CITY OF SOUTH ST. PAUL
MEETING AGENDA

CITY COUNCIL

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

Monday, March 16, 2026
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. Northern Star Scouting

B. Spring Recycling Activities

C. Community Blood Drive

D. Escape Hunger Food Drive Fundraiser

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. Meeting Minutes of:
March 2nd, 2026, City Council Meeting
March 9th, 2026, City Council Work Session

B. Accounts Payable

C. Business Licenses

D. Acceptance of Gift Donations

E. Approve Plans and Specifications and Authorize Advertisement for Bids — Lead Service Line Replacement Project

F. Approving an Interfund Loan to Support the HRA's Energy Performance Contract

G. Declare Certain Property Surplus and Approve Donation

H. Authorization for Expenditure of Opioid Settlement Funds

I. Conditional Employment Offer - Community Service Officer

J. Authorize Fiber Optic Cable Projects

K. Authorization to Purchase Duty Issued Handguns and Holsters

L. Authorize Purchase of Scheduled Replacement Computers and IT Equipment

M. Accept Letter of Resignation

N. Approve Plans & Specs and Authorize Bids — South St. Reconstruction Project

O. Call for a Public Hearing to consider an On Sale/Sunday Intoxicating License at 1519 5th Ave S.

P. Motion to Approve Job Description and Pay Range for Communications Specialist Position

Q. Approve Job Description and Pay Range for Recreation Programmer Position and Internal Promotion

R. Approval of Boards and Commissions Policy

S. Approve Fourth Amendment to Preliminary Development Agreement

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

A. Second Reading - Ordinance Repealing Ordinance No. 155 (Designating Certain Property as a Library)

B. Approve Conveyance of Real Property at 106 Third Avenue North to the South St. Paul Economic Development Authority, Resolution 2026 - 35

C. Approve Conveyance of Real Property at 316 Malden Street to the South St. Paul Economic Development Authority, Resolution 2026 - 36

D. First Reading — An Ordinance Updating the Lawful Gambling Ordinance to Establish

New Rules for Bingo Halls

E. First Reading- Ordinance Amendment Updating Lot Coverage and Landscaping Regulations in Industrial Zoning Districts.

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Northern Star Scouting

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
No action needed

OVERVIEW
Jacob Koshiol from Northern Star Scouting will give an update as to their scouting program that benefits so many youth in and around South St. Paul.

SOURCE OF FUNDS
N/A

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Spring Recycling Activities

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
No action required

OVERVIEW
Courtney Selstad, South St. Paul's Recycling Coordinator, will give an update on upcoming spring recycling activities and events.

SOURCE OF FUNDS
N/A

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Community Blood Drive

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
N/A

OVERVIEW
Kim Humann, representing Luther Memorial Church, will be presenting and inviting the community to participate in a community blood drive.

SOURCE OF FUNDS
N/A

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.D.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Escape Hunger Food Drive Fundraiser

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
N/A

OVERVIEW
Deb Griffith, along with Cody Semo from Neighbors Inc, will present information on the upcoming 55075 Food Drive taking place on March 28th to benefit Neighbors, Inc.

SOURCE OF FUNDS
N/A

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Meeting Minutes of:
March 2nd, 2026, City Council Meeting
March 9th, 2026, City Council Work Session

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve as presented by consent.

OVERVIEW
Approval of meeting minutes for the Regular City Council Meeting held on Monday, March 2, 2026 and City Council Work Session held on Monday, March 9th, 2026.

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. 03-02-2026 Council Minutes
2. 03-09-2026 WS Minutes RG

SOUTH ST. PAUL CITY COUNCIL
MINUTES OF MARCH 2, 2026

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, March 2nd, 2026.

2. ROLL CALL

Present: Tom Seaberg, Todd Podgorski, Matt Thompson, Jimmy Francis, Pam Bakken, Lori Hansen
Absent: Joe Kaliszewski
Staff Present:
Ryan Garcia, City Administrator
Kori Land, City Attorney
Deanna Werner, City Clerk
Brian Wicke, Chief of Police

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. OATH OF OFFICE

A. Police Officers:

- Officer Timothy Neirby
- Officer Karly Schadt
- Officer Katharine Kitchen

6. PRESENTATIONS

A. 2026 55075 Food Drive

7. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

Shireen Bhatia

8. APPROVAL OF AGENDA

Moved by: Pam Bakken / Matt Thompson
Moved: To approve the Agenda as presented.
Vote: 6 ayes / 0 nays, motion Passed

9. 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:
February 9, 2026, Work Session
February 17, 2026, Council Meeting
February 23, 2026 Work Session

B. Accounts Payable

C. Business Licenses

D. Accept Letter of Resignation

E. Approve a proposal with AE2S for preparation of the Risk & Resilience Assessment and Emergency Response Plan

F. Accept Letter of Retirement

G. Approve Joint Powers Agreement (JPA) between South St. Paul and Dakota County for Natural Resources Restoration

H. Purchase of 2026 GMC Terrain Elevation AWD from North Country GMC

Moved by: Matt Thompson / Lori Hansen
Moved: To approve the Consent Agenda as presented.
Vote: 6 ayes / 0 nays, motion Passed

10. ITEMS REMOVED FROM CONSENT AGENDA

11. PUBLIC HEARINGS

A. Vacation of Unbuilt Alley in Block 18 of Spring Park Addition (316 Malden Street)

Moved by: Pam Bakken / None
Moved: To approve the Vacation of an Unbuilt Alley in Block 18 of Spring Park Addition (316 Malden Street)
Vote: 6 ayes / 0 nays, motion Passed

12. GENERAL BUSINESS

A. Board and Commission Appointments

Moved by: Tom Seaberg / Matt Thompson
Moved: To Approve Joel Ludwigson, for a 3-year term as the Airport Tenants Association representative Thompson/Seaberg Approve Erik Snead, for a 3-year term as the Hangar Owner representative
Vote: 6 ayes / 0 nays, motion Passed

Moved by: Matt Thompson / Pam Bakken
Moved: To Lower Mississippi Water Management Organization (LMWMO) Approve the reappointment of Daniel Anderson as the main representative and Shane Brady as the alternate.
Vote: 6 ayes / 0 nays, motion

Moved by: Pam Bakken / Matt Thompson
Moved: To Northern Dakota County Cable Commission (NDC4) Approve appointment of Zachary Nelson as the representative of the NDC4.
Vote: 6 ayes / 0 nays, motion Passed

Moved by: Matt Thompson / Pam Bakken
Moved: To Approve the appointment of Rich Dipple & Sadie Patet to serve on the Parks and Recreation Advisory Commission.
Vote: 6 ayes / 0 nays, motion Passed

Moved by: Tom Seaberg / Pam Bakken
Moved: To Approve the appointment of Alex Wegehaupt to serve on the Planning Commission.
Vote: 6 ayes / 0 nays, motion

Moved by: Tom Seaberg / Pam Bakken
Moved: To Approve the reappointment of Jim Woodburn to serve on the Police and Fire Commission
Vote: 6 ayes / 0 nays, motion

B. Second Reading - Ordinance Amending Chapter 2, Section 2-22 City Council Salaries

Moved by: Tom Seaberg / Todd Podgorski
Moved: To Approve Second Reading of Ordinance1438, Amending Chapter 2, Section 2-22 City Council Salaries
Vote: 5 ayes / 1 nays, motion Passed

C. First Reading - Ordinance Repealing Ordinance No. 155 (Designating Certain Property as a Library)

Mayor Francis introduced for the first reading an Ordinance Repealing Ordinance No. 155, Designating Certain Property as a Library.

13. MAYOR AND COUNCIL COMMUNICATIONS

14. ADJOURNMENT

Moved by: Tom Seaberg / Lori Hansen
Moved: To Adjourn
Vote: 6 ayes / 0 nays, motion Passed

The meeting was adjourned at 8:13 PM.

Deanna Werner

/s/: Deanna Werner
City Clerk

South St. Paul City Council Work Session

Session Notes for March 9, 2026

1. CALL TO ORDER

Mayor Pro Tempore Seaberg called the City Council Work Session to order at 7:00 PM on March 9, 2026

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

Council Members Present: Lori Hansen, Matt Thompson, Tom Seaberg, and Todd Podgorski.

Council Members Absent: Joe Kaliszewski, Pam Bakken, Mayor Jimmy Francis

Staff Present: Ryan Garcia, City Administrator, Mike Running, Police Commander, Deanna Werner, City Clerk, Michael Healy, Planning and Zoning Manager

2. DISCUSSION ITEMS

A. Discussion on Updating the Lawful Gambling Ordinance to Allow Standalone Bingo Halls

Mr. Healy summarized the ordinance amendments that would be required for a proposed AMVETS bingo hall to locate within the City of South St. Paul, specifically at Southview Shopping Center. AMVETS representatives and the manager of the center discussed the operation, which has been operating out of a commercial space on Robert Street in West St. Paul for many years. Commander Running confirmed that there were no public safety concerns with the proposal nor were there reported significant incidents related to public safety from West St. Paul police. Councilmembers acknowledged AMVETS commitment to distributing proceeds to local charities and expressed no reservations with considering ordinance amendments and the proposal at a future business meeting.

B. Draft Boards and Commissions Policy

Mr. Garcia summarized the draft policy, which is intended to help establish baseline expectations and standard operating procedures for the City's various volunteer boards and commissions. Councilmembers acknowledged the benefit of such a policy and felt that it would be desirable for board and commissions to have orientation sessions as well, to better prepare and equip members for serving in their board or commission role. Councilmembers looked forward to considering the policy at a future business meeting.

3. COUNCIL COMMENTS & QUESTIONS

Mayor Pro Tempore Seaberg encouraged additional Worksession discussion in the near future to discuss and update on communications strategies, including best practices and potential "crisis" communications approaches that might rely on third-party resources. Council communicated the Staff's recent efforts to present on significant issues (as an example, PFAS and water treatment) were great examples that could be shared more broadly

and succinctly with the public through the City's website and social media. Mr. Garcia acknowledged that Staff were in the process of collaborating on a "communications" update to Council at a future Worksession.

4. ADJOURNMENT

There being no further business to come before the City Council at the regular work session meeting, Mayor Pro Tempore Seaberg declared the meeting adjourned at 7:52 PM.

Respectfully submitted,
/s/: Ryan Garcia
City Administrator

CITY COUNCIL AGENDA REPORT

DATE: March 16, 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 2026-042 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. 03-16-26 Accounts Payable Resolution
2. 03-16-26 Accounts Payable Summary Check Register
3. 03-16-26 Accounts Payable Detail Check Register

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-042

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:		
156566-156675	**$**	**473,252.09**
2026077-2026091		**234,816.87**
801337-801345		**47,840.41**
Total	**$**	**755,909.37**

Adopted this 16th day of March, 2026.

Deanna Werner, City Clerk

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Council Check Summary

-

Company		Amount
00101	GENERAL FUND	329,440.28
00212	GRANTS/DONATIONS POLICE	7,344.88
00243	DOUG WOOG ARENA	34,333.26
00245	AIRPORT FUND	24,812.65
00260	HOUSING GENERAL	125.04
00280	ECON DEV GENERAL	4,137.87
00289	SPECIAL-GRANTS	31,449.99
00402	CAPITAL PROGRAMS FUND	67,759.33
00407	EQUIPMENT ACQUISITION F	7,286.00
00440	2024 LOCAL IMPROVEMENTS	371.58
00494	HARDMAN TRIANGLE TIF	65,905.00
00600	UTILITY ADMINISTRATION	2,411.16
00605	WATER UTILITY	48,418.47
00606	SEWER UTILITY	2,009.83
00610	STORM WATER UTILITY	22,978.68
00615	STREET LIGHT UTILITY	37,438.64
00677	NAN MCKAY APT BLDG	10,244.86
00678	JOHN CARROLL APT BLDG	31,575.63
00703	CENTRAL GARAGE FUND	23,062.75
00709	SELF-INSURED DENTAL	4,236.22
00805	EMPLOYEE HEALTH REIMBUR	567.25
	Report Totals	755,909.37

CITY COUNCIL AGENDA REPORT

DATE: March 16, 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)

Report Name: City Council Report (Licenses)
Council Date Range: 3/16/2026 to 3/16/2026

City of South St Paul
City Council Report

Printed: 3/12/2026
Page: 1

ID	Company	License #	License Type	Status	Issued	Expires	Address	Complex	Council
15374	Linn Retail Centers, Inc	00017121	Car Wash	A	03/12/2026	05/31/2027	1214 Southview Blvd	Holiday-South Saint Paul	03/16/2026
14559	Church of St. John Vianney	00017276	Charitable Gambling Exempt Permit	A		04/27/2026	840 19th Ave N	Spring Festival - 4-26-2026	03/16/2026
15374	Linn Retail Centers, Inc	00017130	Cigarette and Tobacco Sales	A	03/12/2026	05/31/2027	1214 Southview Blvd	Holiday-South Saint Paul	03/16/2026
9976	Hrvatski Dom Assn.	00017137	Entertainment	A	03/10/2026	05/31/2027	445 2nd Ave S		03/16/2026
9912	RDE, Inc.	00017135	Entertainment	A	03/09/2026	05/31/2027	200 Concord Exchange N		03/16/2026
15734	Don Carlo's Restaurant LLC	00017211	Entertainment	A	03/11/2026	05/31/2027	514 Concord Exchange S		03/16/2026
15635	Michelandia Bar & Centro Botanero, LLC	00017167	Entertainment	A	03/03/2026	05/31/2027	600 Concord St N	Michelandia Bar & Centro Botanero LLC	03/16/2026
14542	Roger Pass	00017170	Housing Evaluator-TOS	A	03/12/2026	05/31/2027		Time of Sale	03/16/2026
14528	Luis Santiago Alcaraz	00017178	Housing Evaluator-TOS/Rental	A	03/03/2026	05/31/2027		Time of Sale & Rental Housing	03/16/2026
14539	Michael Moser	00017181	Housing Evaluator-TOS/Rental	A	03/09/2026	05/31/2027		Time of Sale & Rental Housing	03/16/2026
15788	Sculpted Therapeutics LLC	00017278	Massage Therapy	A	03/11/2026	05/31/2027	103 Concord Exchange N		03/16/2026
9977	Danner Inc.	00017147	Petroleum Dealer	A	03/09/2026	05/31/2027	843 Hardman Ave S	Danner Inc	03/16/2026
15374	Linn Retail Centers, Inc	00017153	Petroleum Dealer	A	03/12/2026	05/31/2027	1214 Southview Blvd	Holiday-South Saint Paul	03/16/2026
10110	Southview 66 Servicenter Corp.	00017148	Petroleum Dealer	A	03/09/2026	05/31/2027	725 Southview Blvd		03/16/2026
14649	Klarris Real Estate Holdings LLC	00016687	Rental Housing	A	03/10/2026	05/31/2027	451-453 10th Ave S		03/16/2026
14649	Klarris Real Estate Holdings LLC	00016688	Rental Housing	A	03/10/2026	05/31/2027	456-458 10th Ave S		03/16/2026
12160	Michael D. Blaeser	00016713	Rental Housing	A	03/11/2026	05/31/2027	501-503 10th Ave S		03/16/2026
11984	James R. Funes	00016450	Rental Housing	A	03/10/2026	05/31/2027	730 11th Ave N		03/16/2026
15562	Brittany Simonet	00016948	Rental Housing	A	03/12/2026	05/31/2027	644 12th Ave N		03/16/2026
12160	Michael D. Blaeser	00016455	Rental Housing	A	03/11/2026	05/31/2027	337 12th Ave S		03/16/2026
14542	Roger Pass	00016436	Rental Housing	A	03/12/2026	05/31/2027	146 13th Ave N		03/16/2026
12160	Michael D. Blaeser	00016459	Rental Housing	A	03/11/2026	05/31/2027	308 13th Ave S		03/16/2026
14838	Robert Kemmetmueller	00016440	Rental Housing	A	03/12/2026	05/31/2027	336 13th Ave S		03/16/2026

City of South St Paul
City Council Report

ID	Company	License #	License Type	Status	Issued	Expires	Address	Complex	Council
12266	Brian A. Solos	00016707	Rental Housing	A	03/11/2026	05/31/2027	351 14th Ave S		03/16/2026
14649	Klarris Real Estate Holdings LLC	00016689	Rental Housing	A	03/10/2026	05/31/2027	516-518 16th Ave N		03/16/2026
12150	Barbara J. Cubus	00016471	Rental Housing	A	03/12/2026	05/31/2027	102 18th Ave S		03/16/2026
15763	Daniel Kronick	00017224	Rental Housing	A	03/11/2026	05/31/2027	316 1st Ave S	Tri-Plex	03/16/2026
12874	Robert Kronick	00016483	Rental Housing	A	03/11/2026	05/31/2027	700-702 1st Ave S		03/16/2026
12064	James L. Lang	00016484	Rental Housing	A	03/12/2026	05/31/2027	704 1st Ave S		03/16/2026
15776	Corey Adam Hawkinson	00016394	Rental Housing	A	12/22/2025	05/31/2026	256 2nd Ave S		03/16/2026
12278	Stanley F. Butina	00016494	Rental Housing	A	03/09/2026	05/31/2027	400 2nd Ave S	Triplex - 2 units family occupied	03/16/2026
11916	Karen E. Johnson	00016498	Rental Housing	A	03/11/2026	05/31/2027	448 2nd Ave S		03/16/2026
14451	Jeff Brutger	00016596	Rental Housing	A	03/05/2026	05/31/2027	357 3rd Ave S		03/16/2026
15751	Jon Norris Olson	00017221	Rental Housing	A	03/11/2026	05/31/2027	541 8th Ave S		03/16/2026
12266	Brian A. Solos	00016709	Rental Housing	A	03/11/2026	05/31/2027	620 8th Ave S		03/16/2026
14649	Klarris Real Estate Holdings LLC	00016686	Rental Housing	A	03/10/2026	05/31/2027	141-143 9th Ave N		03/16/2026
15299	House of Hope LLC	00016803	Rental Housing	A	03/11/2026	05/31/2027	155 9th Ave N	House of Hope LLC	03/16/2026
12089	Jerald T. Johnson	00016539	Rental Housing	A	03/10/2026	05/31/2027	1121-1123 9th Ave S		03/16/2026
15566	Bruch Enterprises	00016953	Rental Housing	A	03/09/2026	05/31/2027	352 9th Ave S		03/16/2026
15417	Ind. Res. Const. Service, Inc	00016868	Rental Housing	A	03/10/2026	05/31/2027	1539 Concord St S	Ind. Res. Const. Service, Inc	03/16/2026
15562	Brittany Simonet	00017237	Rental Housing	A	03/12/2026	05/31/2027	227 Dale St E		03/16/2026
15537	Metzen Enterprises	00016941	Rental Housing	A	03/09/2026	05/31/2027	114 Dale St W		03/16/2026
14725	Paul James Reckinger	00016620	Rental Housing	A	03/12/2026	05/31/2027	238 Douglas St W		03/16/2026
14982	Joseph A. Clark	00016438	Rental Housing	A	03/05/2026	05/31/2027	1209 Eldridge Ave		03/16/2026
12908	Trinoja-South, LLC	00017008	Rental Housing Multi Family Dwelling (4+)	A	03/09/2026	05/31/2027	136 11th Ave N		03/16/2026
12459	DSSY Properties, LLC	00017013	Rental Housing Multi Family Dwelling (4+)	A	03/12/2026	05/31/2027	707 12th Ave N		03/16/2026
12050	Ronald T. Saver, Jr.	00017032	Rental Housing Multi Family Dwelling (4+)	A	03/11/2026	05/31/2027	801 5th Ave S		03/16/2026

City of South St Paul
City Council Report

ID	Company	License #	License Type	Status	Issued	Expires	Address	Complex	Council
15449	SSP QOZB LLC	00017114	Rental Housing Multi Family Dwelling (4+)	A	03/09/2026	05/31/2027	225 Concord Exchange N	The Backyards	03/16/2026
12050	Ronald T. Saver, Jr.	00017056	Rental Housing Multi Family Dwelling (4+)	A	03/11/2026	05/31/2027	1201 Marie Ave		03/16/2026
12160	Michael D. Blaeser	00017058	Rental Housing Multi Family Dwelling (4+)	A	03/11/2026	05/31/2027	1565 Motor Ave		03/16/2026
12346	Louis Kanavati	00017060	Rental Housing Multi Family Dwelling (4+)	A	03/09/2026	05/31/2027	119 Southview Blvd		03/16/2026
11937	No. 1 Murr, Inc.	00017062	Rental Housing Multi Family Dwelling (4+)	A	03/09/2026	05/31/2027	925 Southview Blvd		03/16/2026
12347	Gerald & Susan Lerfald	00017064	Rental Housing Multi Family Dwelling (4+)	A	03/11/2026	05/31/2027	612 Stewart Ave		03/16/2026
14559	Church of St. John Vianney	00017275	Temp Intoxicating Liquor License	A	03/11/2026	04/27/2026	840 19th Ave N	Spring Festival - 4-26-2026	03/16/2026

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Acceptance of Gift Donations

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve as presented by consent.

