



PUBLIC SAFETY COMMITTEE MEETING

MUNICIPAL CENTER LOBBY CONFERENCE ROOM

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

TUESDAY, FEBRUARY 4, 2020

7:00 A.M.

1. Welcome/Roll Call

2. Adoption Of Agenda

3. Previous Minutes

A. Minutes Of December 3, 2019

Documents:

[12-03-19 PUBLIC SAFETY COMMITTEE MEETING MINUTES.PDF](#)

4. New Business

A. Crosswalk Signage/Striping Gaps; Sidewalk Gaps

Documents:

[REPORT - CROSSWALKS AND SIDEWALK_TRAIL GAPS.PDF](#)
[SIDEWALKS TRAILS AND CROSSWALKS.PDF](#)

B. Parking Change Recommendations At Kathleen/Westview

Documents:

[REPORT - PARKING CHANGES ON KATHLEEN AND WESTVIEW.PDF](#)
[KATHLEEN DRIVE NO PARKING.PDF](#)

C. Carrie Street Traffic Calming

Documents:

[REPORT - CARRIE ST TRAFFIC CALMING.PDF](#)

D. NeighborWorks Housing Rehab Program Follow-Up

Documents:

[REPORT - HOUSING REHAB DISCUSSION.PDF](#)
[100K HOMES WATCH AREAS 6.17.19.PDF](#)
[HOUSINGCONDITIONSSURVEY_SF_DIST.PDF](#)

E. Public Safety Committee Scope

Documents:

[REPORT - PUBLIC SAFETY COMMITTEE SCOPE.PDF](#)

5. **Old Business**

6. **Adjourn**

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4108 or email ADA@wspmn.gov at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

City of West St. Paul
Public Safety Committee
December 3, 2019

In attendance:

Chair Fernandez
Member Berry
Member Eng-Sarne
City Manager Ryan Schroeder
Int. Police Chief Brian Sturgeon
Community Development Director Jim Hartshorn

1. The Chair called the meeting to order at 7:00 a.m.
2. The Chair asked if any changes to the agenda, there were none.
3. The Chair asked for approval of minutes from October 22, 2019. Motion by Berry, second by Eng-Sarne. All voted aye.
4. The Chair asked if the committee was interested in suggesting a name change for the committee given discussion to date seems broader than just public safety issues. Consensus was that discussion could be addressed by Council of the whole
5. The committee took up items B-E on the agenda as a single topic given that the all involved mapping. Discussion included housing values and what the City has done in the past to stabilize the housing stock including purchase, demo, and sale. There was discussion that the current market may support more of a rehab program; at issue is how to fund a program. Staff has tentatively scheduled Neighbor Works into a near term Council discussion on the topic and has proposed housing rehab dollars being allocated within the existing commercial rehab programs of the Economic Development Authority. Interim Chief Sturgeon walked the committee through the on-line crime mapping tool, which will also be on the next Council agenda. A summary update of problem properties was provided to the committee. The committee suggested that Council as a whole receive similar periodic updates.
6. The committee, by consensus suggested that we continue participation in St. Paul's Cinco de Mayo event similar to the 2019 event.
7. Under other business, the committee discussed the Women's Business Development Center possible coordination with the Evolve Co-working space, 1010 Dodd space planning by the Environmental Committee, the Open to Business program, and multi-family housing proposed at 900 block of Robert and Signal Hills.
8. The Chair asked that, if committee members wanted specific agenda items on future meetings, they get those to staff.

Motion by Berry, second by Eng-Sarne. Meeting was adjourned at 8:27 a.m.

Submitted,

Ryan Schroeder

To: **Public Safety Committee**
Through: **Ryan Schroeder, City Manager**
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
Date: **February 4, 2020**

Crosswalks and Sidewalk/Trail Gaps

BACKGROUND INFORMATION:

The City of West St. Paul currently has a network of concrete sidewalks and asphalt trails. There are gaps in the sidewalk and trail system that do not allow for the fluid movement of pedestrians/cyclists. For example, the following streets have sidewalks that do not fully connect to the end of the block:

1. Annapolis Street
2. Arion Street
3. Bellows Street
4. Bernard Street
5. Bidwell Street
6. Charlton Street
7. Cherokee Avenue
8. Delaware Avenue
9. Gorman Avenue
10. Logan Avenue
11. Thompson Avenue

This meeting is to discuss and prioritize gaps in the bike and trail system and review existing and potential marked crosswalks.

