



CITY COUNCIL MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118
MONDAY, SEPTEMBER 13, 2021
6:30PM

One or more council members may be attending this meeting virtually.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Adopt the Agenda

5. OCWS Briefing

6. Citizen Comments - In Person

Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. Citizen Comments - Phone Line

Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

8. Council Comments

9. Proclamations, Presentations and Recognitions

A. League of Minnesota Cities - City of Excellence Award Presentation

B. Recognizing the Optimist Club of West St. Paul's 50th Anniversary

Documents:

[09.13.21 OPTIMIST CLUB 50TH ANNIVERSARY RECOGNITION.PDF](#)

C. Donations to the City

Documents:

[COUNCIL REPORT - DONATIONS TO THE CITY.PDF](#)
[RESOLUTION - DONATIONS TO THE CITY.PDF](#)

10. Consent Agenda

A. Approve City Council Meeting Minutes of August 23, 2021

Documents:

[08.23.21 COUNCIL MINUTES.PDF](#)

B. 9/13/21 List of Claims

Documents:

[COUNCIL REPORT - 9.13.21 LIST OF CLAIMS.PDF](#)

C. Fee Schedule

Documents:

[COUNCIL REPORT - 2022 FEE SCHEDULE.PDF](#)
[2022 FEE SCHEDULE -FINAL.PDF](#)

D. City Licensing

Documents:

[COUNCIL REPORT - CITY LICENSING 9.13.21.PDF](#)
[RESOLUTION - SOUTH ST PAUL EDUCATIONAL FOUNDATION 2021.PDF](#)

E. Request for Prorated Liquor License Fee

Documents:

[COUNCIL REPORT - PRORATED LIQOUR LICENSE FEES NORTH FORTY.PDF](#)

F. Rental Licensing

Documents:

[COUNCIL REPORT - RENTAL LICENSING.PDF](#)

G. Change Orders 2 and 3 for Lift Stations 1 & 2 and Forcemain 2 Projects 18-2 and 20-10

Documents:

[COUNCIL REPORT - CHANGE ORDERS 2 AND 3 CP 18-2 AND 20-10.PDF](#)

H. City Hall Renovation - Architect Contract

Documents:

[COUNCIL REPORT - CITY HALL RENOVATION.PDF](#)
[WEST ST. PAUL CITY HALL RENOVATION DD-CA FEE PROPOSAL.PDF](#)

11. Public Hearing

A. Conditional Use Permit to Allow two Medical Clinics at 34 Moreland Ave. E. (Cont. from 08/23/2021 Meeting)

Documents:

[COUNCIL REPORT - TWO CONDITIONAL USE PERMITS FOR 34 MORELAND AVE E.PDF](#)

ATTACHMENT - TWO CONDITIONAL USE PERMITS FOR 34 MORELAND
AVE E.PDF
RESOLUTION - APPROVAL OF CUP FOR HORIZON.PDF
RESOLUTION - FINDINGS OF FACT AND REASONS FOR DENIAL OF CUP
FOR FORWARD MOTION.PDF

12. New Business

A. Appointment to the Planning Commission

Documents:

COUNCIL REPORT - PLANNING COMMISSION APPOINTMENT.PDF
GILLEN, LIZ - PLANNING COMM APPLICATION 9.1.21_REDACTED.PDF

B. First Reading – Vacating Alleys between Christensen Avenue and Waterloo Street

Documents:

COUNCIL REPORT - FIRST READING ALLEY VACATIONS.PDF
ATTACHMENT - ALLEY VACATION MAP.PDF
ATTACHMENT - BLOCK 3 ORDINANCE.PDF
ATTACHMENT - BLOCK 4 ORDINANCE.PDF

13. Old Business

A. 2022 Budget and Levy with Conceptual 2023 Budget

Documents:

COUNCIL REPORT - 2022 BUDGET AND MAXIMUM LEVY
CERTIFICATION.PDF
WSP POWERPOINT SLIDE THEME 2021.PDF
RESOLUTION - 2022 BUDGET AND TAX LEVY FOR SMFD-EMS LEVY.PDF
RESOLUTION - 2022 BUDGET AND TAX LEVY.PDF
RESOLUTION - PUBLIC HEARING DATE.PDF

14. 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*



PROCLAMATION RECOGNIZING THE OPTIMIST CLUB OF WEST ST. PAUL'S 50th ANNIVERSARY

WHEREAS, the members of the West. St. Paul club, chartered in September of 1971, have been local representatives of the Optimist International Organization, whose mission is to Bring Out the Best in Youth; and

WHEREAS, the Optimist Club of West St. Paul has made the Commitment to providing programs, support, leadership and educational opportunities to the youth of this community; and

WHEREAS, over the past five decades, students in District 197 have participated in 24 years of the District Spelling Bee, the District and Regional levels of the Essay and Oratorical competitions, the West St. Paul Sings vocal competition and numerous sports sponsorships, community endeavors and other programs; and

WHEREAS, a member of this community is recognized each year by the Optimist Club for their contribution to the betterment of youth in the Optimist of the Year Award; and

WHEREAS, the Optimist Club of West St. Paul is celebrating their 50th year in 2021.

NOW, THEREFORE, BE IT RESOLVED that I, David Napier, Mayor of West St. Paul, on behalf of the City Council and the City of West St. Paul and all students of District 197, declare that these contributions and half century milestone be recognized within our community by proclaiming that September 21st, 2021 to be observed as Optimist Day in the City of West St. Paul.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of West St Paul, Minnesota, to be affixed on this 13th day of September 2021.

David J. Napier, Mayor

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **City Staff**
Date: **September 13, 2021**

Donations to the City

BACKGROUND INFORMATION:

The following individuals, organizations and businesses made donations to the City of West St Paul:

Wal-Mart donated \$1,000 to the Back Pack Giveaway sponsored by the Police Department

Virginia Coss, a Sunfish Lake resident and founder of the Coss Family Foundation donated \$25,000.00 to the Police Department's Canine Fund.

FISCAL IMPACT:

		Amount
Fund:	Various	\$26,000.00
Department:		
Account:		

STAFF RECOMMENDATION:

Publically thank the above listed individuals and organization for their generous donations and authorize the appropriate budget adjustments by adopting the attached resolution.

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

RESOLUTION ACCEPTING DONATIONS TO THE CITY

WHEREAS, the below listed individuals and/or businesses have donated funds or items to the City:

Wal-Mart donated \$1,000 to the Back Pack Giveaway sponsored by the Police Department.

Virginia Coss, a Sunfish Lake resident and founder of the Coss Family Foundation donated \$25,000.00 to the Police Department's Canine Fund.

WHEREAS, the donated funds will be used by the Department's for endeavors; and

WHEREAS, the Mayor and City Council acknowledge the generosity of the businesses and community members, and extend their appreciation to them for their consideration and generous donations; and

WHEREAS, the City Council authorizes budget adjustments in the 2021 budget year to reflect the donations to the various accounts; and

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul Mayor and City Council accept these donations on behalf of the City and authorize City Staff to expend these funds and make the necessary budgetary adjustments in the manner described therein.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13th day of September 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**City of West St. Paul
City Council Meeting Minutes
August 23, 2021**

1. Call to Order

Mayor Napier called the meeting to order at 6:32 p.m.

2. Roll Call

Present: Mayor Dave Napier
Councilmembers Wendy Berry, Julie Eastman, Lisa Eng-Sarne,
Robyn Gulley, John Justen, and Dick Vitelli

Absent: None

Others Present: City Manager Nate Burkett
City Attorney Amanda Johnson
Police Chief Brian Sturgeon
City Planner Melissa Sonnek
Public Works & Parks Director / City Engineer Ross Beckwith
Finance Director Char Stark
Marketing & Communications Manager Dan Nowicki
City Clerk Nicole Tillander

3. Pledge of Allegiance

4. Adopt the Agenda

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to adopt the agenda, as presented.

Vote: 6 ayes / 0 nays. Motion carried.

5. OCWS Briefing

OCWS Meeting of August 23, 2021 was cancelled.

6. Citizen Comments – In Person

Citizens who addressed the City Council in person:

- Isaac Contreras, NAHREP (National Association of Hispanic Real Estate Professionals) Introduction
- Joel Knoepfler
- Judy Rangle
- Kevin Hendricks

7. Citizen Comments – Phone Line

No one called in to address the City Council.

8. Council Comments

Mayor and Councilmembers addressed the public on various topics.

9. Proclamations, Presentations and Recognitions

- A. Proclamation Honoring Direct Support Professionals Recognition Week, September 12-18, 2021

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Gulley to adopt the proclamation.

Vote: 6 ayes / 0 nays. Motion carried.