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

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. 2026-041, Donation Resolution

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-041

Acceptance of Gift Donations

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

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

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

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

Name of Donor	Value of Donation	Designation
Luther Auto Collision & Glass	$ 500.00	Parks and Recreation, Color Run
Waterous	$2,500.00	Parks and Recreation, Splish Splash Bash
South St. Paul Lions	$1,500.00	Parks and Recreation, Easter Egg Hunt
IGH Public Safety Foundation	$ 600.00	Police, SSPPD Explorers
Inver Grove Brewing	$ 250.00	Police, SSPPD Explorers

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

Adopted this 16th day of March 2026.

_____
City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Plans and Specifications and Authorize Advertisement for Bids — Lead Service Line Replacement Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve as presented by consent.

OVERVIEW
The City of South St. Paul received funding from the Minnesota Public Facilities Authority to replace lead and galvanized service lines for residents and property owners. South St. Paul has over 1,000 services that are eligible for replacement during this city-wide project.

On July 7, 2025, the City hired SEH for design and bidding services for the city-wide Lead Service Line Replacement Project. Plans for the service lines to be replaced in 2026 are substantially complete. Once the plan review is completed by the Minnesota Department of Health, SEH will advertise for bids.

Staff recommends adopting the resolution to approve the plans and specifications for the project and authorize advertisement for bids. An action to award a construction contract will be brought forward at a later council meeting.

SOURCE OF FUNDS
The project will be funded through the Water Utility Fund with reimbursement from the State's Drinking Water Revolving Fund.

ATTACHMENTS
1. Resolution 2026-038 Approve P&S and Auth AFB LSLR

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-038

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR LEAD SERVICE LINE REPLACEMENT PROJECT (2025-04) AND AUTHORIZING STAFF TO ADVERTISE FOR BIDS

WHEREAS, the City's consultant, SEH, Inc., prepared plans and specifications for the replacement of lead service lines across the City of South St. Paul and has presented such plans and specifications to the City Council for approval.

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

1. Such plans and specifications are hereby approved.
2. The City Engineering Department shall obtain bids which will be considered by the Council at a regular City Council meeting.

Adopted this 16th day of March 2026.

_____
City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Housing
PREPARED BY: Tiffany Greene
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approving an Interfund Loan to Support the HRA's Energy Performance Contract

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Motion to Approve Interfund Loans to Support the HRA's Energy Performance Contract

OVERVIEW
The South St. Paul HRA has established a legacy of maintaining quality, affordable senior housing at the Nan McKay and John Carroll Highrise Buildings for more than a half-century. As aging facilities, the buildings continue to require significant capital investment in the coming years. With this in mind, in late 2024 the EDA engaged Johnson Controls, Inc. (JCI) to develop a targeted capital investment strategy and infrastructure plan utilizing the most efficient resources possible, at the lowest cost to us, in order to complete targeted capital projects.

From the mid-2000s through 2024, the South St. Paul HRA had a twenty (20) year-long Energy Performance Contract (EPC) with HUD that was successfully managed by JCI throughout. This contract expired in 2024 along with the Rate Reduction Incentives (RRI) that the HRA had been receiving annually through this contract. The loss of these financial incentives that the South St. Paul HRA had been receiving though our EPC contract has significantly reduced our annual Operating Subsidy, and at the end of 2025, with Council permission, staff did submit the attached Letter of Intent to HUD, which will permit us to enter into a new EPC and regain these incentives. The Project Development Agreement with JCI was previously approved by the EDA in September 2024 and executed October 24, 2024 for the management of these projects and EPC with HUD.

The four energy conservation projects that are being completed through this EPC, which were included in the first phase of the application for a new EPC, are as follows:

- Water Conservation – Install low-flow aerators and upgrade outdated faucets
- Boiler Upgrades – Replace 20-year-old boiler with high-efficiency model
- LED Exterior Lights – Upgrade exterior lighting to long-lasting, energy efficient fixtures
- Solar PV – Complete solar project on Nan McKay Highrise

The total estimated cost of these projects is $1,083,698.96.

One requirement for approval of a new EPC with HUD is that we must use an outside lending source to fund a portion of these projects, and this debt must remain for payable for the entirety of the 20-year ECP contract. This outside loan will be paid for semi-annually with the additional incentives received specifically for this debt repayment in the HRA's annual operating subsidy.

After many discussions, staff has decided that the best way to proceed with this funding and the requirement of debt repayment for the EPC, is through two interfund loans; one from the Housing Fund (20260) in the amount of $300,000 and the other from Thompson Turnback Funds, currently held in the Infrastructure Fund (40403) in the amount of $300,000. The total interfund loan transfer request for $600,000 is to be repaid back semi-annually for 20 years at 4.5% interest.

We have already been approved for several grants and rebates to complete these projects and have 20% of the total project costs set aside to be paid for with Public Housing Capital Funds. However, in order to meet HUD's requirement for debt repayment and to get final approval from HUD to enter into a new EPC contract, we are requesting council approval to proceed with these two interfund transfer loans, in the amount if $600,000. This will allow us to successfully complete these projects and regain the financial incentives back from HUD with a new EPC in place.

The attached EPC related documents, scope of work, and project cost estimates describe the projects in detail and shows the total cost for each project and related fees, along with grant and rebate totals, capital fund dollars being used, and the additional money needed from an outside loan source. JCI will be working with the HRA to manage these projects and will fund all costs up front, with the HRA reimbursing JCI through monthly draws as shown in the attachments. In Staff's opinion, this interfund loan transfer is necessary to secure a new EPC with HUD so that we can begin again capturing these financial incentives for completing energy conservation projects at our properties.

SOURCE OF FUNDS

Outside Grants and Rebates – Solar and Electrical
Interfund Transfer Loan Repaid at 4.5 % – Paid in Full Through Operating Subsidy over 20-year term
SSP HRA's Capital Grant – 20% of Total Project Estimate

ATTACHMENTS

1. IFL Resolution - Housing EPC - Resolution No. 2026-37
2. Scope of Work - SSPHRA EPC
3. Intentions for New EPC SSPRHA_JCI.
4. EPC Monthly Payment Schedule
5. JC - EPC - Pay App 1 - Project Cost Wrkst

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Housing
PREPARED BY: Tiffany Greene
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approving an Interfund Loan to Support the HRA's Energy Performance Contract

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Motion to Approve Interfund Loans to Support the HRA's Energy Performance Contract

OVERVIEW
The South St. Paul HRA has established a legacy of maintaining quality, affordable senior housing at the Nan McKay and John Carroll Highrise Buildings for more than a half-century. As aging facilities, the buildings continue to require significant capital investment in the coming years. With this in mind, in late 2024 the EDA engaged Johnson Controls, Inc. (JCI) to develop a targeted capital investment strategy and infrastructure plan utilizing the most efficient resources possible, at the lowest cost to us, in order to complete targeted capital projects.

From the mid-2000s through 2024, the South St. Paul HRA had a twenty (20) year-long Energy Performance Contract (EPC) with HUD that was successfully managed by JCI throughout. This contract expired in 2024 along with the Rate Reduction Incentives (RRI) that the HRA had been receiving annually through this contract. The loss of these financial incentives that the South St. Paul HRA had been receiving though our EPC contract has significantly reduced our annual Operating Subsidy, and at the end of 2025, with Council permission, staff did submit the attached Letter of Intent to HUD, which will permit us to enter into a new EPC and regain these incentives. The Project Development Agreement with JCI was previously approved by the EDA in September 2024 and executed October 24, 2024 for the management of these projects and EPC with HUD.

The four energy conservation projects that are being completed through this EPC, which were included in the first phase of the application for a new EPC, are as follows:

- Water Conservation – Install low-flow aerators and upgrade outdated faucets
- Boiler Upgrades – Replace 20-year-old boiler with high-efficiency model
- LED Exterior Lights – Upgrade exterior lighting to long-lasting, energy efficient fixtures
- Solar PV – Complete solar project on Nan McKay Highrise

The total estimated cost of these projects is $1,083,698.96.

One requirement for approval of a new EPC with HUD is that we must use an outside lending source to fund a portion of these projects, and this debt must remain for payable for the entirety of the 20-year ECP contract. This outside loan will be paid for semi-annually with the additional incentives received specifically for this debt repayment in the HRA's annual operating subsidy.

After many discussions, staff has decided that the best way to proceed with this funding and the requirement of debt repayment for the EPC, is through two interfund loans; one from the Housing Fund (20260) in the amount of $300,000 and the other from Thompson Turnback Funds, currently held in the Infrastructure Fund (40403) in the amount of $300,000. The total interfund loan transfer request for $600,000 is to be repaid back semi-annually for 20 years at 4.5% interest.

We have already been approved for several grants and rebates to complete these projects and have 20% of the total project costs set aside to be paid for with Public Housing Capital Funds. However, in order to meet HUD's requirement for debt repayment and to get final approval from HUD to enter into a new EPC contract, we are requesting council approval to proceed with these two interfund transfer loans, in the amount if $600,000. This will allow us to successfully complete these projects and regain the financial incentives back from HUD with a new EPC in place.

The attached EPC related documents, scope of work, and project cost estimates describe the projects in detail and shows the total cost for each project and related fees, along with grant and rebate totals, capital fund dollars being used, and the additional money needed from an outside loan source. JCI will be working with the HRA to manage these projects and will fund all costs up front, with the HRA reimbursing JCI through monthly draws as shown in the attachments. In Staff's opinion, this interfund loan transfer is necessary to secure a new EPC with HUD so that we can begin again capturing these financial incentives for completing energy conservation projects at our properties.

SOURCE OF FUNDS

Outside Grants and Rebates – Solar and Electrical
Interfund Transfer Loan Repaid at 4.5 % – Paid in Full Through Operating Subsidy over 20-year term
SSP HRA's Capital Grant – 20% of Total Project Estimate

ATTACHMENTS

1. IFL Resolution - Housing EPC - Resolution No. 2026-37
2. Scope of Work - SSPHRA EPC
3. Intentions for New EPC SSPRHA_JCI.
4. EPC Monthly Payment Schedule
5. JC - EPC - Pay App 1 - Project Cost Wrkst

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026 - 37

A RESOLUTION AUTHORIZING ONE OR MORE INTERFUND LOANS TO THE PUBLIC HOUSING FUND

WHEREAS, South St. Paul City Charter Section 5.10 states that the city council may make inter-fund loans and transfers; and

WHEREAS, the South St. Paul Housing and Redevelopment Authority ("HRA"), a department of the City, oversees the maintenance, operation, and capital improvement planning of the John Carroll and Nan McKay highrise properties ("Properties"); and

WHEREAS, the HRA adopted Board Resolution 2025 – 3361 on August 11, 2025 and thereby authorized entry into an Energy Performance Contract with Johnson Controls for the purposes of identifying construction projects that would improve energy efficiency ("Projects") at the Properties, and acknowledged the HRA's intentions to secure non-HUD funding sources to support the implementation of such projects; and

WHEREAS, the HRA has identified an estimated total of $1,083,698.96 in capital improvements at the Properties that would reduce energy consumption and benefit the HRA through improved operating subsidy from the United States Department of Housing and Urban Development ("HUD"); and

WHEREAS, the HRA has identified an estimated total of $601,971.98 related to the Projects that will be implemented at the Nan McKay Highrise; and

WHEREAS, through detailed capital improvement planning in consultation with Johnson Controls for the Projects, the HRA has determined that a loan of $600,000 is necessary to complete the Projects at the Nan McKay Highrise and realize the benefits of the Energy Performance Contract and HUD's Rate Reduction Incentives.

NOW, THEREFORE BE IT RESOLVED:

1. That the City of South St. Paul authorizes interfund loans from the Housing Fund (20260) in the amount of $300,000 and the Thompson Turnback Funds currently held in the Infrastructure Fund (40403) in the amount of $300,000 to the Nan McKay Fund (50677) for expenses incurred in the implementation of the Energy Performance Contract.

2. That the interfund loans will be for a term of twenty (20) years and will be repaid by the Housing Program Fund (50677) semi-annually (on February 1 and August 1 of each year during the term) bearing interest at four and one-half percent (4.50 %) annually.

Adopted this 16th day of March, 2026.

_____

City Clerk

Scope of Work – SSPHRA EPC Project

Lighting Upgrades:

Nan McKay

1. Exterior Lighting - Pole Lights/Wall Mounted Fixtures/Flag pole Lights
   a. Disconnect/remove and replace six (6) existing pole light fixtures.
   .
   b. Disconnect/remove and replace ten (10) existing wall-pack light fixtures.
   c. Disconnect/remove and replace one (1) existing flagpole light fixtures.

2. Interior Lighting - Tenant Units
   a. Disconnect/remove and replace two (2) light fixtures in one hundred thirty-two (132) units to include kitchens and under cabinets.
   b. Work directly with Xcel Energy to furnish and install new LED globe lights (40), new pin lamps (216), and new T-8 LED tube lights (266)

3. Interior Exit/Emergency lights (includes 90-minute battery backup)
   a. Disconnect/remove and replace twenty-nine (29) Exit/Emergency lights in lobby and hallways.
   b. Disconnect/remove and replace twenty (20) Emergency lights in lobby and hallways

Nan McKay Line-by-Line:

Building	Area	Room	Qty	Solution	Watts per Fixture	Qty Installed by Xcel Energy
Nan McKay	Exterior	Parking Lot	6	EiKO AAL1 Area Light	90	
Nan McKay	Exterior	Wall Paks	10	EiKO SWP1 Slim Wall Pack	60	
Nan McKay	Exterior	Flag Pole	1	EiKO FL Flood Light	30	
Nan McKay	Tenant Units	Kitchens	132	EiKO ODYSSEY Led Flush Mount	16	
Nan McKay	Tenant Units	Kitchens – Under Cabinet	132	SATCO/NUVO 63-503	13	
Nan McKay	Lobby/ Hallways	Exit/Emergency Light	29	SATCO/NUVO 67-121	14	
Nan McKay	Lobby/ Hallways	Emergency Light	20	SATCO/NUVO 67-130	26	
Nan McKay	Tenant Units	Hallway	40	SimplyConserve L06Gxx	6	40
Nan McKay	Tenant Units	Bedrooms	216	EiKO PL Type A+B LED Lamp	13	216
Nan McKay	Tenant units	Kitchens	266	ESPEN L96T8HO	42	266

John Carroll

1. Exterior Lighting - Pole Lights/Wall Mounted Fixtures/Flag Pole Lights

   a. Disconnect/remove and replace seven (7) existing pole light fixtures.
   b. Disconnect/remove and replace six (6) existing wall-pack light fixtures.
   c. Disconnect/remove and replace one (1) existing wall-pack flagpole fixtures.

2. Interior Lighting - Tenant Units and Maintenance
   a. Disconnect/remove and replace one (1) light fixture in one hundred sixty-six (166) units.
   b. Disconnect/remove and replace four (4) wrap style fixture in the Maintenance area.
   c. Work directly with Xcel Energy to furnish and install new LED A-19 bulbs (332), new pin lamps (332), and new T-8 LED tube lights (326)

John Carroll Line-by-Line

Building	Area	Room	Qty	Solution	Watts per Fixture	Qty Installed by Xcel Energy
John Carroll	Exterior	Parking Lot	7	EiKO AAL1 Area Light	90	
John Carroll	Exterior	Wall Pak	6	EiKO SWP1 Slim Wall Pack	60	
John Carroll	Exterior	Flag Pole	1	EiKO FL Flood Light	30	
John Carroll	Interior	Residence	166	EiKO ODYSSEY Led Flush Mount	16	
John Carroll	Interior	Maintenance	4	EiKO TRW Tube Ready Wrap	32	
Nan McKay	Tenant Units	Hallway	40	SimplyConserve L06Gxx	6	40
Nan McKay	Tenant Units	Bedrooms	216	EiKO PL Type A+B LED Lamp	13	216
Nan McKay	Tenant units	Kitchens	266	ESPEN L96T8HO	42	266

Water Conservation Upgrades:

Nan McKay and John Carroll

At Nan McKay and John Carroll Tower, JCI shall provide labor and material for installation of water conservation equipment as shown below. The tables below list the specific scope of work at each building and area. In general, the following water conservation measures will be implemented:

Bathroom Faucets/Aerators

High efficiency aerators can greatly reduce flow rates from faucets. Restricting faucet flow rates enables a facility to conserve water and reduce energy usage associated with heating water.

JCI shall supply and install

- new Moen, single lever faucets
- supply lines
- 0.5 GPM Aerators.

The following tables summarize the domestic fixture retrofit strategies and quantities by building:

Nan McKay

Type	Qty
Faucet	
Moen, single lever faucets, part #WS84503	135
Tradestar Supply lines, part #TRS-LS-BS-20	270
Neoperl 0.5 GPM Aerators, part #31 204	135

John Carroll

Type	Qty
Faucet	
Moen, single lever faucets, part #WS84503	16
Tradestar Supply lines, part #TRS-LS-BS-20	32
Neoperl 0.5 GPM Aerators, part #31 2144	16

Bathroom Showerheads and Kitchen/Bathroom Aerators (Xcel Energy)

Nan McKay

Type	Qty
Niagara Kitchen Aerators, part #N3115P	132
Niagara Earth Standard Showerheads, part #N2912CH	20
Niagara 1.5 GPM Handheld Showerheads, part #N3115P-FC	132

John Carroll

Type	Qty
Niagara Kitchen Aerators, part #N3115P	167
NeoPerl PCA Cascade Bathroom Aerators, part #31 214	180
Niagara Earth Standard Showerheads, part #N2912CH	156
Niagara 1.5 GPM Handheld Showerheads, part #N3115P-FC	20

Boiler Replacement:

Nan McKay and John Carroll

At Nan McKay and John Carroll Tower, JCI shall provide labor and material for installation of new Fulton boilers as shown below. The tables below list the specific scope of work at each building and area.

Nan McKay

Type	Qty
Boiler	
Fulton Vantage Boiler – model VTG-2000DF	1

John Carroll

Type	Qty
Boiler	
Fulton Vantage Boiler – model VTG-3000DF	1

Scope includes the supply and installation of two (2) new dual-fuel natural gas and #2 oil fired Fulton Vantage boilers as noted above, including all demolition and connections for piping, flues, electrical, controls, and fuel connections, for a fully operational system in conjunction with the existing boiler system.

Roof Mount Solar PV:

Nan McKay

At Nan McKay, JCI shall provide labor and material for installation of ballasted roof mounted solar array as shown below. The tables below list the specific scope of work at each building and area.

