



CITY OF SOUTH ST. PAUL MEETING AGENDA

CITY COUNCIL

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

Monday, May 4, 2026
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. 2026 Relay for Life IGH SSP WSP

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

7. APPROVAL OF AGENDA

8. CONSENT AGENDA

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

A. City Council Meeting Minutes of April 20th, 2026 and Work Session Minutes of April 27th, 2026.

B. Accounts Payable

C. Business Licenses

D. Approve Job Description and Pay Range for Senior Planner Position and Internal Promotion

E. Approve Joint Powers Agreement with Inver Grove Heights for the Construction of the South Street Reconstruction Project

F. Accept Bids and Award a Construction Contract - 2026 Lead Service Line Replacement Project

- G. Approve a Lot Split for a Tax Parcel Owned by the Metropolitan Council
- H. Approve Contingent Employment Offer to D. Rhode as Public Works Maintenance Worker.
- I. Resolution 2026-061, Charitable Gambling Permit — Concurrence to Conduct Excluded Bingo, Kaposia Days Committee.
- J. Charitable Gambling Premises Permit - Spartan End Zone

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: Community Affairs
PREPARED BY: Deb Griffith
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

2026 Relay for Life IGH SSP WSP

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

No action required

OVERVIEW

Darlene Tinucci and Kristi Larson will update the community on the 2026 plans for IGH SSP WSP Relay for Life event.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Council Meeting Minutes of April 20th, 2026.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approval of meeting minutes for the Regular City Council Meeting held on Monday, April 20th, 2026 and Work Session held on Monday, April 27th, 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 04-20-2026 Council Minutes (1)



SOUTH ST. PAUL CITY COUNCIL MINUTES OF APRIL 20, 2026

1. CALL TO ORDER

Mayor Jimmy Francis called the regular meeting of the City Council to order at 7:00 PM on Monday, April 20th, 2026.

2. ROLL CALL

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

Absent: Lori Hansen

Staff Present:

Ryan Garcia, City Administrator

Kori Land, City Attorney

Deanna Werner, City Clerk

Commander Mike Running

Michael Healy, City Planner

Kelsey Gelhar, City Engineer

Deb Griffith, Public Affairs

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PRESENTATIONS

A. Wellhead Protection Plan – Part 1 Amendment

B. South St. Paul River Beautification Project

C. Clark Grace United Church of Christ invitation to the Community

D. Plant-A-Thon Invitation

6. CITIZEN'S COMMENTS

Comments are limited to 3 minutes in length.

Shireen Bhatia

Matthew Fuller

Cassie Heckmann

7. APPROVAL OF AGENDA

Moved by: Tom Seaberg / Pam Bakken

Moved: To approve the agenda as presented.

Vote: 6 ayes / 0 nays, motion Passed

8. CONSENT AGENDA

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

- A. City Council Meeting Minutes of April 6, 2026 and Work Session Minutes of April 13, 2026.
- B. Accounts Payable
- C. Business Licenses
- D. Acceptance of Gift Donations
- E. Joint Powers Agreement - Criminal Justice Network Board
- F. Approve Employment Offer to D. Quade as Building Inspector/Code Enforcement
- G. Conditional Employment Offer - Police Officer
- H. Approve Proposal for Construction Materials Testing - Marie Avenue Reconstruction Project Phase 2
- I. Approve Proposal for Construction Support Services - Marie Avenue Reconstruction Project Phase 2
- J. Final Payment for the Well No. 3 Water Treatment Plant (City Project No. 2023-011)
- K. Approval of Construction Manager at Risk (CMaR) agreement for the Northview Aquatics Project
- L. Employee Service Recognition Program Policy
- M. Approve Encroachment Agreement for 557 8th Avenue South

Moved by: Joe Kaliszewski / Pam Bakken

Moved: To approve the Consent Agenda as presented.

Vote: 6 ayes / 0 nays, motion Passed

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

11. GENERAL BUSINESS

- A. Southview Shopping Center Sign Variance

Moved by: Tom Seaberg / Matt Thompson

Moved: To Approve Resolution 2026-053, Southview Shopping Center Sign Variance

Vote: 6 ayes / 0 nays, motion Passed

- B. Twin City Hide and Tanning PUD Extension

Moved by: Joe Kaliszewski / Pam Bakken

Moved: To Approve Resolution 2026-054, Twin City Hide and Tanning PUD Extension

Vote: 6 ayes / 0 nays, motion Passed

- C. Retirement of the Residential Permit Parking Zones by McMorrow Field and Lorraine Park

Moved by: Tom Seaberg / Todd Podgorski

Moved: To Approve Resolution 2026-055, retiring residential permit parking by McMorrow Field.

Vote: 6 ayes / 0 nays, motion Passed

Moved by: Joe Kaliszewski / Matt Thompson

Moved: To Approve Resolution 2026-056, retirement of the residential permit parking zones by Lorraine Park.

Vote: 6 ayes / 0 nays, motion Passed

- D. Second Reading — An Ordinance Updating the Lawful Gambling Ordinance to Establish New Rules for Bingo Halls

Moved by: Pam Bakken / Joe Kaliszewski

Moved: To Approve Ordinance 1440, an Ordinance Updating the Lawful Gambling Ordinance to Establish New Rules for Bingo Halls

Vote: 6 ayes / 0 nays, motion Passed

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

Moved by: Pam Bakken / Matt Thompson

Moved: To approve approval of Ordinance 1441, Updating Lot Coverage and Landscaping Regulations in Industrial Zoning Districts.

Vote: 6 ayes / 0 nays, motion Passed

- F. First Reading: Ordinance Updating Zoning Requirements in the R-2 Single-and-Two Family Zoning District

Council Member Kaliszewski introduced for the first reading an Ordinance Updating Zoning Requirements in the R-2 Single-and-Two Family Zoning District.

12. MAYOR AND COUNCIL COMMUNICATIONS

13. ADJOURNMENT

Moved by: None / Tom Seaberg

Moved: To Adjourn

Vote: 6 ayes / 0 nays, motion Passed

The meeting was adjourned at 8:54 PM.



/s/: Deanna Werner
City Clerk



CITY COUNCIL AGENDA REPORT

DATE: May 4, 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 2026-060 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. 05-04-26 Accounts Payable Resolution
2. 05-04-26 Accounts Payable Summary Check Register
3. 05-04-26 Accounts Payable Detail Check Register

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-060

RESOLUTION APPROVING ACCOUNTS PAYABLE

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

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

Check and wires:

156975-157044	\$ 659,334.27
2026133-2026151	269,552.41
801361-801366	<u>14,156.55</u>

Total	\$ 943,043.23
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Adopted this 4th day of May, 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

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<u>Company</u>	<u>Amount</u>
00101 GENERAL FUND	566,705.27
00211 GRANTS/DONATIONS GEN GVMT	86.28
00215 GRANTS/DONATIONS PARK AND REC	3,557.01
00216 GRANTS/DONATIONS COMM AFFAIRS	18.00
00243 DOUG WOOG ARENA	15,768.48
00245 AIRPORT FUND	6,157.46
00260 HOUSING GENERAL	493.50
00280 ECON DEV GENERAL	33.75
00284 DEVELOPMENT	99.50
00407 EQUIPMENT ACQUISITION F	11,783.84
00600 UTILITY ADMINISTRATION	78.75
00605 WATER UTILITY	46,963.66
00606 SEWER UTILITY	2,784.26
00610 STORM WATER UTILITY	11,527.00
00677 NAN MCKAY APT BLDG	27,052.26
00678 JOHN CARROLL APT BLDG	62,010.70
00703 CENTRAL GARAGE FUND	186,989.44
00709 SELF-INSURED DENTAL	358.23
00805 EMPLOYEE HEALTH REIMBUR	575.84
Report Totals	943,043.23



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Business Licenses

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

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

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. City Council Report (Licenses)

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
15802	Thomas Matthias	00017302	Chicken License	A	04/21/2026	12/31/2040	2105 Burma Ln		05/04/2026
11253	Sam's Tobacco Warehouse, Inc.	00017124	Cigarette and Tobacco Sales	A	04/21/2026	05/31/2027	211 13th Ave S		05/04/2026
15308	MAC Enterprises LLC	00017129	Cigarette and Tobacco Sales	A	04/23/2026	05/31/2027	501 Farwell Ave	Stockmen's Truck Stop	05/04/2026
15502	Sam's Convenience and Tobacco, LLC	00017133	Cigarette and Tobacco Sales	A	04/21/2026	05/31/2027	400 Southview Blvd	Sam's Convenience and Tabacco, LLC	05/04/2026
9921	MTMB, INC	00017123	Cigarette and Tobacco Sales	A	04/29/2026	05/31/2027	1257 Thompson Ave		05/04/2026
15577	TL Networks	00017168	Entertainment	A	04/20/2026	05/31/2027	111 Concord Exchange S		05/04/2026
10080	Al's Corral Bar, Inc.	00017138	Entertainment	A	04/28/2026	05/31/2027	440 Concord Exchange S		05/04/2026
15506	Marigold Home Inspections, LLC	00017175	Housing Evaluator-TOS	A	04/23/2026	05/31/2027			05/04/2026
15380	Adam Stephen Anderson	00017177	Housing Evaluator-TOS	P	04/20/2026	05/31/2027		Time of Sale	05/04/2026
15353	Aaron Michael Moser	00017184	Housing Evaluator-TOS/Rental	A	04/27/2026	05/31/2027		Time of Sale & Rental Housing	05/04/2026
15654	Myosports Massage Therapy LLC	00017169	Massage Therapy	A	04/29/2026	05/31/2027	224 20th Ave S		05/04/2026
15804	Golden Spa Massage	00017305	Massage Therapy	A	04/24/2026	05/31/2027	1525 5th Ave S	5th Avenue Plaza	05/04/2026
15294	Concepts in Massage Therapy and Bodywork LTD.	00017142	Massage Therapy	A	04/17/2026	05/31/2027	820 Concord St N 104		05/04/2026
15381	Elevated Massage	00017143	Massage Therapy	A	04/23/2026	05/31/2027	1115 Southview Blvd		05/04/2026
9906	Kathleen McGerik	00017140	Massage Therapy	A	04/23/2026	05/31/2027	2111 Southview Blvd		05/04/2026
15519	Tandava Bodywork LLC	00017144	Massage Therapy	A	04/28/2026	05/31/2027	625 Southview Blvd		05/04/2026
15308	MAC Enterprises LLC	00017152	Petroleum Dealer	A	04/23/2026	05/31/2027	501 Farwell Ave	Stockmen's Truck Stop	05/04/2026
9921	MTMB, INC	00017146	Petroleum Dealer	A	04/29/2026	05/31/2027	1257 Thompson Ave		05/04/2026
15655	Stefan John Brennan	00016989	Rental Housing	A	04/28/2026	05/31/2027	156 10th Ave N	Duplex - Owner occupies 2nd Unit	05/04/2026
14742	Invitation Homes	00016849	Rental Housing	A	04/17/2026	05/31/2027	235 10th Ave S		05/04/2026
12873	Timberly Johnson	00016444	Rental Housing	A	04/23/2026	05/31/2027	304 10th Ave S		05/04/2026
15255	Ann Louise Keefe	00016781	Rental Housing	A	04/30/2026	05/31/2027	452-454 10th Ave S		05/04/2026
15781	Reece Polfus	00017238	Rental Housing	A	04/30/2026	05/31/2027	225 11th Ave N		05/04/2026
11945	Craig H. Kelm	00016837	Rental Housing	A	04/29/2026	05/31/2027	606-608 11th Ave N		05/04/2026
15498	Ying Xiong	00016932	Rental Housing	A	04/28/2026	05/31/2027	750 11th Ave N		05/04/2026