10. Consent Agenda

Motion was made by Councilmember Justen and seconded by Councilmember Vitelli to approve the following items on the Consent Agenda, as presented:

- A. Approve City Council and OCWS Minutes of August 9, 2021
- B. 08/23/21 List of Claims for August 23, 2021
- C. Financial Report
- D. Amend Consultant Contract for 2022 Street Improvements Project 22-1
- E. Consultant Contract for 2022 Sanitary Sewer Lining Project 22-4
- F. Joint Powers Agreement with St. Paul for the Annapolis Street Reconstruction Project 23-1
- G. Rental Licensing
 - 900 Robert Street (Apartment – Renewal)
 - 170 Wentworth Avenue West – Unit E (Townhome – Renewal)
 - 255 Westview Drive – Unit #203 (Condo – New Rental)
 - 76/78 Logan Avenue West (Duplex - Renewal)
 - 92/94 Logan Avenue West (Duplex – Renewal)
 - 487 Mendota Road West (Twin Home – Renewal)
 - 1145 Stryker Avenue (Single Family – New Rental)
 - 180 Carol Lane (Single Family – Renewal)
 - 837 Bidwell Street (Single Family - Renewal)
 - 477 Bernard Street East (Single Family - Renewal)
 - 215 Winona Street West (Single Family - Renewal)
 - 1455 Oakdale Avenue (Single Family - Renewal)
 - 1139 Kruse Street (Single Family – Renewal)
 - 1064 Robert Street (Single Family – Renewal)
 - Total Amount – \$3,039.50
- H. Statewide Health Improvement Partnership (SHIP) Grant Solicitation

Vote: 6 ayes / 0 nays. Motion carried.

11. Public Hearing

A. Conditional Use Permit to Allow a Dental Clinic at 1740 Robert Street – Pacific Dental

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to approve the conditional use permit as presented by City Planner Melissa Sonnek and adopt Resolution 21-059.

Vote: 6 ayes / 0 nays. Motion carried.

B. Conditional Use Permit to Allow two Medical Offices/Clinics at 34 Moreland Ave. E. – Steve Wallin

City Attorney Amanda Johnson advised of possible issues with two uses in the same building; floor plan/secure entry concerns, safety plans, possible unlicensed business and vulnerable populations.

As the application does not meet the conditional use permit parameters at this point, specifically under zoning code section 153.028A subsection 2b, Attorney Johnson recommends pulling the application.

Mayor and Council recommend moving the item back to Staff for further research.

Motion was made by Councilmember Vitelli and seconded by Councilmember Berry to move the item back to Staff for a future report.

Vote: 6 ayes / 0 nays. Motion carried.

C. Final Reading of an Ordinance Amending and Repealing in Part, Multiple Sections of Chapter 153 of the West St. Paul City Code

Ordinance changes relating to housing with services establishments, changes required due to state legislature amendments.

Mayor Napier opened the Public Hearing at 7:11 p.m. Hearing from no one wishing to speak, Mayor Napier closed the Public Hearing at 7:12 p.m.

Motion was made by Councilmember Vitelli and seconded by Councilmember Eng-Sarne to approve the ordinance as drafted.

Vote: 6 ayes / 0 nays. Motion carried.

12. New Business

A. Order and Receive Feasibility Report and Order Public Hearing for 2021-2022 Robert Street Sidewalk Snow Removal

Public Works & Parks Director / City Engineer Ross Beckwith presented the council report and requested public hearing to be held September 27, 2021.

Motion was made by Councilmember Berry and seconded by Councilmember Eng-Sarne to approve the item as presented.

Vote: 6 ayes / 0 nays. Motion carried.

13. Old Business

There was no old business to discuss.

14. Adjourn

Motion was made by Councilmember Gulley and seconded by Councilmember Justen to adjourn the meeting at 7:16 p.m.

Vote: 6 ayes / 0 nays. Meeting adjourned.

David J. Napier
Mayor
City of West St. Paul

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **Char Stark, Finance Director**
Date: **September 13, 2021**

List of Claims

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

\$663,482.92

STAFF RECOMMENDATION:

Approve payment of the attached

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of September 13, 2021

PAYROLL CHECK REGISTER:

Payroll Period	8/9/21 - 8/22/21	
Date Paid	8/27/2021	
Direct Deposit		\$183,830.04

Payroll Period
Date Paid
Direct Deposit

TOTAL NET PAYROLL

\$183,830.04

DISBURSEMENT CHECK REGISTER:

Checks	135235 - 135347	\$278,081.78
EFTS	1417 - 1437	\$201,571.10

TOTAL DISBURSEMENT CHECKS

\$479,652.88

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS

\$663,482.92

Payment Register

From Payment Date: 8/23/2021 - To Payment Date: 9/13/2021

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
<u>Check</u>			
135235	08/27/2021	MUNICIPAL'S	\$420.00
135236	08/27/2021	SURIEL-FRENGER, CAROL	\$853.50
135237	09/02/2021	APOSTOLIC CHURCH OF NORTH AMERICA MISSION MN	\$50.00
135238	09/13/2021	A B M EQUIPMENT & SUPPLY	\$110.21
135239	09/13/2021	AFFORDABLE INFLATABLES	\$350.00
135240	09/13/2021	AMAZON BUSINESS	\$110.80
135241	09/13/2021	AMBROSIO, FERNANDA	\$50.00
135242	09/13/2021	AUTOMATIC SYSTEMS	\$239.65
135243	09/13/2021	BEISSEL WINDOW & SIDING	\$226.60
135244	09/13/2021	BRENDA LUHMAN COMMUNITY SOLAR LLC	\$652.77
135245	09/13/2021	BUSINESS ESSENTIALS	\$78.68
135246	09/13/2021	CARLIN SALES CORPORATION	\$1,126.39
135247	09/13/2021	CASTILLO, HELEN	\$50.00
135248	09/13/2021	CENTURYLINK	\$737.95
135249	09/13/2021	CINTAS CORPORATION	\$158.34
135250	09/13/2021	CODY, IANAYAH	\$50.00
135251	09/13/2021	COMMERCIAL ASPHALT COMPANY	\$1,274.92
135252	09/13/2021	COOK, DIAMOND	\$170.00
135253	09/13/2021	CORE & MAIN LP	\$65.35
135254	09/13/2021	CORNWELL TOOLS	\$79.95
135255	09/13/2021	CORPORATE MARK INC	\$480.00
135256	09/13/2021	CORRECTIVE ASPHALT MATERIALS LLC	\$71,303.04
135257	09/13/2021	CROWN TROPHY	\$20.00
135258	09/13/2021	CUB FOODS - WEST ST PAUL	\$92.18
135259	09/13/2021	CULLIGAN	\$72.90
135260	09/13/2021	CUMMINS SALES & SERVICE	\$2,366.18
135261	09/13/2021	DAKOTA COUNTY FINANCIAL SERV	\$25,171.34
135262	09/13/2021	DANNER INC	\$160.00
135263	09/13/2021	DG CENTRAL 1, LLC	\$4,257.76
135264	09/13/2021	DIRKS BROS, LLC	\$235.05
135265	09/13/2021	DRAIN BUSTERS	\$900.00
135266	09/13/2021	EILEN & SONS TRUCKING INC	\$1,418.17
135267	09/13/2021	EMERGENCY AUTOMOTIVE TECH	\$5,584.62
135268	09/13/2021	ESS BROTHERS & SONS INC	\$246.00
135269	09/13/2021	FLEXIBLE PIPE TOOL COMPANY	\$2,080.00
135270	09/13/2021	GARTNER REFRIGERATION	\$1,128.44
135271	09/13/2021	GENERAL SECURITY SERVICES	\$59.85
135272	09/13/2021	GERTENS GREENHOUSE	\$602.25
135273	09/13/2021	GOPHER STATE ONE-CALL	\$369.90