Nan McKay

Type	Solar Modules	Inverters
Roof Mount Solar PV		
Production - approximately 57.1 kW (AC)	90 each Jinko Solar**	4 each SolarEdge HD Wave**

Scope includes the design, engineering, installation, inter-connection, and commissioning of a complete and operable ballasted roof mounted solar PV system including all solar PV components (solar panels, racking, power optimizers, inverters) and balance of system.

July 31, 2024

Lucia Clausen
Director, Office of Public Housing
Minneapolis Field Office
212 3rd Ave S, #150
Minneapolis, MN 55401

Dear Ms. Clausen,

I, Ryan Garcia, Executive Director of the South St. Paul Housing and Redevelopment Authority, am writing to notify you of our intention to participate in a new Energy Performance Contract Self-Managed program for up 20 years in order to upgrade our older and inefficient HVAC equipment, boilers, dual fuel burners, water fixtures, and infrastructure.

To participate in the Energy Performance Contract, we understand that we are required to meet state and 24 CFR 200.318 (e) federal procurement requirements and program requirements.

1) SPPRHA well procure all required EPC services under:

   - Minn. Stat. § 16C.03. Commissioner's authority; powers and duties.

     Subd. 10. Cooperative purchasing. The commissioner is authorized to enter into a cooperative purchasing agreement for the provision of goods, services, construction, and utilities in accordance with section 16C.105. that are known as piggybacking, Interlocal, or Intergovernmental.

   - Federal § 200.318 General procurement standards.

     (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

2) The program to be based on intent of The Energy Policy Act of 2005, Section 151, Section 229, Federal Register Notice FR - 5057-F-02 and current PIH Notice 2011-36 and seek EPC Program approval.

   The Energy Policy Act of 2005, Section 151, and the Consolidated Appropriations Act of 2008, Section 229, amended the 1937 Act with respect to energy conservation in public housing. The Department issued an Interim Rule (Federal Register Notice FR-5057-I01), effective November 17, 2008, that made conforming amendments to the regulations of the Public Housing Operating Fund Program to reflect these statutory amendments. Effective February 25, 2009, the Department issued a Final Rule (Federal Register Notice FR - 5057-F-02), accordingly:

   - The maximum term of an EPC between a PHA and an entity other than HUD may be up to 20 years; and
   - An existing EPC may be extended, without re-procurement of energy performance contractors, to a period of no more than 20 years, to allow additional ECMs.

3) SSPRHA intends to implement heating plant improvements, as part of the EPC, that would allow the agency to negotiate dual fuel rate from natural gas providers. This action would extend beyond simply administrative paperwork, action would allow SSPRHA to participate in the Rate Reduction Incentive at 100% as part of the new EPC.

We are in the process of completing our Project Development phase with Johnson Controls, Inc. to verify the financial viability of implementing energy conversation measures utilizing participation in a new EPC Self Implemented program.

We are authorizing Johnson Controls, Inc. to communicate with you about this project as we move through the process.

Thank you for your support as we continue to improve the safety, and efficiency of our resident units.

Best Regards,

Ryan Garcia
Executive Director
South St. Paul HRA
125 N Third Street, South St. Paul, MN 55075
rgarcia@southstpaul.org
(651)554-3278

Contractual EPC Monthly Payment Schedule			Revised Monthly Payment Schedule		Revised Monthly Cash Flow Including DownpaymentRebates/ Grants					
Months	Payment	Balance	Payment	Balance	Down Payment	Rebates/ Grants	ITC Tax Crediit	Owner Controlled	Effective Payment	
1	$ 216,740.00	$ 815,787.00	$ 216,740.00	$ 866,958.96	$ 216,740.00		$ -	$ 40,000.00	$ 216,740.00	<-- Capital Money
2	$ 107,958.96	$ 707,828.04	$ -	$ 866,958.96			$ -		$ -	(20% of Total Contract
3	$ 108,000.00	$ 599,828.04	$ -	$ 866,958.96			$ -		$ -	
4	$ 108,000.00	$ 491,828.04	$ -	$ 866,958.96			$ -		$ -	
5	$ 220,000.00	$ 271,828.04	$ 372,428.33	$ 494,530.63			$ -		$ 372,428.33	
6	$ 53,000.00	$ 218,828.04	$ 225,721.98	$ 268,808.65			$ -		$ 225,721.98	
7	$ 53,000.00	$ 165,828.04	$ 110,979.00	$ 157,829.65		$ 110,979.00	$ -		$ -	<-- Xcel Rebate
8	$ 53,000.00	$ 112,828.04	$ 42,000.00	$ 115,829.65		$ 42,000.00	$ -		$ -	<-- Xcel Rebate
9	$ 108,000.00	$ 4,828.04	$ -	$ 115,829.65			$ -		$ -	
10	$ 56,000.00	$ (51,171.96)	$ 67,655.65	$ 48,174.00		$ 72,000.00			$ (4,344.35)	<-- MN State Grant
14	$ -	$ -	$ 48,174.00	$ (0.00)		$ -	$ 48,174.00	$ 40,000.00	$ 48,174.00	<-- ITC Tax Credit

Total Contract Amount -->	$ 1,083,698.96
Total Capital Contribution & Rebates/Grants -->	$ 489,893.00
Total Contract less Capital Contribution & Rebates/Grants -->	$ 593,805.96
Total Loan Amount (City Funds + JCI Loan) -->	$ 598,150.31
Proposed Loan Amount -->	$ 600,000.00

A	B	C	D		E	F	G	H	I
Item No.	Description of Work	Scheduled Values	Work Completed		Materials Presently Stored (Not D or E)	Total Completed and Stored to Date (D+E+F)	% (G/C)	Balance to Finish (C-G)	Retainage (If Variable Rate)
John Carroll High Rise - AMP 002			From Previous App (D+E)	This Period					
1	Development	$45,083.25	$0.00	$45,083.25	$0.00	$45,083.25	100%	$0.00	
2	General Conditions(Equalis)	$128,791.23	$0.00	$0.00	$0.00	$0.00	0%	$128,791.23	
3	Lighting Retrofits	$86,875.00	$0.00	$17,845.59	$0.00	$17,845.59	21%	$69,029.41	
4	Water Upgrades	$5,000.00	$0.00	$1,027.08	$0.00	$1,027.08	21%	$3,972.92	
5	Boiler Replacement	$175,977.50	$0.00	$36,148.74	$0.00	$36,148.74	21%	$139,828.76	
Nan McKay High Rise - AMP 001									
6	Development	$45,083.25	$0.00	$45,083.25	$0.00	$45,083.25	100%	$0.00	
7	General Conditions(Equalis)	$128,791.23	$0.00	$0.00	$0.00	$0.00	0%	$128,791.23	
8	Lighting Retrofits	$46,938.00	$0.00	$9,641.86	$0.00	$9,641.86	21%	$69,029.41	
9	Water Upgrades	$34,697.00	$0.00	$7,127.35	$0.00	$7,127.35	21%	$3,972.92	
10	Boiler Replacement	$175,977.50	$0.00	$36,148.74	$0.00	$36,148.74	21%	$139,828.76	
11	Roof Mounted Solar PV	$170,485.00	$0.00	$18,634.14	$0.00	$18,634.14	11%	$151,850.86	
	Owner Conrolled Contingency	$40,000.00	$0.00	$0.00	$0.00	$0.00	0%	$40,000.00	
	TOTALS:	**$1,083,698.96**	**$0.00**	**$216,740.00**	**$0.00**	**$216,740.00**	**20%**	**$866,958.96**	

Development Cost/Fees/Per Project				Total Project Fees/Cost By %	Pay App #1 Billed	Pay App #1 Fees	Fees Per Project	BLI TOTALS
	Development	$45,083.25			$45,083.25	$45,083.25		$0.00
	General Conditions(Equalis)	$128,791.23			$0.00	$0.00		$0.00
	Lighting Retrofits	$86,875.00	13%	$50,648.48	$17,845.59	$0.00	$11,721.65	$29,567.24
	Water Upgrades	$5,000.00	1%	$3,896.04	$1,027.08	$0.00	$901.67	$1,928.75
	Boiler Replacement	$175,977.50	25%	$97,400.93	$36,148.74	$0.00	$22,541.63	$58,690.37
	Development	$45,083.25			$45,083.25	$45,083.25		$0.00
	General Conditions(Equalis)	$128,791.23			$0.00	$0.00		$0.00
	Lighting Retrofits	$46,938.00	7%	$27,272.26	$9,641.86	$0.00	$6,311.66	$15,953.52
	Water Upgrades	$34,697.00	5%	$19,480.19	$7,127.35	$0.00	$4,508.33	$11,635.68
	Boiler Replacement	$175,977.50	25%	$97,400.93	$36,148.74	$0.00	$22,541.63	$58,690.37
	Roof Mounted Solar PV	$170,485.00	24%	$93,504.89	$18,634.14	$0.00	$21,639.96	$40,274.10
	Owner Conrolled Contingency	$40,000.00			$0.00	$0.00		$0.00
	Total Project Cost	$1,083,698.96			**$216,740.00**	**$90,166.50**	**$90,166.50**	**$216,740.00**
	Equalis/Development/Contingency	$389,603.71	TOTAL FEES	$389,603.71				
	Project Cost Total (Less Fees)	$694,095.25	100%					

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 8.G.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Declare Certain Property Surplus and Approve Donation

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Adopt Resolution 2026-039 declaring certain City property as surplus and approving donation.

OVERVIEW
City Code 2-1 outlines the procedure for the sale of unclaimed or abandoned property. In addition to a general sale, the Chief of Police, at his or her discretion, may dispose of unclaimed property by a private sale through a non-profit organization that has a significant mission of community service. The sale through a non-profit corporation may be for nominal consideration.

Each year, Police Department staff perform an audit of bicycles recovered or abandoned throughout the year. As a result of the audit, twelve (12) recovered or abandoned bicycles have been identified as not being reported stolen or lost and have monetary value. They are, therefore, eligible to be disposed of according to the City Code. Police Department staff are working with Boy Scout Troop Number 95 relating to the transfer of this property. Their project plan outlines a date to be determined where they will offer, for sale to the public at a price they feel is fair, each of the bicycles. The revenue generated from the sale will be used to help support various troop outings.

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. 2026 0316 Resolution Bicycles
2. 2026 0316 Bicycle List

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-039

RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS AND APPROVING DONATION

WHEREAS, through an internal audit, the Police Department has identified twelve (12) recovered or abandoned bicycles, the ownership of which could not be determined. They are, therefore, eligible for disposal.

WHEREAS, Boy Scout Troop Number 95 has expressed interest in claiming the undamaged bicycles for a troop project. Their project plan outlines a date to be determined where they will offer, for sale to the public at a price they feel is fair, for each of the bicycles.

NOW, THEREFORE, BE IT RESOLVED: the recovered or abandoned bicycles to be transferred to Boy Scout Troop Number 95 for a troop project are listed on the attached spreadsheet.

Adopted this 16th day of March, 2026.

_____
City Clerk

2026 BOY SCOUT BICYCLE DONATION

25002394	Make: Schwinn Model: Tricycle Ser #: Unknown	Found property / Unknown Owner / Not claimed
25001330	Make: Schwinn Model: Mt Bike Ser #: Unknown	Owner refused to claim bicycle / Past storage expiration
25001129	Make: Scooter Model: Unk Ser #: Unk	Found property / Unknown owner / Not claimed
25001138	Make: GoTrax Model: Scooter Ser #: Unk	Found Property / Unk Owner / Not claimed
25003009	Make: Roadmaster Model: Granite Peak Ser #: R3013WML	Found Property / Owner Unk / Not claimed
25002978	Make: Schwinn Model: Mt Bike Ser #: S2600WMG	Found Property / Owner Unknown / Not claimed
25002751	Make: Roadmaster Model: Adventure Ser #: R5727WM	Found Property / Owner Unk / Not Claimed
25001806	Make: Schwinn Model: Ranger Ser #: 13D34091	Found Property / Owner Unk / Not Claimed
25002082	Make: Schwinn Model: Sidewinder Ser #: S2403WMA	Found Property / Owner Unk / Not Claimed

25001642	Make: Black / Green Model: Unk Ser #: Unk	Found Property / Owner Unk / Not claimed
25001838	Make: Diamond Bk Model: Outlook Ser #: EA131202240	Found Property / Owner Unk / Not claimed
25001278	Make: Road Bike Model: Unk Ser #: Unk	Found Property / Owner Unk / Not Claimed

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 8.H.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Authorization for Expenditure of Opioid Settlement Funds

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Adopt Resolution 2026-140 Authorizing Expenditure of Opioid Settlement Funds.

OVERVIEW
The City of South St. Paul entered into a Joint Powers Agreement with Dakota County for the distribution of Opioid Settlement Funds on April 1st, 2024. As the City of South St. Paul did not meet the population threshold to receive direct funding via the settlement, funds borne on the experience in South St. Paul were directed to Dakota County and included with their distribution. The Dakota County Board of Commissioners have allocated a percentage of these funds to be returned to the cities that did not receive direct funding via the settlement.

Staff have engaged Dakota County Public Health surrounding strategies specific to South St. Paul to mitigate the impact of opioids in our community and have been unable to identify any area to increase their efforts with this funding.

Exhibit A of the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement identifies permitted uses of this funding and staff intends to exercise section I.1, "Law enforcement expenditures related to the opioid epidemic," utilizing this funding to support our investment in the Dakota County Drug Task Force.

Staff is recommending the adoption of Resolution 2026-040 authorizing the expenditure of $66,858 in opioid settlement funds in furtherance of our investment in the Dakota County Drug Task Force.

SOURCE OF FUNDS
National Opioid Settlement Funds

ATTACHMENTS
1. 2026 0316 Resolution National Opioid Settlement

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-040

A RESOLUTION AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF OPIOID SETTLEMENT FUNDS

WHEREAS, Dakota County and the City of South St. Paul are governmental units as that term is defined in MN. Stat § 471.59; and

WHEREAS, Dakota County and the City of South St. Paul entered into a Joint Powers Agreement for the national opioid settlement funds on April 1st, 2024; and

WHEREAS, the South St. Paul Police Department will utilize the $66,858, Dakota County received on the City of South St. Paul behalf for the purpose of assisting with funding the South St. Paul Police Officer assigned to the Dakota County Drug Task Force; and

WHEREAS, it is necessary and appropriate for the City Council to formally approve the expenditure of these funds.

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

1. That the grant funding is accepted and acknowledged with gratitude; and

2. That the City of South St. Paul is requesting $66,858 designated in the national opioid settlement for the City of South St. Paul to be received from Dakota County; and

3. That the funding will be utilized to cover salary costs associated with investigating opioid offenses within the Dakota County Drug Task Force purview.

Adopted this 16th day of March 2026.

_____
City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Police
PREPARED BY:
AGENDA ITEM NUMBER: 8.I.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Conditional Employment Offer - Community Service Officer

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Motion to make conditional employment offers to Jacob Margarit and John Shields for part-time, Community Service Officer positions, effective on or after March 17th, 2026, at the starting salary as outlined in the current AFSCME contract, contingent upon the successful completion of background investigation.

OVERVIEW
The Community Service Officer (CSO) position is a uniformed, non-sworn position in the Police Department. Primary CSO responsibilities include park patrol, animal control, and support services for the Police Department. In addition to these primary responsibilities, the CSO position is assigned with resolving code enforcement violations tasked to the police department.

The 2026 Police Protection Budget includes funding for the Community Service Officer positions and, with two existing vacancies, staff have been working to identify qualified applicants. The CSO position is an AFSCME Union position requiring an internal job posting, which was previously waived by the union as no internal candidates were identified. External applications were taken beginning in January, interviews have been conducted with eligible applicants and two candidates have been identified.

Jacob Margarit is currently enrolled in the Peace Officer & Public Safety program at Hennepin Technical College, pursuing a career in law enforcement, and John Shields is currently enrolled in the Criminal Justice Program at Minnesota State University Mankato, pursuing a career in law enforcement as well.

Police Department staff feel that both Jacob Margarit and John Shields will be excellent additions to the Police Department and recommend their appointment to the position of part-time Community Service Officer.

SOURCE OF FUNDS
2026 Police Protection Budget

ATTACHMENTS

1. John Shields - Redacted
2. Jacob Margarit - Redacted

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Council and Board
PREPARED BY: Ian Hardie
AGENDA ITEM NUMBER: 8.J.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Authorize Fiber Optic Cable Projects

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Authorize staff to proceed with fiber optic cable installations connecting City facilities.

OVERVIEW
The City is installing fiber optic cable to connect City facilities to our data network. Staff has two projects planned for 2026, connecting the Wakota trailhead building and future public works site and the Kaposia Landing pavilion. These connections provide fast and secure connections for critical infrastructure within the city for SCADA, security cameras, building controls, public wi-fi, and other future uses.

SOURCE OF FUNDS
Capital Projects Fund - $250,000

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 8.K.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Authorization to Purchase Duty Issued Handguns and Holsters

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Authorization to Purchase Duty Issued Handguns and Holsters from Kiesler Police Supply

OVERVIEW
The Police Department issues duty handguns to licensed peace officers for simplification and standardization of training, ability to inspect and repair as needed, and to ensure continuity of operations during a critical incident. During the life cycle of these handguns, they experience a significant number of fired rounds through them, are exposed to adverse weather conditions with frequency, and are generally impacted by daily wear and tear of belt-worn equipment.

The original issued handguns purchased in 1995 were replaced in the early 2000s, and again in 2015. As we have reached the end of the expected ten-year lifespan of these duty-issued handguns, funding for full replacement, including required holsters and optics, has been identified in the 2026 Capital Improvement Plan at a budget target of $80,000. By utilizing the State of Minnesota Department of Administration Contract, staff were able to secure a pre-authorized vendor quote for $48,814.30.

Upon implementation of the new duty handguns, existing handgun inventory will be transfered to the vendor in a separate transaction with proceeds being returned to the Capital Programs Fund.

Staff recommends the purchase of duty-issued handguns and holsters from Kiesler Police Supply, utilizing State of Minnesota Department of Administration Contract #258591, at a combined cost of $48,814.30.

SOURCE OF FUNDS
2026 Capital Programs Fund

ATTACHMENTS
1. Kiesler Quote

Sales Quote

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE, IN 47130

Bill-to Customer
SOUTH ST. PAUL POLICE DEPARTMENT
125 THIRD AVENUE NORTH
SOUTH ST. PAUL, MN 55075

Ship-to Address
SOUTH ST. PAUL POLICE DEPARTMENT
125 THIRD AVENUE NORTH
SOUTH ST PAUL, MN 55075

Your Reference	
Bill-to Customer No.	L03224
Tax Registration No.	
No.	Q172827
Document Date	March 5, 2026
Due Date	April 4, 2026
Payment Terms	
Payment Method	
Tax Identification Type	Legal Entity
Shipment Method	Standard

Sgt Matt Case
651-413-8308
mcase@southstpaul.org

Salesperson	KJELL BJORGEN
Email	
Home Page	
Phone No.	