City of South St Paul City Council Report

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14598	Deuth Enterprises LLC	00016602	Rental Housing	A	04/22/2026	05/31/2027	417 11th Ave S		05/04/2026
12929	Anthony Properties Inc.	00016453	Rental Housing	A	04/29/2026	05/31/2027	655 12th Ave N		05/04/2026
15192	Thomas James Monson	00016752	Rental Housing	A	04/28/2026	05/31/2027	708 12th Ave N		05/04/2026
14625	Lee & Jenny Prochnow	00016611	Rental Housing	A	04/24/2026	05/31/2027	512 13th Ave S		05/04/2026
15345	Nam Hoai Tran	00016823	Rental Housing	A	04/27/2026	05/31/2027	546 14th Ave N		05/04/2026
14751	Ralows Rentals, LLC	00016627	Rental Housing	A	04/01/2026	05/31/2027	353 14th Ave S		05/04/2026
15531	Russom Solomon	00016940	Rental Housing	A	04/28/2026	05/31/2027	622-626 15th Ave N MN		05/04/2026
14886	Christopher Boline	00016647	Rental Housing	A	04/30/2026	05/31/2027	629 15th Ave N		05/04/2026
15478	Chip Richard Bergeaux	00016908	Rental Housing	A	04/20/2026	05/31/2027	519 16th Ave N		05/04/2026
12070	Joseph P. Sporcic	00016464	Rental Housing	A	04/28/2026	05/31/2027	541 16th Ave N	Duplex has been renovated to SFD - need to change	05/04/2026
15805	Graham Zachary Schneider	00017306	Rental Housing	A	04/27/2026	05/31/2027	432 18th Ave N		05/04/2026
15005	Irene Izumi	00016694	Rental Housing	A	04/17/2026	05/31/2027	544 18th Ave N		05/04/2026
15205	Nicholas Gillham	00016763	Rental Housing	A	04/29/2026	05/31/2027	550 18th Ave N		05/04/2026
15167	River Oak Properties LLC	00016738	Rental Housing	A	04/27/2026	05/31/2027	903 18th Ave N		05/04/2026
12114	Hans Hoeger	00016473	Rental Housing	A	04/20/2026	05/31/2027	144-146 19th Ave S		05/04/2026
15459	Stafford Shacks LLC	00016888	Rental Housing	A	04/17/2026	05/31/2027	319 1st Ave S		05/04/2026
14722	Catherine McFate	00016619	Rental Housing	A	04/28/2026	05/31/2027	616 1st Ave S		05/04/2026
12061	Dale G Wobbe	00016485	Rental Housing	A	04/30/2026	05/31/2027	715 1st Ave S		05/04/2026
15637	Nathaniel Yeng-Kong Yang	00016975	Rental Housing	A	04/21/2026	05/31/2027	742 1st Ave S		05/04/2026
12270	James J. Slemec	00016487	Rental Housing	A	04/29/2026	05/31/2027	935 20th Ave N		05/04/2026
15585	Marissa Sellner	00016961	Rental Housing	A	04/20/2026	05/31/2027	826 21st Ave N		05/04/2026
15178	Efrain Dominguez Sosa	00016745	Rental Housing	A	04/22/2026	05/31/2027	157 2nd Ave S		05/04/2026
15152	Robert James Williamson	00016846	Rental Housing	A	04/17/2026	05/31/2027	229 2nd Ave S		05/04/2026
12106	Rose E. Dullinger	00016499	Rental Housing	A	04/28/2026	05/31/2027	1304 2nd St N		05/04/2026
14403	Thomas Jussila	00016504	Rental Housing	A	04/30/2026	05/31/2027	436 3rd Ave S		05/04/2026
14405	Daniel Schwingle	00016506	Rental Housing	A	04/24/2026	05/31/2027	549 3rd Ave S		05/04/2026
15477	Leona Thao	00016906	Rental Housing	A	04/17/2026	05/31/2027	619 3rd Ave S		05/04/2026

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
14935	Andrew Held	00016680	Rental Housing	A	04/22/2026	05/31/2027	840 3rd Ave S		05/04/2026
15647	Kebron Mamo	00017233	Rental Housing	A	04/20/2026	05/31/2027	201 4th Ave N	Triplex -	05/04/2026
15335	Hanh Thuy Tuyet Nguyen	00016869	Rental Housing	A	04/22/2026	05/31/2027	227 4th Ave S		05/04/2026
15430	Pagaya Smartresi F1 Fund Property Owner	00016875	Rental Housing	A	04/20/2026	05/31/2027	235 4th Ave S		05/04/2026
15214	Jose Ruacho-Valtierrez	00016909	Rental Housing	A	03/18/2026	05/31/2027	334 4th Ave S		05/04/2026
14926	MNSF II W1 LLC	00016674	Rental Housing	A	04/23/2026	05/31/2027	437 4th Ave S		05/04/2026
15172	Joshua Andrew Sleper	00016740	Rental Housing	A	04/24/2026	05/31/2027	641 4th Ave S		05/04/2026
15772	Marvin Rafael Batres	00017232	Rental Housing	A	04/24/2026	05/31/2027	1002 4th St N		05/04/2026
15099	Bryan Alan Johnson	00016719	Rental Housing	A	04/28/2026	05/31/2027	205 5th Ave N		05/04/2026
15538	Caleb Spore	00016943	Rental Housing	A	04/23/2026	05/31/2027	215 5th Ave N		05/04/2026
15404	Juan & Karen Perez	00016862	Rental Housing	A	04/23/2026	05/31/2027	219 5th Ave N		05/04/2026
15482	Travis Lee Cherrier	00016916	Rental Housing	A	04/24/2026	05/31/2027	234 5th Ave N		05/04/2026
15215	Christopher Lee Rausch	00016942	Rental Housing	A	04/22/2026	05/31/2027	335 5th Ave N		05/04/2026
15095	Saurav Man Pradhan	00016717	Rental Housing	A	04/29/2026	05/31/2027	1104 5th Ave S		05/04/2026
12873	Timberly Johnson	00016771	Rental Housing	A	04/23/2026	05/31/2027	340 5th Ave S		05/04/2026
11900	Jeremy J. Millinczek	00016512	Rental Housing	A	04/24/2026	05/31/2027	343 5th Ave S		05/04/2026
15272	Yer Moua	00016786	Rental Housing	A	04/29/2026	05/31/2027	416 5th Ave S		05/04/2026
15738	Esmeralda Cortes Ruiz	00017213	Rental Housing	A	04/30/2026	05/31/2027	429 5th Ave S		05/04/2026
11945	Craig H. Kelm	00016632	Rental Housing	A	04/29/2026	05/31/2027	657-659 5th Ave S		05/04/2026
15090	Chaz J. Lasch	00016715	Rental Housing	A	04/29/2026	05/31/2027	806 5th Ave S		05/04/2026
13316	Stewart Property	00016518	Rental Housing	A	04/20/2026	05/31/2027	250 6th Ave N		05/04/2026
12169	Ronald L. Bakken	00016519	Rental Housing	A	04/27/2026	05/31/2027	159 6th Ave S		05/04/2026
12096	Margaret R. Bordanea	00016527	Rental Housing	A	04/28/2026	05/31/2027	1033 7th Ave S		05/04/2026
11836	LJT Holdings, LLC	00016528	Rental Housing	A	04/20/2026	05/31/2027	1037-1039 7th Ave S		05/04/2026
14310	Raymond Grosberg	00016522	Rental Housing	A	04/29/2026	05/31/2027	127 7th Ave S		05/04/2026
15432	Ashley Autio	00016876	Rental Housing	A	04/24/2026	05/31/2027	240 7th Ave S		05/04/2026
14804	Tyler Jensen	00016637	Rental Housing	A	04/20/2026	05/31/2027	702 7th Ave S		05/04/2026
13614	Jill & Maxwell Gierke	00016526	Rental Housing	A	04/27/2026	05/31/2027	801 7th Ave S		05/04/2026

