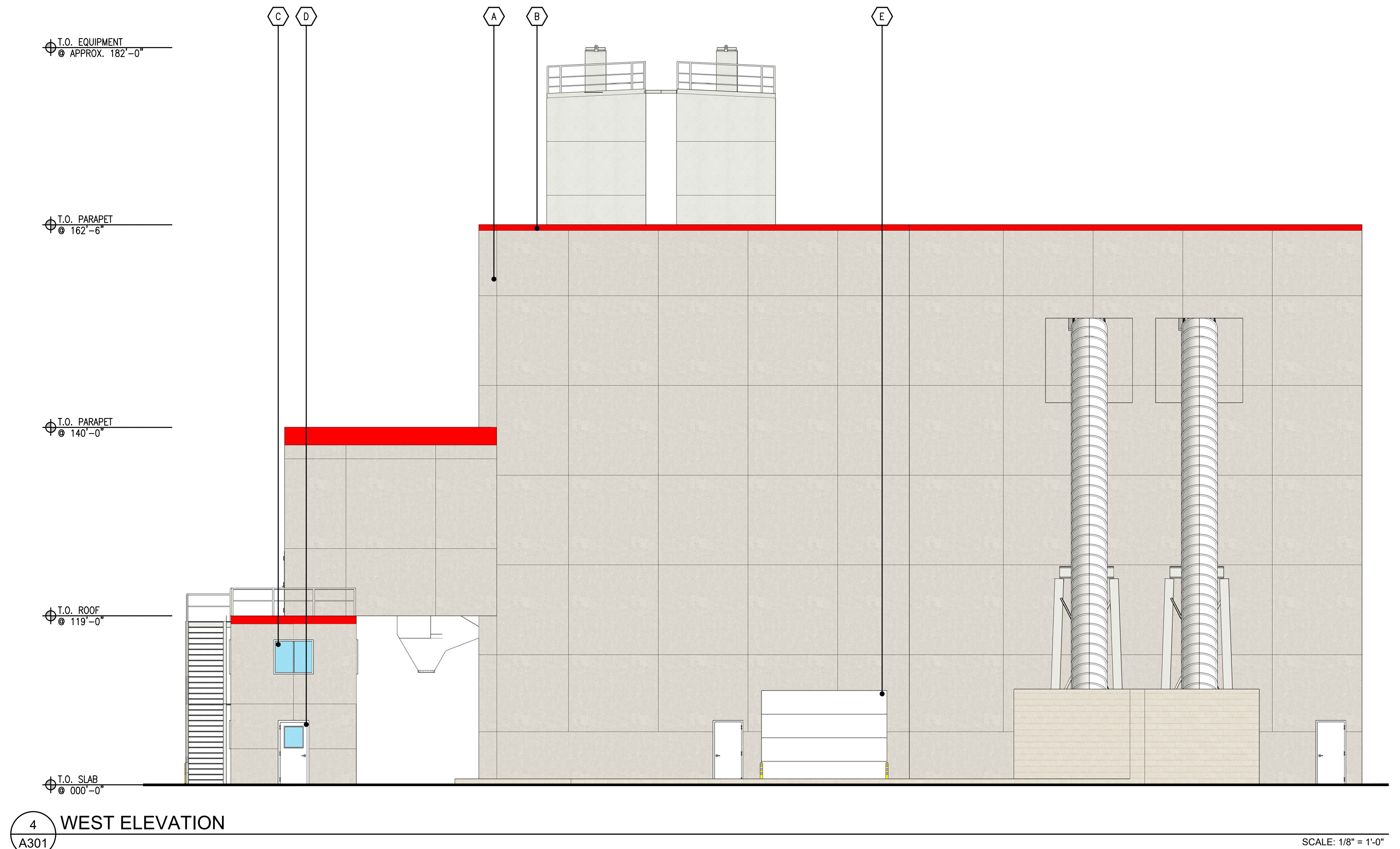
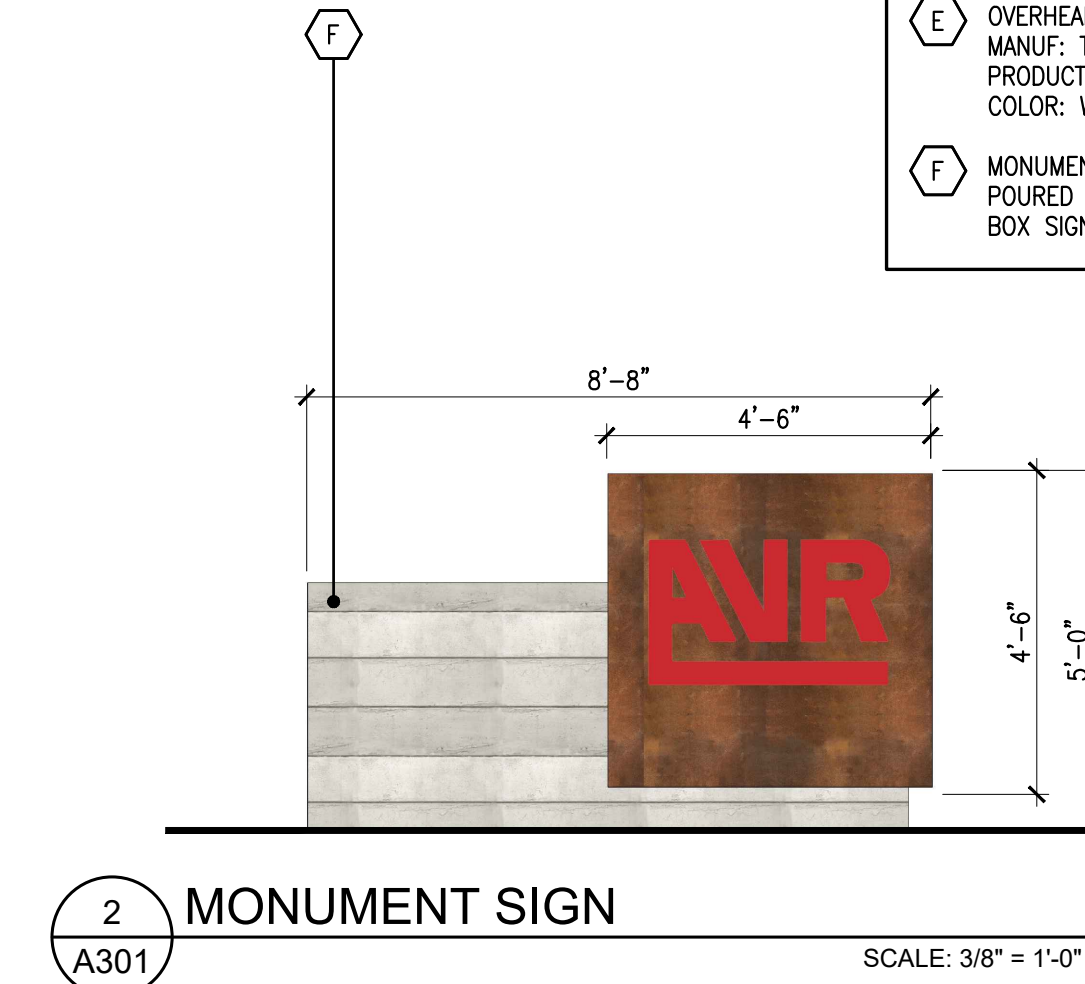
AMCON

DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

6121 BAKER ROAD, SUITE 101
MINNETONKA, MINNESOTA 55345

PHONE: 651-379-9090 FAX: 651-379-9091

- A ICF W/ STUCCO
MANUF: TBD
PRODUCT: TBD
COLOR: TBD TAN
- B METAL COPING
MANUF: TBD
PRODUCT: TBD
COLOR: RED
- C ALUMINUM WINDOW SYSTEM
MANUF: TBD
PRODUCT: TBD
COLOR: CLEAR ANNOXIDIZED
- D HM DOOR
MANUF: TBD
PRODUCT: TBD
COLOR: WHITE
- E OVERHEAD DOOR
MANUF: TBD
PRODUCT: TBD
COLOR: WHITE
- F MONUMENT SIGN
POURED CONCRETE WALL
BOX SIGN BY OTHERS



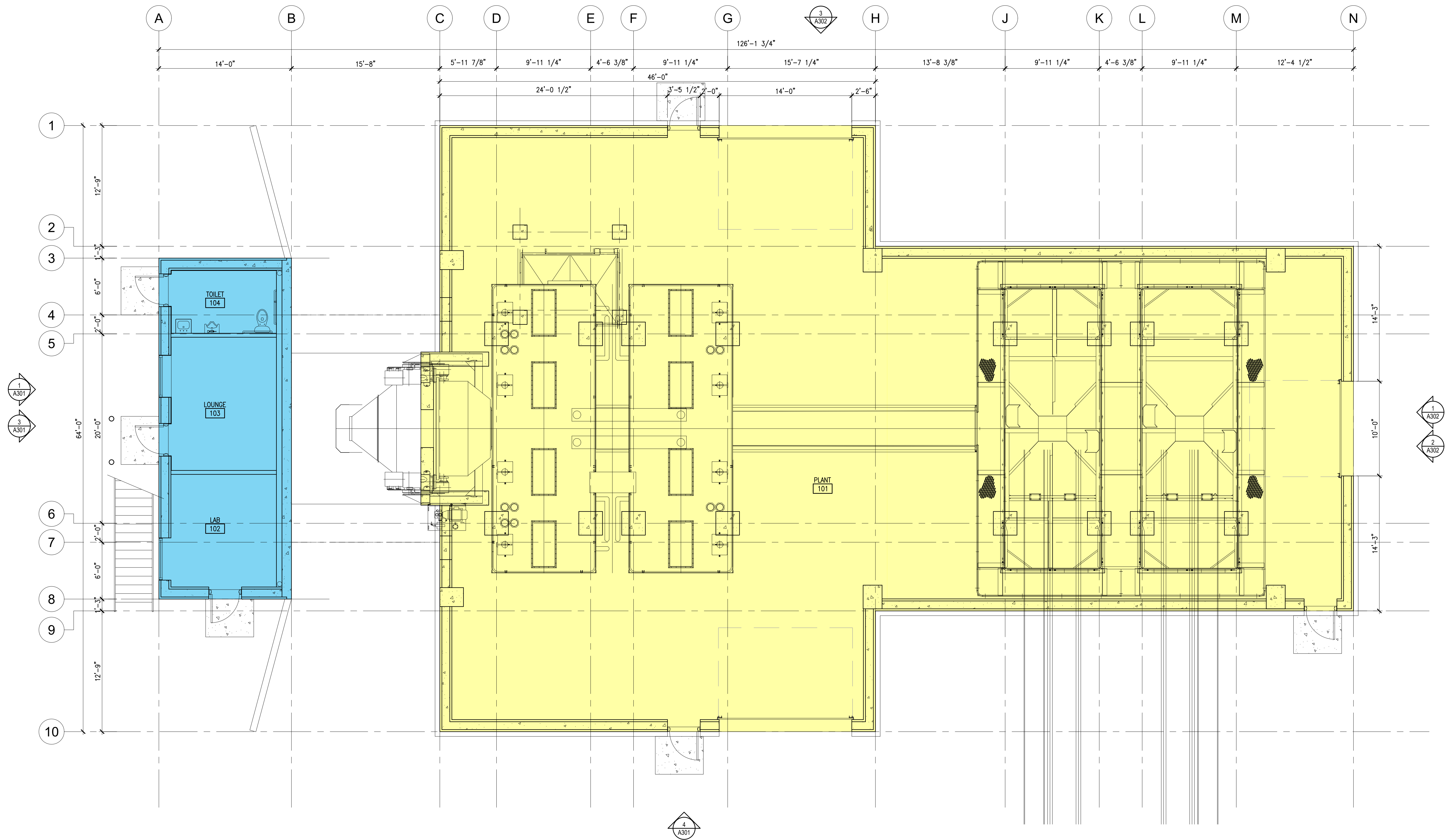
SOUTH ST. PAUL, MN

CITY SUBMITTAL	11.24.2025
CITY COMMENTS	12.15.2025

A301

PROJECT NUMBER
25047

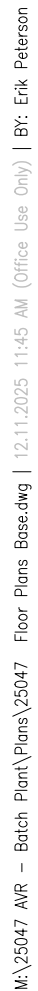
ATTACHMENT 7
FLOOR PLANS



1 GROUND FLOOR PLAN
A101

NORTH
SCALE: 3/16" = 1'-0"