Payment Register

From Payment Date: 8/23/2021 - To Payment Date: 9/13/2021

135274	09/13/2021	GRAINGER INC	\$413.40
135275	09/13/2021	GREENE ESPEL PLLP	\$3,507.00
135276	09/13/2021	GUARDIAN SUPPLY LLC	\$2,753.59
135277	09/13/2021	HARE, ERVIN	\$50.00
135278	09/13/2021	HAWKINS WATER TREATMENT	\$1,224.23
135279	09/13/2021	HEALTHY EXPOSURE CONST	\$3,450.00
135280	09/13/2021	HERRERA, CIRO	\$50.00
135281	09/13/2021	HOLIDAY STATION STORES	\$65.50
135282	09/13/2021	HOLMBERG, DOROTHY , MAE	\$36.00
135283	09/13/2021	HORIZON COMMERCIAL POOL SUPPLY	\$9,675.00
135284	09/13/2021	HUEBSCH	\$299.62
135285	09/13/2021	INVER GROVE FORD	\$832.80
135286	09/13/2021	J R'S APPLIANCE	\$63.60
135287	09/13/2021	JACKSON, CHERI	\$50.00
135288	09/13/2021	KREMER SERVICES, LLC	\$193.90
135289	09/13/2021	LAWSON PRODUCTS INC	\$494.56
135290	09/13/2021	LEACH/LISA	\$877.50
135291	09/13/2021	LEMAY, STEVE	\$2,500.00
135292	09/13/2021	LIBBETT-LANGHOME, MATTIE	\$50.00
135293	09/13/2021	LMCIT - CLAIMS	\$1,307.43
135294	09/13/2021	LOPEZ, BERNARDINA	\$50.00
135295	09/13/2021	MANSFIELD OIL COMPANY OF GAINESVILLE, INC	\$13,129.84
135296	09/13/2021	MARCO TECHNOLOGIES LLC- LEASE PAYMENT	\$98.00
135297	09/13/2021	MARK'S TOWING INC	\$473.00
135298	09/13/2021	MCCARTY, JAMIE	\$50.00
135299	09/13/2021	MCLENNAN, ALICE	\$50.00
135300	09/13/2021	MENARDS	\$691.86
135301	09/13/2021	MENDOTA HEIGHTS/CITY OF	\$3,830.00
135302	09/13/2021	MIRA, MARIA	\$50.00
135303	09/13/2021	MN GLOVE	\$290.70
135304	09/13/2021	MN LOCKS	\$37.50
135305	09/13/2021	MOORE, HERNITTA	\$150.00
135306	09/13/2021	NAPA AUTO PARTS	\$148.62
135307	09/13/2021	NATURE CALLS	\$1,467.50
135308	09/13/2021	NORTHERN TOOL & EQUIPMENT	\$82.99
135309	09/13/2021	NYSTROM PUBLISHING CO INC	\$374.80
135310	09/13/2021	O'REILLY AUTOMOTIVE, INC	\$235.11
135311	09/13/2021	OFFICE DEPOT	\$68.69
135312	09/13/2021	OLSON POWER	\$152.24
135313	09/13/2021	ORME, JESSI	\$50.00
135314	09/13/2021	PLUNKETT'S PEST CONTROL	\$97.76
135315	09/13/2021	R & R SPECIALTIES	\$920.20
135316	09/13/2021	REAL-TITE INC	\$211.63

Payment Register

From Payment Date: 8/23/2021 - To Payment Date: 9/13/2021

135317	09/13/2021	RICHARDS, DONEESHA	\$50.00
135318	09/13/2021	S D CUSTOM HOMES	\$1,000.00
135319	09/13/2021	SAFETY KLEEN CORPORATION	\$198.99
135320	09/13/2021	SAM'S CLUB DIRECT	\$716.37
135321	09/13/2021	SCHWEIGER CONSTRUCTION	\$3,000.00
135322	09/13/2021	SFDMG, LLC	\$8,495.05
135323	09/13/2021	SHERBURNE, PAUL	\$50.00
135324	09/13/2021	SHERWIN WILLIAMS	\$42.09
135325	09/13/2021	SIR LINES-A-LOT	\$735.00
135326	09/13/2021	SOUTHVIEW GARDEN CENTER INC	\$679.00
135327	09/13/2021	SPECIAL SCHOOL DIST #6/S ST PAUL PUBLIC	\$2,380.00
135328	09/13/2021	STEVENSON, MATTHEW	\$450.00
135329	09/13/2021	STICKLER, FRANK	\$751.80
135330	09/13/2021	STREICHER'S	\$350.89
135331	09/13/2021	T - MOBILE	\$1,645.92
135332	09/13/2021	TRI STATE BOBCAT INC	\$72.21
135333	09/13/2021	TVG EVENTS	\$552.60
135334	09/13/2021	TWIN CITY JANITOR SUPPLY	\$443.60
135335	09/13/2021	ULINE SHIPPING SUPPLIES	\$668.22
135336	09/13/2021	USA BUILDERS	\$500.00
135337	09/13/2021	VITELLI, LAURA	\$50.00
135338	09/13/2021	VOYANT COMMUNICATIONS, LLC	\$1,803.45
135339	09/13/2021	WAKOTA FEDERAL CREDIT UNION	\$638.40
135340	09/13/2021	WATSON COMPANY	\$171.44
135341	09/13/2021	WDS ENTERPRISES LLC	\$3,000.01
135342	09/13/2021	WESTVIEW PARK APARTMENTS	\$2,500.00
135343	09/13/2021	WOLD ARCHITECTS & ENGINEERS	\$9,228.92
135344	09/13/2021	WOOD, DUSTIN	\$1,000.00
135345	09/13/2021	WORLD FUEL SERVICES, INC	\$2,382.00
135346	09/13/2021	WSB & ASSOCIATES	\$59,658.57
135347	09/13/2021	XCEL ENERGY	\$859.89
Type Check Totals:			<hr/> \$278,081.78

EFT

1417	08/23/2021	HIGHER STANDARDS INC	\$1,386.80
1419	08/31/2021	FURTHER	\$5,350.00
1420	08/31/2021	I C M A	\$200.00
1421	08/31/2021	I C M A RETIREMENT TRUST - ROTH	\$517.64
1422	08/31/2021	I C M A RETIREMENT TRUST-457	\$8,625.80
1423	08/31/2021	IRS - PR TAXES	\$57,035.64
1424	08/31/2021	MII LIFE --- VEBA	\$3,006.86
1425	08/31/2021	MN CHILD SUPPORT PAYMENT CENTR	\$264.00
1426	08/31/2021	MN DEPT OF REVENUE - PR TAXES	\$13,791.19
1427	08/31/2021	MSRS - 457	\$4,897.12

Payment Register

From Payment Date: 8/23/2021 - To Payment Date: 9/13/2021

1428	08/31/2021	MSRS HCSP	\$36,885.56
1429	08/31/2021	PUBLIC EMPLOYEES RETIRMNT ASSN	\$272.94
1430	08/31/2021	IRS - PR TAXES	\$6,323.39
1431	08/31/2021	MN DEPT OF REVENUE - PR TAXES	\$1,335.90
1432	08/31/2021	PUBLIC EMPLOYEES RETIRMNT ASSN	\$56,874.98
1433	08/31/2021	NEOPOST - ADVANCE	\$1,500.00
1434	08/31/2021	FURTHER	\$1,500.00
1435	09/13/2021	AUTHNET GATEWAY	\$37.80
1436	09/13/2021	FURTHER	\$1,700.00
1437	09/13/2021	OLD NATIONAL BANK	\$65.48
Type EFT Totals:			<u>\$201,571.10</u>

TOTAL CHECKS & EFTS \$479,652.88



City Council Report

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **Charlene Stark, Finance Director**
Date: **September 13, 2020**

2021 Fee Schedule

BACKGROUND INFORMATION:

Attached is the proposed 2022 fee schedule. Changes are in red. The fee changes was brought to the Open Council Workshop on August 9 the following changes were discussed:

- Reduction to the Tattoo/Body Art – Business License fee.
- Increase to the Antenna Escrow previously not on this fee schedule but charged at \$7,000 now increased to \$10,000.
- Increased to the Utility fees per the Study done in 2016. This Study has annual increases until 2026.

There is one change that was not on the proposed 2022 fee schedule when discussed on August 9th. The fee for Antenna Escrows was added after the meeting. This Escrow is has been charged before at \$7,000. An increase of \$3,000 is being sought. We do not believe the Escrow fee was on this fee schedule before. It was decided it should be on the report for clarity and transparency.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Adopt the 2022 fee schedule.

Attachments:

Fee Schedule

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

* statutory limits

BUSINESS LICENSE FEES

Liquor, Wine & Beer:

Intoxicating Liquor

Off-Sale (MS 340A.408 Subd 3 (a)(3)) *	380.00	380.00	-	1,400.00	100.00
On-Sale (MS 340A.408 Subd 2 (a)(b))					
Category 1	7,500.00	7,500.00	-	1,400.00	100.00
Category 2 (formerly tavern)	7,500.00	7,500.00	-	1,400.00	100.00
On-Sale Installment Option					
Due December 15	3,750.00	3,750.00	-		
Due June 15 (includes \$25 Admin Fee)	3,775.00	3,775.00	-		

On-Sale Outside Service	205.00	205.00	-	100.00	100.00
Sunday Sale (MS 340A.408) *	200.00	200.00	-	100.00	100.00
On-Sale Temporary - per application	50.00	50.00	-	100.00	-
Wine (MS 340A.408 Subd 2©)	1,500.00	1,500.00	-	1,400.00	100.00

3.2% Malt Liquor

Off-Sale	128.00	128.00	-	100.00	100.00
On-Sale	500.00	500.00	-	100.00	100.00
On-Sale Outside Service	205.00	205.00	-	100.00	100.00
On-Sale Temporary*	25.00	25.00	-	100.00	-
On-Sale Temporary Outside Service *	25.00	25.00	-	100.00	-