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
14655	New World Housing, LLC	00016643	Rental Housing	A	04/29/2026	05/31/2027	929 7th Ave S		05/04/2026
14805	Kent D. Christophersen	00016649	Rental Housing	A	04/24/2026	05/31/2027	603 8th Ave N		05/04/2026
11968	Greg J. Trombley	00016531	Rental Housing	A	04/30/2026	05/31/2027	1150 8th Ave S		05/04/2026
13234	Christopher Speltz	00016532	Rental Housing	A	04/30/2026	05/31/2027	1219-1221 8th Ave S		05/04/2026
15650	Bernard Nkwango Fonkwa	00016985	Rental Housing	A	04/28/2026	05/31/2027	1239 8th Ave S		05/04/2026
15488	Michael Hanft	00016921	Rental Housing	A	04/17/2026	05/31/2027	1303 8th Ave S		05/04/2026
15761	Peyton Rae Francis	00017222	Rental Housing	A	04/30/2026	05/31/2027	223 8th Ave S	ADU - Rear	05/04/2026
15761	Peyton Rae Francis	00017225	Rental Housing	A	04/30/2026	05/31/2027	223 8th Ave S	Main House	05/04/2026
14557	Stephen & Amanda Deuth	00016955	Rental Housing	A	04/22/2026	05/31/2027	616 9th Ave N		05/04/2026
15743	Gregory John Napier	00017215	Rental Housing	A	04/27/2026	05/31/2027	1107 9th Ave S		05/04/2026
15667	Meghan Louise Wickstrom	00016994	Rental Housing	A	04/27/2026	05/31/2027	129 9th Ave S		05/04/2026
15277	Nathan Daniel Runke	00016791	Rental Housing	A	04/29/2026	05/31/2027	1303 9th Ave S		05/04/2026
14604	MNSF T2 SPE, LLC	00016918	Rental Housing	P	04/23/2026	05/31/2027	920 9th Ave S	MNSF T2 SPE, LLC	05/04/2026
15344	Kelly M Anderson	00016822	Rental Housing	A	04/27/2026	05/31/2027	938 9th Ave S		05/04/2026
15087	James L. Lardani	00016922	Rental Housing	A	04/28/2026	05/31/2027	109 9th St S		05/04/2026
14612	Teresa Shenouda	00016609	Rental Housing	A	04/29/2026	05/31/2027	205 9th St S		05/04/2026
14293	Patrick Dennis Bray	00016541	Rental Housing	A	04/20/2026	05/31/2027	730-732 9th St S		05/04/2026
11948	Todd N. Kuester	00016544	Rental Housing	A	04/29/2026	05/31/2027	208-210 Ash St W		05/04/2026
15273	Nathan Raymond Siebenaler	00016787	Rental Housing	A	04/30/2026	05/31/2027	238 Ash St W		05/04/2026
15492	James Cha Thao	00016928	Rental Housing	A	04/23/2026	05/31/2027	215 Bircher Ave		05/04/2026
15642	Richard Allen Wesley	00016982	Rental Housing	A	04/29/2026	05/31/2027	706 Congress St		05/04/2026
14515	DAR Services of MN, LLP	00016962	Rental Housing	A	04/30/2026	05/31/2027	1125-1127 Dale Pl		05/04/2026
14515	DAR Services of MN, LLP	00016584	Rental Housing	A	04/30/2026	05/31/2027	1129-1131 Dale Pl		05/04/2026
15591	Billee Jo Hall	00016966	Rental Housing	A	04/17/2026	05/31/2027	1203 Eldridge Ave		05/04/2026
15110	Jaime Lynn Lehmeier	00016732	Rental Housing	A	04/17/2026	05/31/2027	150 Frost St W		05/04/2026
14727	MNSF T2 SPE, LLC	00016621	Rental Housing	A	04/24/2026	05/31/2027	257 Frost St W		05/04/2026
14708	Keith Niemi	00016807	Rental Housing	A	04/24/2026	05/31/2027	221 Grand Ave W 104		05/04/2026
12053	Robert Fabbrini	00016563	Rental Housing	A	04/17/2026	05/31/2027	1023 Marie Ave		05/04/2026
15638	Brendan Paul Formanek	00016978	Rental Housing	A	04/29/2026	05/31/2027	243 Park St W		05/04/2026

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
11828	William J. Millinczek	00016566	Rental Housing	A	04/24/2026	05/31/2027	253-255 Park St W		05/04/2026
12718	Charles & Kelly Spavin	00016567	Rental Housing	A	04/28/2026	05/31/2027	1806 Pleasant Ave		05/04/2026
15274	Frazier Recovery Home LLC	00016788	Rental Housing	A	04/29/2026	05/31/2027	211 Poplar St E	Housing with Services - Grandfathered to 6	05/04/2026
15624	Jonathan Leroy Arnold	00016970	Rental Housing	A	04/30/2026	05/31/2027	207-209 Poplar St W		05/04/2026
15335	Hanh Thuy Tuyet Nguyen	00016851	Rental Housing	A	04/22/2026	05/31/2027	217 Richmond St W		05/04/2026
14557	Stephen & Amanda Deuth	00016589	Rental Housing	A	04/22/2026	05/31/2027	1404-1406 Southview Blvd		05/04/2026
12127	Ronald & Tammy Brummund	00016573	Rental Housing	A	04/29/2026	05/31/2027	1810 Southview Blvd		05/04/2026
14749	Andy & Angie Daiber	00016610	Rental Housing	A	04/22/2026	05/31/2027	203-207 Southview Blvd		05/04/2026
15333	Anthony George Sobania	00016816	Rental Housing	A	04/17/2026	05/31/2027	156 Spruce St E		05/04/2026
15618	Adrian Ramos-Noguez	00016969	Rental Housing	A	04/29/2026	05/31/2027	249 Spruce St E		05/04/2026
12290	Kelly Little	00016608	Rental Housing	A	04/30/2026	05/31/2027	901 Spruce St W		05/04/2026
15278	Diego C. Romero	00016792	Rental Housing	A	04/27/2026	05/31/2027	516 Stewart Ave		05/04/2026
15421	Jessamine Homes LLC	00016870	Rental Housing	A	04/20/2026	05/31/2027	132 Warburton St W	Jessamine Homes LLC	05/04/2026
15281	Nam Hoai Tran	00016793	Rental Housing	A	04/27/2026	05/31/2027	209 Warburton St W		05/04/2026
15350	Andrew Charles Newton	00016825	Rental Housing	A	04/22/2026	05/31/2027	961 Warner Ave		05/04/2026
14938	Mark Stassen, Trustee	00016681	Rental Housing	A	04/22/2026	05/31/2027	2208 Wentworth Ave		05/04/2026
15368	Conor Norris Rose	00016834	Rental Housing	A	04/22/2026	05/31/2027	1603 Willis Ave	Duplex - One unit owner occupied	05/04/2026
15228	Soledad Ortiz Flores	00016772	Rental Housing	A	04/17/2026	05/31/2027	1622 Willis Ave		05/04/2026
13776	Everyday Living Holdings, LLC	00017009	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	133 12th Ave N	Housing with Services - Grandfathered to 6	05/04/2026
13776	Everyday Living Holdings, LLC	00017012	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	550 12th Ave N	Housing with Services - Grandfathered to 6	05/04/2026
15059	Snowlight Properties, LLC	00017089	Rental Housing Multi Family Dwelling (4+)	A	04/17/2026	05/31/2027	938 19th Ave N		05/04/2026
15257	Jeffrey Vergara Gapp	00017096	Rental Housing Multi Family Dwelling (4+)	A	04/13/2026	05/31/2027	200 1st Ave S		05/04/2026
12876	Turnberry Enterprises, LLC	00017025	Rental Housing Multi Family Dwelling (4+)	A	04/24/2026	05/31/2027	654 1st Ave S		05/04/2026
15691	Omolayo Ogunnowo	00017208	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	1020 3rd St S		05/04/2026

City of South St Paul City Council Report

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13776	Everyday Living Holdings, LLC	00017028	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	214 4th Ave N	Housing with Services - Grandfathered to 6	05/04/2026
14325	Daniel Busse	00016997	Rental Housing Multi Family Dwelling (4+)	A	04/28/2026	05/31/2027	219 4th Ave S		05/04/2026
15008	Baja Realty, LLC	00017085	Rental Housing Multi Family Dwelling (4+)	A	04/21/2026	05/31/2027	1450 5th Ave S		05/04/2026
13776	Everyday Living Holdings, LLC	00017034	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	202 6th St S	Housing with Services - Grandfathered to 6	05/04/2026
11945	Craig H. Kelm	00017035	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	300 7th Ave S		05/04/2026
14515	DAR Services of MN, LLP	00017044	Rental Housing Multi Family Dwelling (4+)	A	04/30/2026	05/31/2027	1101 Dale Pl		05/04/2026
14515	DAR Services of MN, LLP	00017045	Rental Housing Multi Family Dwelling (4+)	A	04/30/2026	05/31/2027	1115 Dale Pl		05/04/2026
12126	Raymond E. Haselberger, Jr.	00017046	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	1500 Elrose Ct		05/04/2026
11793	Boshra & Fadia Gendy	00017047	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	1509 Elrose Ct		05/04/2026
12126	Raymond E. Haselberger, Jr.	00017079	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	1510 Elrose Ct		05/04/2026
11793	Boshra & Fadia Gendy	00017050	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	1518 Elrose Ct		05/04/2026
11793	Boshra & Fadia Gendy	00017051	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	1526 Elrose Ct		05/04/2026
14289	Dahl Street Properties, L.P.	00017052	Rental Housing Multi Family Dwelling (4+)	A	04/21/2026	05/31/2027	1532 Elrose Ct		05/04/2026
14289	Dahl Street Properties, L.P.	00017053	Rental Housing Multi Family Dwelling (4+)	A	04/21/2026	05/31/2027	1549 Elrose Ct		05/04/2026
11945	Craig H. Kelm	00017055	Rental Housing Multi Family Dwelling (4+)	A	04/29/2026	05/31/2027	822 Marie Ave		05/04/2026
15008	Baja Realty, LLC	00017090	Rental Housing Multi Family Dwelling (4+)	A	04/21/2026	05/31/2027	826 Marie Ave		05/04/2026
14587	Park Apartments LLC	00017072	Rental Housing Multi Family Dwelling (4+)	A	04/09/2026	05/31/2027	105 Park St E		05/04/2026
12363	Waterford Green Ltd Partnership	00017063	Rental Housing Multi Family Dwelling (4+)	A	04/17/2026	05/31/2027	2200 Southview Blvd		05/04/2026

City of South St Paul City Council Report

<u>ID</u>	<u>Company</u>	<u>License #</u>	<u>License Type</u>	<u>Status</u>	<u>Issued</u>	<u>Expires</u>	<u>Address</u>	<u>Complex</u>	<u>Council</u>
11998	Dakota County CDA	00017067	Rental Housing Multi Family Dwelling (4+)	A	04/10/2026	05/31/2027	1720 Thompson Ave		05/04/2026
15016	Tonye E. Bobmanuel	00017115	Rental Housing Multi Family Dwelling (4+)	A	04/30/2026	05/31/2027	838 Wentworth Ave		05/04/2026
12073	Darrell L. Tutewohl	00017069	Rental Housing Multi Family Dwelling (4+)	A	04/17/2026	05/31/2027	844 Wentworth Ave		05/04/2026
15351	Capital City Management, LLC	00017101	Rental Housing Multi Family Dwelling (4+)	A	04/20/2026	05/31/2027	1551 Willis Ave		05/04/2026
12126	Raymond E. Haselberger, Jr.	00017070	Rental Housing Multi Family Dwelling (4+)	A	04/27/2026	05/31/2027	1555 Willis Ave		05/04/2026
10108	Highland Sanitation & Recycling, Inc.	00017117	Trash Hauler	A	04/24/2026	05/31/2027		Residential AND Commercial Routes	05/04/2026
10101	Inver Grove Sanitation	00017158	Trash Hauler	A	04/28/2026	05/31/2027		Residential AND Commercial Routes	05/04/2026
15532	Organic Waste Connections	00017165	Trash Hauler	A	04/29/2026	05/31/2027		Commercial Routes Only	05/04/2026
10097	Aspen Waste Systems Inc.	00017156	Trash Hauler	A	04/20/2026	05/31/2027	2951 Weeks Ave Se	Commercial Routes Only	05/04/2026



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Job Description and Pay Range for Senior Planner Position and Internal Promotion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve the Senior Planner job description and recommended pay range, and approve the promotion of Monika Miller to the position of Senior Planner at Step 5 of the pay range effective May 22, 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 Senior Planner position within the Community Development Department.