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
GLOCP64550B02DC8A3	GLOCK 45MOS8DC GEN6 9MM PISTOL, BOF/USCR STANDARD COA SIGHTS, FRONT SERRATIONS, W/ AIMPOINT COA OPTIC, BLACK, 5.5LB. HCEME	38	EACH	800.63	30,423.94
GLOCP61750B02DC8A3	GLOCK 17MOS8DC GEN6 9MM PISTOL, BOF/USCR STANDARD COA SIGHTS, FRONT SERRATIONS, W/ AIMPOINT COA OPTIC, BLACK, 5.5LB HCEME	12	EACH	800.63	9,607.56
PART NUMBER	SAFARILAND 6360RDS ALS/SLS MID-RIDE G45/G19 GEN6 TLR1HL BASKETWEAVE RH CRLRK P#6360RDS-28362-481	11	EACH	170.94	1,880.34
PART NUMBER	SAFARILAND 6360RDS ALS/SLS MID-RIDE G45/G19 GEN6 TLR1HL BASKETWEAVE RH CRLRK P#6360RDS-28362-482	3	EACH	170.94	512.82
PART NUMBER	SAFARILAND 6360RDS ALS/SLS MID-RIDE G17 GEN6 TLR1HL BASKETWEAVE RH CRLRK P#6360RDS-8362-481	5	EACH	170.94	854.70
BLAC45ND00BWR	BLACKHAWK T-SERIES HOLSTER FOR GLOCK 17 GEN5 RDS W/ LIGHT & OPTIC, W/ AUTO OPEN DUST COVER, BLACK BASKETWEAVE, RIGHT HAND	11	EACH	139.46	1,534.06

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	MREM				
BLAC45ND00BWL	BLACKHAWK T-SERIES HOLSTER FOR GLOCK 17/47 GEN5 RDS W/ LIGHT & OPTIC, W/ AUTO OPEN DUST COVER (AODC), BLACK BASKETWEAVE, LEFT HAND MREM	2	EACH	139.46	278.92
PART NUMBER	SAFARILAND 6378RDS G45/G19 BLACK STX FINISH RIGHT HAND GEN6 TLR1HL HOOO P#6378RDS-28362-131	14	EACH	92.28	1,291.92
PART NUMBER	SAFARILAND 6378RDS G45/G19 BLACK FINISH LEFT HAND GEN6 TLR1HL HOOO P#6378RDS-28362-132	4	EACH	92.28	369.12
PART NUMBER	SAFARILAND 6378RDS G17 BLACK FINISH RIGHT HAND GEN6 TLR1HL HOOO P#6378RDS-8362-131	5	EACH	92.28	461.40
PART NUMBER	BLACKHAWK T-SERIES L2D RDS RIGHT HAND G45/17 PLAIN BLACK FINISH TLR1HL OKMM P#44NB00BKR	11	EACH	127.46	1,402.06
PART NUMBER	BLACKHAWK T-SERIES L2D RDS LEFT HAND G45/G17 PLAIN BLACK FINISH TLR1HL OKMM P#44NB00BKL	1	EACH	127.46	127.46
SHIPPING	SHIPPING CHARGE	1	EACH	70.00	70.00
KIESLER DISCLAIMER	THIS QUOTE/ORDER IS BASED ON CURRENT MARKET CONDITIONS AND TARIFF RATES AS OF THE DATE LISTED ON QUOTE. WE RESERVE THE RIGHT TO ADJUST THE FINAL PRICE TO REFLECT ANY UNFORESEEN CHANGES IN TARIFFS OR OTHER APPLICABLE TAXES THAT MAY OCCUR BETWEEN THE DATE OF THIS QUOTE AND THE DATE OF DELIVERY. WE WILL NOTIFY YOU OF ANY SUCH PRICE ADJUSTMENTS AS SOON AS POSSIBLE.	1	EACH	0.00	0.00
KIESLER DISCLAIMER 2	ALL PRICING CONTAINED HEREIN IS CONTINGENT UPON THE CURRENT LAWS, REGULATIONS, AND PUBLIC POLICY IMPACTING THE LEGAL RESALE AND SECONDARY MARKET FOR THE OFFERED PRODUCTS. IF LEGISLATIVE CHANGES, REGULATORY ACTIONS, GOVERNMENTAL DECREES, OR OTHER SHIFTS IN PUBLIC SENTIMENT IMPACT EITHER THE LEGAL AUTHORITY TO RESALE THE OFFERED PRODUCTS OR THE VALUE WITHIN THE SECONDARY MARKET FOR THE OFFERED PRODUCTS, KIESLER POLICE SUPPLY RESERVES THE RIGHT TO REVISE OR WITHDRAW THE AFFECTED PRICING. NOTICE OF ANY SUCH	1	EACH	0.00	0.00

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	PRICING REVISION OR WITHDRAW WILL BE PROVIDED TO THE POTENTIAL CUSTOMER VIA EMAIL.				
FORMAT KJELL	QUOTED BY KJELL BJORGEN KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. KBJORGEN@KIESLER.COM	1	EACH	0.00	0.00
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	1	EACH	0.00	0.00
	X_____ SIGNATURE REQUIRED				
	X_____ DATE				
	X_____ PHONE# FOR FED X QUESTIONS				

Amount Subject to Sales Tax	0.00	**Subtotal**	**48,814.30**
Amount Exempt from Sales Tax	0.00	Total Tax	0.00
		Total $ Incl. Tax	**0.00**
		Tax Amount	**0.00**

KIESLER POLICE SUPPLY, INC. FFL# 4-35-019-11-7M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Council and Board
PREPARED BY: Ian Hardie
AGENDA ITEM NUMBER: 8.L.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Authorize Purchase of Scheduled Replacement Computers and IT Equipment

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Authorize the scheduled purchase of replacement computers and related equipment.

OVERVIEW
As a general practice, IT tries to replace the computer inventory in the individual departments en masse and on a rotating basis. In keeping with the equipment replacement schedule. The city will be replacing 6 computers, 10 Wifi Access Points, 5 switches, 2 firewalls, 3 iPads and 20 security cameras with a total cost of $124,400.

SOURCE OF FUNDS
Equipment Acquisition Fund

ATTACHMENTS
None

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.M.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Accept Letter of Resignation

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Accept Letter of Resignation from Tukiko Williams - HRA Cleaner/Caretaker

OVERVIEW
Attached you will find a letter from probationary employee Tukiko Williams submitting his resignation from his position as Cleaner/Caretaker with the City of South St. Paul.

Mr. Williams began his employment within the HRA High-Rise Buildings in September 2025. The City of South St. Paul thanks Mr. Williams for his service and wishes him the best in his future endeavors.

Prior to hiring a replacement, staff will be evaluating the Cleaner/Caretaker position. In the interim, contractual cleaning services will be utilized to maintain operations.

SOURCE OF FUNDS
n/a

ATTACHMENTS
1. Williams, Tukiko_Letter of Resignation_03102026

Two week notice letter

Tukiko Williams

3/10/2025

Dear City of South St.Paul

I am writing my formal letter of resignation, effective two weeks from today 3/10/2025, from my position as a caretaker/cleaner at the John Caroll building for the City of South St.Paul.

I truly truly could not express how much I appreciate the opportunity and bringing me onto your team and to refine and grow in my current career. The fast paced environment has truly taught valuable skills and experiences to my career and cannot thank the team more for that.

I truly wish for the City of South St.paul to continue thriving and to keep looking out for its community

If i am needed to help in that transition process, i would be glad to help

Sincerely

Tukiko Williams

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.N.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Plans & Specs and Authorize Bids — South St. Reconstruction Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve as presented by consent.

OVERVIEW
On November 3, 2025, the City Council authorized the preparation of plans and specifications for the South Street Reconstruction Project. The project includes the complete reconstruction of South Street between 5th Avenue S and 7th Avenue S, and sanitary sewer improvements, storm sewer upgrades, and water main replacement between 5th Avenue S and 8th Avenue S. This is a joint project with the City of Inver Grove Heights. Plans and specifications were substantially completed and reviewed by both cities.

Per the previously executed joint powers agreement, both the City Council of South St. Paul and the City Council of Inver Grove Heights must approve plans prior to bidding. Inver Grove Heights will advertise the project for bidding. Both City Councils will need to accept bids prior to awarding a contract for construction.

Staff recommends adopting a resolution to approve the plans and specifications for the project and authorize advertisement for bids. An action to award a construction contract will be brought forward to a City Council meeting. No contract will be awarded until approved by both Councils per the joint powers agreement.

SOURCE OF FUNDS
Municipal State Aid, Infrastructure Fund, Water Utility, Storm Sewer Utility, Sanitary Sewer Utility, and Special Assessments.

ATTACHMENTS
1. Resolution 2026-021 Approve P&S and Auth Ad for Bid - South St

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-021

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR SOUTH STREET RECONSTRUCTION PROJECT (2025-07) AND AUTHORIZING STAFF TO ADVERTISE FOR BIDS

WHEREAS, SEH, has prepared plans and specifications for the following improvements: reconstruction of South Street from 5th Avenue S to 7th Avenue S and has presented such plans and specifications to the City Council for approval.

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

1. Such plans and specifications are hereby approved.
2. The City Engineering Department shall obtain bids which will be considered by the Council at a regular City Council meeting.

Adopted this 16th day of March 2026.

_____
City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.O.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Call for a Public Hearing to consider an On Sale/Sunday Intoxicating License at 1519 5th Ave S.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
To call for a public hearing to be held on Monday, April 6, 2026, to consider the application for an On Sale/Sunday Intoxicating Liquor License by Petey's BBQ, LLC located at 1519 5th Ave S, South St. Paul.

OVERVIEW
The City has received an application for an On-Sale/Sunday Liquor License from Petey's BBQ, LLC, located at 1519 5th Ave S, in South St. Paul. This business is taking over the space previously occuplied by Honduras Kitchen. They are hopeful to have their liquor license in place by mid-April. The applicants have provided all the required documents. A background investigation has been conducted and there are no concerns. As required by City Code, the City Council now needs to call for a public hearing. Staff recommends the hearing be scheduled for Monday, April 6th, 2026. A notice will be published, and the community will have an opportunity to provide comments at the hearing on April 6th or may send comments to the City Clerk prior to the meeting. A copy of the notice has been provided for your review.

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. Public Notice - Petey's BBQ

PUBLIC HEARING NOTICE
CITY OF SOUTH ST. PAUL

TO WHOM IT MAY CONCERN:

Notice is hereby given that the South St. Paul City Council will meet at the City Council Chambers in City Hall, 125 3rd Avenue North, South St. Paul, at 7:00 p.m. on Monday, April 6th, 2026, to consider:

Application by Petey's BBQ LLC, for an On Sale Intoxicating Liquor License, Sunday Liquor License, at 1519 5th Ave S, South St. Paul, MN.

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

/s/ Deanna Werner
City Clerk

Published in Pioneer Press: March 18, 2025

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.P.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Motion to Approve Job Description and Pay Range for Communications Specialist Position

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve Communications Specialist job description and pay range, and authorize the recruitment process.

OVERVIEW
During the 2026 budget process, the City Council approved funding for a part-time (0.5 FTE) Communications Specialist position. This new position was added to support the Communications Coordinator in managing the City's growing communication needs and expanding outreach efforts.

The City has experienced increased demand for timely, transparent, and multi-platform communication strategies. Responsibilities currently managed by the Communications Coordinator include website and social media management, community notifications, newsletters, graphic design, photography, video and podcast production, drone work, record retention, event and community engagement, coordination of communication efforts across departments, and more. The addition of a part-time Communications Specialist will provide some capacity to assist with these duties and assist in continual improvement of communication strategies.

The Communications Specialist position will be a regular, non-exempt position within the AFSCME bargaining unit. Staff is recommending approval of the Communications Specialist job description *(attached)* and authorization to begin the recruitment process to fill this position. Based on external and internal wage comparisons, the recommended wage range is $27.77 to $36.54 per hour.

SOURCE OF FUNDS
Administration Budget - 10120

ATTACHMENTS
1. Administration_Communications Specialist_032026

Job Title: Communications Specialist
Department: Administration
Reports To: Asst. City Administrator/HR Director
Revised:

Bargaining Unit: AFSCME
FLSA Status: Non-Exempt
Employment Status: Part-time

Position Summary

Under the general direction of the Communication Coordinator, the Communications Specialist helps support the organization's communications efforts by creating engaging short-form content, maintaining digital platforms, and assisting with event promotion and coverage. This position plays a key role in ensuring clear, consistent, and visually compelling communication across social media, website, and newsletter channels.

Essential Duties and Responsibilities

- Support the Communication Coordinator by providing administrative and creative support as needed.
- Write, edit, and proofread short-form content for social media, website updates, newsletters, and other digital platforms.
- Assist in developing and maintaining an editorial calendar to ensure consistent and timely communications.
- Under the guidance of the Communication Coordinator, assist with the redesign, update, and repurpose of existing content across multiple media channels to maximize reach and engagement.
- Support organizational events through promotional content, preparation, and occasional on-site coverage (including photography and/or video).
- Assist with website updates, including basic formatting and content edits.
- Collaborate with staff to gather information, stories, and visuals that support communication goals.
- Ensure all communications align with organizational branding, tone, and messaging standards.
- Perform other duties of a similar nature, level, or responsibility, as assigned and consistent with City needs.

Desired Knowledge, Skills & Abilities

- Strong writing, editing, and proofreading skills with attention to detail.
- Familiarity with social media platforms including Facebook, Instagram, and LinkedIn.
- Experience with Microsoft Office Suite.
- Familiarity with design software such as Canva, Adobe Photoshop, and Illustrator.
- Experience with video editing software such as Adobe Premiere Pro, DaVinci Resolve, or CapCut.
- Basic knowledge of HTML for website content updates.
- Photography and videography experience, including capturing and editing visual content.
- Ability to manage multiple projects and meet deadlines in a part-time capacity.
- Strong organizational and communication skills.

Minimum Qualifications

- Associate or bachelor's degree (or current enrollment) in communications, marketing, public relations, journalism, or related field.
- 1 – 2 years of experience managing and creating content for social media platforms.
- Experience creating digital and/or print materials.
- Valid driver's license and satisfactory motor vehicle report.

Working Conditions & Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

This position requires the employee to work independently, collaboratively, and in public settings. The work typically involves standing, walking, speaking, or hearing, with minimal physical exertion. The position frequently requires sitting, balancing, stooping, kneeling, crouching, and reaching with hands and arms, as well as the use of a computer and associated equipment involving repetitive use of fingers, hands, and wrists. Occasionally, the position may require pushing, pulling, lifting, carrying, climbing, and crawling. Standard vision requirements apply. Vocal communication is necessary for expressing and exchanging ideas verbally, and hearing is required to perceive information at normal spoken word levels.

The work environment will mainly be in an indoor setting, with occasional work in an outdoor setting and may expose the employee to a variety of weather conditions.

Employment Conditions

- This position is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay with prior authorization.
- Employment with the City of South St. Paul is at-will, unless otherwise governed by collective bargaining agreement or applicable law.

Equal Employment Opportunity Statement

The City of South St. Paul is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, familial status, age, disability, genetic information, veteran status, or any other protected status under local, state, or federal law. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Notice

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.Q.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Job Description and Pay Range for Recreation Programmer Position and Internal Promotion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Approve the Recreation Programmer job description and recommended pay range, and approve the promotion of Collin Trudgeon to the position of Recreation Programmer at Step 4 of the pay range effective March 28, 2026.

OVERVIEW
As part of the 2026 budget process and in consideration of staff retention and internal career progression opportunities, the City Council approved additional budgetary dollars for a Recreation Programmer position within the Parks and Recreation Department.

Although this is a new position classification within the AFSCME bargaining unit, the City is not adding additional staff. Rather, the Recreation Programmer position was developed to create a career progression opportunity for employees currently serving in the Recreation Specialist role and to support the continued development and delivery of recreation programming. The Recreation Programmer position will assume increased responsibilities related to program planning, coordination, and oversight of recreation activities and services.

The job description for the Recreation Programmer is attached for Council review. Based on both external and internal compensation comparisons, staff recommends a pay range of $34.67 to $45.63 per hour for this position.

Staff further recommends promoting Collin Trudgeon, Recreation Specialist, to the Recreation Programmer position and placing him at Step 4 of the pay range ($40.15 per hour), recognizing his experience and qualifications.

SOURCE OF FUNDS
Parks & Recreation Budget - 10520

ATTACHMENTS
1. PR_Recreation Programmer_FINAL_032026

Job Title: Recreation Programmer
Department: Parks & Recreation
Reports To: Recreation Supervisor
Revised:

Bargaining Unit: AFSCME
FLSA Status: Exempt
Employment Status: Full-time

Position Summary

Under the general supervision of the Recreation Supervisor, the Recreation Programmer develops, coordinates, and manages engaging recreational programs and activities for the City of South St. Paul. This position is responsible for conceptualizing, planning, organizing, promoting, and executing a diverse range of recreational programs that serve residents of all ages and abilities, while ensuring high-quality service delivery, safety, and fiscal responsibility.

Essential Duties and Responsibilities

- Design, implement, and oversee a comprehensive schedule of recreational programs and activities for various age groups, including but not limited to youth sports, athletic fields, and garden plots.
- Demonstrate creativity and initiative in developing new programs, events, and offerings that meet community interests and needs.
- Recruit, train, and supervise seasonal program staff and volunteers.
- Develop program budgets, monitor expenditures, and ensure fiscal responsibility and cost control.
- Coordinate program logistics, including scheduling, facilities, equipment, and staffing needs.
- Secure necessary permits, equipment, and facilities for programming activities.
- Communicate with program participants, staff, volunteers, and partners regarding schedules, program changes, facility conditions, and weather-related impacts.
- Ensure participant safety and well-being by implementing and enforcing appropriate policies, procedures, and risk management policies.
- Evaluate program effectiveness and participant satisfaction; make recommendations and adjustments to improve offerings.
- Maintain accurate records related to program participation, attendance, registrations, and financial transactions.
- Assist with program registration, customer service, and responding to public inquiries.
- Collaborate with community organizations, schools, and other partners to expand program reach and enhance service delivery.
- Develop and maintain positive relationships with participants, parents, community partners, and stakeholders.

Communication and Coordination

- Work closely with the Communications Coordinator to provide clear, timely, and professional communication regarding programs and events. Promote programs and events through City communication channels, including social media, brochures, newsletters, websites, and community outreach.
- Write content for City of South St. Paul promotional materials, including brochures, flyers, newsletters, and digital communications, in coordination with the Communications Coordinator.
- Coordinate with internal City departments to ensure effective program delivery and facility use.

Other Duties:

- Attend required training and continuing education to maintain certifications and professional knowledge.
- Assist with special events, community activities, and department initiatives as assigned.
- Perform other duties as assigned that are consistent with the scope and level of the position.

Required Knowledge, Skills, and Abilities

- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to establish and maintain effective working relationships with city staff, community partners, program participants, and the general public.
- Ability to plan, organize, and manage multiple programs and priorities simultaneously.
- Ability to maintain accurate records and prepare clear reports and correspondence.
- Ability to work independently while also functioning effectively as part of a team.

Minimum Qualifications

- Bachelor's degree in Recreation Administration, Leisure Studies, Event Management, or related field; OR an equivalent combination of education and experience.
- Two or more years of recent experience in recreation programming.
- First Aid and CPR Certification, or ability to attain within first six (6) of employment.
- Valid driver's license and satisfactory driving record.

Preferred Qualifications

- Experience using recreation management or registration software.
- Proficiency with Microsoft Office applications.
- Experience supervising seasonal employees and volunteers.

Conditions of Employment

- Possession of a valid Driver's License and satisfactory driving record.
- Ability to work a varying schedule to include days, nights, and weekends depending upon programs and events.
- Employment is contingent upon a conditional offer and successful completion of a background check.
- Compliance with City policies, procedures, and work rules.
- Employment with the City of South St. Paul is at-will, unless otherwise governed by collective bargaining agreement or applicable law.

Working Conditions and Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

This position requires the employee to work independently, collaboratively, and in public settings. The work typically involves standing, walking, speaking, or hearing, with minimal physical exertion. The position frequently requires sitting, balancing, stooping, kneeling, crouching, and reaching with hands and arms, as well as the use of a computer and associated equipment involving repetitive use of fingers, hands, and wrists. Occasionally, the position may require pushing, pulling, lifting, carrying, climbing, and crawling. Standard vision requirements apply. Vocal communication is necessary for expressing and exchanging ideas verbally, and hearing is required to perceive information at normal spoken word levels.

The work environment includes both indoor and outdoor settings and may expose the employee to environmental conditions such as extreme heat, cold, humidity, and noise.