Attached is a map of the current sidewalks, trails and crosswalks in the city. Staff will bring a larger scale map to the meeting.

FISCAL IMPACT:

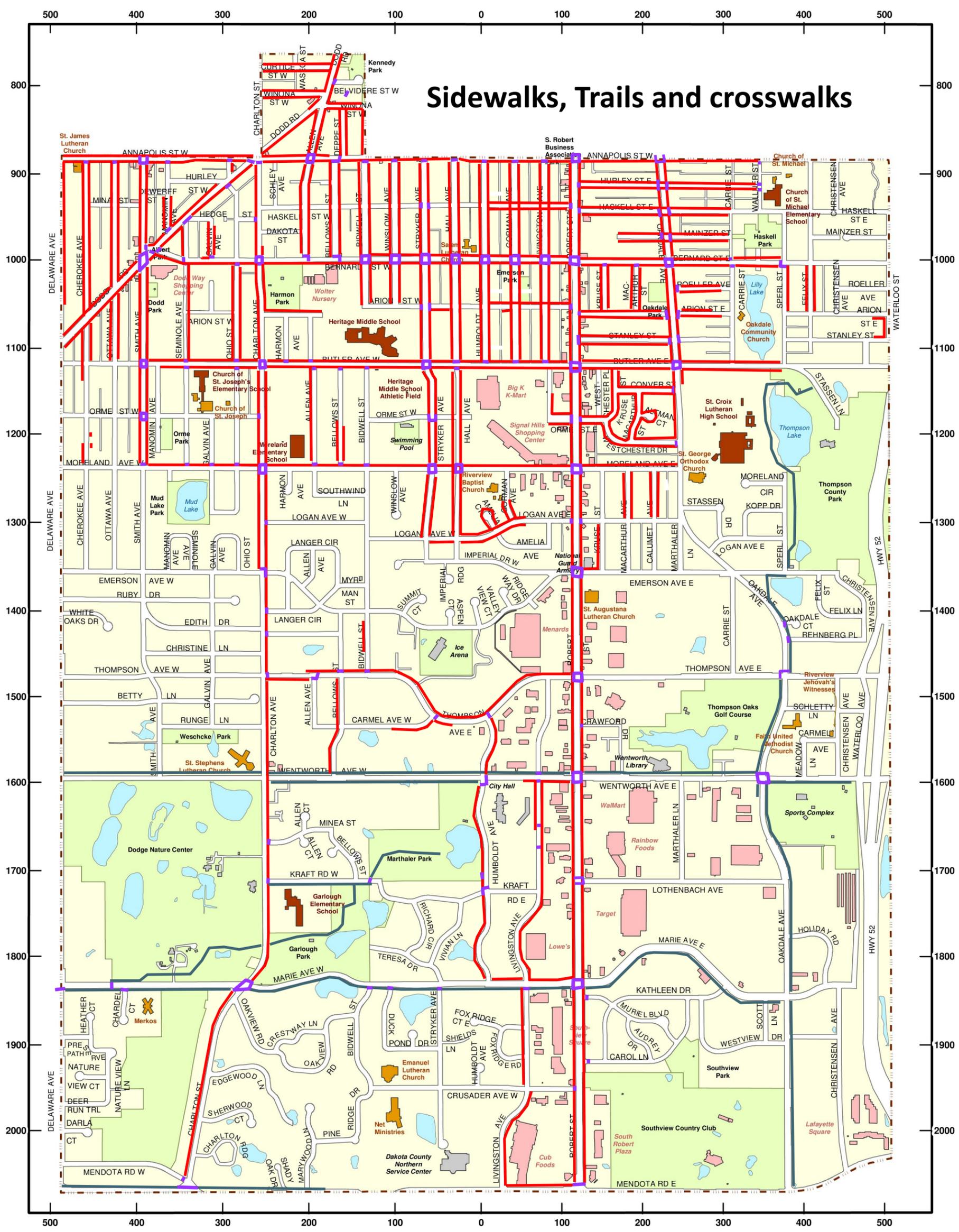
The cost of additional walks and pedestrian ramps will be evaluated on a case-by-case basis. Costs will include such items as concrete pedestrian ramps, concrete walk, asphalt trail, retaining walls, right of way, truncated domes, curb removal/replacement, restoration, signage and striping.