Although this is a new position classification within the AFSCME bargaining unit, the City is not adding additional staff. Rather, the Senior Planner position was developed to create a career progression opportunity for employees currently serving in the Associate Planner role. The Senior Planner position will lead complex development reviews, planning initiatives, and special projects.

The job description for the Senior Planner is attached for Council review. Based on both external and internal compensation comparisons, staff recommends a pay range of \$36.79 to \$48.40 per hour for this position.

Staff further recommends promoting Monika Miller, Associate Planner, to the Senior Planner position and placing her at Step 5 of the pay range (\$44.53 per hour), recognizing her qualifications and experience. The effective date of the promotion would be on her anniversary date of May 22, 2026.

SOURCE OF FUNDS

Community Development-Economic Development Budget: 20280

ATTACHMENTS

1. Job Description: Senior Planner



Job Title: Senior Planner

Department: Community Development

Reports To: Planning Manager

Revised:

Bargaining Unit: AFSCME

FLSA Status: Exempt

Employment Status: Full-time

Position Summary

Under the general supervision of the Planning Manager, the Senior Planner position provides advanced professional planning and development work in the areas of land use planning, zoning administration, and environmental planning. The position leads complex development reviews, manages planning initiatives and special projects, and supports economic development efforts, including grant procurement and administration.

The Senior Planner exercises a high degree of independent judgment and serves as a lead staff member on major development projects, policy initiatives, and code updates.

Essential Duties and Responsibilities

Planning & Development Review:

- Lead and conduct review of development applications, including rezoning, subdivision, variance, conditional use, and site plan applications, ensuring compliance with City regulations.
- Serve as lead staff on complex and high-impact development projects requiring Planning Commission and/or City Council review.
- Prepare and present staff reports, findings, ordinances, and resolutions to the Planning Commission, City Council, and Economic Development Authority (EDA).
- Meet with applicants, developers, and stakeholders to resolve planning and zoning issues and recommend solutions.
- Manage and coordinate special planning projects and departmental initiatives.
- Prepare, secure, and administer grants related to development and planning projects.

Zoning Code Administration & Policy Development:

- Interpret and enforce zoning regulations, ordinances, and applicable federal, state, and local laws.
- Review zoning permits and development proposals for code compliance and coordinate with applicants to address deficiencies.
- Lead or assist in updates and amendments to the Comprehensive Plan, zoning ordinance, and City Code.
- Conduct research and analysis on housing, redevelopment, economic development, and land use trends to inform policy decisions.
- Develop and recommend policy, procedural, and regulatory improvements aligned with City goals.

Communication & Public Engagement:

- Provide high-level technical assistance to residents, developers, contractors, and realtors regarding zoning regulations, land use processes, and development requirements.
- Coordinate public hearing processes, including preparation of legal notices, agendas, and supporting documentation, ensuring compliance with statutory timelines and open meeting laws.
- Present planning recommendations and project updates to the Planning Commission, City Council, and EDA.
- Represent the department in community engagement activities and intergovernmental planning efforts.
- Collaborate with other departments on cross-functional projects and initiatives.
- Develop and update departmental forms and informational materials in coordination with communications staff.

Other Duties:

- Maintain accurate records and prepare clear, concise reports and correspondence.
- Attend training and continuing education to maintain professional knowledge and certifications.
- Perform other duties as assigned consistent with the scope and level of the position.

Required Knowledge, Skills, and Abilities

- Knowledge of principles, practices, and techniques of urban planning, land use regulation, and community development.
- Knowledge of zoning administration, urban design, transportation systems, and housing policies.
- Knowledge of research methods and data analysis used in planning and policy development.
- Understanding of public meeting laws, open meeting requirements, and public hearing procedures.
- Ability to interpret and apply federal, state, and local laws, codes and regulations.
- Ability to analyze complex planning issues and develop practical, defensible solutions.
- Strong project management and organizational skills.
- Excellent writing and verbal communication skills, including public presentation abilities.
- Ability to establish and maintain effective working relationships with staff, officials, developers, and the public.

Minimum Qualifications

- Bachelor's degree in Urban Planning, Urban Studies, or closely related field.
- Four (4) or more years of progressively responsible experience in urban planning, zoning administration, or related field; or an equivalent combination of education and experience.
- Demonstrated project management and technical writing skills.
- Valid driver's license or ability to obtain by hire date.

Preferred Qualifications

- Experience working in a municipal or governmental setting.
- Experience with zoning, land use regulations, and development review processes.
- Experience managing complex planning or redevelopment projects.

Conditions of Employment

- Successful completion of a background check following a conditional offer of employment.
- Compliance with all City policies, procedures, and work rules.
- Employment 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.

Work is primarily performed in a standard office environment with occasional fieldwork and site inspections in varying weather conditions. The position requires sitting, standing, walking, and use of a computer and standard office equipment. Occasional physical activities may include lifting, carrying, climbing, or navigation uneven terrain.

The role involves frequent interaction with the public, which may include managing sensitive or challenging situations related to code interpretation and development proposals.

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 accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Notice

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties. Responsibilities may change as organizational needs evolve.



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Joint Powers Agreement with Inver Grove Heights for the Construction of the South Street Reconstruction Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve a Joint Powers Agreement between the City of South St. Paul and the City of Inver Grove Heights for the Construction of the South Street Reconstruction Project (Project 2025-07)

OVERVIEW

The South Street Reconstruction 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. The project also includes pavement rehabilitation along Upper 55th Street E in Inver Grove Heights between 7th Avenue S and Blaine Avenue E.

This is a joint project with the City of Inver Grove Heights. The previous Joint Powers Agreement (approved in June 2025) covered design and bidding. The Joint Powers Agreement for construction designates Inver Grove Heights as the primary administrator of the project who will manage the construction. Costs associated with the legal, engineering, administration, and finance related to the construction of the Project will be split between the Cities based on the prorated percentage of total costs within their respective Cities to the overall total bid amount. The bid opening for this project is on May 26, 2026.

Staff recommends approval of the Joint Powers Agreement between South St. Paul and Inver Grove Heights for the construction of the South Street Reconstruction Project.

SOURCE OF FUNDS

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

ATTACHMENTS

1. 2026 PMI_Construction SSP JPA

**JOINT POWERS AGREEMENT
BETWEEN THE CITY OF INVER GROVE HEIGHTS AND THE
CITY OF SOUTH ST. PAUL FOR THE CONSTRUCTION OF
UPPER 55TH ST/57TH ST REHABILITATION PROJECT
IGH CITY PROJECT NO. 2026-09H
SSP CITY PROJECT NO. 2025-07**

THIS JOINT POWERS AGREEMENT (“Agreement”) is entered into between the **CITY OF INVER GROVE HEIGHTS**, a Minnesota municipal corporation (hereinafter referred to as "Inver Grove Heights") and the **CITY OF SOUTH ST. PAUL**, a Minnesota municipal corporation (hereinafter referred to as "South St. Paul"), with the parties collectively hereinafter referred to as the "Cities".

WHEREAS, as part of the Inver Grove Heights 2026 Pavement Management Initiative, Upper 55th Street from Blaine Avenue to Cahill Avenue will undergo full depth reclamation, ADA upgrades, spot replacement of storm sewer structures, and spot replacement of sidewalk (Inver Grove Heights Project No. 2026-09H); and

WHEREAS, South St. Paul desires to fully reconstruct 57th Street between 7th Avenue South and 5th Avenue South due to the repair of sanitary sewer and replacement of watermain between 8th Avenue South and 5th Avenue South in South St. Paul (South St. Paul Project No. 2025-07); and

WHEREAS, both Cities desire to combine both projects to take advantage of economies of scale for construction bidding and minimize repeated disturbances due to separate construction contracts; and

WHEREAS, Minn. Stat. § 471.59 authorizes two or more governmental units to enter into agreements to jointly or cooperatively exercise any power common to the contracting parties or any similar power.

NOW, THEREFORE, in consideration of their mutual covenants the Cities agree as follows:

1. **Purpose.** Inver Grove Heights and South St. Paul enter into this Agreement for the purpose of completing the bid award, construction administration, and construction of the Project in the manner provided herein.
2. **Administration.** Inver Grove Heights will enter into and administer the contract with a contractor (the “Contractor”) to perform construction of the Project. Inver Grove Heights will also enter into and administer a contract with a consulting engineer firm (the “Consulting Engineer”) and will coordinate the construction administration work of the Consulting Engineer with South St. Paul.
3. **Construction Costs.** The Cities’ out-of-pocket costs relating to the construction of the Project (excluding Engineering Costs as identified in Section 4 of this Agreement), shall be based on the Cities’ share of the awarded bid costs (attached as Exhibit 2), and any construction contract change order or amendments that are approved during the Project directly applicable to the portion of work required on each section of road within each Cities’ respective city limits.
4. **Engineering Costs.** The Cities’ out-of-pocket costs relating to the administration of the Project, including public involvement, agency involvement, contract administration, State Aid coordination, material testing, survey, and project inspection (collectively, “Engineering Costs”), shall be shared based on each Cities’ share of the Construction Costs as identified in Section 3 of this Agreement.
5. **Plans, Specifications, and Award of Contract.** Inver Grove Heights may award the contract for construction to the lowest responsive and responsible bidder in accordance with state law, and upon receipt of written approval from South St. Paul. If a bid is not awarded, this Agreement shall

terminate for the specific project that is not awarded, and all costs incurred as of the date of termination shall be apportioned in accordance with the terms of this Agreement. For reference, the Plans and Specifications are those dated 04/17/2026, and any addendums thereto, and are on file with the Inver Grove Heights Engineering Division (referred to in this Agreement as the "Plans").