Equal Employment Opportunity Statement

The City of South St. Paul is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, veteran status, or any other status protected by applicable federal, state, or local law. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Notice

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 8.R.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approval of Boards and Commissions Policy

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Through Consent, motion to approve a Boards and Commissions Policy.

OVERVIEW
At its March 31, 2025 Worksession, the City Council reviewed and discussed the City's existing Standards of Conduct Policy. Through this review Council found that the policy was a solid foundation for paid City Staff and elected Council Members, but lacked clear guidance and applicability to the City's volunteer Boards and Commissions. Council encouraged Staff to contemplate and return with a policy that would provide for a clear framework within which Council-appointed Boards and Commissions could serve the community.

As we recently undertook the annual board and commission appointment process, Staff presented a draft policy for discussion, consideration, and potential integration into the City's policy structure at the March 9 Worksession. Based on Councilmember feedback at the worksession, Staff is recommending approval of the policy on the March 16 consent agenda.

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. Boards and Commissions Policy (March 2026)

City of South St. Paul ADMINISTRATIVE POLICIES AND PROCEDURES	City Administrator Approval:
	City Council Approval: Issue Date: Revised Date:

SUBJECT: BOARDS, COMMISSIONS, AND ADVISORY COMMITTEES

I. OVERVIEW

The City of South St. Paul values the contributions of residents who volunteer to serve on City boards, commissions, and advisory committees. City boards, commissions and advisory committees provide community perspective and subject-matter input that assists the City Council in evaluating policies, programs, and community needs.

II. POLICY

Roles and Responsibilities

Boards and commissions may be assigned responsibilities including:

- Reviewing matters referred by the City Council
- Conducting research or fact-finding
- Providing recommendations on policies, plans, or programs
- Conducting public hearings when required by law
- Providing community perspective on City issues

Boards and commissions do not direct City operations or supervise City employees.

Open Meeting Law

All meetings of boards, commissions, and committees must comply with the Minnesota Open Meeting Law (Minn. Stat. §13D).

Meetings must:

- Be open to the public
- Be properly noticed
- Conduct deliberation and decision-making in a public setting

Members should avoid discussing, or communicating in any way (group email, group text messages, social media, etc.) City business outside a properly noticed meeting in a manner that could violate the Open Meeting Law.

Organization and Meetings

Officers

Each board or commission shall elect a Chair and Vice Chair. Officers are typically elected annually.

Meetings

Meeting times and locations shall be established by each board or commission consistent with City meeting policies.

A quorum consists of a majority of currently appointed members.

Meetings shall generally follow standard parliamentary procedures such as Robert's Rules of Order unless otherwise provided by ordinance or bylaws.

Attendance

Members are expected to attend meetings regularly and participate in the work of the board or commission.

Members who miss:

- Three consecutive meetings, or
- More than twenty-five percent (25%) of meetings in a twelve-month period may be referred to the City Council for possible removal.

Respectful Meeting Conduct

Members shall conduct themselves in a respectful and professional manner during meetings.

Members should:

- Allow all participants the opportunity to speak
- Avoid personal attacks or disruptive behavior
- Follow the direction of the Chair to maintain orderly meetings
- Focus discussion on policy issues and applicable standards

Minutes and Records

Minutes shall be prepared for all meetings and must include the date, members present, motions and votes, and a summary of actions taken.

Approved minutes shall be maintained in accordance with the City's records retention policies.

Staff Support

Each board or commission will be assigned a Staff Liaison.
The Staff Liaison typically prepares meeting materials, provides professional analysis, coordinates agendas and minutes, and communicates requests between the commission and City administration.

City employees are supervised by the City Administrator. Boards and commissions do not direct staff work outside the staff liaison process.

Council Liaison

The City Council may designate one or more Council members to serve as a Council Liaison to a board or commission to facilitate communication between the advisory body and the City Council.

Communications

Recommendations requiring City Council action should be communicated through the Staff Liaison and City Administrator.

Members should avoid representing personal views as the official position of the City unless the City Council has formally adopted that position.

Orientation and Training

Newly appointed members will receive orientation materials describing responsibilities of the body, meeting procedures, Open Meeting Law requirements, and ethical responsibilities of public officials.

Ethics and Standards of Conduct

Members shall:

- Perform their duties in a manner that promotes public trust in City government
- Treat fellow members, staff, applicants, and members of the public with respect
- Disclose potential conflicts of interest and refrain from participating when conflicts exist
- Avoid accepting gifts or favors from individuals or organizations with business before the City
- Avoid using their position for personal or financial gain
- Avoid using nonpublic information obtained through service for personal advantage

Quasi-Judicial Proceedings

Certain boards such as the Planning Commission may act in a quasi-judicial capacity when applying established standards to individual cases.

Members shall:

- Approach each case with an open and impartial mind
- Base decisions only on information presented at the public meeting
- Avoid discussing pending cases outside the meeting
- Disclose any off-record contacts related to the matter
- Recuse themselves when conflicts or bias exist

Removal or Discipline of Members

Members serve at the pleasure of the City Council.

If concerns arise regarding attendance, conduct, or compliance with City policies, the City Council may take appropriate action including counseling, warning, or removal from the board or commission consistent with City procedures.

Expenditures

Boards and commissions may incur expenditures only within budgets approved by the City Council. Any additional expenditures require prior approval from the City Council.

III. RATIONALE

The purpose of this policy is to establish consistent expectations regarding the organization, operation, and communication practices of boards and commissions established by the City Council.

IV. PROCEDURE

This policy applies to all boards, commissions, and advisory committees created by the South St. Paul City Council unless otherwise specified by City ordinance or state law.

V. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

Boards and commissions operate under the authority of the City Council.

Unless otherwise established by ordinance or statute:

- Boards and commissions serve in an advisory capacity.
- Recommendations of a board or commission do not constitute official City policy unless adopted by the City Council.
- The City Council retains authority to establish, modify, or dissolve boards and commissions and appoint members to them.

Appendix A

Board and Commission Member Acknowledgement Form

This acknowledgement confirms that I have received and reviewed the City of South St. Paul Boards, Commissions, and Advisory Committees Administrative Policy.

I understand the expectations described in the policy, including requirements related to:

- The advisory role of boards and commissions
- Compliance with the Minnesota Open Meeting Law
- Ethical conduct and conflicts of interest
- Respectful meeting conduct
- Quasi-judicial responsibilities when applicable
- Attendance and participation expectations

I agree to perform my duties in a manner that promotes public trust and supports effective and respectful public meetings.

I understand that board and commission members serve at the pleasure of the City Council and may be removed consistent with City policy and applicable law.

Name (Printed): _____

Board / Commission: _____

Signature: _____

Date: _____

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 8.S.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Fourth Amendment to Preliminary Development Agreement

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Through Consent, Motion to Approve Amendment #4 to Preliminary Development Agreement.

OVERVIEW
On November 4, 2024, the City Council and EDA approved a Preliminary Development Agreement (PDA) with ZAS, LLC for a proposed mixed-use redevelopment of the approximately 5.6-acre site at the northeast corner of Grand Avenue East and Concord Street North. The Developer's proposed concept envisions transforming the site, which is currently vacant but was previously developed with industrial uses including the Dakota County Technical College's meatcutting school, 20/20 Brand Solutions, yard space for Twin City Pallet Co., and more historically several ag-industrial buildings of the former Swift & Co. packinghouse campus. ZAS's concept aligns closely to the mixed-use, walkable, livable vision for this area as identified in numerous City plans over the past 25 years: they propose adding an independent restaurant, "destination retail" (currently vetting an indoor pickleball center), and more than 150 units of market-rate housing at the site in a two-phase development program. Given the conditions of the site, including challenging geotechnical and environmental conditions, for the project to be economically viable we anticipate the necessity of utilizing a creative funding approach involving Tax Increment Financing and the leveraging of state and regional grant programs.

ZAS and the EDA continue to make significant progress towards the advancement of this development; however the executed PDA, as Amended by Amendment #3 in December 2025, is set to terminate on March 31, 2026. Due to outstanding issues related to site control, stormwater and other infrastructure, and Response Action Plan preparation and approval, the Developer and EDA agree that the project is not yet ripe for a formal purchase and development agreement(s). With this in mind, we have mutually resolved that an extension to the PDA through July 31, 2026 is desirable as we continue to collaborate on these elements.

SOURCE OF FUNDS
The PDA as executed required an option payment, payable in installments to a total of $30,000, by the developer to retain the exclusive option to negotiate a purchase and development

agreement and to assist with the City's administrative costs. The Developer has satisfied this obligation.

ATTACHMENTS

1. Preliminary Development Agreement
2. Fourth Amendment to Preliminary Development Agreement

THE SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY,
THE CITY OF SOUTH ST. PAUL
AND
ZAS LLC

PRELIMINARY DEVELOPMENT AGREEMENT

THIS PRELIMINARY DEVELOPMENT AGREEMENT (this "Agreement"), dated the 4th day of November, 2024, by and between the City of South St. Paul, a public body corporate and politic under the laws of the State of Minnesota (the "City"), the South St. Paul Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota (the "EDA") and ZAS LLC, a South Dakota limited liability company (the "Developer");

WITNESSETH:

WHEREAS, the EDA owns and desires to promote the development of certain property known as 125, 135, and 139 Grand Avenue East, South St. Paul, Dakota, County, Minnesota, as further described and depicted on Exhibit A attached hereto and incorporated by reference herein (the "Property"); and

WHEREAS, the EDA has determined that it is in the best interests of the EDA that the Developer be designated as the sole developer of the Property during the term of this Agreement; and

WHEREAS, the EDA intends that the site design for the Property be generally consistent with the 2040 Comprehensive Plan, the 2020 Hardman Triangle Redevelopment Plan, and the Concord Gateway Mixed-Use Zoning District and the current site design for the Property includes the following uses on the Property:

1. An approximately 4-story, market-rate residential apartment building with an estimated 145 residential units and not fewer than 140 garage parking stalls and adequate surface parking to, when combined with the garage parking stalls, meets a ratio of one stall per bedroom (the "Market-Rate Building");

2. A 1- to 2- story, "destination retail" building to include experience-based commercial and/or retail uses, including a 1-story, full-service restaurant located near the northeast corner of Grand Avenue and Concord Street North (the "Commercial Building");

3. An approximately 5-story, potentially independent senior-focused or workforce-focused apartment building with an estimated 40 to 110 residential units and adequate parking to meet a ratio of one stall per bedroom (the "Senior/Workforce Building"); and

4. A shared surface parking facility with an estimated 75 surface parking spaces serving the improvements described above (the "Parking"); and

WHEREAS, the Developer desires to acquire and develop all or a portion of the Property for purposes of constructing thereon the aforementioned mixed-use development (collectively the "Development"); and

WHEREAS, the EDA and Developer are interested in further planning and negotiation for the Developer's proposal for the Development; and

WHEREAS, Developer has indicated to the EDA that it will seek financial assistance from the City and/or the EDA to make the Development feasible; and

WHEREAS, the City or the EDA will need to determine if various studies, as may be determined to be reasonably necessary, should be conducted, including without limitation an environmental impact or related study, an infrastructure feasibility study, an economic impact study, and any other required analysis of the Development (the "Studies") and will need to determine that the proposed Development of the Property will have a positive impact on the City; and

WHEREAS, the City and the EDA will discuss with the Developer available financial assistance, grants, gifts or loans for the Development; and

WHEREAS, various land use, zoning, and subdivision issues and actions related to the Development and the Property are required to be approved by the City in order to facilitate the Development by the Developer; and

WHEREAS, the City and EDA agree to cooperate with the Developer to review and process various land use, zoning, and subdivision issues and actions related to the Development and the Property in order to facilitate the Development by the Developer; and

WHEREAS, the City, the EDA and the Developer are willing to undertake the Development if (i) a satisfactory agreement can be reached regarding EDA's commitment for public costs necessary for the Development; (ii) satisfactory mortgage and equity financing, or adequate equity resources for the Development can be secured by Developer; (iii) the parties reach a satisfactory resolution of zoning, land use, public infrastructure and site design issues; and (iv) the feasibility and soundness of the Development and other necessary preconditions have been determined to the satisfaction of the parties.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and obligations set forth herein, the parties agree as follows:

1. Future Negotiations.

The parties agree to continue negotiations in an attempt to formulate a definitive plan for review and approval of all land use, zoning and subdivision approvals and any necessary development agreements or contracts based on the following:

(a) Developer's current proposal for the Development, which shows the scope of the proposed Development in its latest form as of the date of this Agreement, together

with such changes or modifications to the proposal as agreed to by the Developer, the City and the EDA;

(b) Financial projections for the Development and related financial analysis of necessary public assistance;

(c) Other terms and conditions of this Agreement.

2. Statement of Intent.

Although not conclusive or binding on either party beyond the designation of Developer as the sole developer of the Property as set forth herein, it is the intention of the parties that this Agreement: (a) documents the present understanding and commitments of the parties; (b) will provide the EDA and City with the necessary information to determine the amount of available financial assistance for the Development, following receipt of pertinent financial projections related to the Development and subsequent, independent review by the City's financial consultants; (c) will lead to negotiation and execution of a mutually satisfactory development agreements or contracts prior to the termination date of this Agreement; and (d) will lead to an appropriate land use, zoning, and subdivision application or applications. The development agreements or contracts (together with any other agreements entered into between the parties hereto contemporaneously therewith) when executed and any land use, zoning, and subdivision approvals, will supersede all obligations of the parties hereunder.

3. Term; Duties.

(a) During the term of this Agreement, EDA and City agree to:

(i) Proceed to seek all necessary information with regard to the anticipated public costs, if any, associated with the Development.

(ii) Provide to the Developer copies of all due diligence items in EDA's and City's possession, including without limitation: title, survey, environmental (Environmental Phase I & Phase II reports), soils, and market studies.

(iii) Use good faith efforts to negotiate and enter into one or more development agreements with the Developer for the phased development of the Market Rate Building, the Commercial Building, the Senior/Workforce Building, and the Parking (and, if applicable, any future phases of Development).

(b) During the term of this Agreement, Developer agrees to:

(i) Develop and submit its detailed proposal, including the plans and specifications, for the Development.

(ii) Conduct additional due diligence review of the Property. It is mutually understood and agreed that the EDA has completed, without Developer's assistance or financial contribution, Geotechnical Assessments and Phase I and Phase II

environmental site assessments prior to execution of this Agreement, which assessments have been and / or will be provided to Developer.

(iii) Use good faith efforts to obtain approval by the EDA and the City (including its Engineer, Planning and Inspection Department, and any other necessary governing authority) for approval of the site plan, exterior elevations and finishes, and such other zoning approvals as may be required.

(iv) Use good faith efforts to obtain any other necessary governmental approval from any governing authority.

(v) Use good faith effort to obtain financing on terms acceptable to Developer, in its sole discretion, which may include, but are not limited to public financial assistance (such as pay-as-you-go tax increment financing ("TIF") in a mutually agreeable amount), grants from other governmental entities (as applicable), private loans and equity investment for the Development.

(vi) Use good faith efforts to negotiate and enter into one or more development agreements with the EDA for the phased development of the Market Rate Building, the Commercial Building, the Senior/Workforce Building, and the Parking (and, if applicable, any future phases of Development).

4. Financial Assistance; TIF.

(a) EDA understands that the Developer is seeking financial assistance from the City and/or the EDA. During the term of this Agreement, Developer shall:

(i) Submit to EDA a design proposal to be reviewed by EDA showing the location, size, and nature of the proposed Development, including layouts, renderings, elevations, and other graphic or written explanations of the Development. The design proposal shall be accompanied by a proposed schedule for the starting and completion of the Development.

(ii) Submit an overall cost estimate for the design and construction of the Market-Rate Building, Parking, Commercial Building, and if applicable, a separate overall cost estimate for any subsequent phases.

(iii) Submit an anticipated time schedule for each planned phase of the Development.

(iv) Undertake and obtain such other preliminary economic feasibility studies, income and expense projections, and such other economic information as Developer may desire to further confirm the economic feasibility and soundness of the Development.

(v) Submit to EDA the Developer's financing plan showing that the proposed initial phase of the Development is financially feasible, and if applicable, a separate financial plan for any subsequent phases.

(vi) Furnish information in its possession or provide additional information as reasonably requested by the City or EDA to assist the City and EDA's determination of the appropriate amount of financial assistance needed for the Development, including good faith cooperation with the City or EDA's financial consultants and legal counsel.

(b) Developer understands that the TIF sought for the proposed Development must comply with state statute and the EDA's TIF policy. The EDA agrees in any development agreement or contract entered into as contemplated herein that the EDA will review and consider such financing as allowed by law, but no provision shall be construed as an affirmative approval of such financing until such time that a separate TIF agreement is entered into by both parties.

5. Feasibility.

It is expressly understood that execution and implementation of any development agreement or contract (together with any other agreements entered into between the parties hereto contemporaneously therewith) and any land use, zoning and subdivision approvals shall be subject to:

(a) A determination by the City and the EDA in their sole discretion that the undertakings are feasible based on (i) satisfaction of City Code requirements; (ii) the purposes and objectives of any development plan created or proposed for the Development; (iii) the Studies, if any; and (iv) the best interests of the City and the EDA.

(b) A determination by Developer in its sole discretion that the Development is feasible and in the best interests of Developer.

6. Costs; Exclusive Option and Administrative.

Developer shall be solely responsible for all costs incurred by Developer. Within five business days of full execution of this Agreement, the Developer agrees to submit a non-refundable option payment to the EDA in the amount of $15,000, with additional payments of $5,000 each due to the EDA on or before each the following subsequent dates: January 1, 2025, April 1, 2025, and July 1, 2025, as long as this Agreement has not been terminated or replaced with a formal development agreement for the Development prior to any such date. For the purposes of this Agreement, the term "Administrative Costs" means out of pocket costs incurred by the EDA or the City, together with consultants (including engineering, surveys, legal, financial advisor, acquisition specialist, relocation consultant, environmental analysis, environmental advisor, planning advisor, etc.), all attributable to or incurred in connection with the review of the development agreement, Development or other related contracts or agreements (together with any other agreements entered into between the parties hereto contemporaneously therewith), the negotiation and preparation of the definitive development agreement or agreements, and other documents and agreements in connection with the Development. Any application or escrow fees generally collected by the City for planning applications such as the Developer may file in relation to the Development will be collected separately pursuant to the City's applicable ordinances.

7. Effective Date; Expiration.

This Agreement is effective from the date hereof through August 31, 2025. After such date, neither party shall have any obligation hereunder except as expressly set forth to the contrary herein.

8. Termination.

This Agreement may be terminated upon fourteen (14) days written notice by EDA to Developer, or Developer to EDA, if:

(a) An essential precondition to the execution of a contract cannot be met; or

(b) If, in the respective sole discretion of the City, EDA or Developer, an impasse has been reached in the negotiation or implementation of any material term or condition of this Agreement, and the parties have been unable to resolve such impasse through good-faith negotiations within 30 days after the party determining the impasse has notified the other party in writing of such determination.

9. Sole Developer.

Developer is hereby designated by the City and the EDA as the sole developer of the Property during the term of this Agreement and the City and the EDA agree to negotiate solely with Developer with respect to the acquisition or development of the Property. The City and EDA agree not to market the Property or to make, accept, negotiate, or otherwise pursue any other offers for sale, purchase or development of the Property until this Agreement expires or is terminated pursuant to Section 7 or Section 8 herein.