STAFF RECOMMENDATION:

Staff is looking for discussion/feedback from the Public Safety Committee on various sidewalk/trail and pedestrian crossing locations.

Attachment: Sidewalks, Trails and Crosswalks Map

Sidewalks, Trails and crosswalks



www.ci.west-saint-paul.mn.us

- Sidewalk
- Crosswalk
- Trail

0 0.125 0.25 0.5 Miles

Map Dated August 19, 2008

Prepared by the
Dakota County Office of GIS

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data from various public records and is for reference only. No representation is made that the data are guaranteed against other than the source. Further, Dakota County has no other data from which data were derived. Therefore, no liability for any errors or omissions is assumed. If discrepancies are found, please contact the Dakota County Office of GIS.

To: **Public Safety Committee**
Through: **Ryan Schroeder, City Manager**
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
Date: **February 4, 2020**

Parking Changes on Kathleen Drive / Westview Drive

BACKGROUND INFORMATION:

The City has received complaint of too many vehicles parking on the street along Kathleen Drive, Scott Lane and Westview Drive. In the winter, when road widths narrow slightly, the available width of roadway for plows, emergency vehicles and motorists decreases. This area has a high density of apartment buildings that often cause overflow parking to spill out onto the street.

While this is not a new problem, the addition of the new apartments at 252 Marie will likely add parking to the area. Engineering staff has discussed this issue with Police, Fire and Public Works Departments who all operate safety equipment in this area. The area of highest concern is Kathleen Drive from Marie Avenue to Westview Drive. Currently, parking is allowed on both sides of the street. The south side of Kathleen Drive has two driveways between Marie Avenue and Westview Avenue and the north side has one, so there are lot of conflict points in a short stretch and in close proximity to Marie Avenue. If *No Parking* were to be posted on one side of this stretch of Kathleen Drive, the south side would be recommended.

Posting *No Parking* in a high-density area will likely move parked vehicles further down the block. There is the potential that this would create a new set of issues along a street that currently does not have high volumes of on-street parking.

FISCAL IMPACT:

The cost of *No Parking* signs is \$200 each including the sign, post and installation. This stretch of Kathleen Drive would require three signs, so \$600 total.

STAFF RECOMMENDATION:

Staff is looking for discussion/feedback from the Public Safety Committee regarding on-street parking issues in the area of Kathleen Drive, Scott Lane and Westview Drive.

Attachment: Location Map



MARIE AVE E

HOLIDAY RD

GREEN DR

MARIE AVE

NO PARKING ZONE

CAROLIN

WESTVIEW DR

SCOTTLIN

OAKDALE AVE

To: **Public Safety Committee**
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From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
Date: **February 4, 2020**

Carrie Street Traffic Calming

BACKGROUND INFORMATION:

With the proposed construction of Hy-Vee and the Oppidan apartment building along Thompson Avenue, traffic is expected to increase in the surrounding area. Traffic studies were performed for both developments to look at impacts to the surrounding roadways. There have been concerns that Carrie Street, which connects Thompson Avenue to Oakdale Avenue, will see a significant increase in traffic with the addition of Hy-Vee and Oppidan. Some are even concerned that Carrie Street currently is used as a shortcut for motorists to avoid the Thompson/Oakdale all-way stop intersection. (Future plans of a roundabout at Oakdale/Thompson would reduce the delay time for motorists traveling through that intersection.)

A 48-hour traffic count was performed in December 2018 and Carrie Street carries about 300 vehicles per day (vpd). A residential street typically carries less than 1,000 vpd, so Carrie Street currently experiences a high level of service.

Based on the recent traffic study for Hy-Vee and Oppidan, the Annual Average Daily Traffic (AADT) on Thompson Avenue between Carrie Street and Oakdale Avenue is 9,600 vpd. The 2040 build is projecting 13,500 vpd or a 40% increase resulting from Hy-Vee (53%), Oppidan (13%) and adjacent growth/developments (34%). Using this data generically, if you were to increase the traffic of Carrie Street by 40% in 2040, the projection would be 420 vpd. While this is much higher increase than is realistic, as Carrie Street can only be used to defer one leg of the trips traveling through the Oakdale/Thompson intersection, it still shows how low the traffic volumes would be on Carrie Street.

FISCAL IMPACT:

NA

STAFF RECOMMENDATION:

Staff does not see warrants for any traffic calming changes to Carrie Street.