6. **Payment.** Inver Grove Heights will administer the contract and act as the paying agent for all payments to the Contractor and Consulting Engineer. Payments to the Contractor and Consulting Engineer will be made as the Project work progresses and when certified by the Inver Grove Heights Authorized Representative. Inver Grove Heights, in turn, will bill South St. Paul for their share of the Construction Costs and Engineering Costs. Upon presentation of an itemized invoice by Inver Grove Heights, the receiving entity shall reimburse Inver Grove Heights for its share of the costs incurred under this Agreement within 35 days from the presentation of the invoice. If any portion of an itemized invoice is questioned by the receiving entity, the remainder of the invoice shall be promptly paid and accompanied by a written explanation of the amounts in question. Payment of any amounts in dispute will be made following good faith negotiation and documentation of actual costs incurred in carrying out the work.

7. **Change Order or Contract Amendments.** Any change orders, supplemental agreements, or amendments to the contract with the Contractor or the Consulting Engineer that affect the Project cost participation must be approved by both Cities in writing prior to execution. Both Cities shall endeavor to provide timely approval of change orders, supplemental agreements, or amendments so as to not delay construction operations.

8. **Amendments.** Any amendments to this Agreement will be effective only after approval by each governing body and execution of a written amendment document by duly authorized officials of each body.

9. **Final Completion.** Final completion and acceptance of the Project work must be approved by both Cities in writing.

10. **Maintenance.** Upon Final Completion of the Project, the maintenance responsibilities of the infrastructure installed shall be the responsibility of each City as it pertains to those improvements constructed in each Cities' limits.

11. **Effective Dates.** This Agreement will be effective upon execution by duly authorized officials of each governing body and shall continue in effect until all work to be carried out in accordance with this Agreement has been completed. Absent an amendment, however, in no event shall this Agreement continue in effect after December 31, 2028.

12. **Rules and Regulations.** The Cities shall abide by Minnesota Department of Transportation standard specifications, rules and contract administration procedures unless amended by the contract specifications.

13. **Indemnification.** Each City will be solely responsible for its own acts and omissions and the results thereof, to the extent authorized by law. The Cities mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages resulting from the acts or omissions of the respective offices, agents, or employees related to activities conducted by each City under this Agreement. Both Cities recognize that liability for any tort claims arising under this Agreement are subject to the provisions of the Minnesota Municipal Tort Claims Law; Minnesota Statutes, Chapter 466. In the event of any tort claims or actions filed against either City, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual Cities. Both Cities shall be listed as additional insured in the contract documents.

14. Employees of Cities. Any and all persons engaged in the work to be performed by one of the Cities shall not be considered employees of the other City for any purpose, including Worker's Compensation, or any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all claims made by any third party as a consequence of any act or omission on the part of a City's employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the other City.

15. Audits. Pursuant to the Minnesota Statutes Sec 16C.05, Subd. 5, any books, records, documents, and accounting procedures and practices of each City relevant to the Agreement are subject to examination by either City and either the Legislative Auditor or State Auditor as appropriate. Each City agrees to maintain these records for a period of six years from the date of performance of all services covered under this Agreement. Inver Grove Heights will be financially responsible for the cost of the audit.

16. Integration and Continuing Effect. The entire and integrated agreement of the Cities contained in this Agreement shall supersede all prior negotiations, representations or agreements between the Cities regarding the Project; whether written or oral. All agreements for future maintenance or cost responsibilities shall survive and continue in full force and effect after completion of the improvements provided for in this Agreement.

17. Authorized Representatives. The authorized representatives for the purpose of the administration of this Agreement are:

City of Inver Grove Heights

Paul Merchlewicz, City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
Office: 651-450-2500
pmerchlewicz@ighmn.gov

City of South St. Paul

Kelsey Gelhar, City Engineer
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075
kgelhar@sspmn.org

All notices or communications required or permitted by this Agreement shall be either hand delivered or mailed by certified mail, return receipt requested, to the above addresses. Any City may change its address by written notice to the other Parties. Mailed notice shall be deemed complete two business days after the date of mailing.

18. Cooperation. The Cities agree to cooperate in the use of resources, including available right-of-way to complete the Project as a whole, to the extent feasible and to the extent permitted by law. The Cities further agree to cooperate in the administration of the contract and completion of the Project, including cooperating in resolving any disputes the Cities may have with the contractor(s) both during the project and following completion of the Project.

IN WITNESS THEREOF, the Cities have caused this agreement to be executed by their duly authorized officials.

CITY OF SOUTH ST. PAUL

AND: _____
Its City Clerk

BY: _____
Its Mayor

CITY OF INVER GROVE HEIGHTS

Its Mayor

AND: _____
Its City Clerk

BY: _____



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: Engineering
PREPARED BY: Kelsey Gelhar
AGENDA ITEM NUMBER: 8.F.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Accept Bids and Award a Construction Contract - 2026 Lead Service Line Replacement Project

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2026-58 RESOLUTION ACCEPTING BIDS AND AWARDING CONSTRUCTION CONTRACT FOR THE 2026 LEAD SERVICE LINE REPLACEMENT (PROJECT NO. 2025-04) TO BITUMINOUS ROADWAYS, INC.

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. Approximately 400 properties signed up to be part of the 2026 replacement project.

The City published an advertisement for bids for the 2026 Lead Service Line Replacement Project (Project No. 2025-04). The bid opening was held on April 29, 2026, and one bid was received.

CONTRACTOR	BID
Bituminous Roadways, Inc.	\$2,661,599.00

The Engineer's Estimate at the time of bidding was \$2,364,788.00.

Staff reviewed the bid proposal and determined that Bituminous Roadways, Inc. is the lowest responsible bidder with a total bid amount of \$2,661,599.00.

Staff recommends approval of Resolution 2026-58, awarding the construction contract for the base bid of the 2026 Lead Service Line Replacement Project to Bituminous Roadways, Inc. in the amount of \$2,661,599.00.

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 2026-58 - Award Contract 2026 LSLR
2. 2026 LSLR - Award Recommendation Letter

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-58

**RESOLUTION ACCEPTING BIDS AND AWARDING CONSTRUCTION CONTRACT
FOR THE 2026 LEAD SERVICE LINE REPLACEMENT PROJECT (PROJECT NO.
2025-04) TO BITUMINOUS ROADWAYS, INC.**

WHEREAS, pursuant to advertisement for bids for the improvements outlined in the 2026 Lead Service Line Replacement Project (Project No. 2025-04), the bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

CONTRACTOR	TOTAL BID
Bituminous Roadways, Inc.	\$2,661,599.00

AND WHEREAS, it appears that Bituminous Roadways, Inc. is the lowest responsible bidder;

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into the attached contract with Bituminous Roadways, Inc. in the name of the City of South St. Paul for the improvements outlined in the base bid and bid alternate of the 2026 Lead Service Line Replacement Project (Project 2025-04) according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted this 4th day of May 2026.

City Clerk



Building a Better World
for All of Us®

April 29, 2026

RE: City of South Saint Paul, MN
2026 Lead Service Line Replacement
SEH No. SSTPA 186425

City of South Saint Paul, MN
125 Third Avenue N
South St Paul, MN 55075

Bids on the referenced project were opened via Microsoft Teams at 11:00 AM on Wednesday, April 29, 2026. One bid was received, and is summarized with the Engineer's estimate as follows:

<u>Contractor</u>	<u>Bid</u>
Bituminous Roadways, Inc.	\$2,661,599.00
Engineer's Estimate	\$2,364,788.00

SEH has reviewed the bid and recommends that the City award a contract to Bituminous Roadways, Inc. for their bid amount of \$2,661,599.00.

If you require further information or have any questions, please do not hesitate to call me at 612.255.4040 or email bhare@sehinc.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Hare", is written over a light gray rectangular background.

Brian Hare, PE (MN)
Project Manager

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10650 Red Circle Drive, Suite 500, Minnetonka, MN 55343

952.912.2600 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



CITY COUNCIL AGENDA REPORT

DATE:

May 4, 2026

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Monika Miller

AGENDA ITEM NUMBER:

8.G.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve a Lot Split for a Tax Parcel Owned by the Metropolitan Council

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2026-59 approving a lot split for a property owned by the Metropolitan Council

OVERVIEW

Background

Minnesota Statute Section 272.162 enables the City Council to review and restrict certain transfers of real property within the municipality, if the municipality has affirmatively acted to assume that authority. On September 21, 1987, the City Council of South St. Paul adopted a resolution to assume and undertake the authority conferred by the State. Pursuant to the authority granted by Minnesota Statutes Section 272.162, the Dakota County Recorder's Office will not record property splits until instructed by the City of South St. Paul. This process enables City staff to verify that all proposed lot splits meet applicable City Codes.

Analysis of Lot Split Petition

The City received an application from the Metropolitan Council to split their parcel at 680 Verderosa Avenue. The parcel is located directly south of Interstate 494 and west of the DNR Boat Launch site. The parcel is largely undeveloped, other than the Metro Sewer Board's lift station and the access drive to the parking lot for the DNR Boat Launch. The property will be included in the Wakota North 2nd Addition plat. The plat, which was approved in February 2026, will create new road right-of-way to extend Verderosa Avenue south of its current terminus at the DNR Boat Launch site and then west to Marley Danner Drive, which connects to Hardman Avenue South. The road serves as an important step toward establishing a new Public Works facility and will improve access to the recreational amenities at the DNR Boat Launch Park.

The configuration of the Metropolitan Council's existing lot will change when the Wakota North 2nd Addition plat is recorded, as the new Verderosa Avenue right-of-way will divide the lot. To reduce potential title complications at the time of recording, Dakota County has recommended

the Metropolitan Council split their existing lot to align its orientation with the property boundaries shown on the Wakota North 2nd Addition plat. To achieve this, the existing 5.6-acre lot will need to be divided into two lots with the configuration shown on Attachment 3. The Metropolitan Council will retain the larger 5.4-acre parcel. This parcel will contain the lift station and several other existing Metropolitan Council facilities. The smaller .2-acre parcel will be deeded to the City of South St. Paul after the lot split is approved. The smaller parcel will be combined with the City's other parcels through the platting process to avoid it becoming a stand-alone lot.

The lot split will not result in the creation of any setback nonconformities for either the Metropolitan Council parcel or the City of South St. Paul parcel. The City of South St. Paul parcel will be slightly smaller than the minimum allowable lot size in the I, Industrial District at the time of the lot split; however, this parcel will be combined with several larger, adjacent city-owned parcels as part of the plat so a lot size variance is not required. No new buildable lots will be created as a result of this lot split, so park dedication fees are not required.