10. Right of Entry.

In connection with this Agreement, EDA hereby grants to the Developer, its agents, employees, officers, and contractors (the "Authorized Parties") a right of entry on the Property for the purpose of performing all due diligence work and inspections deemed necessary by the Developer to fulfill its obligations under this Agreement (the "Permitted Activities"). Developer is responsible for any and all costs related to the Permitted Activities conducted on the Property. Developer agrees to indemnify, save harmless, and defend the Authority and its officers and employees, from and against any and all claims, actions, damages, liability and expense in connection with personal injury and/or damage to the Property arising from or out of any occurrence in, upon or at the Property to the extent caused by the act or omission of the Authorized Parties in conducting the Permitted Activities on the Property, except (a) to the extent caused by the negligence, gross negligence, willful misrepresentation or any willful or wanton misconduct by the City or the EDA, or their officers, employees, agents or contractors; and (b) to the extent caused by a "Pre-Existing Condition" as defined in this paragraph 10. "Pre-Existing Condition" shall mean any geologic or soil condition, any defect in the condition of improvements located on the Property, or any condition caused by the existence of hazardous substances or materials in, on, or under Property, including without limitation hazardous substances released or discharged into the drainage systems, soils, groundwater, waters or atmosphere, which condition existed as of the

date of this Agreement and became known or was otherwise disclosed or discovered by reason of the Authorized Parties' entry onto the Property.

11. Severability.

If any portion of this Agreement is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion of the Agreement.

12. Breach; Waiver.

In the event any covenant contained in this Agreement should be breached by one party and subsequently waived by another party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach.

13. Notice.

Notice or demand or other communication between or among the parties shall be sufficiently given if sent by email (provided such message is not rejected and does not otherwise "bounceback"), by mail, postage prepaid, return receipt requested, by nationally recognized overnight courier or delivered personally to the following address (which may be changed by either party by notice provided in accordance with this section):

(a) As to EDA/City: South St. Paul Economic Development Authority
125 3rd Avenue N
South St. Paul, MN 55075
Attn: Executive Director
Email: rgarcia@southstpaul.org

(b) As to Developer: ZAS LLC
5605 Tracy Avenue
Edina, MN 55436
Attn: Alex Gese
Email: alex@zavidevelopment.com

14. Assignment.

Developer may assign its rights and obligations under this Agreement to an affiliate or subsidiary of Developer, or to any entity under common control with Developer, without the prior consent of the City or EDA.

15. Counterparts.

This Agreement may be executed simultaneously in any number of counterparts (and counterparts may be exchanged by electronic transmission (including by email)), all of which shall constitute one and the same instrument.

16. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

17. Incorporation.

The Recitals set forth in the preamble to this Agreement and the Exhibits attached to this Agreement are incorporated into this Agreement as if fully set forth herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, each of the parties hereto have caused this Agreement to be duly executed in its name and behalf as of the day and year first above written.

DEVELOPER:

ZAS LLC.
a South Dakota limited liability company

By: _____
Name: Alex Gese
Its: Owner

135246623v4

CITY:

CITY OF SOUTH ST. PAUL

By: _____
James P. Francis
Its Mayor

By: _____
Deanna Werner
Its Clerk

135246623v4

EDA:

SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY

By: _____
James P. Francis
Its President

By: _____
Ryan Garcia
Its Executive Director

EXHIBIT A

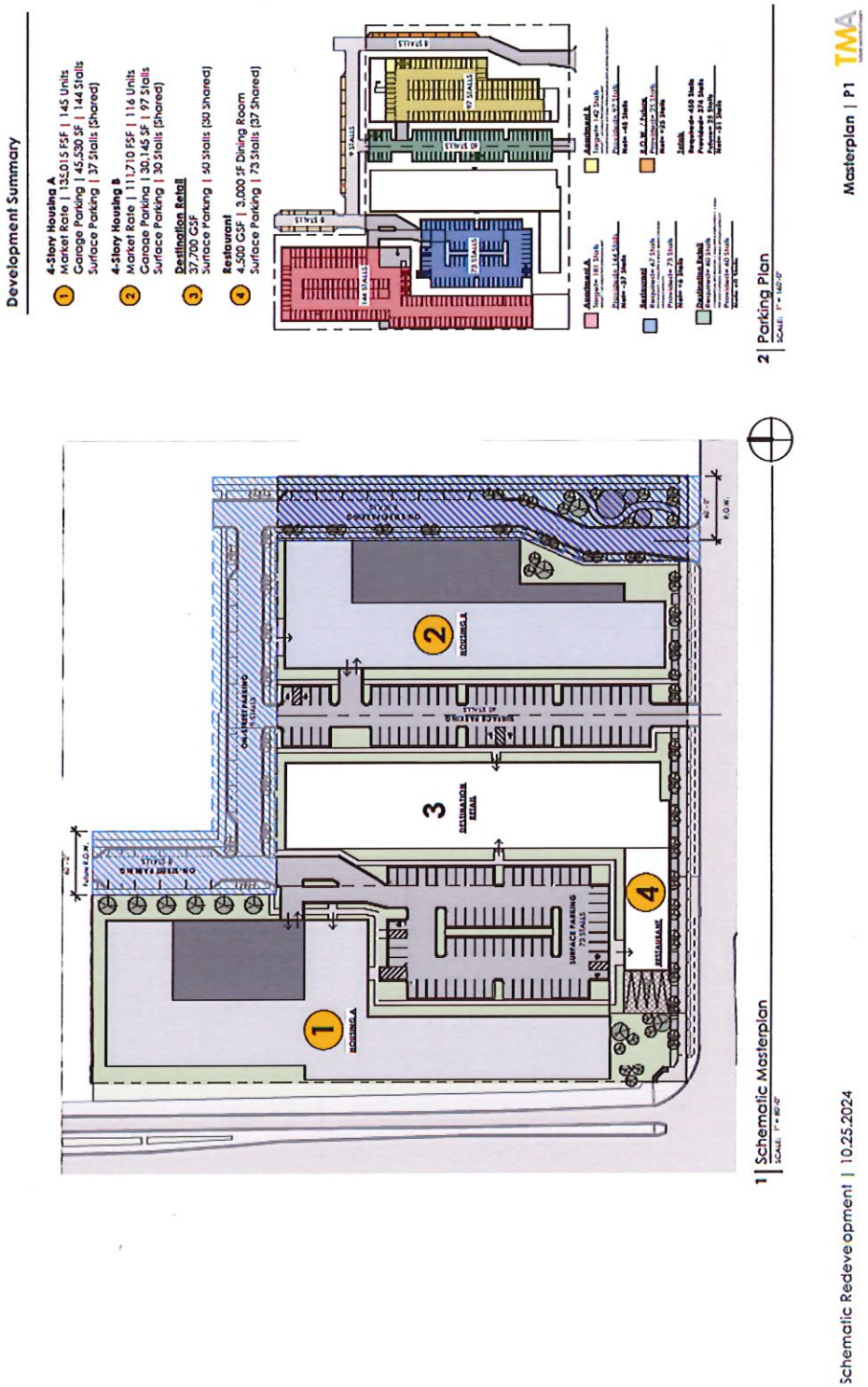
PARCEL ID NUMBERS AND DEPICTION OF PROPERTY

36-03800-00-062
36-03800-00-061
36-03800-00-073
36-03800-00-072

(Full Legal Description of Development Property to be prepared prior to Development Agreement)

EXHIBIT B

DRAFT DEVELOPMENT PROPOSAL (PRELIMINARY DRAFT - SUBJECT TO UPDATE AND REVISION)



Schematic Redevelopment | 10.25.2024

THE SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY,
THE CITY OF SOUTH ST. PAUL
AND
ZAS LLC

FOURTH AMENDMENT TO PRELIMINARY DEVELOPMENT AGREEMENT

THIS FOURTH AMENDMENT TO PRELIMINARY DEVELOPMENT AGREEMENT (this "Amendment"), is made as of the 16th day of March, 2026, by and between the City of South St. Paul, a public body corporate and politic under the laws of the State of Minnesota (the "City"), the South St. Paul Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota (the "EDA") and ZAS LLC, a South Dakota limited liability company (the "Developer").

WITNESSETH:

WHEREAS, the EDA, City and Developer are parties to that certain Preliminary Development Agreement dated November 4, 2024, as amended by that certain Amendment to Preliminary Development Agreement dated August 5, 2025, that certain Second Amendment to Preliminary Development Agreement dated October 6, 2025, and that certain Third Amendment to Preliminary Development Agreement dated December 1, 2025 (collectively, the "Agreement"), with respect to the development of certain property known as 125, 135, and 139 Grand Avenue East, South St. Paul, Dakota County, Minnesota, as further described in the Agreement; and

WHEREAS, the EDA, City and Developer are working in good faith to modify and update the Agreement to reflect current circumstances and conditions and wish to enter into this Amendment to provide additional time to do so.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and obligations set forth herein, the parties agree as follows:

1. Extension of Term. Section 7 of the Agreement is hereby amended to provide that the term of the Agreement is extended through July 31, 2026.

2. Counterparts. This Amendment may be executed simultaneously in any number of counterparts (and counterparts may be exchanged by electronic transmission (including by email)), all of which shall constitute one and the same instrument.

3. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota.

4. Incorporation. The Recitals set forth in the preamble to this Amendment are incorporated into this Amendment as if fully set forth herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, each of the parties hereto have caused this Amendment to be duly executed in its name and behalf as of the day and year first above written.

DEVELOPER:

ZAS LLC.
a South Dakota limited liability company

By: _____
Name: _____
Its: _____

CITY:

CITY OF SOUTH ST. PAUL

By: _____
James P. Francis
Its Mayor

By: _____
Deanna Werner
Its Clerk

EDA:

SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY

By: _____
James P. Francis
Its President

By: _____
Ryan Garcia
Its Executive Director

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia, Kori Land
AGENDA ITEM NUMBER: 11.A.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Second Reading - Ordinance Repealing Ordinance No. 155 (Designating Certain Property as a Library)

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Present for its second reading an Ordinance repealing Ordinance No. 155, related to designating certain property as a public library. Motion to approve Ordinance Repealing Ordinance No. 155.

OVERVIEW
The City of South St. Paul operated a public library at 106 Third Avenue North from 1926 until 2023. Via Ordinance Number 155, the real property currently addressed at 106 Third Avenue North was officially designated and set aside for the use of the Library Commission as a Public Library. The South St. Paul Library Board was officially dissolved by their action at the November 13, 2023 Library Board Meeitng and by Resolution 2023 - 200 the City Council dissolved the Library Board and library services in South St. Paul were transitioned to Dakota County.

With the establishment, realized success and long-term viability of the Kaposia Library to meet the community's public library needs, in 2024 - 2025 the City undertook a comprehensive assessment of the potential future reuse of the former library at 106 Third Avenue North. As Council is aware, since that time a prospective redeveloper has engaged the City in purchase and development discussions and we anticipate formal agreements to this end will be introduced for consideration at the April 6, 2026 EDA meeting. In recognition of the fact that 106 Third Avenue North will no longer be dedicated as a property for public library purposes, the City Council should repeal Ordinance No. 155.

SOURCE OF FUNDS
N/A

ATTACHMENTS
1. Ordinance Repealing No. 155 (Library Property)
2. Ordinance 155

City of South St. Paul
Dakota County, Minnesota

Ordinance No. _____

AN ORDINANCE REPEALING ORDINANCE NO. 155
REGARDING DESIGNATING CERTAIN PROPERTY AS A PUBLIC LIBRARY

WHEREAS, the City of South St. Paul passed Ordinance No. 155 in 1926 designating the property located at 106 3rd Ave. West ("the Property") to be used as a public library;

WHEREAS, the City operated a public library at the Property until 2023 when it closed to coincide with the opening of Dakota County's Kaposia Library, which is located within South St. Paul; and

WHEREAS, the City does not intend to use the Property as a public library and desires to redevelop the Property with a new use therefore, Ordinance No. 155 must be repealed.

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

SECTION 1. REPEAL. South St. Paul Ordinance No. 155 "An Ordinance designating certain property of the City as a Public Library site" adopted on December 20, 1926 is hereby repealed.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

_____
Deanna Werner, City Clerk

An Ordinance changing the name of Second Street South to Southview Boulevard.

The City Council of the City of South St. Paul, do ordain:

SECTION 1.

That the name of Second Street South in the City of South St. Paul be and it hereby is changed to Southview Boulevard.

SECTION 2.

This ordinance shall take effect and be in force from and after its passage and publication.

Passed April 5, 1926, approved April 6, 1926, published April 28, 1926.

ORDINANCE NO. 155.

An Ordinance designating certain property of the City as a Public Library site.

The City Council of the City of South St. Paul, do ordain:

SECTION 1.

That Lots Twelve (12), Thirteen (13), Fourteen (14) and Fifteen (15), Block Seven (7), Stockyards Re-arrangement of Blocks one (1) to twelve (12) inclusive, South St. Paul be and hereby is designated as a site for a Public Library and the same is hereby set aside for the use of the Library Commission for Library Purposes.

SECTION 2.

This ordinance shall take effect and be in force from and after its passage, approval and publication.

Passed Dec. 20, 1926, approved Dec. 21, 1926, published Dec. 30, 1926.

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 11.B.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Conveyance of Real Property at 106 Third Avenue North to the South St. Paul Economic Development Authority, Resolution 2026 - 35

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Motion to approve Resolution 2026 - 35.

OVERVIEW
The building at 106 3rd Avenue North served the City of South St. Paul as its public library building from the time of its construction in 1927 until its closure as a public library in December 2023. Between 2016 – 2018, the City conducted various assessments and studies for the modernization, upgrade, and expansion of the building to continue use as a public library. Ultimately, the site's and building's limitations, coupled with the financial commitment required to successfully operate a public library in an era where regional/county libraries are the "norm", led the Council to conclude that a partnership with Dakota County for a transition of library services to a County model was in the best interests of the community. In partnership with Dakota County, further analysis of building, program, and site requirements resulted in the conclusion that the property and building at 106 3rd Avenue North would not meet the needs of a new County library, and the Kaposia Library concept emerged for the corner of 7th and Marie Avenues. With that, in 2023 the City began to shift its attention to the future of the building after it was vacated.

2024 Facilities Master Plan
In 2023 and 2024, the City enlisted BKV Architects, Oertel, and Kraus-Anderson to undertake a comprehensive assessment of City Facilities. In addition to a detailed physical conditions analysis of the City's buildings, this study included an assessment of relocating some existing City departments/functions from City Hall to the vacant Library, but the team came to the conclusion that such a relocation would not "solve" current issues with City Hall or Police Department space needs without significant additional investment in City Hall. Further, the study acknowledged that relocating departments/functions to the Library would introduce additional separation which may negatively impact the effectiveness of service delivery and organizational culture. Ultimately, the Facilities Master Plan recommended divestment (sale) of the property for adaptive reuse or redevelopment. Given the significant investment required to address deferred maintenance at the facility and the lack of "low hanging fruit" or justification to repurpose the

Library for a City function, the City decided to take a closer look at alternatives for adaptive reuse and sale of the building.

2025 Library Repurposing Study
In 2024, the City received funding through a grant from the Minnesota Department of Employment and Economic Development (DEED) to help study options for repurposing the former South St. Paul Library. At the August 5, 2024 City Council meeting, the City Council awarded the project to New History, and New History delivered the Final Report in late-May 2025. The purpose of the reuse study was to explore practical reuse strategies based on the physical condition of the building, community input, and market information. New History conducted a "deep dive" into the physical condition of the building, the building's neighborhood context, and historical significance to better define the building within the context of potential reuse or redevelopment. This step revealed that overall, the building's physical condition is generally good but that deferred maintenance and replacement of core building systems and remedial work would be necessary for *any* reuse. The work identified through the study includes updates to the mechanical systems (including a new boiler), a new roof, hazardous material abatement, and waterproofing of the building.

In addition to their examination of the building's condition and context, New History looked at how the building could be repurposed, exploring both the most practical uses for the physical space as well as developing some basic, theoretical operating model assumptions for various uses. This step involved extensive community engagement that started at On the Road Again in 2024 and spanned through an Open House in February 2025. Community engagement ranged from surveys to in-person discussions to open houses. Targeted engagement of key stakeholders such as community leaders and representatives was also leveraged to understand their level of support and opportunities for reuse. Finally, the project team engaged with a handful of private developers to get a read on the level of interest in taking on this type of reuse project and how market forces impact the potential for the project. The community and stakeholder engagement revealed a strong interest in reusing the building and a general interest in using the space for public/community/recreational use or a commercial use such as a restaurant, coffee shop or other commercial use. While many private developers thought the building was charming, a common refrain was that market conditions were a barrier to matching a tenant mix with the financials (renovation costs and rents necessary to support that level of investment) and generally speaking developers were not interested in taking on the property (and certainly not speculatively and without significant public subsidy). Although discouraged by the lack of immediate private developer interest, Council's preference was to continue to keep the door open for eventual sale to a private owner under a development agreement.

Re-imagining the Building: Minneapolis Gymnastics
In November 2025 a Letter of Intent to purchase the property was received from a joint venture represented by Peter Corniea (an Edina-based commercial investor/developer) and the founders of Minneapolis Gymnastics, whose proposal to renovate the space for an indoor community-centered family recreational facility aligned well to the community's interests as stated during the 2025 Library Study. Staff has been working with the City Attorney and the developer to craft a purchase agreement, development agreement, and loan agreement for this unique public-private partnership, which will all be presented for consideration at a public hearing during the April

EDA Meeting.

In preparation for the April EDA public hearing, Staff and the City Attorney recommend that the City approves the conveyance, for $250,000 (the agreed-upon purchase price with the developer), of the property to the EDA. As the proposed purchase, renovation, and commercialization of the building involves significant economic development tools and objectives, Staff suggests that it is most appropriate for the EDA to serve as the conduit for the sale to the developer, and subsequent agreements governing the financing and development of the project.

SOURCE OF FUNDS

The EDA's Development Fund will pay the City's Capital Programs Fund for the Property.

ATTACHMENTS

1. Resolution 2026-35

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026 – 35

A RESOLUTION APPROVING CONVEYANCE OF LAND TO THE SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY FOR REDEVELOPMENT PURPOSES

WHEREAS, the City of South St. Paul ("City") is the fee owner of real property legally described as follows:

Lots Twelve (12), Thirteen (13), Fourteen (14) and Fifteen (15), Block Seven (7), Stockyards RE-arrangement of Blocks one (1) to twelve (12) inclusive, South St. Paul.

PID: 36-72850-07-150

Abstract Property

("Property"); and

WHEREAS, the City desires to convey the Property to the South St. Paul Economic Development Authority ("EDA") for redevelopment purposes.

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

1. That the conveyance of the Property to the EDA is in the public interest of the City and its people, furthers its general plan of economic development and furthers the aims and purposes of Minn. Stat. Sections 469.090 to 469.108; and the appropriate officials are authorized to take such action so as to effectuate such conveyance.

2. That said conveyance has no relationship to the City's Comprehensive Plan and therefore the South St. Paul City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the South St. Paul Planning Commission to perform a Comprehensive Plan compliance review of said conveyance that may constitute a disposal of real property pursuant to § 462.356, Subd. 2.

Adopted this 16th day of March, 2026.

_____
Deanna Werner, City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 11.C.

MEETING TYPE
Regular Meeting

AGENDA ITEM
Approve Conveyance of Real Property at 316 Malden Street to the South St. Paul Economic Development Authority, Resolution 2026 - 36

ACTION TO BE CONSIDERED OR DESIRED OUTCOME
Motion to approve Resolution 2026 - 36.

OVERVIEW
The City of South St. Paul acquired the property at 316 Malden Street in 2023 as it was contemplating relocation options for the City's Public Works Central Maintenance Facility. Following the completion of a facilities master plan in 2024 and a pre-design scoping study for the facility in 2025, it was determined that 316 Malden Street could not accommodate the facility needs and an alternative site was chosen for this facility.

In late 2025 and early 2026, the City Council explored options for the continued ownership or disposition of 316 Malden Street and determined that it was in the City's best interest to position the property for commercial or light industrial development meeting or exceeding the 0.2 Floor Area Ratio standard found in City Code. Staff was directed to engage the private development market, and two proposals were received and reviewed in February 2026. A purchase agreement with Endeavor Holdings, LLC, an Edina-based developer and owner of light industrial properties, is drafted and will be presented for consideration at a public hearing in April.