Brewpub/Taproom

Off-Sale (Growler sale-refillable container)	200.00	200.00	-	100.00	100.00
On-Sale	500.00	500.00	-	100.00	100.00
Cocktail Room	500.00	500.00	-	100.00	100.00
Temporary Off-sale Wine*	50.00	50.00	-	100.00	-
Culinary Class limited On-sale*	50.00	50.00	-	100.00	-

A 10% surcharge may be applied for provisional or conditional liquor, wine or beer licenses

* per application

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Under Age Sales Violations-tobacco					
First Violation					
License Holder	300.00	300.00	-		
Employee	50.00	50.00	-		
Second Violation in 36 months					
License Holder	600.00	600.00	-		
Employee	50.00	50.00	-		
Third Violation in 36 months					
License Holder	1,000.00	1,000.00	-		
Employee	50.00	50.00	-		
Special Events					
Consumption and Display Permit (Annual)	300.00	300.00	-	100.00	100.00
Consumption and Display Permit (One-Day)	25.00	25.00	-	100.00	-
Live Entertainment (Annual)	350.00	350.00	-	100.00	100.00
Live Entertainment (Additional, Similar Events)	50.00	50.00	-	100.00	100.00
Live Entertainment (Additional, but Significantly Different Events)^	150.00	150.00	-	100.00	100.00
^ events requiring staff to revisit site					
Amusement & Amusement Devices:					
Carnival - per week	2,750.00	2,750.00	-	135.00	100.00
Gambling (MS 349.213)					
Gambling - annual license *	NA	NA		100.00	100.00
Gambling - one day license *	NA	NA		25.00	25.00
Commercial & Service Activities:					
Adult Use (Sexually-Oriented Business)	7,250.00	7,250.00	-	1,450.00	100.00
<i>Massage Therapy</i>					
Business	95.00	95.00	-	150.00	100.00
Personal	95.00	95.00	-	150.00	100.00
Pawnbroker	7,100.00	7,100.00	-	1,450.00	100.00
Pawn Transaction Fees					

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Modem Transmissions	2.00	2.00	-		
Manual Transmissions	5.00	5.00	-		
<i>Peddlers, Solicitors and Transient Merchants</i>					
License	95.00	95.00	-	135.00	100.00
Registration	85.00	85.00	-		
Photo ID Badge	14.00	14.00	-		
Precious Metals Dealer	1,925.00	1,925.00	-	175.00	100.00
Rubbish Hauler (commercial and residential)	625.00	625.00	-		
Truck Sticker	50.00	50.00	-		
Roll Off Sticker	50.00	50.00	-		
Second Hand Dealer	280.00	280.00	-		
Tattoo/Body Art - Business	1,925.00	400.00	(1,525.00)	135.00	100.00
Firework Sales					
Permit (MS624.20-624.25) *	25.00	25.00	-		
Inspection Fee (goes to SMFD)	75.00	75.00	-		
Tobacco	500.00	500.00	-	1,400.00	100.00

Building, Construction, Mechanical and Related Trades:

Motor Vehicle Related Business:

Motor Vehicle Sales and Rentals	92.00	92.00	-		
Motor Vehicle Related Business	92.00	92.00	-		
New & Used Motor Vehicle Dealer/Broker	180.00	180.00	-		

Residential Rental License

Residential Rental Dwellings					
Residential Rental Dwellings - per Unit > 1					
Category A					
Base Fee	35.00	35.00	-	100.00	
Per Unit	8.00	8.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Category B					
Base Fee	40.00	40.00	-	100.00	
Per Unit	10.00	10.00	-		
Category C					
Base Fee	50.00	50.00	-	100.00	
Per Unit	15.00	15.00	-		
Late Payment of Application Fee	50% of Application Fee	50% of Application Fee			Adopted in previous years- not on fee schedule
Rental Housing Inspection					
Base Fee	150.00	150.00	-		
Per Unit	20.00	20.00	-		
Reinspection	50.00	50.00	-		
No Show Fee	50.00	50.00	-		
Other Businesses:					
Courtesy Benches - each	35.00	35.00	-		
NON-BUSINESS LICENSE FEES					
Animals:					
Cats-Life Time NO REFUNDS	30.00	30.00	-		
Spayed or Neutered	25.00	25.00	-		
Duplicate License	5.00	5.00	-		
Dogs-Life Time NO REFUNDS	30.00	30.00	-		
Spayed or Neutered	25.00	25.00	-		
Duplicate License	5.00	5.00	-		
Potentially Dangerous Animal	210.00	210.00	-		
Dangerous Animal (including warning symbol and tag)	420.00	420.00	-		
Exotic Animal Permit	200.00	200.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Special Permit - Exceeding Number of Animals Allowed	200.00	200.00	-		
Renewal of Special Permit-Exceeding Number of Animals Allowed	100.00	100.00	-		
Animal Impoundment - plus boarding fees (by contract)	25.00	25.00	-		
Building Permits:					
For all Building Permits the City follows the 2014 MN Statutes: Building Permit Fee Schedule (includes general contracting, sheetrock, fences, and parking lots)					
Residential Contractor License Verification	5.00	5.00	-		
Contractor Lead Certification Verification	5.00	5.00	-		
Investigation Fee: equal to the value based permit fee			-		
Residential Roofing permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Residential Window permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Residential Siding permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Penalty for Working without a Permit	Permit Fee Doubles	Permit Fee Doubles			
Solar PV System Permit					
0 watts to and including 5,000 watts	90.00	90.00	-		
5,001 watts to and including 10,000 watts	150.00	150.00	-		
10,001 watts to and including 20,000 watts	225.00	225.00	-		
20,001 watts to and including 30,000	300.00	300.00	-		
30,001 watts to and including 40,000 watts	375.00	375.00	-		
40,001 watts to and including 1,000,000. \$25.00 for each additional 10,000 watts over 40,000 watts	375.00	375.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
1,000,001 watts to 5,000,000 watts and \$15.00 for each additional 10,000 watts over 1,000,000 watts	3,975.00	3,975.00	-		
5,000,001 watts and larger and \$10.00 for each additional 10,000 watts over 5,000,001 watts	12,975.00	12,975.00	-		
State Surcharge - Value Based Permits:					
\$1,000,000 or less - Valuation x .0005 (50 cents per \$1000)					
\$1,000,001 to \$2,000,000 - \$500 + .0004 x (value - \$1,000,000)					
\$2,000,001 to \$3,000,000 - \$900 + .0003 x (value - \$2,000,000)					
\$3,000,001 to \$4,000,000 - \$1200 + .0002 x (value - \$3,000,000)					
\$4,000,001 to \$5,000,000 - \$1,400 + .0001x (value - \$4,000,000)					
Greater than \$5,000,000 - \$1,500 + .00005 x (value - \$5,000,000)					
State Surcharge - Fixed Fee Permits:					
Permit fee less than \$10,000	1.00	1.00	-		
Permit fee more than \$10,000 fee x .0005					
Plumbing Permits:					
Commercial					