SOURCE OF FUNDS

ATTACHMENTS

1. Resolution 2026-59- Met Council Lot Split
2. Existing Parcel Configuration
3. Certificate of Survey for Lot Split
4. Wakota North 2nd Addition Final Plat
5. Applicant's Narrative

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-59

**RESOLUTION APPROVING A LOT SPLIT FOR A TAX PARCEL OWNED BY THE
METROPOLITAN COUNCIL**

WHEREAS, Dakota County Tax Parcel 36-83210-010-10 is located in the City of South St. Paul, Dakota County, Minnesota; and

WHEREAS, Dakota County Tax Parcels 36-83210-010-10 is owned by the Metro Sewer Board, a subsidiary of the Metropolitan Council; and

WHEREAS, an application has been made by the Metropolitan Council to the City Council to approve a minor subdivision of Tax Parcel 36-83210-010-10 which is described as follows:

Lot 1, Block 1, Wakota North, according to the recorded plat thereof Dakota County, Minnesota.

Torrens Property
Certificate of Title No. 175805

WHEREAS, the applicant would like to split Tax Parcel 36-83210-010-10 into two new parcels as shown on the survey (Attachment A) in preparation for the land to be subdivided as is shown on the final plat for Wakota North 2nd Addition; and

WHEREAS, the smaller lot that is created as a result of the subdivision will be transferred to the City of South St. Paul as is denoted on the survey; and

WHEREAS, after the subdivision, the result would be that no new buildable lots are created by the split and transfer of the property; and

WHEREAS, the City Council has duly considered the application;

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

1. Subdivision. Approval is hereby given for a lot split of Tax Parcel 36-83210-010-10 resulting in two parcels that are legally described as follows:

Parcel 1 (Metropolitan Council Parcel)

That part of Lot 1, Block 1, WAKOTA NORTH, according to the recorded plat thereof, Dakota County, Minnesota, which lies westerly of the following described line:

Commencing at the most northerly corner of said Lot 1; thence South 16 degrees 57 minutes 49 seconds East, an assumed bearing along the east line of said Lot 1, a distance of 293.96 feet to an easterly corner of said Lot 1; thence South 74 degrees 48 minutes 17 seconds West, along a southeasterly line of said Lot 1, a distance of 118.57 feet to the point of beginning of said line to be described; thence northeasterly 63.65 feet along a non-tangential curve concave to the southeast, having a radius of 149.00 feet, a central angle of 24 degrees 28 minutes 27 seconds and a chord which bears North 08 degrees 38 minutes 19 seconds East; thence North 20 degrees 52 minutes 33 seconds East, tangent to last said curve, a distance of 59.35 feet; thence northeasterly 57.34 feet along a tangential curve, concave to the northwest, having a radius of 215.00 feet and a central angle of 15 degrees 16 minutes 49 seconds; thence North 05 degrees 35 minutes 43 seconds East, tangent to last said curve, a distance of 61.40 feet; thence northerly 78.18 feet along a tangential curve concave to the west, having a radius of 333.00 feet and a central angle of 13 degrees 27 minutes 07 seconds and said line there terminating.

Parcel 2 (City of South St. Paul Parcel)

That part of Lot 1, Block 1, WAKOTA NORTH, according to the recorded plat thereof, Dakota County, Minnesota, which lies easterly of the following described line:

Commencing at the most northerly corner of said Lot 1; thence South 16 degrees 57 minutes 49 seconds East, an assumed bearing along the east line of said Lot 1, a distance of 293.96 feet to an easterly corner of said Lot 1; thence South 74 degrees 48 minutes 17 seconds West, along a southeasterly line of said Lot 1, a distance of 118.57 feet to the point of beginning of said line to be described; thence northeasterly 63.65 feet along a non-tangential curve concave to the southeast, having a radius of 149.00 feet, a central angle of 24 degrees 28 minutes 27 seconds and a chord which bears North 08 degrees 38 minutes 19 seconds East; thence North 20 degrees 52 minutes 33 seconds East, tangent to last said curve, a distance of 59.35 feet; thence northeasterly 57.34 feet along a tangential curve, concave to the northwest, having a radius of 215.00 feet and a central angle of 15 degrees 16 minutes 49 seconds; thence North 05 degrees 35 minutes 43 seconds East, tangent to last said curve, a distance of 61.40 feet; thence northerly 78.18 feet along a tangential curve concave to the west, having a radius of 333.00 feet and a central angle of 13 degrees 27 minutes 07 seconds and said line there terminating.

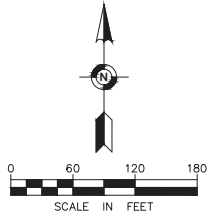
2. Lot To Be Combined Through Plat. The City of South St. Paul parcel that will be created as a result of the lot split will not meet the minimum lot size requirements for a property with I, Industrial zoning. A variance is not necessary because the parcel will be combined with the adjoining parcels through the Wakota North 2nd Addition plat.
3. City Responsible for Lot Split Resolution. The City of South St. Paul shall record the lot split resolution on behalf of the Metropolitan Council upon approval of the resolution.

Adopted this 4th day of May 2026.

City Clerk

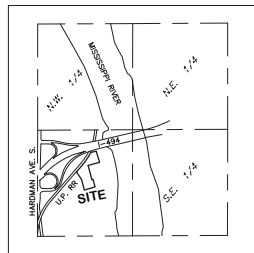
ATTACHMENTS

A- Certificate of Survey for Metropolitan Council

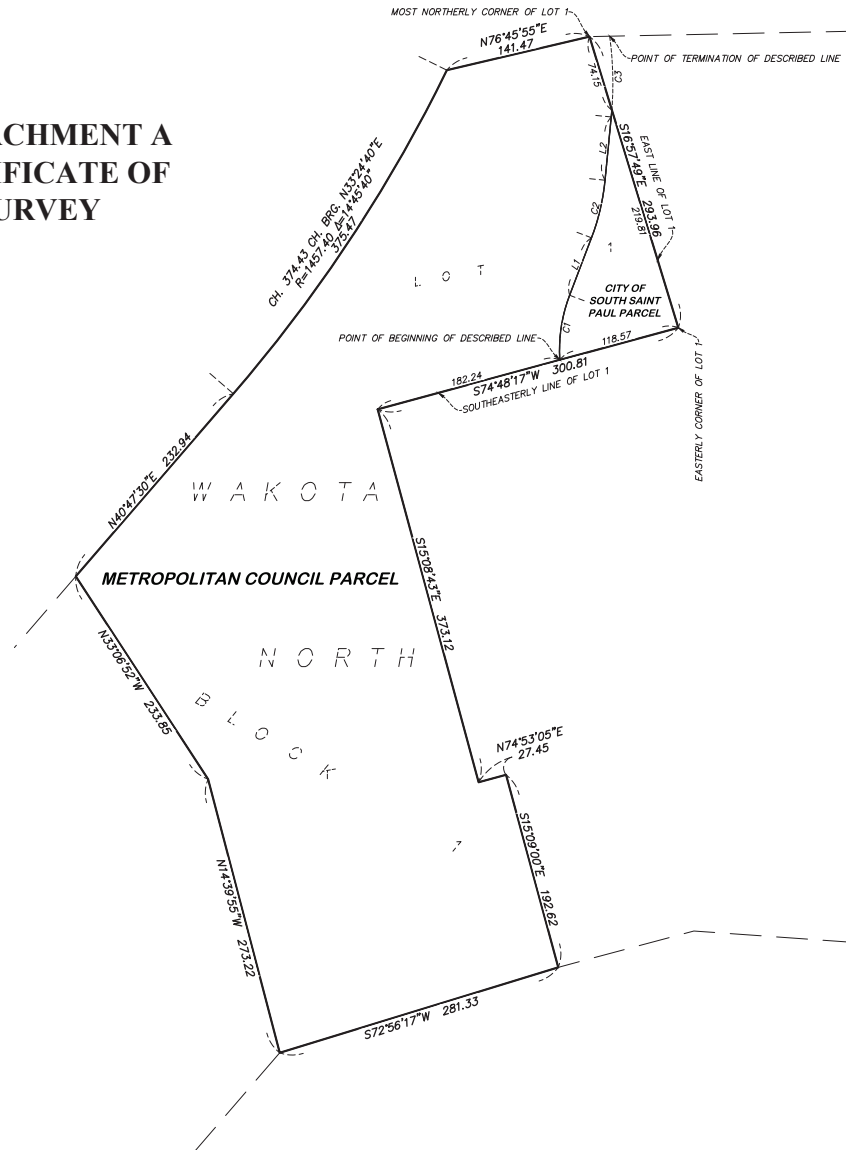


ATTACHMENT A CERTIFICATE OF SURVEY

Line & Curve Table					
Line #/Curve #	Length	Direction/Delta	Radius	Chord Bearing	Chord Length
C1	63.65	24°28'27"	149.00	N08°38'19"E	63.16
L1	59.35	N20°52'33"E			
C2	57.34	15°16'49"	215.00	N13°14'08"E	57.17
L2	61.40	N05°35'43"E			
C3	78.18	13°27'07"	333.00	N01°07'50"W	78.00



S.W. 1/4, SEC. 26, TWP. 28 N, RGE. 22 W
VICINITY MAP
NOT TO SCALE



CERTIFICATE OF SURVEY FOR: Metropolitan Council

PARENT PARCEL LEGAL DESCRIPTION:

Metropolitan Council, is fee owner of the following described property:

Lot One (1), Block (1), WAKOTA NORTH, according to the recorded plat thereof Dakota County, Minnesota.

Torrans Property
Certificate of Title No. 175805

PROPOSED LEGAL DESCRIPTIONS:

The Metropolitan Council Parcel is described as follows:

That part of Lot 1, Block 1, WAKOTA NORTH, according to the recorded plat thereof, Dakota County, Minnesota, which lies westerly of the following described line:

Commencing at the most northerly corner of said Lot 1; thence South 16 degrees 57 minutes 49 seconds East, an assumed bearing along the east line of said Lot 1, a distance of 293.96 feet to an easterly corner of said Lot 1; thence South 74 degrees 48 minutes 17 seconds West, along a southeasterly line of said Lot 1, a distance of 118.57 feet to the point of beginning of said line to be described; thence northeasterly 63.65 feet along a non-tangential curve concave to the southeast, having a radius of 149.00 feet, a central angle of 24 degrees 28 minutes 27 seconds and a chord which bears North 08 degrees 38 minutes 19 seconds East; thence North 20 degrees 52 minutes 33 seconds East, tangent to last said curve, a distance of 59.35 feet; thence northeasterly 57.34 feet along a tangential curve, concave to the northwest, having a radius of 215.00 feet and a central angle of 15 degrees 16 minutes 49 seconds; thence North 05 degrees 35 minutes 43 seconds East, tangent to last said curve, a distance of 61.40 feet; thence northerly 78.18 feet along a tangential curve concave to the west, having a radius of 333.00 feet and a central angle of 13 degrees 27 minutes 07 seconds and said line there terminating.