In consultation with the City Attorney, given the nature of the disposition of 316 Malden for private redevelopment, Staff has determined that it is preferable that the EDA serve as the conduit for the real estate transaction with the developer, as week as for any development agreements. With this in mind, the Council is asked to consider conveying the property to the EDA for $823,284, which is the purchase price agreed to with Endeavor for the property.

SOURCE OF FUNDS
Development Fund (20284) will purchase the property from the Capital Programs Fund.

ATTACHMENTS
1. Resolution 2026-36
2. Location Map

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026 – 36

A RESOLUTION APPROVING CONVEYANCE OF LAND TO THE SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY FOR REDEVELOPMENT PURPOSES

WHEREAS, the City of South St. Paul ("City") is the fee owner of real property legally described as follows:

Lots Four (4), Five (5), Eight (8), Nine (9), Ten (10) and Eleven (11) in Block Eleven (11) in Spring Park, Dakota Co., Minn., according to the plat thereof on file and of record in the office of the County Recorder in and for Dakota County, Minnesota.

Torrens Property.

And

Lots 1, 2, 3, 6, 7, 12, 13, 14, 15 and 16, Block 11, Spring Park Addition, Dakota County, Minnesota.

And

Lots 1-5 and Lots 26-35, Block 18, Spring Park Addition, Dakota County, Minnesota.

Abstract Property

And

All that part of the Alley as delineated and dedicated in Block 18 on the plat of Spring Park, according to the recorded plat thereof, Dakota County, Minnesota, lying between Lots 6-25, inclusive, Block 18 and Lot 5 and Lots 26-35, inclusive, Block 18 of said Spring Park.

("Property"); and

WHEREAS, the City desires to convey the Property to the South St. Paul Economic Development Authority ("EDA") for redevelopment purposes.

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

1. That the conveyance of the Property to the EDA is in the public interest of the City and its people, furthers its general plan of economic development and furthers the aims and purposes of Minn. Stat. Sections 469.090 to 469.108; and the appropriate officials are authorized to take such action so as to effectuate such conveyance.

2. That said conveyance has no relationship to the City's Comprehensive Plan and therefore the South St. Paul City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the South St. Paul Planning Commission to perform a Comprehensive Plan compliance review of said conveyance that may constitute a disposal of real property pursuant to § 462.356, Subd. 2.

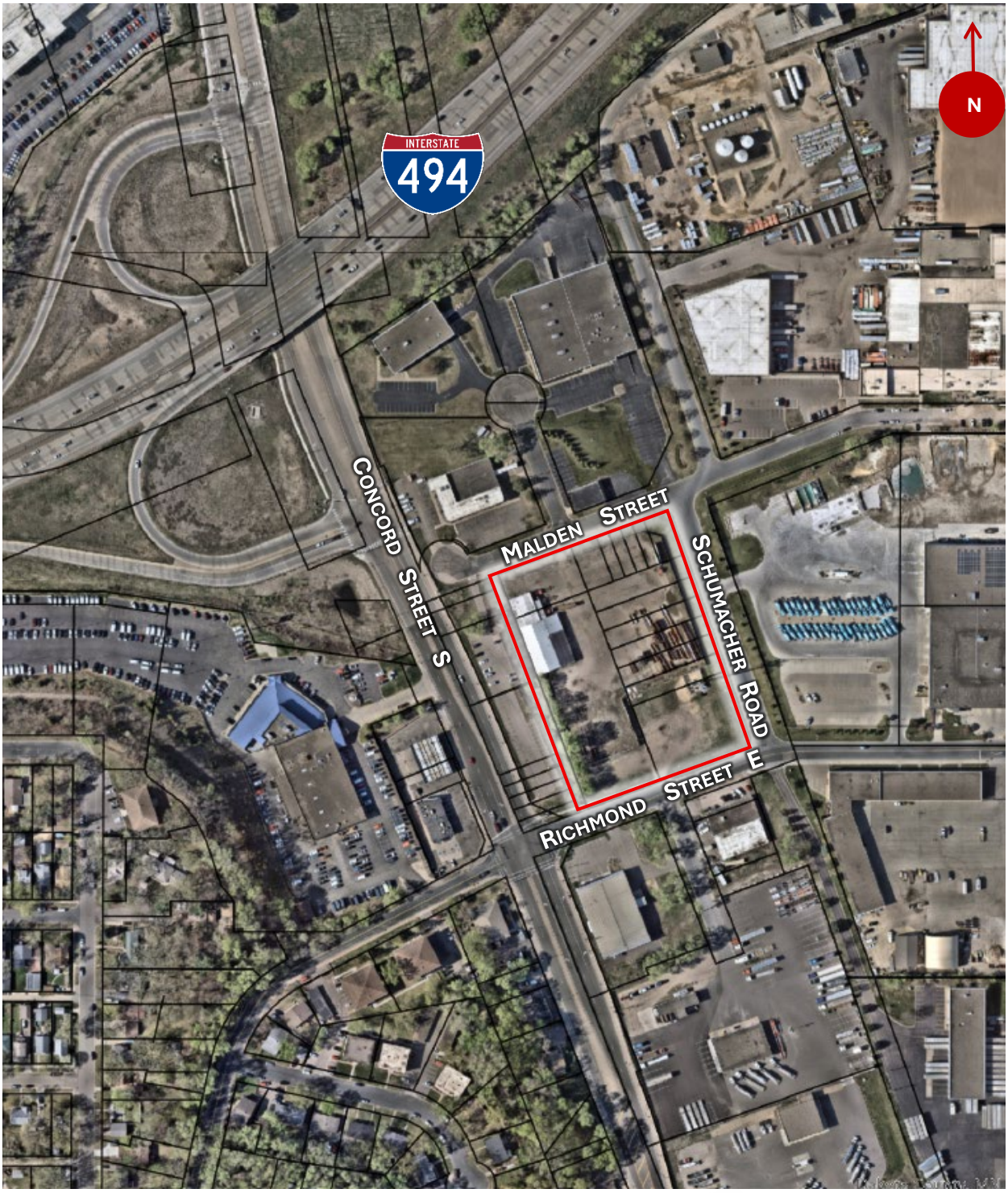
Adopted this 16th day of March, 2026.

_____

Deanna Werner, City Clerk

ATTACHMENT B – Location Map

316 Malden Street Redevelopment – South St. Paul



1 inch equals 300 feet

: 316 Malden Street E.

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy
AGENDA ITEM NUMBER: 11.D.

MEETING TYPE
Regular Meeting

AGENDA ITEM
First Reading — An Ordinance Updating the Lawful Gambling Ordinance to Establish New Rules for Bingo Halls

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Introduce for a first reading an ordinance updating the lawful gambling ordinance to establish new rules for bingo halls.

OVERVIEW

Applicant

The Applicant is the City of South St. Paul. The City is proposing an amendment to the lawful gambling ordinance that would do two things:

1. Allow lawful gambling to take place within a "dry" bingo hall. *Currently, the City Code only allows lawful gambling to take place inside a business with a liquor license.*
2. Allow a nonprofit organization that holds its meetings outside city limits to operate a bingo hall in a leased space that is at least 5,000 square feet in size. *Currently, the City Code only allows a nonprofit organization that holds its meetings outside city limits to conduct lawful gambling within city limits if they own the real estate where the lawful gambling is taking place.*

The City Council discussed the proposed ordinance at their Worksession meeting on March 9, 2026, and directed Staff to bring the ordinance forward for a first reading. The proposed ordinance does not affect the zoning code in any way, so it is not being reviewed by the Planning Commission.

Background

Most gambling is prohibited in Minnesota with the exception of lawful gambling, the state

lottery, Indian tribal casinos, and horse racing and specific games at Canterbury Park and Running Aces Casino. Of these five forms of legalized gambling, only lawful gambling is subject to municipal regulation and only certain qualified organizations can conduct lawful gambling, which is the operation, conduct, or sale of:

- Bingo
- Raffles
- Paddlewheels
- Tipboards
- Pull-tabs
- Certain approved electronic gambling devices (i.e. electronic pull tabs)

Cities do not license lawful gambling; the State of Minnesota does via the Gambling Control Board. However, Cities do have the ability to ban lawful gambling within their borders or to impose restrictions on lawful gambling that go further than the restrictions already contained within State Statute. The City generally must provide written consent before the Gambling Control Board will issue a license for any type of lawful gambling within city limits. Some types of lawful gambling are "exempt" from getting a State license (i.e. occasional church bingo games with low-value prizes) but still have rules that they must follow and still often must register with the City and the State and be approved.

South St. Paul's current lawful gambling ordinance was adopted in 2010 and replaced an earlier set of regulations from 1985. SSP has adopted local regulations that restrict which organizations can conduct lawful gambling and restrict which types of properties are allowed to have lawful gambling activities on-site.

Proposed Bingo Hall at Southview Shopping Center

AMVETS Post 1 currently operates the West St. Paul Bingo Palace, which is in a leased building just north of the Menards at 1361 South Robert Street. Their landlord is looking to repurpose the building, and AMVETS Post 1 is seeking a new home for the Bingo Palace. They are being assisted by Langer Real Estate Services, and they have identified the vacant Family Dollar space at the Southview Shopping Center (1209 Southview Blvd.) as their top choice for relocation. They would like to do the following:

- Pull a building permit to convert the roughly 9,295 square foot Family Dollar space into a bingo hall. Part of the space would be the bingo hall itself with tables and chairs. Part of the space would be offices and storage for AMVETS Post 1's overall lawful gambling operation (they have pulltabs and other gambling that they operate at various bars).

- The bingo hall would offer bingo, pulltabs, and electronic pulltabs.

- The bingo hall would operate 7 days a week with a 2 PM matinee session (most days) and a 7 PM evening session (every day).

- The bingo hall will have 25 employees total, with 6 employees working each session.

- It is expected that each bingo session will have between 30–55 patrons playing bingo.

- Aside from vending machines, the bingo hall would not offer food or drink. They would have a relationship with Angelo's Italian Restaurant next door and patrons could order food from Angelo's which would be delivered to the bingo hall.

- The Southview Shopping Center has a large 206-stall parking lot which more than satisfies the City Code requirement that large shopping centers must provide three (3) parking stalls per 1,000 feet of gross leasable floor area. The shopping center has 55,914 square feet of leasable floor area and "requires" 168 parking stalls. The bingo hall's tentative lease agreement gives the bingo hall preferred access to roughly 54 of the shopping center's 206 parking stalls. The property owner has indicated that they are open to paving some of the remaining grassy areas on the property in the future if parking availability should ever become an issue.

Does the Proposed Bingo Hall Meet Zoning Requirements?

The Southview Shopping Center is zoned C-1 Retail Business. This zoning district does not explicitly call out bingo halls, but it allows any "amusement or entertainment" use with a conditional use permit, and a bingo hall would be considered an amusement or entertainment use. The Planning Commission and City Council can only approve a conditional use permit for amusement or entertainment if they have made the following findings:

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

within which the use is located.

Why is a Code Amendment Needed for the Bingo Hall Project to Move Forward?

While the proposed bingo hall meets zoning requirements, it does not comply with the City's lawful gambling ordinance that was enacted in 2010. This is for two reasons:

1. SSP's lawful gambling ordinance states that only businesses with an on-sale liquor license can have lawful gambling on-site. The State generally does not allow bingo halls to have liquor licenses, so this requirement is impossible for AMVETS Post 1 to meet (and they do not want to serve alcohol anyways).

The lawful gambling ordinance is designed to allow pulltabs and other lawful gambling as an "accessory use" at bars and restaurants. The ordinance does not contemplate a situation where lawful gambling is the principal use of a building, such as with a bingo hall.

2. The State only allows lawful gambling to be conducted by nonprofit organizations. South St. Paul has taken this one step further and only allows lawful gambling to be conducted by "local" nonprofit organizations. SSP only considers a nonprofit organization to be "local" if the nonprofit holds its meetings in SSP (and has for at least 2 years) or if the nonprofit organization physically owns a piece of real estate in SSP and all the lawful gambling takes place at that real estate. AMVETS Post 1 holds their meetings in the basement of the Mendota VFW and the bingo hall will be a leased space so they will not physically own the real estate where the gambling will be conducted.

Some revenue from lawful gambling is allowed to be spent on running the gambling operation. All revenues that are not needed to run the gambling operation must be given away as donations and State Statute lists out which types of charities and other organizations can receive those donations. SSP requires that at least 55% of the money that is being donated must remain in SSP's trade area. This means that any nonprofit organization conducting lawful gambling in SSP must ensure that at least 55% of the donations that they make are to entities in South St. Paul, West St. Paul, Inver Grove Heights, or Newport. The other 45% of their donations can be sent anywhere in the world if the recipient is eligible to receive donations under State Law.

SSP's lawful gambling ordinance is designed to give fundraising priority to local nonprofits and keep non-local nonprofits from monopolizing pulltab operations at SSP's bars and restaurants. Local nonprofits are likely to be very generous when it comes to focusing their donations on local causes, so it does make sense to give them preferential treatment when it comes to pulltab operations at bars and restaurants.

Pulltab operations at bars and restaurants are a low-overhead, high-profit endeavor that almost any nonprofit organization can successfully manage because the bar or restaurant covers many of the expenses. It makes sense to give local nonprofit organizations "first dibs" when it comes

to securing lucrative pulltab contracts with bars and restaurants. A bingo hall is significantly different than a pulltab operation at a bar or restaurant. Bingo halls operate as standalone businesses and have significant overhead (monthly rent, utility costs, maintenance costs, staffing, etc.) so only a few large charities, such as AMVETS Post 1, are equipped to operate bingo halls. There are just a handful of bingo halls in the Twin Cities metro, and many communities want a bingo hall but are unable to get one. Consequently, it is common for bingo halls to be treated differently than other types of lawful gambling.

Draft Ordinance

The City Council will need to amend the lawful gambling ordinance if they want the proposed bingo hall to move forward. AMVETS Post 1, City Staff, and the City Attorney have discussed the matter, and all parties agree that the only change that should be made to the lawful gambling ordinance is a very narrowly tailored amendment that treats "bingo halls" differently than pulltab operations and other gambling operations that take place within a bar or restaurant. Staff and the City Attorney have prepared an ordinance amendment that would do the following:

- Expand the definition of a "local" nonprofit organization to include a nonprofit organization that leases at least 5,000 square feet of space in city limits for a dedicated bingo hall.

- Allow a bingo hall that occupies at least 5,000 square feet of dedicated space in a commercial district to conduct lawful gambling activities without needing an on-sale liquor license.

Discussion

City Staff is supportive of the bingo hall proposal, and the Police Department has expressed that they do not have any public safety concerns about a bingo hall operating in the Southview Shopping Center. Bingo halls are very popular with senior citizens and are not known for drawing a rowdy crowd or generating nuisance impacts. The bingo hall could be very beneficial to Angelo's Italian Restaurant and the other restaurants that are located around the Southview Shopping Center, and it could help strengthen this commercial area. The project will require a conditional use permit, and the City can attach conditions of approval related to noise and customer conduct to ensure that the bingo hall does not become a public nuisance at any point in the future. The conditional use permit can be revoked if any conditions of approval are violated.

The City Council discussed the proposed bingo hall at their March 9th Worksession and the consensus was that they support changing the ordinance to allow a bingo hall in a leased space as long as the nonprofit organization running the bingo hall is fully committed to meeting the requirement that at least 55% of charitable donations made using the gambling profits are dedicated to local causes within SSP's designated trade area (South St. Paul, West. St. Paul, Inver Grove Heights, and Newport). AMVETS Post 1 has stated that they will have no problem

satisfying the lawful gambling ordinance if the two changes are made. They already donate substantial funds to Neighbors Inc. and they are committed to ensuring that at least 55% of the funds that they donate are spent within SSP's trade area. They will need to file paperwork with the City Clerk each year to prove that they have complied with the 55% requirement.

Next Steps

AMVETS Post 1 has submitted a conditional use permit application which is scheduled for review by the Planning Commission at their April 1st meeting. After the Planning Commission has made a recommendation on the conditional use permit, the City Council will review the conditional use permit and hold a second reading for the proposed ordinance amendment. The tentative meeting date for City Council to review the conditional use permit and hold a 2nd reading for the ordinance amendment is April 20th.

Recommended Action

Introduce for a first reading an ordinance updating the lawful gambling ordinance to establish new rules for bingo halls.

LINKS

League of Minnesota Cities' Memo on Minnesota's Lawful Gambling Laws

West St. Paul Bingo Palace's Website

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Site Location Map
2. Interior Photographs of West St. Paul Bingo Palace
3. Existing Lawful Gambling Ordinance
4. Proposed Ordinance Amendment

ATTACHMENT 1
SITE LOCATION MAP

Proposed Bingo Hall in Vacant Former Family Dollar Space (1209 Southview Boulevard)

ATTACHMENT 2

INTERIOR PHOTOGRAPHS OF WEST ST. PAUL BINGO PALACE

ATTACHMENT 3
EXISTING LAWFUL GAMBLING ORDINANCE

Chapter 11 LAWFUL GAMBLING

Sec. 11-1. Adoption of state law by reference.

The provisions of Minn. Stat. ch. 349, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, provisions relating to sales, and all other matters pertaining to lawful gambling are hereby adopted by reference and are made a part of this chapter as if set out in full. It is the intention of the council that all future amendments of Minn. Stat. ch. 349, are hereby adopted by reference or referenced as if they had been in existence at the time this chapter was adopted.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-2. City may be more restrictive than state law.

The council is authorized by the provisions of Minn. Stat. § 349.213, as it may be amended from time to time, to impose, and has imposed in this chapter, additional restrictions on gambling within its limits beyond those contained in Minn. Stat. ch. 349, as it may be amended from time to time.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-3. Purpose.

The purpose of this chapter is to regulate lawful gambling within the City of South St. Paul, to prevent its commercialization, to insure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-4. Definitions.

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this chapter:

(1) *Board.* The State of Minnesota Gambling Control Board.

(2) *Licensed organization.* An organization licensed by the board.

(3) *Local organization.* An organization defined by Minn. Stat. § 349.12 that also meets the following criteria:

a. The organization has at least 15 active members at the time of its initial license application; and

b. The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two years immediately preceding the application for a license; or

c. The organization owns real estate within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or

d. The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two years immediately preceding application for a license.

(4) *Trade area.* The cities of South St. Paul, Inver Grove Heights, Newport, St. Paul and West St. Paul, Minnesota.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-5. Applicability.

This chapter shall be construed to regulate all forms of lawful gambling within the city except:

(1) Bingo conducted within a nursing home or a senior citizen housing project or by a senior citizen organization if the prizes for a single bingo game do not exceed $10.00, total prizes awarded at a single bingo occasion do not exceed $200.00, no more than two bingo occasions are held by the organization or at the facility each week, only members of the organization or residents of the nursing home or housing project are allowed to play in a bingo game, no compensation is paid for any persons who conduct the bingo, and a manager is appointed to supervise the bingo.

(2) Raffles if the value of all prizes awarded by the organization in a calendar year does not exceed $1,500.00.

(3) Lawful gambling that is exempt from licensure pursuant to Minn. Stat. § 349.166.

Notwithstanding the preceding, licensed organizations must submit their excluded and exempted permit applications, including LG220 and LG240B, as appropriate, to the city for approval of any excluded or exempted lawful gambling.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-6. Lawful gambling permitted.

Lawful gambling is permitted within the city provided it is conducted in accordance with Minn. Stats. §§ 609.75—609.763, inclusive, as they may be amended from time to time; Minn. Stats. §§ 349.11—349.23, inclusive, as they may be amended from time to time; and this chapter.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-7. Council approval.