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Greater of 1.5% of total value of work or minimum \$50 fee (plus the state surcharge as required)	min 50.00	min 50.00	-		
Residential					
For existing buildings there will be a base fee of \$50 (plus the state surcharge of \$5) - this includes on fixture. Each additional fixture will add \$10 for the fee.					
Plumbing Fixtures - each	10.00	10.00	-		
Mechanical Permits:					
Commercial					
HVAC - Commercial Project					
Greater of 1.5% of total value of work or minimum \$50 fee	min 50.00	min 50.00	-		
Residential					
New Single Family Dwelling HVAC Systems	200.00	200.00	-		
Furnace	10.00	10.00	-		
Air Conditioner	10.00	10.00	-		
Boiler	10.00	10.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
In Floor Heat	10.00	10.00	-		
Air Exchanger	10.00	10.00	-		
Fireplace	10.00	10.00	-		
Garage Heater / Unit Heater	10.00	10.00	-		
Exhaust Fans	10.00	10.00	-		
Radon System	10.00	10.00	-		
Heat Pump	10.00	10.00	-		
Duct Work Only / Duct Extension	10.00	10.00	-		
Energy Recovery Ventilator	10.00	10.00	-		
Gas Appliance	10.00	10.00	-		
Miscellaneous / Other	10.00	10.00	-		
Gas Piping	40.00	40.00	-		
Solar Heating Systems - greater of 1.5% of total value or fee					
Electrical Permits:					
Electrical Permits:					
Service/Power Supply 0-400 Amp	40.00	40.00	-		
Service/Power Supply 401-800 Amp	67.00	67.00	-		
Service/Power Supply Over 800 Amp	112.75	112.75	-		
Multi-Family Units Up To 10 Circuits 2 Inspections (\$40 per inspection)	80.00	80.00	-		
Reattachment of Electrical Components (Multiples)			-		
Each unit has PID & Separate Service - each	40.00	40.00	-		
Building has 1 PID & 1 Service - base & each	40.00	40.00	-		
Transformer Up To 10 KVA - each	20.00	20.00	-		
Transformers Above 10 KVA - each	40.00	40.00	-		
Carnivals/Fairs/Transient Projects Minimum Plus Power Supplies & Units	174.00	174.00	-		
Special Inspection Fee - Per Trip	40.00	40.00	-		
OVER 250 VOLTS					
Service/Power Supply 0-400 Amp	140.00	140.00	-		
Service/Power Supply 401-800 Amp	280.00	280.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Service/Power Supply Over 800 Amp	400.00	400.00	-		
Tech Circuits/Fire & Temp Control/Alarm Communication Remote Control/Signal Circuits (0-50 V) - each	0.95	0.95	-		
Commercial Remodels Min of 2 Inspections	80.00	80.00	-		
Commercial Remodels With Ceiling 3 Inspections	120.00	120.00	-		
Separate Bonding Inspections For Swimming Pools & Equipotential Planes - Per Trip	40.00	40.00	-		
Furnace/Air Conditioner or Combination - Per Trip	40.00	40.00	-		
Luminaire Retrofit Modifications - Per Fixture	0.32	0.32	-		
Concrete-Encased Electrode Inspection - Per Trip	40.00	40.00	-		
Investigative \$78 Total Fee Doubled, Whichever Is Greater up to \$1,000	78.00	78.00	-		
Permit Fee Minimum per Inspection	40.00	40.00	-		
State Surcharge	1.00	1.00	-		
Environmental Compliance					
Environmental Permit - All construction requiring ground disturbance activity for residential, commercial, and industrial	\$800 Per Acre (\$250 Minimum)	\$800 Per Acre (\$250 Minimum)	-		
ESCROW for Environmental Compliance - Single Family (2 Units or Less)	\$2,000.00	\$1,000.00	-\$1,000.00		
ESCROW for Environmental Compliance - Multi-Family (3 or more units), Commercial, Industrial	\$3,000 Per Acre	\$3,000 Per Acre	-		
Sign Permits:					
Temporary Signs per permit	25.00	25.00	-		
Other Signs-value based					
PLANNING, ZONING AND COMMUNITY DEVELOPMENT FEES					

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

Zoning Request:

Rezoning					
Fee	325.00	325.00	-		
Escrow Deposit	800.00	800.00	-		
Variance					
Residential - Fee	100.00	100.00	-		
Residential - Escrow Deposit (single variance)	400.00	400.00	-		
Residential - Escrow Deposit (multiple variance)	500.00	500.00	-		
Commercial - Fee	200.00	200.00	-		
Commercial - Escrow Deposit (single variance)	600.00	600.00	-		
Commercial - Escrow Deposit (multiple variance)	700.00	700.00	-		
Interim Use Permit					
Fee	175.00	175.00	-		
Escrow Deposit - no deposit required					
Conditional Use Permit					
Residential - Fee	275.00	275.00	-		
Residential - Escrow Deposit	400.00	400.00	-		
Commercial - Fee	275.00	275.00	-		
Commercial - Escrow Deposit	800.00	800.00	-		
Preliminary Plat - Fee	275.00	275.00	-		
Preliminary Plat - Fee (additional per lot)	2.00	2.00	-		
Preliminary Plat - Escrow Deposit (1-2 lots)	600.00	600.00	-		
Preliminary Plat - Escrow Deposit (3+ lots)	1,600.00	1,600.00	-		
Vacation of Rights of Way - Fee	175.00	175.00	-		
Vacation of Rights of Way - No Deposit Required			-		
Special Meetings of the Planning Commission	275.00	275.00	-		
Special Meetings - No Deposit Required			-		
Site Plan Approval - Fee	275.00	275.00	-		
Site Plan Approval - Escrow Deposit	1,300.00	1,300.00	-		
Zoning Letter					
Standard	100.00	100.00	-		
Detailed	200.00	200.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

PARKS & RECREATION FEES

Park Dedication Fees:					
Commercial, per acre	12,500.00	12,500.00	-		
Industrial, per acre	12,500.00	12,500.00	-		
Residential - lesser of 8% of mv or:					
R1, per unit	3,000.00	3,000.00	-		
R2, per unit	2,500.00	2,500.00	-		
R3, per unit	2,250.00	2,250.00	-		
PUD (amount based on actual usage)					

Regional Athletic Center (Sports Dome):

November - April					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					
Field 1, per hour	180.00	180.00	-		
Field 2, per hour	180.00	180.00	-		
Field 3, per hour	155.00	155.00	-		
Late Night - after 10 pm, any day, any field, per hour	100.00	100.00	-		
May - October					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					
Fields 1 and 2 together, per hour	77.00	77.00	-		
Field 3, per hour	26.00	26.00	-		
*All other times - rates may be adjusted per contract or for seasonal marketing purposes					
Batting Cages, per hour (1 batting cage is included with field rates above)	30.00	30.00	-		

Ice Arena

Ice Arena (per hour + tax)	205.00	205.00	-		
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Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Multi Purpose – 2 hr. minimum					
Two Hours - Resident	20.00	20.00	-		
Two Hours - Non-Resident	30.00	30.00	-		
Each Adel Hour	5.00	5.00	-		
Damage Deposit	50.00	50.00	-		
Softball Leagues					
Fast pitch					
Fast pitch - Non-Resident additional	100.00	100.00	-		
Slow-pitch (E)					
Slow-pitch (E) Non-Resident additional	100.00	100.00	-		
Slow-pitch (C/D)					
Slow-pitch (C/D) Non-Resident additional	100.00	100.00	-		
Fields Tournaments					
One Day	300.00	300.00	-		
Weekend	550.00	550.00	-		
Per hour , any field	35.00	35.00	-		
Lights at Sports Complex	50.00	50.00	-		
Picnic Shelters Marthaler and Garlough					
Resident Full Day (plus tax)	80.00	80.00	-		
Non-Resident Full Day (plus tax)	100.00	100.00	-		
Harmon Park Neighborhood Center					
Resident per hour (plus tax)	50.00	50.00	-		
Non-Resident per hour (plus tax)	60.00	60.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Non-Profit, per hours (plus tax)	30.00	30.00	-		
Alcohol Add-on Fee	50.00	50.00	-		
Oakdale, South view, & Sports Complex					
Resident per hour (plus tax)	40.00	40.00	-		
Non-Resident per hour (plus tax)	50.00	50.00	-		
Thompson Park Activity Center					
Resident per hour (plus tax)	50.00	50.00	-		
Non-Resident per hour (plus tax)	60.00	60.00	-		
Non-Profit, per hours (plus tax)	30.00	30.00	-		
Alcohol Add-on Fee	50.00	50.00	-		
<u>NOTE: Park Shelter fees are waived for bonafide military service organizations and may be waived for other non-profit organizations at the City Manager's discretion.</u>					
Youth Sports (All Organized Local Youth Sports Clubs)					
Tournaments					
Football/Soccer - per weekend	225.00	225.00	-		
Baseball/Softball - per weekend	350.00	350.00	-		
Individual Fees					
Baseball/Softball (Per player per season)	7.00	7.00	-		
Football/Soccer (Per player per season)	7.00	7.00	-		
Concession Fees					
Ice Arena, per month	230.00	230.00	-		
Sports Complex, per month	230.00	230.00	-		
Harmon Park	230.00	230.00	-		
Horseshoe League					