The City of South Saint Paul Parcel is described as follows:

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GENERAL SURVEY NOTES:

- The orientation of this bearing system is based on the Dakota County coordinate grid (NAD 83-2011 Adj.).
- The legal description information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by DCA Title - The Title Team as agent for Old Republic National Title Insurance Company, Commitment No. DC252224 dated August 27, 2025 at 7:00 am.
- The total area of the parent property described herein is 249,462 square feet or 5.72686 acres. The Metropolitan Council Parcel described herein is 236,964 square feet or 5.43991 acres. The City of South Saint Paul Parcel described herein is 12,498 square feet or 0.28691 acres.

CERTIFICATION:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date of signature: April 20, 2026.

Christopher A. Teredo
Christopher A. Teredo
Minnesota License No. 53536
cteredo@efnsurvey.com

FIELD BOOK	PAGE	FIELDWORK CHIEF:	REVISIONS	
			NO.	DATE
				DESCRIPTION
DRAWING NAME:		DRAWN BY:		
JOB NO. 42934		CHECKED BY:		
FILE NO.		GAT		

CERTIFICATE OF SURVEY

SURVEY FOR:

Metropolitan Council

PROPERTY ADDRESS:

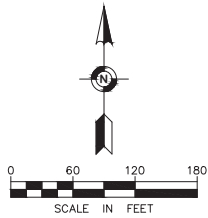
680 Verderosa Avenue
South Saint Paul, Minnesota 55075
Dakota County Tax PID 36-83210-01-010



475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 446-3501
WWW.EFNSURVEY.COM
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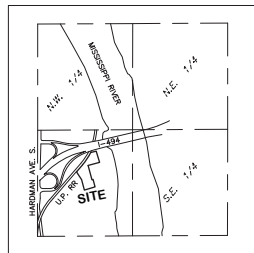
**ATTACHMENT 2
EXISTING PARCEL CONFIGURATION**



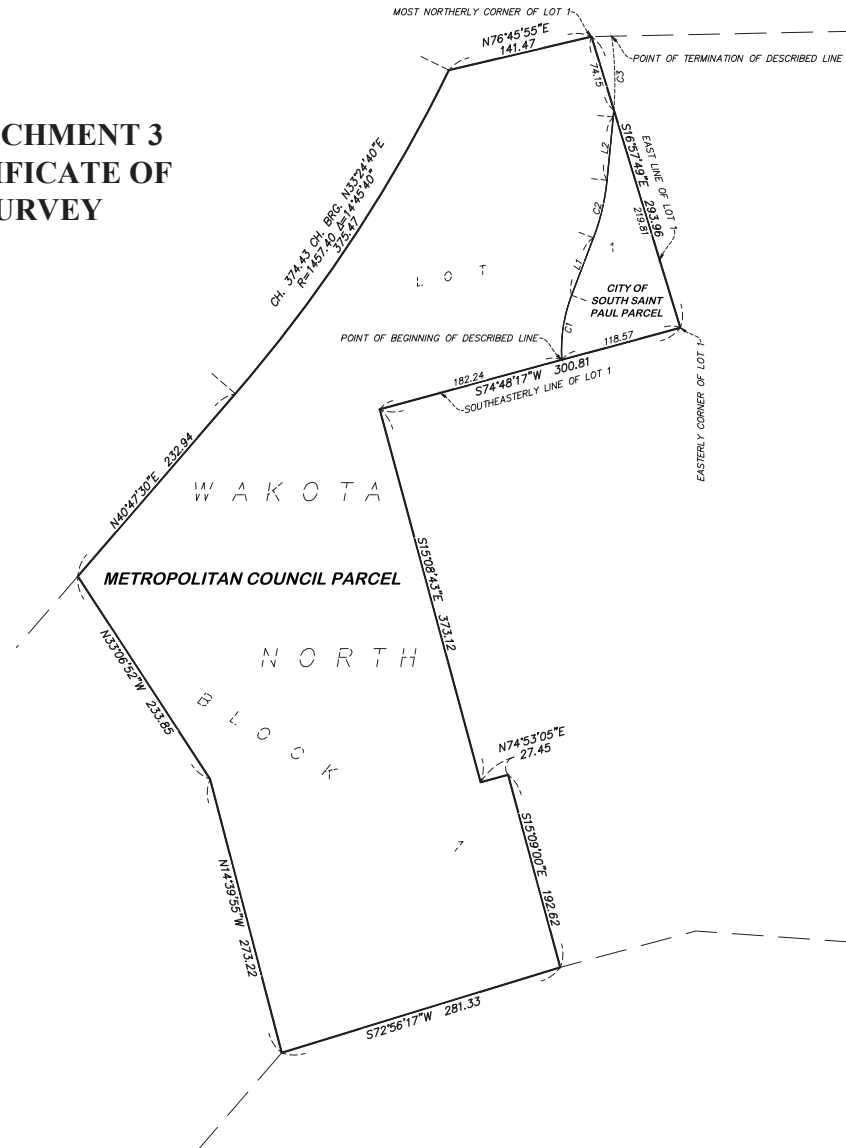


ATTACHMENT 3 CERTIFICATE OF SURVEY

Line & Curve Table					
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S.W. 1/4, SEC. 26, TWP. 28 N, RGE. 22 W
VICINITY MAP
NOT TO SCALE



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CERTIFICATION:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date of signature: April 20, 2026.


Christopher A. Teresio
Minnesota License No. 53536
cteresio@efnsurvey.com

FIELD BOOK	PAGE	FIELDWORK CHIEF:	REVISIONS	
			NO.	DATE
				DESCRIPTION
DRAWING NAME:		DRAWN BY:		
JOB NO. 42934		CHECKED BY:		
FILE NO.		GAT		

CERTIFICATE OF SURVEY

SURVEY FOR:

Metropolitan Council

PROPERTY ADDRESS:

680 Verderosa Avenue
South Saint Paul, Minnesota 55075
Dakota County Tax PID 36-83210-01-010



475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3501
WWW.EFNSURVEY.COM
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WAKOTA NORTH 2ND ADDITION

ATTACHMENT 4 FINAL PLAT

Line #	Length	Direction
L1	59.35	N20°52'33"E
L2	61.40	N00°30'43"E
L3	61.40	S00°30'43"W
L4	59.35	S20°52'33"W

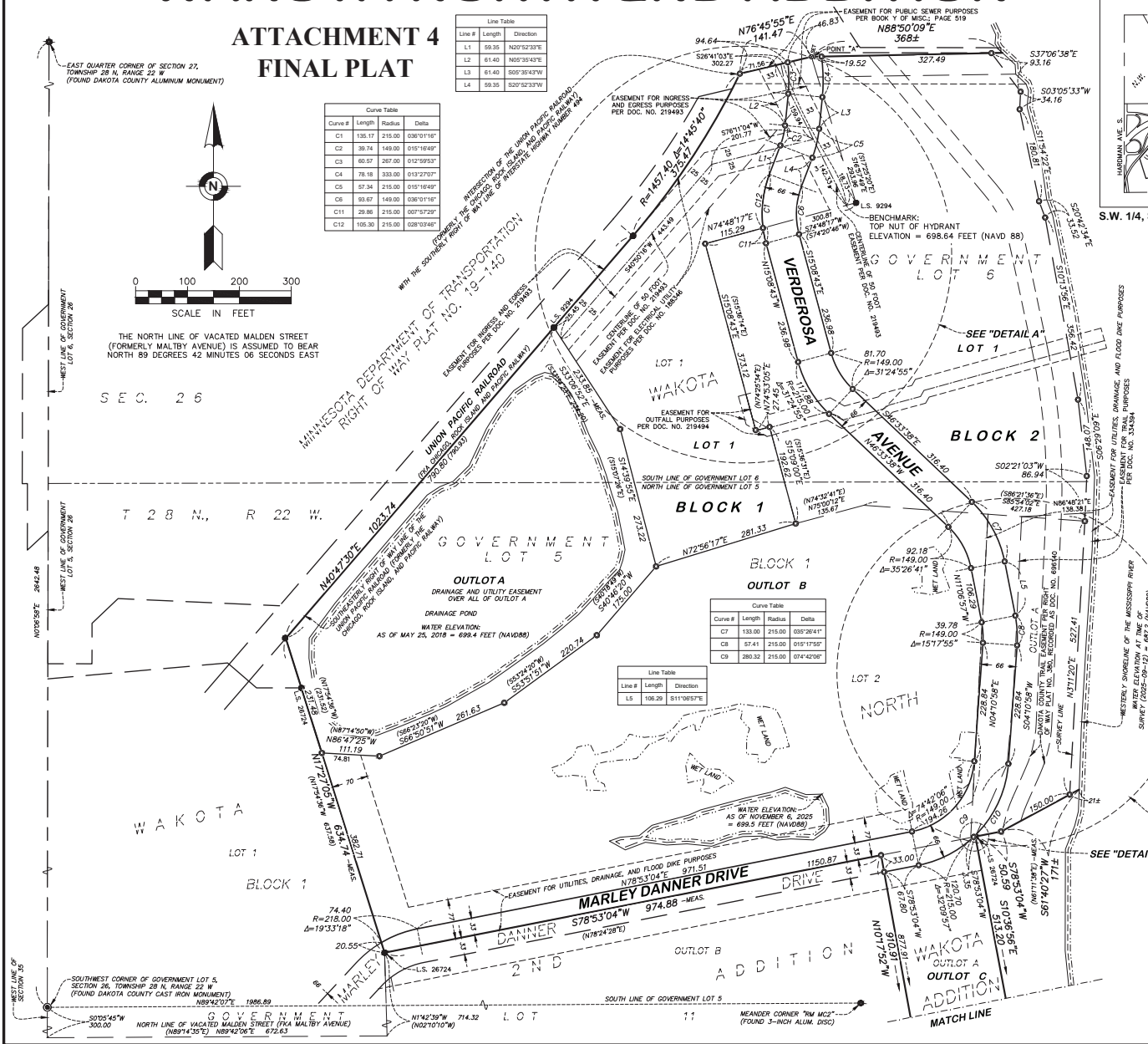
Curve #	Length	Radius	Delta
C1	135.17	215.00	038°0'11"
C2	30.74	149.00	010°16'49"
C3	60.57	267.00	012°59'53"
C4	78.18	333.00	013°27'07"
C5	57.34	215.00	010°16'49"
C6	60.57	149.00	038°0'11"
C11	29.86	215.00	007°57'29"
C12	105.30	215.00	028°03'08"



THE NORTH LINE OF VACATED MALDEN STREET (FORMERLY MALBY AVENUE) IS ASSUMED TO BEAR NORTH 89 DEGREES 42 MINUTES 06 SECONDS EAST

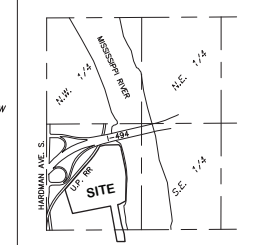
SEC. 26

T 28 N., R 22 W.