Lawful gambling authorized by Minn. Stats. §§ 349.11—349.23, inclusive, as they may be amended from time to time, requiring local approval shall not be conducted unless approved by the council, subject to the provisions of this chapter and state law.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-8. Application and local approval of premises permits.

(a) *Eligibility for a premises permit.* A premises permit may only be issued if:

(1) The premises is an on-sale liquor establishment;

(2) No premises permit currently exists for the premises;

(3) The organization does not already hold a premises permit or the organization holds only one other premises permit within the city;

(4) The organization that will conduct the lawful gambling is eligible for an organization license from the board.

(b) *Process.*

(1) *Application.* Any organization seeking to obtain a premises permit from the board shall file with the clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the board. The organization shall pay the city a $250.00 investigation fee. This fee shall be refunded if the application is withdrawn before the investigation is commenced.

(2) *Background investigation.* Upon receipt of an application for issuance of a premises permit, the clerk shall transmit the application to the police department for review and recommendation. The police department shall investigate the matter and make the review and recommendation to the council as soon as possible, but in no event later than 45 days following receipt of the notification by the city. The council shall receive the police department's report and consider the application within 45 days of the date the application was submitted to the clerk.

(3) *Approval or denial of application.* The applicant shall be notified in writing of the date on which the council will consider the recommendation. The council shall, by resolution, approve or disapprove the application within 60 days of receipt of the application.

(c) *Grounds for ineligibility.* The council shall deny an application for issuance of a premises permit for any of the following reasons:

(1) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three years.

(2) The organization already holds two premises permits within the city.

(3) The premises for which a premises permit is sought is not an on-sale liquor establishment.

(4) The organization that will conduct the lawful gambling is ineligible for an organizational license from the board.

(5) There is already one licensed organization permitted to conduct lawful gambling activities at the premises.

(6) Failure of the applicant to pay the investigation fee provided by this section within the prescribed time limit.

(7) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.

(d) The council is without authority to compel the owner of an on-sale liquor establishment to renew a premises permit.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-9. Priority in approval process.

It is anticipated that there may be more than one organization applying for a premises permit at a single on-sale liquor establishment. Therefore, the following criteria, in the order listed, prioritize and determine the approval for the one available premises permit:

(1) If there are two or more applications, then a local organization will be preferred over an organization that does not meet the definition of local organization. Because of the nuisance prone nature of gambling, compared to other licensing or permitting activities within the city, the city prefers that the organization have a local connection so as to facilitate investigation of applicants and the investigation and arrest of violators. Where two or more organizations seek to have a premises permit at the same on-sale liquor establishment, the organizations that meets the definition of local organization will be preferred over an organization that does not meet the definition.

(2) If two or more nonlocal organizations seek approval, the council will approve the organization which applied first.

(3) If three or more local organizations seek approval, the council will approve the organization which applied first.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-10. Inspections.

(a) All licensed organizations are deemed to have consented to inspection of the licensed or permitted premises by the city.

(b) Authorized employees or agents of the city may inspect, at any reasonable time without notice or search warrant, all records, including gambling accounts and other bank records, required by the board to be maintained and preserved.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-11. License and permit display.

All permits issued under state law or this chapter shall be prominently displayed during the permit year at the premises where gambling is conducted.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-12. Notification of material changes to application.

An organization holding a state-issued premises permit shall notify the city within ten days in writing whenever any material change is made in the information submitted on the application.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-13. Designated trade area.

(a) During the calendar year, each licensed organization within the city having a premises permit within the city shall expend 55 percent lawful purpose expenditures on lawful purposes conducted within the city's trade area.

(b) This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premises within the city's jurisdiction.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-14. Records and reporting.

(a) Licensed organizations shall file with the clerk one copy of all records and reports required to be filed with the board, pursuant to Minn. Stat. ch. 349, as it may be amended from time to time, and rules adopted pursuant thereto, as they may be amended from time to time. The records and reports shall be filed on or before the day they are required to be filed with the board.

(b) Licensed organizations shall file an annual report with the city proving compliance with the trade area spending requirements imposed by section 11-13. Such report proving compliance with trade area spending requirements shall be made on a form prescribed by the city. The report shall be submitted within 60 days of June 30 and shall report proceeds received during the calendar year.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-15. Hours of operation.

Lawful gambling shall not be conducted between 2:00 a.m. and 8:00 a.m. on any day of the week.

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-16. Penalty.

(a) In addition to criminal prosecution for violation of this chapter; Minn. Stats. §§ 609.75—609.763, inclusive, as they may be amended from time to time; or Minn. Stats. §§ 349.11—349.21, as they may be amended from time to time or any rules promulgated under those sections, as they may be amended from time to time, the council may report violations to the board and may recommend suspension, revocation, or cancellation of an organization's license.

(b) The council may suspend or revoke its approval for a premises permit for any reason that the board may revoke a premises permit or for violation of this chapter.

(c) Prior to recommending suspension, revocation, or cancellation of an organization's license to the board and prior to suspending or revoking its approval for a premise permit, the council must provide the organization a hearing before the council in accordance with subsection 18-31(b).

(Ord. No. 1232, § 1, 9-20-2010)

Sec. 11-17. Severability.

If any provision of this chapter is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

(Ord. No. 1232, § 1, 9-20-2010)

ATTACHMENT 4
PROPOSED ORDINANCE AMENDMENT

City of South St. Paul
Dakota County, Minnesota

Ordinance No. 14XX

AN ORDINANCE AMENDMENT UPDATING THE LAWFUL GAMBLING ORDINANCE TO ALLOW BINGO HALLS THAT ARE NOT ACCESSORY TO AN ON-SALE LIQUOR ESTABLISHMENT

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

SECTION 1. AMENDMENT. South St. Paul City Code Section 11-4 is hereby amended as follows:

Sec. 11-4. Definitions.

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this chapter:

(1) *Board.* The State of Minnesota Gambling Control Board.

(2) *Licensed organization.* An organization licensed by the board.

(3) *Local organization.* An organization defined by Minn. Stat. § 349.12 that also meets the following criteria:

a. The organization has at least 15 active members at the time of its initial license application; and
b. The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two years immediately preceding the application for a license; or
c. The organization owns real estate within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or
d. The organization leases real estate within the city for a bingo hall that is at least 5,000 square feet in size and the lawful gambling is conducted within that space; or
e. The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two years immediately preceding application for a license.

(4) *Trade area.* The cities of South St. Paul, Inver Grove Heights, Newport, St. Paul and West St. Paul, Minnesota.

SECTION 2. AMENDMENT. South St. Paul City Code Section 11-8 is hereby amended as follows:

Sec. 11-8. Application and local approval of premises permits.

(a) *Eligibility for a premises permit.* A premises permit may only be issued if:

(1) The premises is one of the following: ~~an on-sale liquor establishment~~

a. An on-sale liquor establishment; or

b. A bingo hall operating in a commercial district in a dedicated space that is at least 5,000 square feet in size.

(2) No premises permit currently exists for the premises;

(3) The organization does not already hold a premises permit or the organization holds only one other premises permit within the city;

(4) The organization that will conduct the lawful gambling is eligible for an organization license from the board.

(b) *Process.*

(1) *Application.* Any organization seeking to obtain a premises permit from the board shall file with the clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the board. The organization shall pay the city a $250.00 investigation fee. This fee shall be refunded if the application is withdrawn before the investigation is commenced.

(2) *Background investigation.* Upon receipt of an application for issuance of a premises permit, the clerk shall transmit the application to the police department for review and recommendation. The police department shall investigate the matter and make the review and recommendation to the council as soon as possible, but in no event later than 45 days following receipt of the notification by the city. The council shall receive the police department's report and consider the application within 45 days of the date the application was submitted to the clerk.

(3) *Approval or denial of application.* The applicant shall be notified in writing of the date on which the council will consider the recommendation. The council shall, by resolution, approve or disapprove the application within 60 days of receipt of the application.

(c) *Grounds for ineligibility.* The council shall deny an application for issuance of a premises permit for any of the following reasons:

(1) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three years.

(2) The organization already holds two premises permits within the city.

(3) The premises for which a premises permit is sought is not an on-sale liquor establishment or a bingo hall that meets the requirements of Section 11-8(a)(1).

(4) The organization that will conduct the lawful gambling is ineligible for an organizational license from the board.

(5) There is already one licensed organization permitted to conduct lawful gambling activities at the premises.

(6) Failure of the applicant to pay the investigation fee provided by this section within the prescribed time limit.

(7) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.

(d) The council is without authority to compel the owner of an on-sale liquor establishment to renew a premises permit.

(Ord. No. 1232, § 1, 9-20-2010)

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

> The ordinance updates the rules for lawful gambling to allow bingo halls that are not part of an establishment with an on-sale liquor license.

SECTION 4. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

_____
Deanna Werner, City Clerk

CITY COUNCIL AGENDA REPORT

DATE: March 16, 2026
DEPARTMENT: Planning & Zoning
PREPARED BY: Michael Healy
AGENDA ITEM NUMBER: 11.E.

MEETING TYPE
Regular Meeting

AGENDA ITEM
First Reading- Ordinance Amendment Updating Lot Coverage and Landscaping Regulations in Industrial Zoning Districts.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Introduce for its first reading an ordinance updating lot coverage and landscaping regulations in industrial zoning districts.

OVERVIEW

Applicant

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

Background

The South St. Paul Economic Development Authority's purpose is to strengthen the City's economy by supporting business growth, job creation, and redevelopment. The Economic Development Authority (EDA) is a 7-member board which is currently comprised of the same seven members as the City Council. City Administrator Ryan Garcia is the current director of the EDA and its primary staff liaison. The EDA is the official owner of most of the vacant land that is owned by the City which is intended for redevelopment. In addition to marketing City-owned land for targeted redevelopment, the EDA also partners with businesses that want to invest in the community to create jobs and/or expand the tax base. The EDA offers loans, provides technical assistance, and assists businesses with procuring grants.

City Staff recently talked to a business about a potential building expansion project in the Bridgepoint Industrial Park. There is a zoning rule on the books which caps building footprints in industrial zoning districts at 40% and the project cannot move forward without a variance if that rule remains in place. The last time this issue came up was in 2017 and, in that case, the Planning Commission and City Council unanimously granted a planned unit development (PUD) approval

with zoning flexibility that allowed Twin City Hide and Tanning to redevelop their industrial campus with new buildings which would result in an overall building footprint of 44.6%. This appears to have been the only time that this zoning rule has ever impacted a project since it was added to the City Code in 1992. The only other industrially zoned property in town that has a building footprint greater than 40% is the old Sportsman's Guide building (411 Farwell) which was developed in 1970 under a different set of zoning regulations.

It seems unlikely that the City would ever enforce the 40% cap and block a development project that meets all other zoning requirements. The City Council will probably always be willing to grant either a variance or a PUD approval to a project that does not meet the 40% rule. PUD approvals and variances are politically complex, however, and add an element of uncertainty to the development review process that can scare away businesses and developers. The EDA is requesting that the City update the zoning rules for the I-Industrial and I-1 Light Industrial districts to simply remove the 40% cap on building footprints to avoid deterring business expansion projects.

City's Ongoing Efforts to Promote Tax Base Density

The original rules for the I-Industrial zoning district were enacted in 1992. In 2019, the industrial areas north of Interstate 494 were rezoned to the newly created I-1 Light Industrial zoning district which has identical site design and building design standards but a different set of allowed uses. Since 1992, the City has repeatedly updated the rules for the industrial districts as the Planning Commission and City Council have refined their vision for the City's tax base and job base:

- The original rules required each development parcel to have 25% lot coverage by landscaping, which was challenging to meet and led to variance requests. Today, each development parcel is required to have 15% lot coverage by landscaping, which is a more realistic standard for an industrial area and still results in attractive well-landscaped lots.

- The original rules required each development parcel to have at least a 5,000 square foot building. A business that met this requirement could have unlimited exterior storage as an accessory use. This zoning setup resulted in some businesses buying up large pieces of land, constructing a relatively small building, and then using up most of the acreage for exterior storage (which pays almost no property taxes). In 2016, the City adopted a new zoning rule that requires each industrial parcel to have a minimum floor area ratio (FAR) of 0.2, meaning that at least 20% of each parcel needs to be covered in a 1-story building or at least 10% of each parcel needs to be covered in a 2-story building. This new ordinance was designed to ensure that each business in the industrial park is paying its fair share of property taxes relative to the amount of land that it consumes.

- The original rules allowed the type of low-value industrial buildings one would find in a

semi-rural area. The code was updated in 2009 to require all new industrial buildings to be modern, high-quality buildings like one would find in a 21st century urban/suburban industrial park, which is much better for growing the City's tax base.

Good Opportunity to Update Industrial District Landscaping Requirements

The zoning rules for the I-1 and I zoning districts were written to ensure that each property is well-landscaped with good curb appeal. In both zoning districts:

1. Each property must have at least 15% lot coverage by landscaping.

2. New developments must prepare a landscaping plan which features overstory trees, understory trees, and plants and shrubs.

3. Each new development must provide at least one (1) overstory tree for each 70 feet of lot perimeter.

4. For each new development, the cost of landscaping must be at least 2% of the cost of constructing the new building. This requirement can be waived for any development where the cost of the new building exceeds $1 million.

The 2% rule is unusual, and it does not appear to have ever been consistently enforced since being added to the City Code in 1992. Today, all new industrial buildings cost at least $1 million, so the requirement is always waived as long as the business or developer files the correct paperwork with their development application. Essentially, the requirement is just red tape now and serves no purpose. Very few cities tie landscaping costs to building costs as a code requirement. City Staff supports removing this provision from the City Code entirely and this simple code update could be made as part of the same ordinance amendment that is eliminating the 40% building footprint cap.

Proposed Ordinance

City Staff has prepared an ordinance that would do two things:

1. Remove the 40% cap on building footprints in both the I-Industrial district and I-1 Light Industrial district.

2. Update both the I-Industrial district and I-1 Light Industrial district landscaping requirements to remove the requirement that development projects featuring a building with a value of less than $1 million must spend at least 2% of the value of the building on landscaping.

Discussion

The Planning Commission and the City Council have consistently waived both zoning rules that are slated to be removed for any project that has requested a waiver. It is consistent with the City's ongoing efforts to promote tax base density to sunset these two rules, which add unnecessary red tape to the development process and potentially limit building expansions.

Even if the 40% building footprint limit is removed from the City Code, most industrial developments will not reach that level of lot coverage due to practical considerations and other code provisions. Each development will still need to meet zoning requirements related to landscape area and building setbacks from property lines. Most types of industrial businesses require a substantial amount of pavement area for site circulation because they either have a fleet of commercial vehicles that they park on-site, or they depend upon large trucks for shipping and deliveries and need space for trucks to maneuver and access loading docks.

Planning Commission Public Hearing

The Planning Commission held a public hearing for the proposed ordinance amendment at their March 4th meeting. No members of the public attended the hearing or submitted comments. The Planning Commission discussed the proposed ordinance and requested confirmation that there are enough landscaping provisions in other parts of the City Code that the City is not losing an important tool by eliminating the 2% rule. Staff confirmed that the City Code has robust landscaping requirements in industrial zoning districts and the 2% rule does not appear to have been enforced on any projects in recent history.

The Planning Commission recommended approval with a 6-0 vote.

Recommended Action

Staff and the Planning Commission recommend that the ordinance be introduced for a first reading.

SOURCE OF FUNDS
NA

ATTACHMENTS
1. Proposed Ordinance

City of South St. Paul
Dakota County, Minnesota

Ordinance No. 14XX

AN ORDINANCE AMENDMENT UPDATING LOT COVERAGE AND LANDSCAPING REGULATIONS IN INDUSTRIAL ZONING DISTRICTS

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

SECTION 1. AMENDMENT. South St. Paul City Code Section 118-129 is hereby amended as follows:

Sec. 118-129. I, industrial district.

~~(h) *Lot coverage*. Lot coverage by buildings shall not exceed 40 percent of the lot.~~

(~~i~~ h) *Off-street parking and loading signs.*

(1) Off-street parking shall have the following setbacks from the right-of-way line or side or rear lot line:

Front yard (any street frontage)	20 feet
Side yard	10 feet
Rear yard	10 feet

(2) Signs shall be in accordance with article VI of chapter 118 and shall be shown on the site plan.

(~~j~~ i) *Landscaping Requirements*. In addition to the requirements of section 118-243, all areas in this ~~zone~~ district shall present a detailed landscape plan prepared by a landscape architect or other qualified person approved by the zoning administrator. The landscaping plan shall provide for a landscaped area that is a minimum of 15 percent of the parcel's total area. The landscaping plan shall ~~present a pleasing handling of~~ enhance the aesthetics of the site ~~lot~~ and shall include overstory trees, understory trees and appropriate plants and shrubs. The minimum plant material sizes shall be consistent with the requirements in Section 118-243. ~~The trunks of all deciduous trees shall be at least two and one-half inches in diameter, and all coniferous trees shall be at least six feet in height.~~ The minimum number of overstory trees shall be equal to the perimeter of the lot divided by 70. If any of these specific landscaping requirements are not practicable, as determined by a qualified landscaping expert, due to soil conditions, water tables, ~~availability of plant species~~ or other conditions beyond the control of the property owner, these requirements may be modified by the city at the request of the owner. ~~The plan shall certify that the cost of the plant materials is equal to~~

~~or exceeds two percent of the cost of the proposed building. For buildings over $1,000,000.00 in cost, the amount of landscaping cost may be reduced by the city council.~~

(~~k~~ j) *Exterior building materials.* See section 118-9.

(~~l~~ k) *Standards for Individual Hangar Lots at Fleming Field Municipal Airport.* The following standards shall apply to individual hangar lots located within the official boundaries of Fleming Field Municipal Airport.

SECTION 2. AMENDMENT. South St. Paul City Code Section 118-134 is hereby amended as follows:

Sec. 118-134. I-1, light industrial district.

~~(i) *Lot coverage.* Lot coverage by buildings shall not exceed 40 percent of the lot.~~

(~~j~~ j) *Off-street parking and loading signs.*

(1) Off-street parking shall have the following setbacks from the right-of-way line or side or rear lot line:

Front yard (any street frontage)	20 feet
Side yard	10 feet
Rear yard	10 feet

(2) Signs shall be in accordance with article VI of chapter 118 and shall be shown on the site plan.

(~~k~~ j) *Landscaping Requirements.* In addition to the requirements of section 118-243, all areas in this ~~zone~~ district shall present a detailed landscape plan prepared by a landscape architect or other qualified person approved by the zoning administrator. The landscaping plan shall provide for a landscaped area that is a minimum of 15 percent of the parcel's total area. The landscaping plan shall ~~present a pleasing handling of the~~ enhance the aesthetics of the site ~~lot~~ and shall include overstory trees, understory trees and appropriate plants and shrubs. The minimum plant material sizes shall be consistent with the requirements in Section 118-243. ~~The trunks of all deciduous trees shall be at least two and one-half inches in diameter, and all coniferous trees shall be at least six feet in height.~~ The minimum number of overstory trees shall be equal to the perimeter of the lot divided by 70.. If any of these specific landscaping requirements are not practicable, as determined by a qualified landscaping expert, due to soil conditions, water tables, ~~availability of plant species~~ or other conditions beyond the control of the property owner, these requirements may be modified by the city at the request of the owner. ~~The plan shall certify that the cost of the plant materials is equal to or exceeds two percent of the cost of the proposed building. For buildings over $1,000,000.00 in cost, the amount of landscaping cost may be reduced by the city council.~~

(~~l~~ k) *Exterior building materials.* (See section 118-9: Architectural standards.)

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

> The ordinance updates the zoning rules for the I-Industrial and I-1 Light Industrial zoning districts to remove the limit on lot coverage by buildings and revise the standards for required landscaping improvements.

SECTION 4. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Approved: _____

Published: _____

_____
Deanna Werner, City Clerk