ISSUES / REVISIONS:	
CITY SUBMITTAL	11.24.2025
CITY COMMENTS	12.15.2025

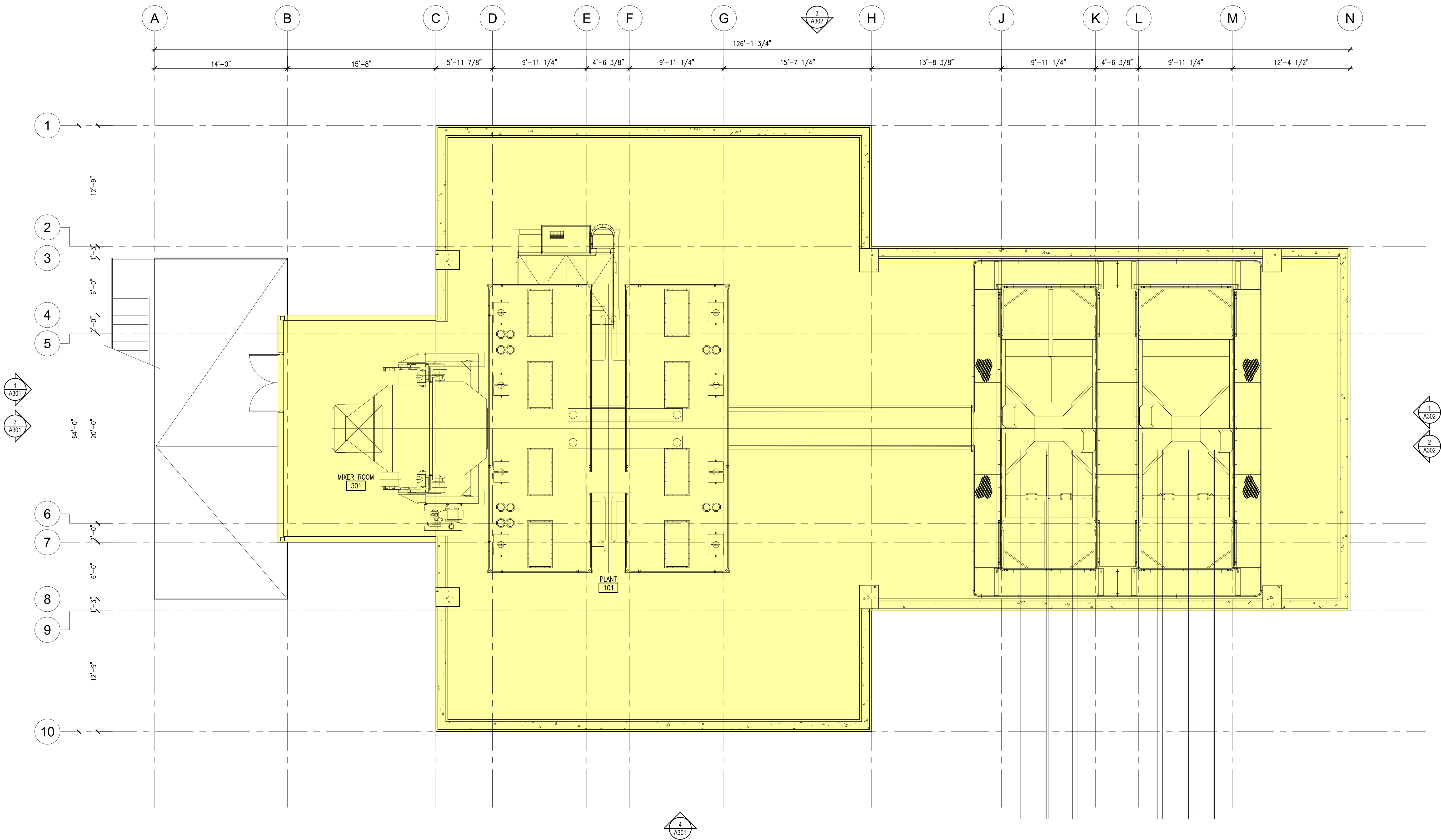


W:\25047_AVR - Batch Plant\Plan\25047_Floor Plans\Batching [12.11.2025] 11:45 AM [Pilot User Only] | BY: Erik Peterson

1 MIXER ROOM FLOOR PLAN
A103

SCALE: 3/16" = 1'-0"

NORTH



PROPOSED NEW CONSTRUCTION FOR

AVR BATCH PLANT

SOUTH ST. PAUL, MN

ISSUES / REVISIONS:

CITY SUBMITTAL	11.24.2025
CITY COMMENTS	12.15.2025

MIXER ROOM FLOOR PLAN

A103

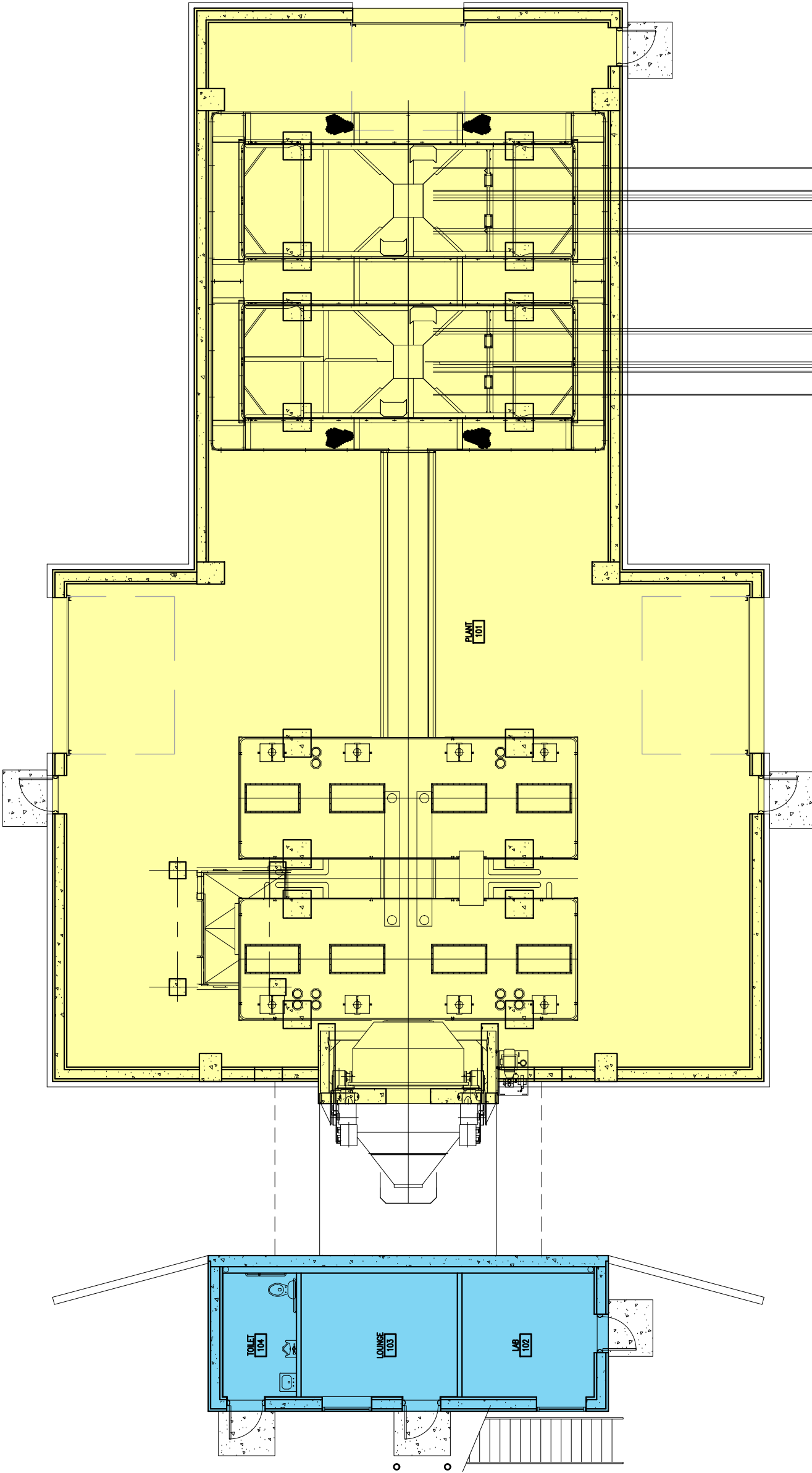
PROJECT NUMBER
25047

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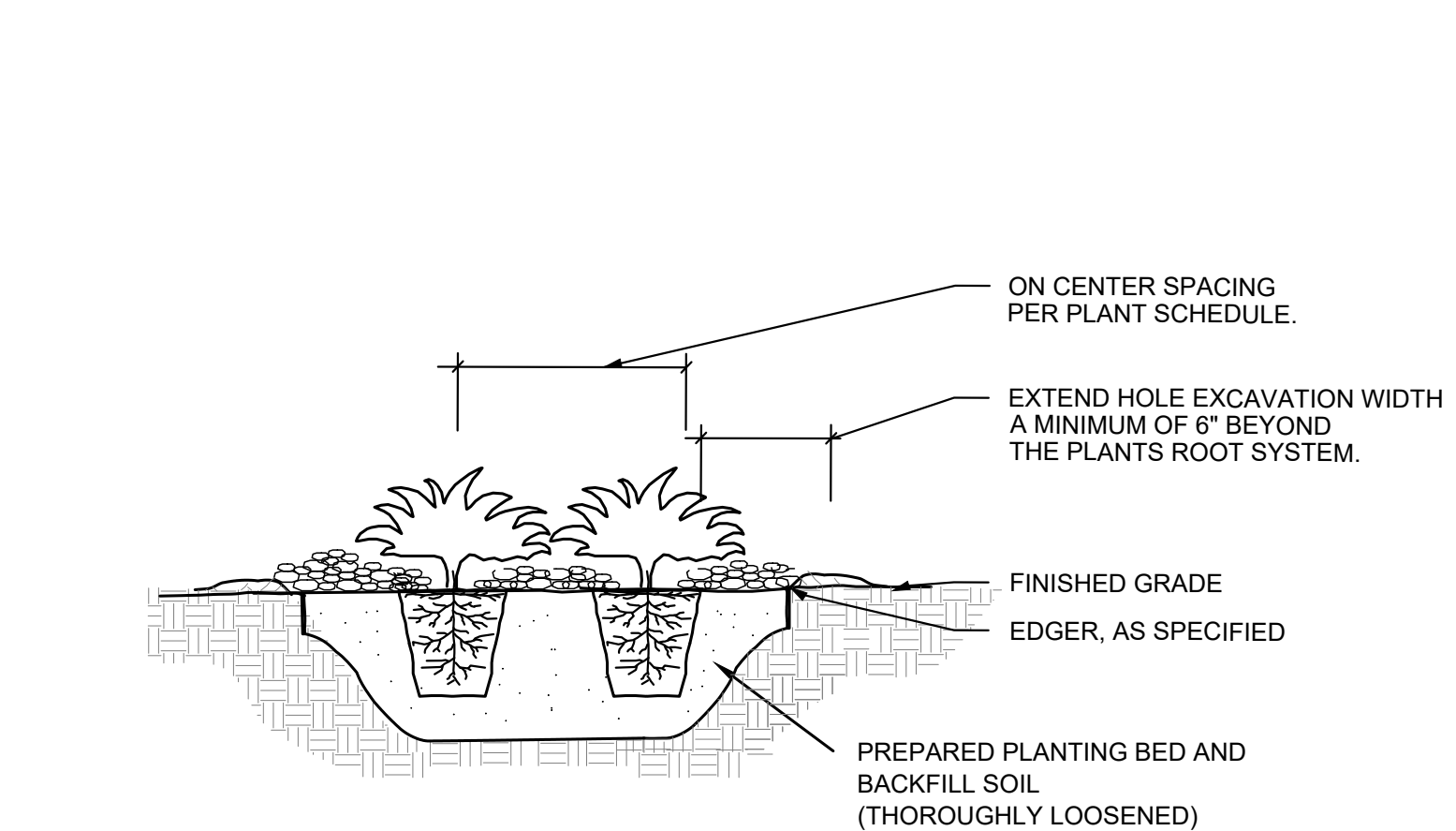
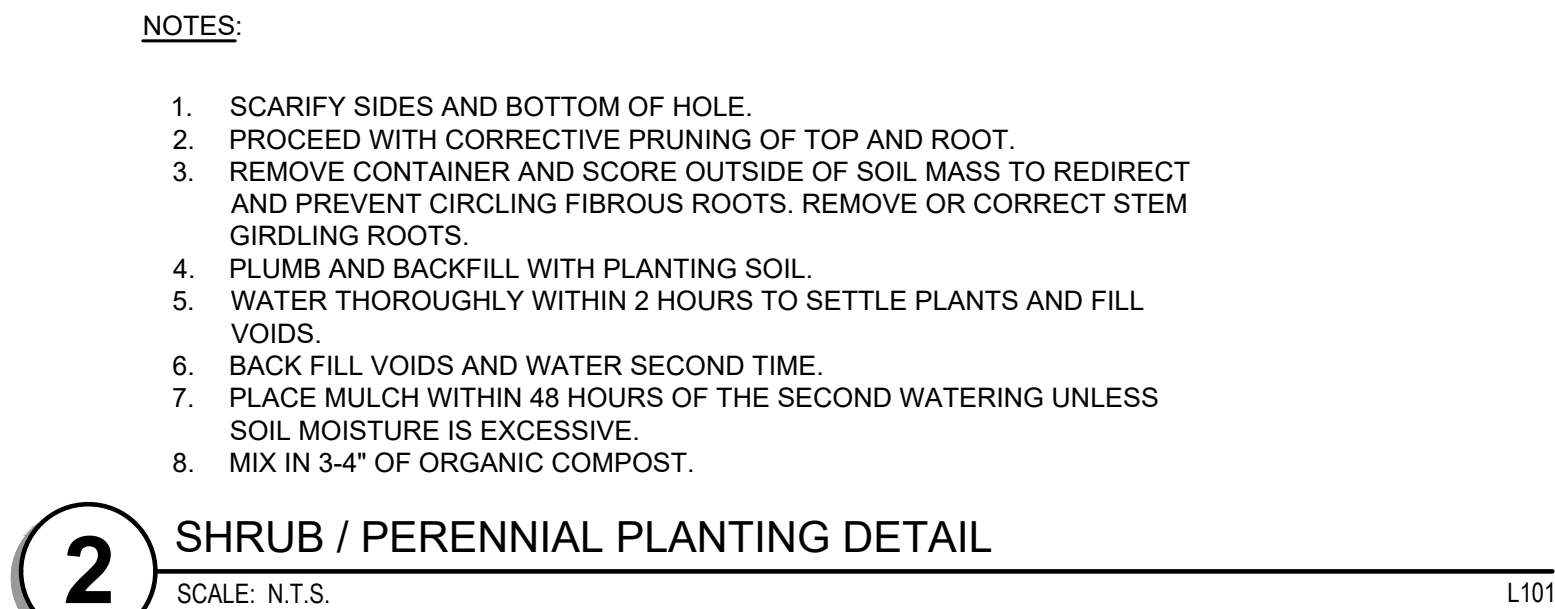
AMCON
DESIGN-BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING
6121 BAKER ROAD, SUITE 101
MINNETONKA, MINNESOTA 55345
PHONE: 651-379-9999 FAX: 651-379-9091

BATCH PLANT
FOOTPRINT 4,920 GSF



AGGREGATE STORAGE
FOOTPRINT 4,100 GSF

TWO LEVEL CONTROL BUILDING
FOOTPRINT 505 GSF
TOTAL 1,010 GSF



PLANTING

1. CONTACT COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
2. ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
4. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
5. PROVIDE TWO YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
6. ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:
ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.
ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.
ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.
ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAFING.
CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A VEIL TO WIDTH RATIO OF NO LESS THAN 5:3.
7. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
8. PLANTS TO BE INSTALLED AS PER MNLA & ANSI STANDARD PLANTING PRACTICES.
9. INSTALL PLANTS BY PLANT INSTALLATION PERIOD INFORMATION IN THE LATEST STANDARD PLANTING DETAILS FROM MNDOT. PLANTINGS BEFORE OR AFTER THESE DATES ARE DONE AT RISK.
10. PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
11. PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLARE IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLARE. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLARE SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
12. OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
13. PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
14. WRAP ALL SMOOTH-BARKED TREES - FASTEN TOP AND BOTTOM. REMOVE BY APRIL 1ST.
15. STAKING OF TREES AS REQUIRED; REPOSITION, PLUMB AND STAKE IF NOT PLUMB AFTER ONE YEAR.

SOIL

16. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
17. BACKFILL SOIL AND TOPSOIL TO ADHERE TO MNDOT STANDARD SPECIFICATION 3877 (LOAM TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SUBSOIL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.

MULCH

18. MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH. DOUBLE SHREDDED HARDWOOD MULCH TO BE USED AROUND ALL PLANTS WITHIN TURF AREAS. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH. MULCH TO BE 100% NATURAL, UNADDED COLOR (DYE-FREE), OR APPROVED EQUAL. ROCK MULCH TO BE RIVER ROCK, SIZE TO MATCH EXISTING, AT MINIMUM 4" DEPTH, OR APPROVED EQUAL. APPLY PRE-EMERGENT HERBICIDE PRIOR TO MULCH PLACEMENT PER MANUFACTURER RECOMMENDATIONS. USE GREEN OR PRE-APPROVED EQUAL. ROCK MULCH TO BE ON SPECIALTY GRADE FILTER FABRIC, BY TYPAR, OR APPROVED EQUAL WITH NO EXPOSURE TO SOIL AND FIBER TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).