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Resident Fee - per member	30.00	30.00	-		
Non-Resident Fee - per member	40.00	40.00	-		
PUBLIC WORKS FEES					
Cell Antenna Escrow	7,000.00	10,000.00	3,000.00		
Right-of-way permits:					
General Work in Right-of-Way (up to 500-ft) - after 500-ft, \$0.20/ft.	160.00	160.00	-		
Right-of-Way Obstruction	55.00	55.00	-		
Delay Penalty for ROW Permit/per day fee	50.00	50.00	-		
Sewer Permits:					
Singe Family Homes (2-Units or Less)	175 + 1\$ State Surcharge	175 + 1\$ State Surcharge	-		
Multi-Family (3 or more units), Industrial, Commercial	1.5% Project Valuation + .0005% State Surcharge-\$175.00 Minimum	1.5% Project Valuation + .0005% State Surcharge-\$175.00 Minimum	-		
Sewer Connection Charge					
Residential (Single and Multi Family)	\$250 per Unit	\$250 per Unit	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Commercial & Industrial	\$250 per 1000 sq ft	\$250 per 1000 sq ft	-		
Storm Water Review Escrow					
New development Escrow for third party consultant fees	10,000.00	10,000.00	-		
Vacation of Property					
All costs to process the vacation of a property	-	TBD	-		
Inspection fee					
I&I Inspection fee-no show	50.00	50.00	-		
Traffic Control Signs:					
Street or Traffic Signs Requested	Actual costs				
Permit Parking signs/per sign	200.00	200.00	-		
Permit Parking stickers (1st sticker no charge)	15.00	15.00	-		
1 day sticker/each (limit of 15 stickers per request)	1.00	1.00	-		
Rental Rates for Radio Equipment, Marie Ave Tower :					
Conventional Radio Equipment					
Single User - per month	330.00	330.00	-		
Community Repeater - per month	435.00	435.00	-		
Multi-Use System (cellular, paging, etc.)					
Per Antenna					
Radio Common Carrier - per month	550.00	550.00	-		
Microwave Relays					
Per Antenna - per month	550.00	550.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
800 MHZ Trunking System and E-SMR					
Per month each Transmitter	112.00	112.00	-		
Per month each Receiver	112.00	112.00	-		
Per month each Antenna	112.00	112.00	-		
Per month each Standard, 2x2 floor space	112.00	112.00	-		
Deposit fee for Technical Review of Applications					
Single User, Cellular or Trunking E-SMR					
Per Frequency Pair	1,095.00	1,095.00	-		
Per Application	2,185.00	2,185.00	-		
POLICE DEPARTMENT FEES					
CD	9.00	9.00	-		
Clearance Letter	12.00	12.00	-		
Drug Lab Clean-up Actual Cost of Clean-up + 10% City Admin Fee					
Public Crash Data for commercial requestors, annual fee per organization (provides weekly reports to each requestor)	50.00	50.00	-		
Reports - per 8-1/2 x 11 page (MS 13.03 Subd 3-c)	0.25	0.25	-		
General Police Services:					
1 officer plus vehicle/per hour	150.00	150.00	-		
False Alarms					
0-3 Alarms per year					
4-6 Alarms per year	130.00	130.00	-		
7-10 Alarms per year	190.00	190.00	-		
More than 10 Alarms per year	300.00	300.00	-		
Fingerprinting (Residents Only)	17.00	17.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

Abandoned Property Storage					
On-site (per item)	7.50	7.50	-		
Off-site (per item)	Actual Cost + \$25	Actual Cost + \$25	-		
Firearm Storage Fee					
Intake of Firearm	50.00	50.00	-		
Removal of Firearm	50.00	50.00	-		
Daily Storage Fee	0.50	0.50	-		

PUBLICATIONS AND OTHER SERVICES

Abatement Fee			-		
Admin Fee	21.00	21.00	-		
Annual Budget Book	93.00	93.00	-		
Annual Financial Statements	93.00	93.00	-		
City Code Book	220.00	220.00	-		
Copies per 8-1/2 x 11 copy (MS 13.03 Subd 3-c)	0.25	0.25	-		
Filing Fee *Per City Charter	20.00	20.00	-		
Notary Fee (when not performed with other fee-based service)	1.00	1.00	-		
Precinct Map	1.00	1.00	-		
Property Assessment Search	20.00	20.00	-		
Zoning Book	155.00	155.00	-		
Staff Costs					

UTILITY RATES-SEWER

Base Rate	31.40	32.97	1.57		
Volume Rates			-		
Residential (per CEF)-Winter Qtr. Use	5.76	6.05	0.29		
All Other-(per CEF)	6.67	7.00	0.33		
City SAC admin fee Per SAC Unit	50.00	50.00	-		

Fee Description	2021 Adopted Fees	2022 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

UTILITY RATES-STORMWATER

Flat Rates			
Residential (per quarter)	13.39	14.06	0.67
All Other-(per month)	4.60	4.83	0.23

To: **Mayor and City Council**
 Through: **Nate Burkett, City Manager**
 From: **Nicole Tillander, City Clerk/Licensing Dept.**
 Date: **September 13, 2021**

City Business and Liquor Licenses

BACKGROUND INFORMATION:

Licensing Staff have reviewed the following business and liquor license applications and all requirements have been met.

All license holders must comply with all conditions placed on the property pursuant to any zoning approval.

2021 Business Licenses – Background Required

Application for Exempt Gambling (Raffle) for South St. Paul Educational Foundation for an event to be held at Southview Country Club, 239 Mendota Rd E, on November 18, 2021.

2021 Business Licenses – No Background

Walter’s Recycling and Refuse, Inc. – Commercial Rubbish Hauler

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Liquor License Fee	101	30000	32110	
Other License Fee	101	30000	32199	825.00
Background Fee	101	30000	34208	25.00
Total:				\$850.00

STAFF RECOMMENDATION:

In processing these applications staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions. Council should consider the applications for approval.

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION CONCURRING WITH THE ISSUANCE OF A
MINNESOTA LAWFUL GAMBLING EXEMPTION FOR
SOUTH ST. PAUL EDUCATIONAL FOUNDATION**

WHEREAS, South St. Paul Educational Foundation, has made application to the Gambling Control Board to hold a lawful gambling exempt activity on November 18, 2021 and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul City Council hereby concurs with the issuance of a Lawful Gambling Exemption Permit by the Gambling Control Board to South St. Paul Educational Foundation to be held on November 18, 2021 at Southview Country Club, 239 Mendota Road East, West St. Paul, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13th day of September 2021.

Attest:

David Napier, Mayor

Nicole Tillander, City Clerk

To: **Mayor and City Council**
 Through: **Nate Burkett, City Manager**
 From: **Nicole Tillander, City Clerk/Licensing Dept.**
 Date: **September 13, 2021**

Request for Prorated License Fee – The North Forty Tavern

BACKGROUND INFORMATION:

The North Forty Tavern, Inc. dba The North Forty Tavern located at 189 Winona Street W acquired a liquor license for 2021. The owners, Stephen Iverson and Louis Hawkins, applied for, paid in full for and received a 2021 On-Sale, Outside Service and Sunday Sale license after Council approval in April 2021. The North Forty Tavern (Formerly Marty’s Bar) is still in transition and has not officially opened for business under the new name, therefore the license has not been used. Mr. Hawkins contacted the Licensing Department in August and stated he would like the council to consider prorating the 2021 license. The North Forty Tavern is set to open in September 2021.

The Licensing Department can accommodate Mr. Hawkins’ request but only under certain circumstances. The background fee remains at full cost. The remaining fees will be prorated to a monthly charge resulting in a September through December 2021 license fee of \$2,635.00.

<u>CURRENT LICENSE</u>	<u>CURRENT FEE</u>
Background	\$1,400.00
On-Sale	\$7,500.00
Outside Service	\$205.00
Sunday Sale	\$200.00
TOTAL	\$9,305.00
MONTHLY COST EXCLUDING BACKGROUND	
	\$658.75
SEPT THROUGH DECEMBER - PRORATED AMOUNT (4 MONTH LICENSE)	
	\$2,635.00
PROPOSED REFUND AMOUNT	
PAYABLE TO THE NEIGHBORHOOD PUB INC.	(\$5,270.00)

In order to proceed with the prorated fee for the On-Sale liquor license, pursuant to City Code the Council must approve or deny the fee. If approved, the prorated fee will result in the City issuing a refund to the licensee in the amount of \$5,270.00.

FISCAL IMPACT:

		Amount
Fund:	101	(\$5,270.00)
Department:	30000	
Account:	32110	

STAFF RECOMMENDATION:

Approve or deny the prorated fee of \$2,635.00 for the 2021 On-Sale liquor license. If approved, the City will refund the licensee for a total of \$5,270.00.

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **Melissa Sonnek, City Planner**
Date: **September 13, 2021**

Rental Licensing

BACKGROUND INFORMATION:

2021 rental license(s) – background required.

According to the rental dwelling ordinance, the city requires a background investigation for each new rental property owner/applicant. In addition, the Police Department and Community Development each review calls for service to the properties to help identify potential problem properties.

The Community Development Department reviewed the applications, inspection reports, rental density, and code compliance requirements.

The background investigations, inspection reports, and code compliance reviews on the properties listed below did not identify any incidents that would result in a denial of the rental license.

APPLICATION(S) FOR APPROVAL:

430 Mendota Road West (Apartment – Renewal)
1380 Bidwell Street (Apartment – Renewal)
1266/1268 Winslow Avenue (Duplex – Renewal)
291 Emerson Avenue East (Single Family - Renewal)
351 Schletty Lane (Single Family - Renewal)
917 Smith Avenue South (Duplex - Renewal)
1675 Livingston Avenue (Apartment-Renewal)
1555 Bellows Street (Apartment-Renewal)
985 Livingston Avenue (Single Family-Renewal)

FISCAL IMPACT:

Amount	\$ 4,410.00
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STAFF RECOMMENDATION:

Staff recommends City Council approve the rental license application(s).