To: **Public Safety Committee**
From: **Ryan Schroeder, City Manager**
Date: **February 4, 2020**

Housing Rehab Programming

BACKGROUND INFORMATION:

At the January 27, 2020 OCWS, Jason Peterson from NeighborWorks presented background on possible expansion of our current housing rehab program. Maggie Dykes, CDA Asst Director of Community and Economic Development attended. She agrees that there is demand for expansion of rehab programming efforts. She mentioned that the Community Development Agency (CDA) could collaborate with West St. Paul on expansion beyond the 80% AMI income restrictions of the Community Development Block Grant (CDBG) funded program if non-CDBG money was made available by the City. She noted that they build in 12% administration for their program and that, currently, they have a \$35,000 project threshold. She noted, further, that the CDA has an obligation to spend down their CDBG program funds to no more than 1.5 times their annual allocation (including reserves) as of May 2 of each year, which means that CDBG projects out of necessity must take priority over any other programming. This could create a significant limitation of collaborating with the CDA. NeighborWorks would not have this same limitation in West St. Paul if funding was entirely non-CDBG.

In building a program, there are a number of policy questions that need to be considered. These follow:

1. Who/What are the program targets?
 - A. Geographically, the City has previously identified that the area north of Butler is that area most likely to benefit from a rehab program. While we could open a program city wide there would be a greater impact to targeting. North of Butler includes property within all three wards.
 - B. Cities within the NeighborWorks portfolio target single and duplex owner occupied properties primarily (up to four unit properties in St. Paul). However, it seems that including non-owner occupied should also be considered.
 - C. It appears that often market value limits on eligible structures exist in rehab programs. Particularly if West St. Paul targets north of Butler it seems placing a structure value limit is not necessary.
 - D. NeighborWorks suggested at the OCWS that perhaps West St. Paul would want to expand housing rehab programming from 80% AMI to 120% AMI. We could also run a second program for households with incomes above 120% AMI. NeighborWorks recommends that the second program have somewhat different rules such as a different interest rate, loan term, Loan to Value ratio and the like. (Note, the reason for the two programs is that NeighborWorks can bring third party funds to the affordable program and we would want them to be able to do so).
 - E. It should be noted that 2020 budgeted funds are unrestricted. When the City certified the DARTS/REE TIF district included was the premise that excess TIF could also be allocated to an affordable housing program. Those funds will have income restrictions and net revenue, beyond annual administrative fee payments will be delayed until the TIF note is repaid (which could be up to 19 years).

2. What are eligible improvements?
 - A. It seems a first goal is to improve the aesthetics of the neighborhood meaning improvements such as siding, windows, driveways, roofing, new garage structures would be eligible.
 - B. System improvements that reduce maintenance, improve efficiencies, or eliminate code deficiencies such as electrical upgrades (service upgrade or replacement of knob and tube wiring), replace deficient water and sewer lines, or new HVAC systems or sustainability improvements such as solar, heat pumps/geo thermal systems would be eligible.
 - C. Some Cities have included interior improvements such as kitchen or bath remodels (Shoreview sees this as an improvement that will attract younger families to the community). NeighborWorks also has a condominium interior program but it seems that might be considered in a future program expansion if funding would be available.

3. What about financing terms?
 - A. Our benefit assessments for street and utility public improvements are at 2 points above our borrowing rate. Today, that would be at 4 - 4.5%.
 - B. Our Inflow & Infiltration (I&I) assessments are stated at 3%; staff has suggested in the past that these lending terms should replicate the rate of street improvements
 - C. The condominium property at April Manor had considered an HIA district with the City but, ultimately, determined not to proceed. Currently, the condominium at 1450 Bidwell is considering the same. We have suggested an assessment under this program would likely be at the same rate in "A" above
 - D. Under the NeighborWorks program, currently, interest rates in Woodbury, North St. Paul and Shoreview is 3% regardless of income. They go to 2.75% for elderly or veterans. In Minneapolis and St. Paul, it's tiered based on income. Generally, 0-50% AMI is 1%, 50-80% AMI is 3% and 80-120% AMI is 5%. Currently, Minnesota Housing's fix up fund is just over 4%. It was above 5% for a long time. Generally, it helps to be below that as that is often the alternative.
 Mr. Peterson suggested that 4.25% (2 points above our borrowing rate) could be workable but is close to fixup fund and, therefore, their preference would be for a lower interest rate (3 to 3.5%). Fix up offers less support (i.e., no project/construction management) and the borrower just gets a check but it is a good alternative for folks in this space. NeighborWorks also administers fix up fund loans so, if these are close, they can market for loans and, if West St. Paul funds run out, they can switch people over to fix up, if possible. This would eliminate the peaks and valleys if our program runs short of funding.