EDGER

19. EDGING TO BE COMMERCIAL GRADE VALLEY-VIEW BLACK DIAMOND (OR EQUAL) POLY EDGING OR SPADED EDGE, AS INDICATED. POLY EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH BASE OF TOP BEAT AT GRADE, FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. WHERE EDGING TERMINATES AT A SIDEWALK, BEVEL OR RECESS ENDS TO PREVENT TRIP HAZARD. SPADED EDGE TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).

SOD

20. ALL DISTURBED AREAS TO BE SODDED, UNLESS OTHERWISE NOTED. SOD TO BE STANDARD MINNESOTA GROW AND HARDY BLUEGRASS MIX, FIVE POUNDS OF LAWN WEEDS. ALL TOPSOIL AREAS TO BE RAKED TO REMOVE DEBRIS AND ENSURE DRAINAGE. SLOPES OF 3:1 OR GREATER SHALL BE STAKED. SEED AS SPECIFIED, PER MNDOT SPECIFICATIONS AND SUPPLIER/MANUFACTURER RECOMMENDATIONS. IF NOT INDICATED ON LANDSCAPE PLAN, SEE EROSION CONTROL PLAN.

IRRIGATION

21. NO IRRIGATION ANTICIPATED ON SITE, FIELD VERIFY. IF EXISTING IRRIGATION IS PRESENT AND IN WORKING ORDER PROVIDE IRRIGATION TO ALL NEW OR MODIFIED LANDSCAPE AREAS. PROVIDE SHOP DRAWINGS TO LANDSCAPE ARCHITECT FOR APPROVAL. 1 YEAR WARRANTY ON ALL PARTS AND LABOR. SYSTEM MUST HAVE RAIN SENSOR. ALL IRRIGATION HEADS TO BE PRESSURE REGULATED. LANDSCAPE BEDS TO RECEIVE DRIP IRRIGATION.

ESTABLISHMENT

22. PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
23. REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.

WARRANTY

24. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
25. MAINTAIN TREES, SHRUBS, SEEDS AND OTHER PLANTS UNTIL PROJECT COMPLETION, BUT IN NO CASE, LESS THAN FOLLOWING PERIOD: 1 YEAR AFTER PROJECT COMPLETION. MAINTAIN TREES, SHRUBS, SEEDS AND OTHER PLANTS BY PRUNING, CULTIVATING, AND WEEDING AS REQUIRED FOR HEALTHY GROWTH. RESTORE PLANTING SAUCERS, TIGHTEN AND REPAIR STAKE AND GUY SUPPORTS AND RESET TREES AND SHRUBS TO PROPER GRADES OR VERTICAL POSITION AS REQUIRED. RESTORE OR REPLACE DAMAGED WRAPPINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE. REPLENISH MULCH TO THE REQUIRED DEPTH. MAINTAIN LAWNS FOR 60 DAYS AFTER INSTALLING SO INCLUDING MOWING WHEN SOD RECOVERS IN HEIGHT. WEED PLANTING BEDS AND NO WEED SAUCERS ONCE A MONTH DURING THE GROWING SEASON. PROVIDE A MONTHLY REPORT TO THE OWNER ON WEEDING AND OTHER MAINTENANCE RESPONSIBILITIES.

SOUTH ST PAUL AVR PREPARED FOR AMCON		SOUTH ST PAUL MINN	
SHEET NUMBER L101			
LANDSCAPE DETAILS		SCALE AS SHOWN	
DESIGNED BY CFK		DATE 12/15/2025	
DRAWN BY CFK		DATE 12/15/2025	
CHECKED BY RAH		DATE 12/15/2025	
KHA PROJECT 1603430004		KHA PROJECT 1603430004	
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.	
© 2025 KIMLEY-HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-445-4197 WWW.KIMLEY-HORN.COM		© 2025 KIMLEY-HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-445-4197 WWW.KIMLEY-HORN.COM	
Kimley»Horn		Kimley»Horn	
No.		No.	
CITY COMMENTS		CITY COMMENTS	
12/15/2025		12/15/2025	
KAH		KAH	
BY		BY	

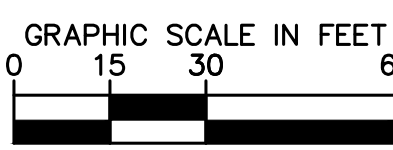
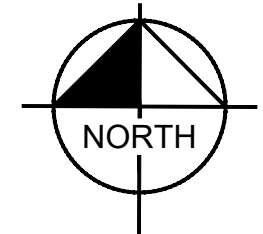
OWNER: CEMSTONE PRODUCTS COMPANY
ADDRESS UN-ASSIGNED, SOUTH ST PAUL
PID 36-034000-04-010

OWNER: CEMSTONE PRODUCTS COMPANY
501 RICHMOND STREET EAST, SOUTH ST PAUL
PID 36-034000-05-020



UNION PACIFIC RAILROAD

F.K.A. THE CHICAGO, ROCK ISLAND, AND
S00°05'45"W 2634.88
 -EAST LINE OF THE NORTHEAST QUARTER OF SECTION 34



Know what's **below**.
Call before you dig

EXISTING		PROPOSED	
			GATE VALVE
			HYDRANT
			REDUCER
			TEE
			SANITARY SEWER MANHOLE
			SANITARY CLEANOUT
			WATERMAIN
			SANITARY SEWER
			STORM SEWER
			UNDERGROUND ELECTRIC
			TELEPHONE
			GAS MAIN

- INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- SANITARY SEWER PIPE SHALL BE:
PVC: ASTM D-2729, D-3034
PVC SCH 40: ASTM D-1785, F-714, F-894
SANITARY SEWER FITTINGS SHALL BE:
PVC: ASTM D-2729, D-3034
PVC SCH40: ASTM D-2665, F-2794, F-1866
- WATER MAIN PIPE SHALL BE:
PVC: ASTM D-1785, D-2241, AWWA C-900
DUCTILE IRON: AWWA C-150
WATER MAIN FITTINGS SHALL BE:
PVC: ASTM D-2464, D-2466, D-2467, F-1970, AWWA C-907
DUCTILE IRON: AWWA C-153, C-110, ASME 316.4
- STORM SEWER PIPE SHALL BE:
RCP: ASTM C-76
HDPE: ASTM F-714, F-894
PVC: ASTM D-2729
PVC SCH40: ASTM D-1785, D-2665, F-794
STORM SEWER FITTINGS SHALL BE:
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443
HDPE: ASTM D-3212
PVC: ASTM D-2729, JOINTS PER ASTM D-3212
PVC SCH40: ASTM D-2665, F-714, F-1866
- WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPE(S) PRIOR TO INSTALLATION OF THE NEW LINES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
- MAINTAIN A MINIMUM OF 7'-6" COVER ON ALL WATER LINES.
- FOR WATER LINES AND STUB-OUTS UTILIZE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
- MAINTAIN 18-INCH MINIMUM VERTICAL SEPARATION WHERE SEWER PIPE CROSSES WATER LINES (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). PROVIDE 10-FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.
- IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES (OR ANY OBSTRUCTION EXISTING AND PROPOSED), THE SANITARY PIPE MATERIAL SHALL BE PVC SCHEDULE 40 OR PVC C900 AND HAVE MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINES SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18-INCH VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
- ALL PVC & HDPE SEWER AND WATER PIPE SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.
- UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO PLACING BACKFILL.
- IN PAVEMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE.
- REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY SERVICE CONNECTIONS AND ROOF DRAINS TO THE INTERIOR BUILDING SYSTEMS. BACKFLOW DEVICES (DCCV AND PRZ ASSEMBLIES) & METERS ARE LOCATED INSIDE THE BUILDING
- 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 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.
- CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
- REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE LIGHTING AND ELECTRICAL EQUIPMENT.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
- EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNUSABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
- ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
- ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.