To: **Mayor and City Council**
Through: **Nathan Burkett, City Manager**
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
Date: **September 13, 2021**

Change Orders 2 and 3 for Lift Stations 1 & 2 and Forcemain 2 Projects 18-2 and 20-10

BACKGROUND INFORMATION:

On January 25, 2021, a contract for \$3,898,014.90 was awarded to Minger Construction Company, Inc. for the Lift Stations 1, 2, and Forcemain 2 project, City Projects 18-2 and 20-10. On February 18, 2021, Change Order 1 was processed as an administrative change order with no cost change.

Change Order 2

Construction of forcemain 2 included a very invasive and costly excavation at Oakdale Avenue and Westview Drive, which would have closed the intersection for four to six weeks. The contractor, consultant and City staff have been looking at alternative designs for the forcemain due to the lengthy and costly intersection closure. We were able to redesign the forcemain to minimize impacts to the intersection, thus speeding up the overall construction timeline and reducing project costs.

Change Order 3

Lift Station 2 has had an increase in debris, including mop heads, come through the lift station. This debris clogs up the lift station and shuts it down immediately, requiring Public Works staff to go out and perform emergency maintenance to avoid a backup of the sewer upstream. The solution is to install a grinder at the front end of the station. Lift Stations 1 and 4 currently have grinders as well. The grinder, as its name implies, grinds up whatever comes out of the sewer main pipe before it heads into the lift station to allow everything to pass through. The initial design of lift station 2 did not have a grinder, but with the increase in large debris coming through the station, it is an important safeguard to add.

FISCAL IMPACT:

Change Order 2 is for Forcemain 2 and will be cost savings to the City of \$102,031.15. Forcemain 2 is 100% funded by the City through the Sanitary Sewer Fund.

Change Order 3 is for Lift Station 2 and will add \$86,408.83 to the contract. The City is receiving \$2.2M in funding for the construction of Lift Stations 1 and 2 as part of the 2020 State Bonding Bill and the remaining funding is through the Sanitary Sewer Fund.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Change Orders 2 and 3 with Minger Construction for the Lift Stations 1 & 2 and Forcemain 2 Projects 18-2 and 20-10.

To: **Mayor and City Council**
 From: **Nate Burkett, City Manager**
 Date: **September 13, 2021**

City Hall Renovation – Schematic Design Review

BACKGROUND INFORMATION:

Should Council elect to continue with the renovation project as discussed during OCWS today, formal action to approve a contract with Wold is required.

FISCAL IMPACT:

The estimate for this project at this phase is \$2 million. Actual cost will be dependent upon bids received.

The building fund will have an estimated \$1.9 million available through FY 2022. If the project costs exceed available cash the city may use an interfund loan from the general fund to cover the difference, or the council may reject all bids and defer the project to 2023 when the building fund will have an estimated \$2.4 million.

The attached fee proposal would be Wold’s fee to complete design, bidding, and manage construction. If the council decides to stop the project after any phase, the full contract amount would not be expended.

Fund	Department	Account	Amount
415	41940	40399	\$97,500 + expense (NTE \$2,500.00)

STAFF RECOMMENDATION:

Approve a contract with Wold Architects and Engineers in an amount not to exceed \$97,500 plus expenses not to exceed \$2,500 for the design, bidding and construction management of renovations to the administration side and lobby entrance of West St. Paul City Hall.

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
Ben Boike, Community Development Director
From: **Melissa Sonnek, City Planner**
Date: **September 13, 2021**

Conditional Use Permit for a Two Medical Clinics at 34 Moreland Avenue East – Continued from 08/23/2021 Meeting

BACKGROUND INFORMATION:

Property owner, Steve Wallin, has requested two Conditional Use Permits (CUP) to allow two medical offices/clinics in the B1 – Limited Business zoning district at 34 Moreland Ave. E.

1. Forward Motion Recovery, and
2. Horizon Autism Center

Please see the attached Planning Commission report for additional information related to the request.



PLANNING COMMISSION REVIEW:

The Planning Commission met in regular session and held a public hearing on August 17th, 2021.

No one from the public came forward to speak on this item.

The commission discussed the following items:

- The current condition of the parking lot and if it would need to be re-paved.
 - The applicant stated they were planning to do any parking lot improvements, such as striping and filling pot holes, all at the same time.
- The commission voiced concerns around accessibility from the parking lots into the building since it is a multi-level building, and the Commission therefore requested that the applicant paint an ADA parking stall on both the north and south parking lots.
 - City Staff noted that building code for ADA parking stalls only requires only one handicapped stall for every 25 parking stalls.
 - The applicant stated that they are willing to do this.
 - This has been added as condition number three.

Planning Commission voted 4-0 in favor of recommending approval of both of the conditional use permits, with the conditions as recommended by City Staff and the additional condition of an ADA stall in both the north and south parking lots.

ADDITIONAL FINDINGS:

Between the time period of the Planning Commission review on August 17th and the City Council meeting on August 23rd, multiple council members and the City Attorney's office expressed the following concerns about the property and the submitted application,

- Concerns regarding the lack of compatibility between the two proposed uses, particularly with no clear secured accesses provided by the applicant.
 - Placing recovering chemically dependent individuals in the same building as vulnerable children causes concern for public health, safety, and welfare (Code Section 153.028(A)(2)(b)).
- Property already has two illegal uses operating within the building,
 - Sherry's Dearest Treasures is a retail consignment shop and retail is not an allowable use within this zoning district,
 - Silver and Gold Exchange is a precious metals dealer without a valid precious metals dealer license with the city.
- Concerns regarding the lack of compatibility between the existing and proposed uses,
 - Placing recovering chemically dependent individuals next door to a business that offers cash in exchange for precious metals with no clear secured accesses or safety plan provided by the applicant.
- Lack of compliance with building code and general poor property maintenance.

STAFF RECOMMENDATION:

With the above listed items in mind, City Staff recommends the City Council,

- Hold the public hearing,
- Deny the application for Forward Motion Recovery as Staff does not believe that the proposed use as currently requested is compatible with the Silver and Gold Exchange, nor is the proposed use compatible with the proposed CUP for Horizon Autism Center (see findings of fact), and
- Approve the application for Horizon Autism Center subject to the list of conditions below,
 1. The applicant shall apply for and obtain all applicable building and sign permits,
 2. The existing retail business portion of Sherry's Dearest Treasures shall be discontinued and removed from the building within 60 days of this decision,
 3. The Silver and Gold Exchange business must obtain a business license prior to re-opening,
 4. The applicant shall work with the City Building Official to correct all building code violations resulting in a hazardous condition within 30 days of this decision, and
 5. The applicant shall re-stripe both the north and south parking lots to each have one ADA parking stall and so the parking stall lines be clearly visible prior to a new tenant occupying the building.

ATTACHMENTS:

Application and Public Notice
Planning Commission Memo
Findings of Fact and Reasons for Denial



City Hall
 1616 Humboldt Avenue
 West St. Paul, MN 55118
 651-552-4190
www.wspmn.gov

CONDITIONAL USE PERMIT APPLICATION

Filing Fee: \$275
 Escrow Amount: \$400 (Residential)
 \$800 (Commercial)
 TOTAL FEES: \$ 800.00 + \$275 = \$1,075

Office Use Only	
Case No:	<u>PC 21-09</u>
Date Received:	<u>07/23/2021</u>
Receipt #	<u>2021-1155</u>
60 Day Date:	<u>09/21/2021</u>

Street Address of Parcel: 34 East Moreland. W. St. Paul, MN 55118

Name of Applicant: Steve Wallin Phone # 651-303-1770
 Address of Applicant: 819 Delaware Ave
St. Paul, MN 55107 Email: stevew@rvnco.com

Name of Owner: Steve Wallin Phone # 651-303-1770
 Address of Owner: 819 Delaware Ave
St. Paul, MN 55107 Email: stevew@rvnco.com

Legal/PID # 420170058050

Present Zoning: B1 - Limited Business

Proposed Use of Parcel: Lease to medical business / office / clinic

Zoning Section Authorizing CUP: 153.141(I)

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels? None

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets? None

What will be the effect of the proposed use on the Comprehensive Plan? Postive - More people drawn to the city

EXHIBITS REQUIRED

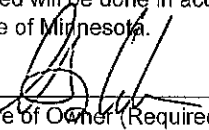
A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.

B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded plans, showing application information as follows:

- a. Proposed and existing topography and drainage.
- b. A complete plan prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:
 - i. The parking layout, access provisions, structure locations, landscaping, drainage, trees, and shrubbery including types, locations, and sizes,
 - ii. Any fences, walls, or other screening, including height and type of material,
 - iii. All lighting provisions including type, location, and lumens affecting the surrounding parcels and streets,
 - iv. Curb type and location on site, and
 - v. Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.



Signature of Owner (Required)

651-303-1770

Phone Number

Signature of Applicant (If different)

Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on Operating Procedures for Applicants page.