4. Payments to the Loan Servicer and other fees?
 - A. The servicer is paid a monthly fee for servicing the loan. CRF charges \$6/loan. Then they charge \$25 when the loan is paid off, and they get any late fees owed by the borrower. This covers everything and West St. Paul would receive a net payment each month. Included would be monthly statements, payment processing, collections, and tax information. Foreclosures would be handled separately. In the past, NeighborWorks has used their own attorney, which has been infrequent. They also use Sunrise Banks to service most of their loans. They charge a percentage of the principal repaid each month. NeighborWorks would help set this up.
 - B. Closing costs are somewhat driven by the interests of West St. Paul. Loans will likely have a recording fee to secure the mortgage – \$46 in Dakota County. The title review is roughly \$75, and a credit report if underwriting requires is roughly \$28. These fees can become an application fee to the borrower or the City can cover these. Additionally, NeighborWorks has proposed a 10% of closed loan fee paid by the City. NeighborWorks could charge an origination fee (\$500 or \$1000), which would reduce the admin fee West St. Paul would pay. This fee could be financed in the loan amount.

5. What are the loan minimums and maximums?
 - A. Closing a \$2,000 loan and a \$20,000 loan is the same work for NeighborWorks, and they can lose money on the smaller loans, which is why the CDA has a \$15,000 loan minimum. While they have done \$5K and \$10K loans, most are in the \$20-\$25K range and a max of \$35K would align with CDA programming. West St. Paul funding would be limited, certainly within the \$50K to \$100K range.

6. What is included in the menu of tasks NeighborWorks takes on for the borrower?
 - A. It depends on how much work West St. Paul would like them to do. In St. Paul, they take care of everything – inspection, scope, bids, etc. They also are paid significantly more for the additional work (it is also CDBG so it has to be done). Generally, in Woodbury, North St. Paul and Shoreview, they do an initial consultation, usually via phone unless they Cities have something beyond that on a case by case. This gives NeighborWorks an idea of the scope of the project and whether it is eligible. If West St. Paul wants, they can complete an inspection and scope of work but usually only if the project is complicated (i.e., if the homeowner needs a roof or a garage, there is not a need for a scope of work). This is generally decided in consultation with NeighborWorks construction manager. They generally encourage folks to get their own bids but can supply contractors if they are interested. They review the bids internally for cost reasonableness to ensure homeowners are not overpaying. They also check the license and insurance of the contractors. Throughout this process, they are also qualifying the homeowners for the loan. Once that is complete, they close the loan and escrow the funds in house (unless West St. Paul would like to cut checks to contractors). Once the loan is closed, the funds are escrowed at NWHP. The contractor then completes the work, provides the lien waivers and NWHP cuts the contractor a check. The borrower would never pay anything out of pocket. Funds are provided directly to the contractor after work has been verified.

FISCAL IMPACT:

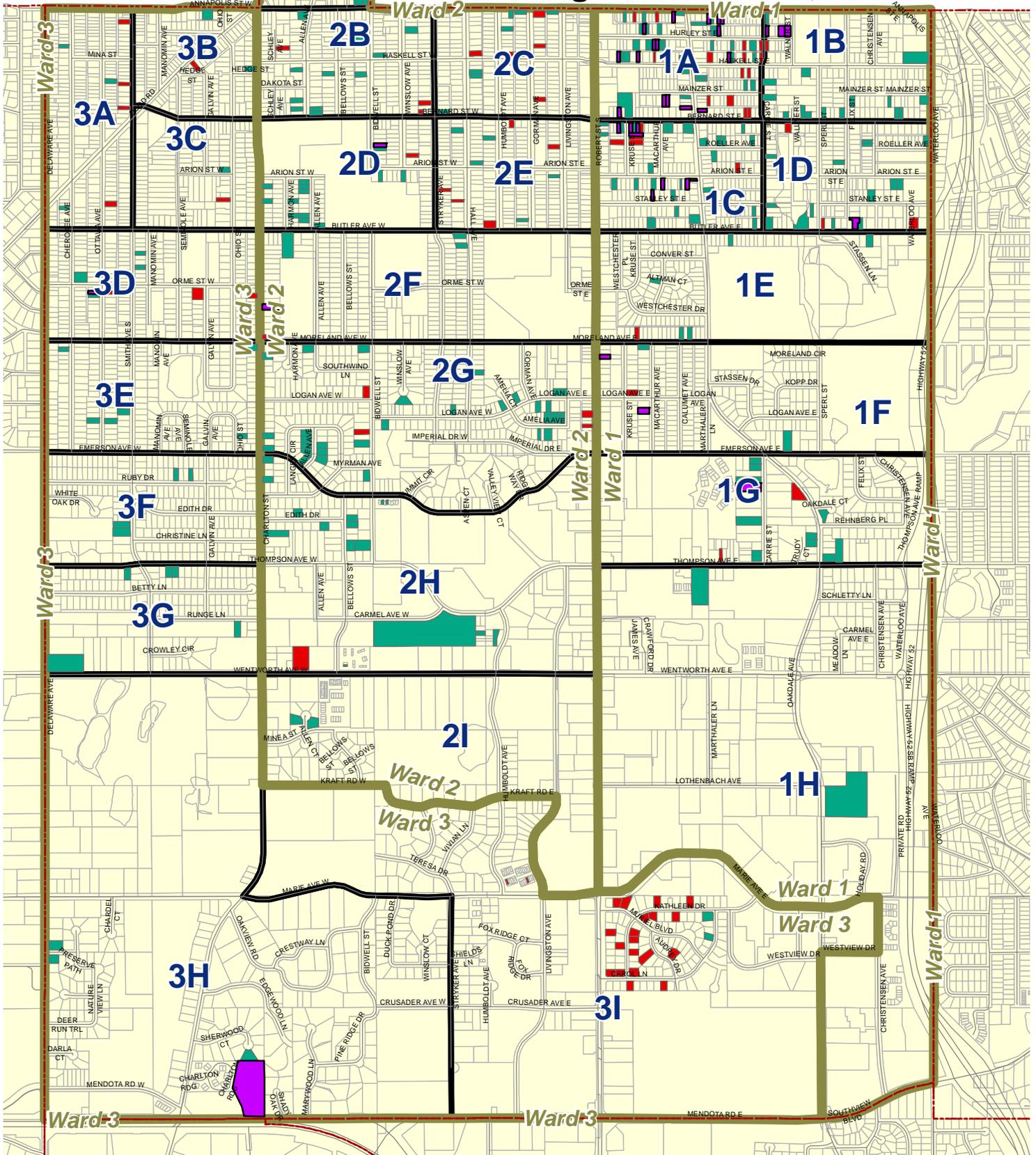
		Amount
Fund:		
Department:		
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STAFF RECOMMENDATION:

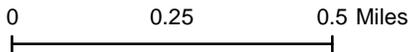
Discussion

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Housing Conditions Survey Single-Family Watch Area Parcels and Parcels with Buildings Valued \$100,000 or Less



Map Dated
June, 2019.