PRELIMINARY - NOT FOR CONSTRUCTION

SOUTH ST PAUL

AVR

PREPARED FOR

SOUTH ST PAUL

SHEET NUMBER
C600

UTILITY PLAN

HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS PREPARED BY
ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF

MINNESOTA.

ALAN L. CATCHPOOL

DATE: 12/15/2025 MN LIC. NO. 47969

KHA PROJECT 160343004	DATE 12/15/2025	SCALE AS SHOWN	DESIGNED BY ALC	DRAWN BY KAH	CHECKED BY ALC
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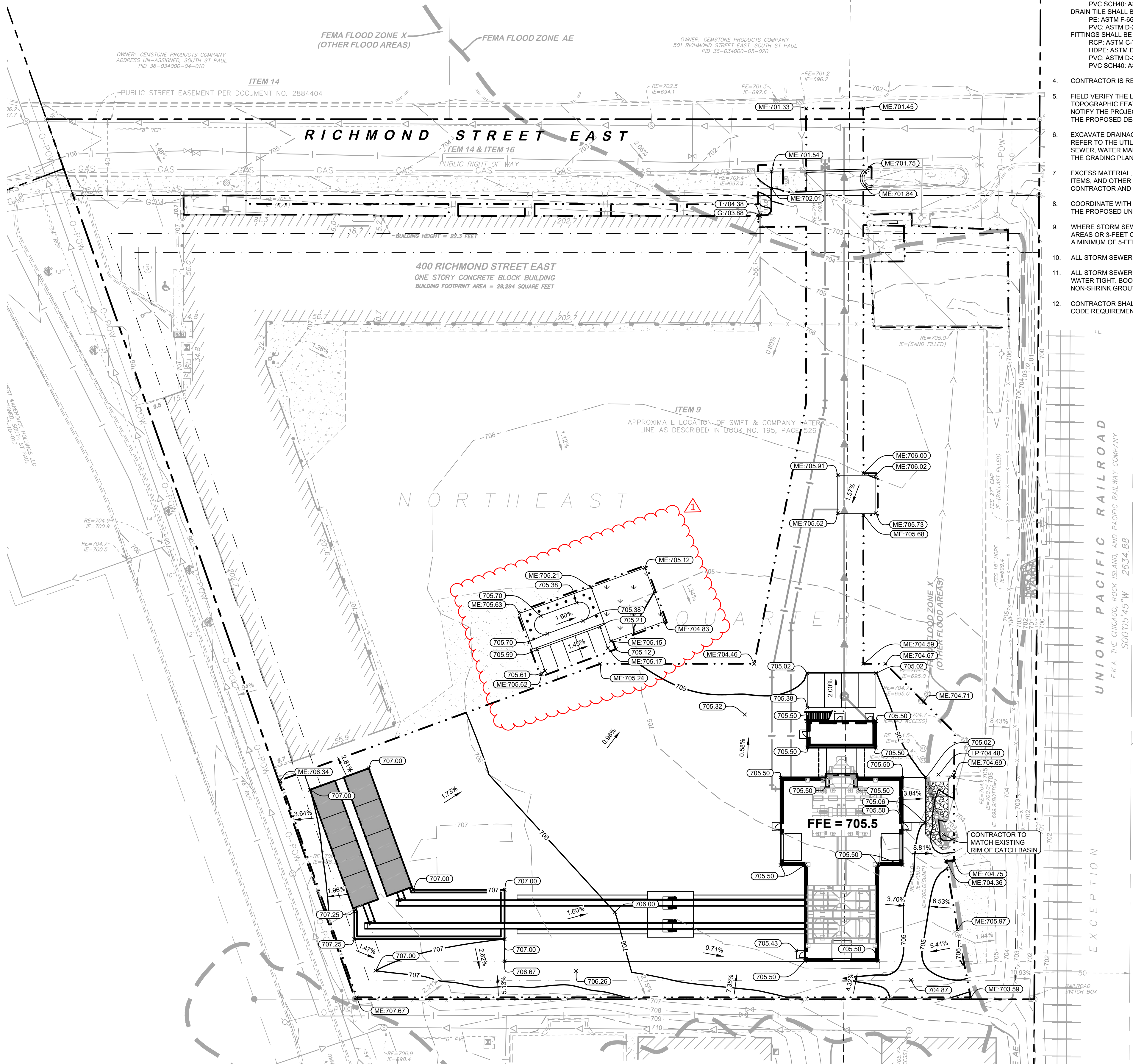
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767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
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ATTACHMENT 10 GRADING AND DRAINAGE PLAN



STORM SEWER NOTES

- INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- STORM SEWER PIPE SHALL BE AS FOLLOWS:
RCP: ASTM C-76
HDPE: ASTM F-714, F-894
PVC: ASTM D-2729
PVC SCH40: ASTM D-1785, D-2665, F-794
DRAIN TILE SHALL BE AS FOLLOWS:
PE: ASTM F-6667
PVC: ASTM D-2729
FITTINGS SHALL BE AS FOLLOWS:
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443
HDPE: ASTM D-3212
PVC: ASTM D-2729, JOINTS PER ASTM D-3212
PVC SCH40: ASTM D-2665, F-794, F-1866
- CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
- EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
- COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
- WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
- ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
- ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
- CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

LEGEND

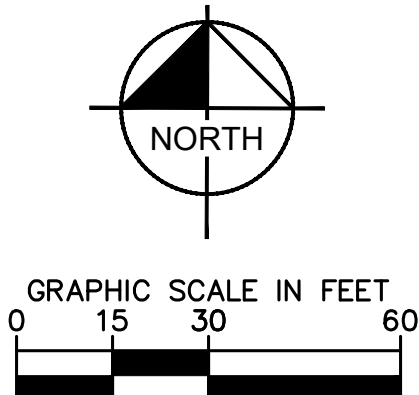
- PROPERTY LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
- PROPOSED GUTTER ELEVATION
- PROPOSED TOP OF CURB ELEVATION
- PROPOSED FLUSH PAVEMENT ELEVATION
- MATCH EXISTING ELEVATION
- PROPOSED DRAINAGE DIRECTION

GRADING PLAN NOTES

- PERFORM GRADING WORK IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- IN PAVED AREAS, ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE THE SITE READY FOR SUB-BASE.
- SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
- ELEVATIONS SHOWN REPRESENT FINISHED SURFACE GRADES. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT THE FLOW LINE UNLESS OTHERWISE NOTED.
- EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
- CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES THAT PROVIDE POSITIVE DRAINAGE TO COLLECTION POINTS. MAINTAIN A MINIMUM SLOPE OF 1.25% IN ASPHALT PAVEMENT AREAS AND A MINIMUM SLOPE OF 0.50% IN CONCRETE PAVEMENT AREAS.
- MAINTAIN A MINIMUM SLOPE OF 0.50% ALONG CURB & GUTTER. REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL" CURB WHERE PAVEMENT DRAINS TOWARD THE GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM THE GUTTER.
- INSTALL A MINIMUM OF 4-INCHES OF AGGREGATE BASE MATERIAL UNDER PROPOSED CONCRETE CURB & GUTTER, SIDEWALKS, AND TRAILS UNLESS OTHERWISE DETAILED.
- GRADING FOR SIDEWALKS AND ACCESSIBLE ROUTES, INCLUDING CROSSING DRIVEWAYS, SHALL CONFORM TO CURRENT STATE & NATIONAL ADA STANDARDS:

ACCESSIBLE RAMP SLOPES SHALL NOT EXCEED 8.3% (1:12).
SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0%.
LONGITUDINAL SIDEWALK SLOPES SHALL NOT EXCEED 5.0%.
ACCESSIBLE PARKING STALLS AND ACCESS AISLES SHALL NOT EXCEED 2.0% IN ANY DIRECTION. A MAXIMUM SLOPE OF 1.50% IS PREFERRED.

SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVEMENT INSTALLATION. CHANGE ORDERS WILL NOT BE ACCEPTED FOR ADA COMPLIANCE ISSUES.
- UPON COMPLETION OF LAND DISTURBING ACTIVITIES, RESTORE ADJACENT OFFSITE AREAS DISTURBED BY CONSTRUCTION TO MATCH OR EXCEED THE ORIGINAL CONDITION. LANDSCAPE AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4-INCHES OF TOPSOIL.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS.



PRELIMINARY - NOT FOR CONSTRUCTION

SOUTH ST PAUL

AVR

PREPARED FOR

AMCON

SOUTH ST PAUL

GRADING AND
DRAINAGE PLAN

KHA PROJECT
160343004
DATE
12/15/2025
SCALE
AS SHOWN
DESIGNED BY
ALC
DRAWN BY
KAT
CHECKED BY
ALC

THIS DOCUMENT WAS PREPARED BY
KIMLEY-HORN AND ASSOCIATES, INC.
OR UNDER MY DIRECT SUPERVISION AND
I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.

ALAN L. CATCHPOOL
DATE
12/15/2025
LIC. NO.
47969

Kimley»Horn

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE 651-445-4197
WWW.KIMLEY-HORN.COM

REVISIONS	DATE	BY
No.		
1	12/15/2025	KAT

ATTACHMENT 11
APPLICANT'S NARRATIVE

Conditional Use Permit Narrative

Project Title: Ready-Mix Concrete Plant

Project Address: 400 Richmond Street East, South St. Paul, Minnesota

Applicant: AVR, LLC.

Date: 12/15/2025

Narrative Description :

This application is for multiple Conditional Use Permits (CUP) for a ready-mix concrete plant located at 400 Richmond Street East in South St. Paul, Minnesota. The following CUPs/reviews are needed:

1. A conditional use permit for exterior processing.
2. A conditional use permit to have a building that is taller than 50 feet in the I-Industrial zoning district.
3. A conditional use permit to have a building that is taller than 65 feet in the Mississippi River Critical Corridor (MRCCA).
4. A conditional use permit to have multiple accessory buildings on one parcel.
5. A conditional use permit to have an accessory building that is larger than 200 square feet.
6. A conditional use permit to have an above-ground tank that is larger than 2,000 gallons.
7. An official site plan review. An additional check is attached to this hard copy.

The ready-mix concrete plant will serve a critical role in supporting local and regional construction projects, providing accessible and timely delivery of concrete to job sites throughout the surrounding area. The plant will produce 75,000-100,000 cubic yards annually and employ 25-40 employees on-site daily. Typical business hours would be 7:00 am to 7:00 pm, Monday through Saturday.

The operation of the plant has been and will continue to be conducted in accordance with all applicable city, state, and environmental regulations, including noise, dust, traffic, and operational hour limitations. Measures are in place to minimize impact on adjacent properties, including dust suppression, noise control practices, and traffic management strategies to ensure safe and efficient ingress and egress to the site. The ingress and egress from this site is done primarily using the Interstate 494 and Hardman Ave. interchange. On-site parking will be limited. Ready mix concrete truck drivers will arrive to work in their personal vehicles, switch

those out for their ready mix trucks (parked inside), and park their personal vehicles inside. Other plant staff, and visitors, will use the existing parking located on the NW corner of the property. Aggregate and cementitious delivery trucks will not park overnight at this facility.

As part of the Conditional Use Permit we request our proposed structural wall system and finish be approved as “Other comparable or superior materials” to Class II Architecturally precast textured concrete panels and Masonry stucco. The proposed wall system will consist of Insulated Concrete Forms (ICF) with a textured stucco finish. Insulated Concrete Forms are hollow foam blocks that are stacked like Legos to form walls, then filled with reinforced concrete. The benefits of ICFs are higher energy efficiency (continuous insulation), disaster-resistant (floods & high winds), and sustainability (ICFs are made with recycled materials). The stucco system is designed to mimic the appearance of traditional stucco while requiring less thickness during installation. Example of the proposed construction method and finishes are below:



Cast-in-place structural walls and ICF forms for enclosure.



ICF plant enclosure. Walls poured in 8 foot lifts with 4000 psi concrete



Stucco finish applied to ICF form face. Taupe color finish and red trim



Typical stucco finish



Typical stucco finish



Close up finish



Close up finish

We can provide any additional information or photographs that you may need for the proposed wall system. We have three other facilities in the Minneapolis metropolitan area that have utilized this construction method and finish. They are located at:

- 12400 Oliver Avenue, Burnsville, Minnesota 55337
- 411 Hwy 55, Buffalo, MN 55313
- 10341 Dalton Ave NE, Monticello, MN 55362

As the plant will be enclosed, much different than the current operation on the Danner property, no significant noise will be generated. In fact, typical vehicle traffic (e.g. backing up of trucks and front-end loaders) will generate more noise than the actual plant. The accessory building that houses the aggregate bins is constructed with cast-in-place concrete walls and a roof. This keeps these areas dry and further reduces noise and dust. Typical pictures below. This structure sits roughly 8 feet above grade and 10 feet below grade. The walls and roof are left exposed concrete.



We will have an above-ground 10,000 gal fuel tank and a fueling island. Similar to what is pictured below.



Ready-mix trucks are cleaned using an automatic truck wash system. This further reduces dust and helps keep the city streets clean. The system is pictured above.

We respectfully request the approval of the Conditional Use Permits and site plan review to allow operation of the ready-mix concrete plant at this location.

Thank you for your consideration of this application.

Sincerely,

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

ATTACHMENT 12
82-FOOT BUILDING HEIGHT JUSTIFICATION FOR MRCCA EXEMPTION

The proposed concrete production facility requires a maximum structural height of approximately 82 feet due to essential operational and safety requirements inherent to modern ready-mixed concrete production. The additional height is driven by the vertical stacking of critical process components, including aggregate storage bins, cementitious material silos, dust-collection equipment, batch weighing systems, and gravity-fed material transfer mechanisms.

This vertical configuration is necessary to ensure accurate batching, consistent material flow, and reliable production while minimizing mechanical handling, material degradation, dust emissions, and equipment wear. Gravity-fed systems are an industry standard for efficiency, environmental compliance, and worker safety, and cannot be effectively accommodated within a 65-foot height limitation without compromising plant performance or increasing environmental and operational risk.

The increased height does not represent excess capacity or nonessential structures, but rather the minimum practical elevation required to support safe, efficient, and compliant concrete production. The overall footprint and visual impact of the facility are reduced through vertical design, and no additional height beyond what is operationally necessary is proposed.