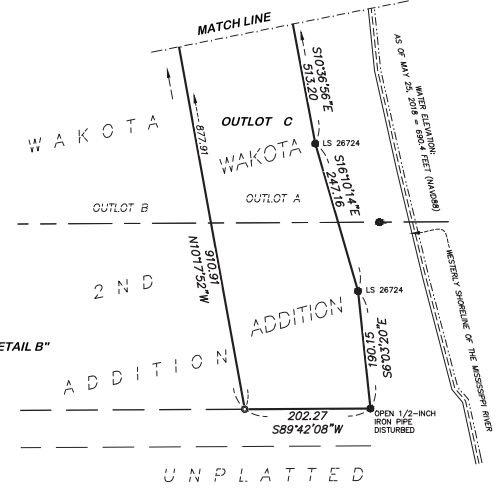
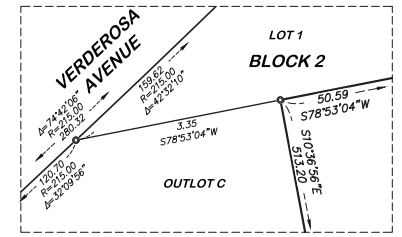


Line #	Length	Direction
L5	106.30	S11°08'57"E

Curve #	Length	Radius	Delta
C7	133.00	215.00	037°26'41"
C8	57.41	215.00	010°17'55"
C9	280.32	215.00	074°42'08"



- FOUND CAST IRON MONUMENT
- FOUND 1/2 INCH IRON PIPE, UNLESS OTHERWISE NOTED
- FOUND ALUMINUM DISC
- SET 1/2 INCH X 1/4 INCH IRON PIPE MARKED WITH LICENSE NUMBER 53536
- SET PK NAIL AND WASHER MARKED WITH LICENSE NUMBER 53536
- SET 10 (N89°4'25'E) RECORD BEARING (234.20) RECORD DISTANCE -MEAS. MEASURED DISTANCE
- BENCHMARK - MINNESOTA DEPARTMENT OF TRANSPORTATION BENCHMARK "WALSER" ELEVATION = 720.85 (NAVD88)
- BENCHMARK - MINNESOTA DEPARTMENT OF TRANSPORTATION BENCHMARK "1985 AU 1" ELEVATION = 716.18 (NAVD88)
- SITE BENCHMARK - TOP OF HYDRANT LOCATED ON THE WEST SIDE OF VERDEROSA AVE., SOUTH OF THE PROPERTY ENTRANCE. ELEVATION = 698.64 FEET. (NAVD 88)



SHEET 2 OF 4 SHEETS

**ATTACHMENT 5
APPLICANT'S NARRATIVE**

April 21, 2026

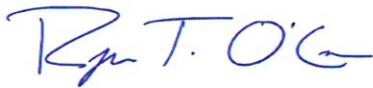
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

Re: Tax Parcel Lot Split for Metropolitan Council Property (PID # 36-83210-01-010)

To Whom It May Concern,

The Metropolitan Council currently owns a 5.7-acre parcel in South St. Paul that is legally described as Lot 1, Block 1, Wakota North. This parcel will be included in the Wakota North 2nd Addition plat. The existing configuration of this parcel will change as a result of the plat as a new road will divide the existing lot. In preparation for the plat, Dakota County has encouraged the City of South St. Paul to set up new boundaries for this parcel to avoid creating a lot with a divided interest which would hinder the platting process. To prepare Lot 1, Block 1, Wakota North for replatting, we authorize the City to apply for a lot split on our behalf to align the orientation of our existing lot with the future orientation for the parcel. Upon the successful division of this lot, the parcel will be deeded to the City.

Thank you,



Ryan O'Connor
Regional Administrator
Metropolitan Council



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: Human Resources
PREPARED BY: Shelly Anderson
AGENDA ITEM NUMBER: 8.H.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Contingent Employment Offer to D. Rhode as Public Works Maintenance Worker.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve contingent hire of Daniel Rhode to the position of Public Works Maintenance Worker in the Streets Department.

OVERVIEW

City Council accepted a letter of retirement from former Public Works Maintenance Worker R. Fries and authorized the recruitment process to fill the vacancy at the March 2, 2026, council meeting.

An internal job posting for the position was issued on March 3, 2026, followed by an external job posting on March 17, 2026. Four applicants were selected for interviews and interviews were conducted on April 17, 2026.

The interview panel consisted of Howard Steenberg, Public Works Director; Melissa Blair, Asst. to Public Works Director; and Shelly Anderson, Asst. City Administrator/HR Director. Following the interview process, a conditional offer of employment was extended to Daniel Rhode.

Mr. Rhode is currently employed as an operator/driver and has extensive experience in commercial paving and milling. He also has experience with snow removal and operating large and small equipment. He holds a Class A CDL.

The Maintenance Worker position falls within the Teamsters bargaining unit; therefore, terms and conditions of employment are governed by the collective bargaining agreement between the City and the union.

Staff recommends approval of the hiring of Daniel Rhode to the position of Maintenance Worker contingent upon successful completion of the hiring process. Based on his experience, staff recommends placing Mr. Rhode at Step 2 of the Maintenance Worker pay range, at a rate of \$37.30 per hour. All other terms and conditions of employment will be consistent with the collective bargaining unit.

SOURCE OF FUNDS

Public Works Budget: 10320

ATTACHMENTS

1. Applicant_Rhode, Dan_REDACTED



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.I.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Resolution 2026-061, Charitable Gambling Permit — Concurrence to Conduct Excluded Bingo, Kaposia Days Committee.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approval of Resolution 2026-061, Concurring with the Application to Conduct Excluded Bingo for Kaposia Days Committee.

OVERVIEW

The Kaposia Days Committee is applying to the Minnesota Gambling Control Board to conduct excluded Bingo on Saturday, June 27th and Sunday, June 28th in conjunction with the Kaposia Days Festival.

The application to Conduct Excluded Bingo, (LG240B) form has been reviewed and staff recommends approval of Resolution No. 2025-061.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2026-061

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-061

**RESOLUTION CONCURRING WITH THE APPLICATION OF EXCLUDED BINGO
BY THE KAPOsia DAYS COMMITTEE BEING MADE THE MINNESOTA
GAMBLING CONTROL BOARD.**

WHEREAS, the Kaposia Days Committee is seeking approve of an application to conduct excluded bingo from the Gambling Control Board to be conducted on Saturday, June 27th and Sunday, June 28th in conjunction with the Kaposia Days Festival and

WHEREAS the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the South St. Paul City Council hereby concurs with the issuance of a Excluded Bingo Permit by the Gambling Board to the Kaposia Days Committee on June 27th & 28th, 2026 in South St. Paul, Minnesota.

Adopted this 4th day of May 2026.

City Clerk



CITY COUNCIL AGENDA REPORT

DATE: May 4, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 8.J.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Charitable Gambling Premises Permit - Spartan End Zone

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approval of Resolution 2026-050

OVERVIEW

A request has been received from Spartan End Zone for a Charitable Gambling Premises Permit to conduct lawful gambling activities at Petey's BBQ, located at 1519 5th Avenue South, South St. Paul, Minnesota.

Spartan End Zone is a 501(c)(3) nonprofit organization registered with the State of Minnesota. The organization is currently licensed by the Minnesota Gambling Control Board and is authorized to conduct lawful gambling activities. Staff has reviewed the application and finds that Spartan End Zone meets all qualifications for issuance of a premises permit, including all applicable City and State requirements for lawful gambling.

The organization does not currently hold any other premises permits within the City of South St. Paul.

The applicant has been advised of the City's trade area requirements as outlined in City Code Section 11-4(4), which defines the trade area as the cities of South St. Paul, Inver Grove Heights, Newport, St. Paul, and West St. Paul, Minnesota, and how those requirements pertain to Sections 11-13 and 11-14.

Trade Area Requirements Pursuant to Section 11-13 – Designated Trade Area: During each calendar year, every licensed organization with a premises permit within the city must expend 55 percent of lawful purpose expenditures on lawful purposes conducted within the city's designated trade area. This requirement applies only to lawful purpose expenditures derived from gross profits from gambling conducted at a premises within the city.

Reporting Requirements Pursuant to Section 11-14 – Records and Reporting: Licensed organizations must file with the City Clerk one copy of all records and reports required to be filed with the Minnesota Gambling Control Board, in accordance with Minnesota Statutes

Chapter 349, on or before the date they are due to the Board.

In addition, organizations must file an annual report with the city demonstrating compliance with the trade area spending requirements established in Section 11-13.

The annual compliance report must be submitted on a city-prescribed form within 60 days of June 30 and must report proceeds received during the calendar year.

Staff recommends approval of Resolution 2026-050.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Resolution 2026-050, Charitable Gambling Premises Pit - Spartan End

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO. 2026-050

**RESOLUTION APPROVING A LAWFUL GAMBLING PREMISES PERMIT
APPLICATION FOR SPARTAN END ZONE AT PETEY’S BBQ**

WHEREAS, Spartan End Zone is a 501(c)(3) nonprofit organization and a charitable organization registered with the Minnesota Secretary of State; and

WHEREAS, the City of South St. Paul has received an application from Spartan End Zone for approval of a premises permit to conduct lawful gambling activities at Petey’s BBQ, 1519 5th Avenue South, South St. Paul, Minnesota; and

WHEREAS, the proposed gambling premises is located within the corporate limits of the City of South St. Paul; and

WHEREAS, the City Council has reviewed the application and finds no objection to the issuance of the premises permit by the Minnesota Gambling Control Board;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH ST. PAUL, MINNESOTA, that the City Council hereby approves the application of Spartan End Zone for a premises permit to conduct lawful gambling activities at Petey’s BBQ, 1519 5th Avenue South, South St. Paul, Minnesota, and directs the appropriate city official to certify this resolution for submission with the state application.

Adopted by the City Council of the City of South St. Paul, Minnesota, this 4th day of May, 2026.

City Clerk