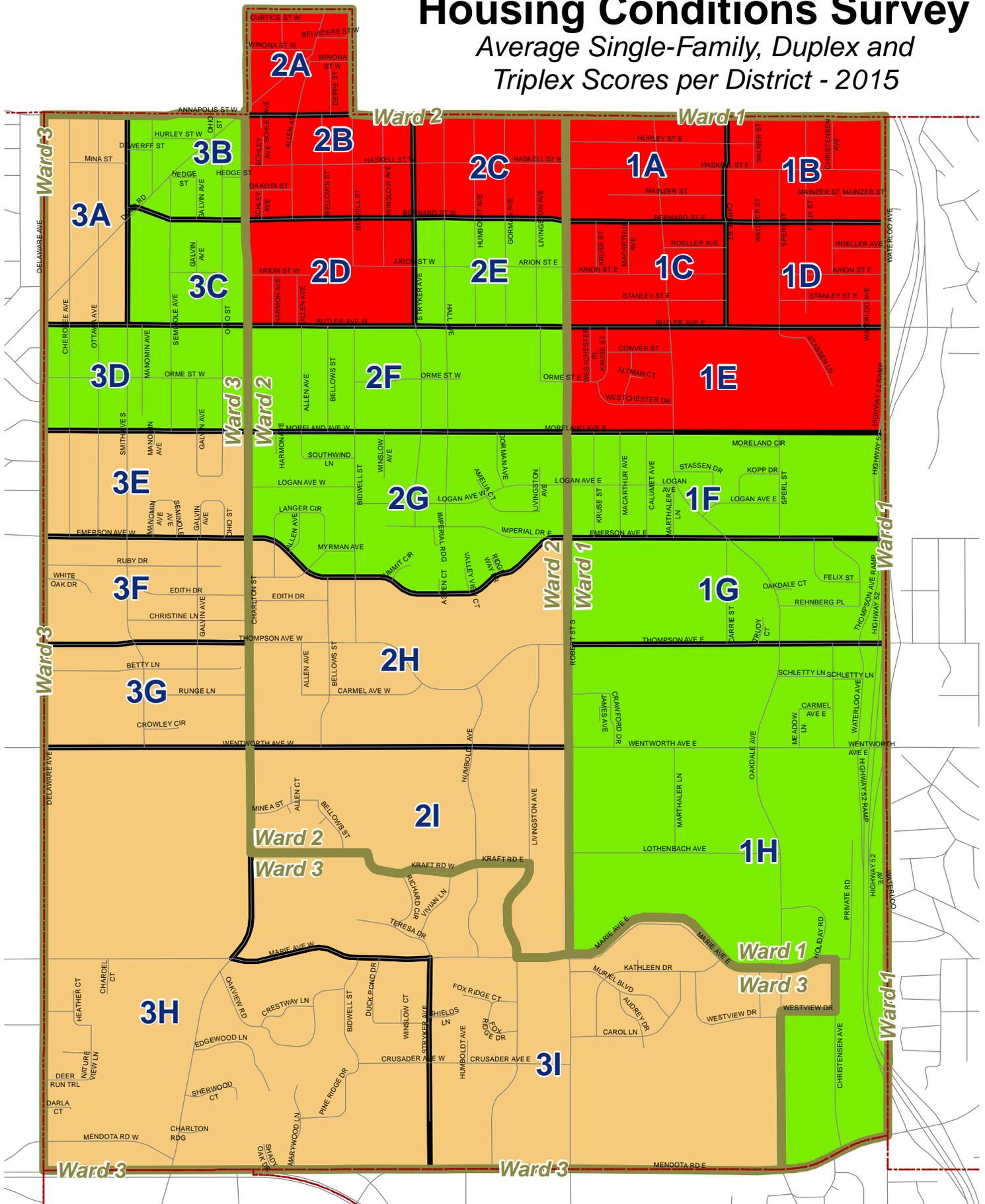
Legend

- 2015 Single-Family Watch Areas
- Buildings Valued \$100K or Less
- Parcels in Both Categories

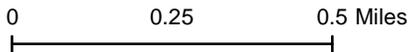
Prepared for the
West St. Paul Community
Development Department
by the Dakota County Office of GIS.

Housing Conditions Survey

Average Single-Family, Duplex and Triplex Scores per District - 2015



Map Dated
May, 2015.



Legend

- District Survey Scores 2.25 - 2.5 (Watch Areas)
- 2.5 or Above (Target Areas)
- Below 2.25

Prepared for the
West St. Paul Community
Development Department
by the Dakota County Office of GIS.

To: **Public Safety Committee**
 From: **Ryan Schroeder, City Manager**
 Date: **February 4, 2020**

Public Safety Committee Scope

BACKGROUND INFORMATION:

At a recent Council OCWS meeting, the mission and job duties of the Public Safety Committee was discussed. It was suggested by some that the Public Safety Committee may have strayed outside the purpose of the Committee. It was also suggested that perhaps an additional Council standing committee may be appropriate to address those items perceived to be outside of scope. It happens that the mission of the Public Safety Committee does not appear to be strictly defined in any documentation I have seen.

In response to the OCWS discussion, it seems the committee scope has been intended or could include, generally, the following:

- a. Street and sidewalk/pedestrian project reviews
- b. Traffic calming/signage request reviews/policy (when complicated or neighborhood scale requests)
- c. Code enforcement/rental housing/problem properties
- d. Review of public safety neighborhood hot spot issues

We are requesting input on the above.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Discussion

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