Joshua J. Edwards, P.E.

President – Engineering & Aggregates

AVR Inc. & Affiliates

Fischer Mining



ATTACHMENT 13 CITY ENGINEER'S LETTER

City of South St. Paul

Engineering Department

December 19, 2025

Michael Healy, City Planner
125 3rd Avenue N
South St. Paul, MN 55075

Re: 400 Richmond Street E
AVR LLC – Ready-Mix Concrete Plant
Conditional Use Permit - Plan Review

Mr. Healy,

The Engineering Department reviewed the submittal for the AVR, LLC Ready-Mix Concrete Plant Conditional Use Permit received December 2, 2025. The following comments refer to the Civil and Landscape plans dated December 15, 2025, and the Stormwater Management Plan dated November 24, 2025.

General Comments

1. The Civil and Landscaping plans and the Stormwater Management Report reference a Geotechnical Report. However, no report was submitted for review. Applicant to submit the Geotechnical Report with the next round of submittals. Previous geotechnical reports for work on the existing police storage building indicate that bedrock is approximately 14 ft below grade in the southwest corner of the site.
2. Applicant shall include a traffic control plan and/or detour plan for when utility work is taking place on Richmond Street E. It appears that all of Richmond Street E will be impacted by the utility connections.
3. Applicant to submit a cost estimate for the improvements in the public right-of-way. An escrow in the amount of 125% of the cost of the public improvements will be required prior to construction.
4. Applicant shall include current city detail plates in place of those currently shown on sheet C401. Current detail plates can be accessed here - [SSP Specs and Details](https://www.southstpaul.org/SSP%20Specs%20and%20Details) – or by contacting me via email at kgelhar@sspmn.org.

Survey, Existing Conditions, and Demolition Plan

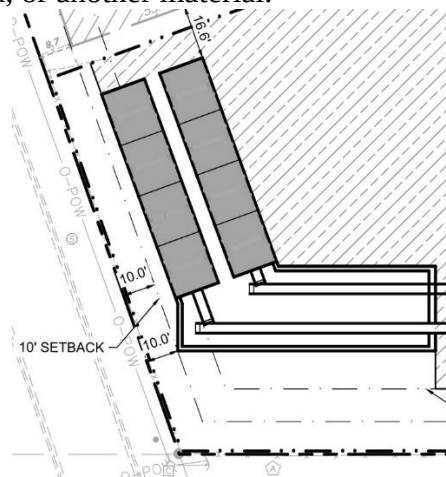
1. Removal of the existing buildings must be coordinated with the City of South St. Paul Public Works Department. The Public Works Department intends to relocate the structure labeled “QUONSET HUT” on the ALTA Survey.
2. Applicant to review and update the removal hatching shown by the entrance the site. The construction limits appear to include more of the sidewalk and concrete material than what is shown as a removal hatch.



3. Applicant to review and update the “REMOVE GRAVEL” hatch. It appears that a portion of the existing gravel is being left in place near the proposed aboveground storage tank and the aggregate bunker.

Site Plan

1. Applicant shall provide details for the pavement sections. The notes for the pavement hatching in the legend on sheet C400 state “SEE DETAILS FOR SECTION”. No such details were provided in the plan set.
2. 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>
3. Applicant to provide detail sheets that include relevant construction information for improvements shown on the plans (i.e. bollards called out as “TYP.” and the automatic truck wash area).
4. Applicant to label linework near the aggregate/sand storage structures and the conveyor system to the plant. It is unclear on the plans, what is a structure, a retaining wall, a curb, a fence, etc. in this area. Applicant to confirm if the area between the structures and conveyor equipment in the screenshot of the plans below is proposed as concrete, bituminous, gravel, sod, or another material.



Sanitary Sewer and Watermain Plan

1. Applicant to coordinate with City Engineering or Public Works staff prior to completing any water main and sanitary sewer connections on Richmond Street E. 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. Wet tapping the proposed water service to the existing line is the City’s preferred method of connection.



2. Utility work within the public right-of-way must follow current South St. Paul standards. Current detail plates and specifications can be accessed here - [SSP Specs and Details](#) – or by contacting me via email at kgelhar@sspmn.org.
3. The proposed sanitary sewer service is currently shown as 299 ft in length with a wye connection at the City's sewer main. Engineering staff strongly encourages installing cleanouts along the service line for ease of maintenance in the future.
4. Some notes on Sheet C600 under UTILITY PLAN NOTES are specific to storm sewer installation. However, no storm sewer is proposed on Sheet C600.

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. Applicant to revise the Stormwater Management Plan to reflect the most current plan set. The Stormwater Management Plan is dated November 24, 2025, and indicates no change in impervious. However, the plan set dated December 15, 2025, was updated to show a decrease of impervious surface at the site.
3. Applicant shall confirm if a swale or curb is being proposed on the south end of the existing building. The drainage arrows indicate that the pavement near the aggregate/sand storage structures will drain to the existing building.
4. Applicant to confirm that the swale in the southeast corner of the property is being graded to drain to the existing catch basin and not to the southern property line/adjacent property.
5. Applicant shall label what appears to be proposed rip rap near the existing catch basin in the southeast corner of the site. Label shall include type and quantity of material.

Erosion Control Plan

1. An erosion control escrow in the amount of \$3,000 per acre of disturbance 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. 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).
3. Temporary and permanent turf establishment methods must be shown on the erosion control sheets.
4. Secondary containment will be required under portable toilets facilities.
5. Rock construction entrance location may need to be revised during construction to ensure that vehicles enter and exit the site through the rock construction entrance.
6. Due to the site being within one (1) mile of the Mississippi River, temporary seeding or stabilization is required for disturbed areas that will be inactive for seven (7) days or more.



Landscape Plan

1. Applicant to indicate what type of material is being placed on the disturbed areas on the south side of the site.

Permits Required from Other Agencies

1. NPDES and MPCA Construction Stormwater Permit
<https://www.pca.state.mn.us/business-with-us/construction-stormwater>
2. Registration with MPCA for the aboveground storage tank
3. Metropolitan Council Discharge Permit

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

Sincerely,

Kelsey Gelhar, P.E.
City Engineer

ATTACHMENT 14
EXTERIOR BUILDING MATERIAL CLASSIFICATION CHART FROM CODE SECTION 118-9

Class I	
	Architectural metal panels which cover a wall—i.e., copper, aluminum composite metal panels (ACM)
	Brick (integrally colored); clay based masonry units
	Natural stone
	Transparent glass/spandrel glass
	Other comparable or superior materials (as approved by city council)
Class II	
	Architecturally precast textured concrete panels
	Concrete brick
	Masonry stucco
	Specialty concrete block such as textured, burnished block or rock faced block
	Manufactured stone provided it replicates the appearance of natural stone, not concrete block
	Tile (masonry, stone or clay)
	Other comparable or superior materials (as approved by city council)
Class III	
	Cement based architectural products (e.g., Quik Brik and HardieBoard)
	Exterior insulation and finish systems (EIFS) (synthetic stucco)
	Opaque or mirror window panels
	Ornamental metal as an accent to the building
	Other comparable or superior materials (as approved by city council)
Class IV	
	Glass block
	Industrial grade concrete precast panels
	Smooth concrete block
	Smooth scored concrete block
	Smooth concrete tip up panels
	Wood
	Other comparable or superior materials (as approved by City Council)
Class V	
	Steel, sheet or corrugated aluminum, or iron provided it is coated or anodized with a nonreflective, glare-free finish
	Any other material not within the standards set forth in subsection (c)(4)a.