The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF CONDITIONAL USE PERMIT:

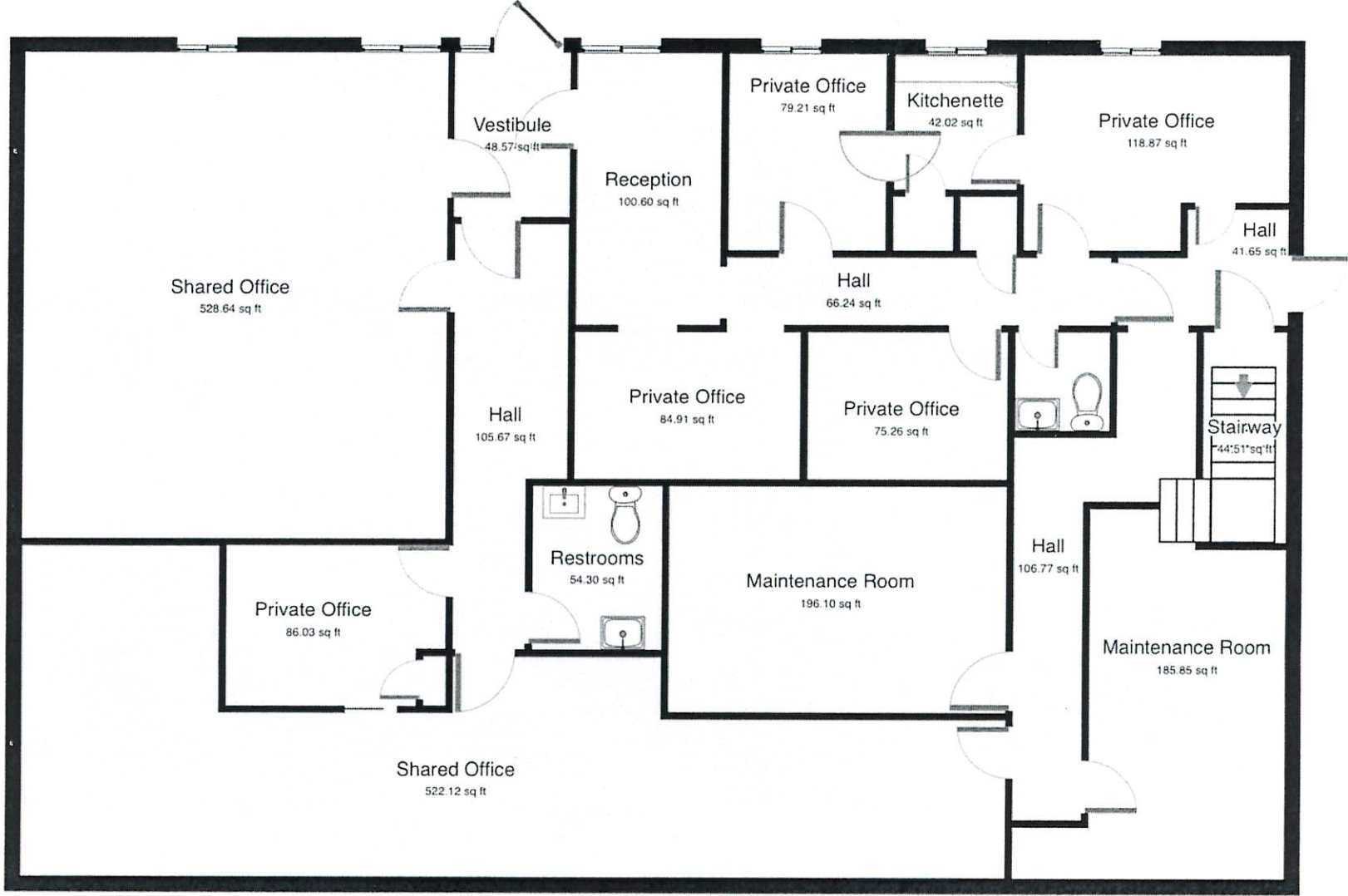
An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site, or a Certificate of Occupancy is Issued by the Building Official. A Conditional Use Permit may be renewed once for a period of one year by the City Council.

FEES:

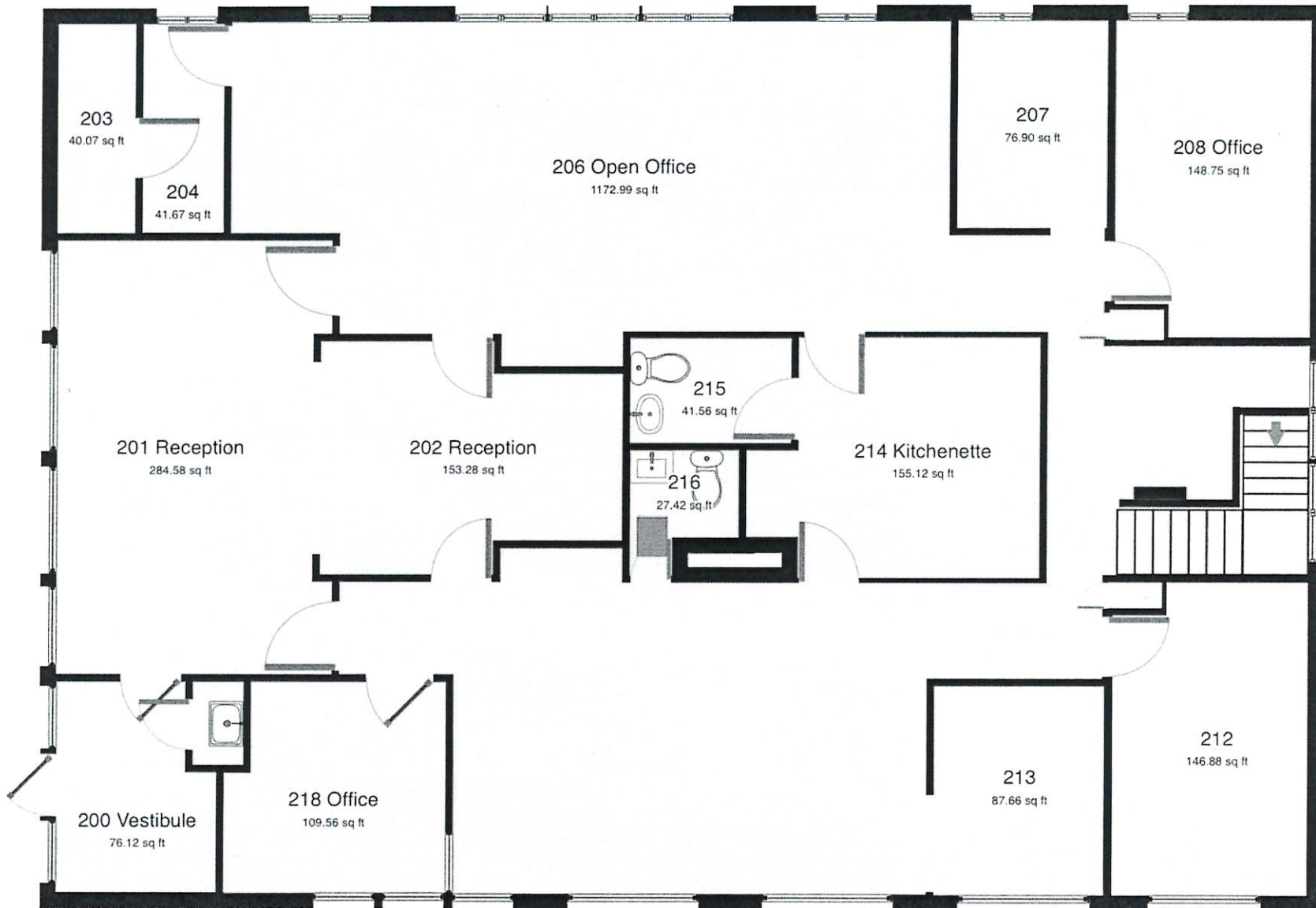
1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the City Planner and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

LOWER



UPPER



**CITY OF WEST ST. PAUL, MN
NOTICE OF PUBLIC HEARING**

The listed item below will be a Public Hearing at the City Council meeting Monday, September 13, 2021 at 6:30 p.m.:

PC Case 21-09 – Conditional Use Permit to Allow two Medical Offices/Clinics in a B1 – Limited Business District at 34 Moreland Ave. E. – Steve Wallin

If you have any questions regarding the hearing item listed above, please contact Melissa Sonnek, City Planner at (651) 552-4134.

If you need any type of accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4102 at least 5 (five) business days prior to the meeting.

Nicole Tillander
City Clerk
City of West St. Paul

Published: September 3, 2021
Twin Cities Pioneer Press

Posted: September 2, 2021
City of West St. Paul

To: **Planning Commission**
From: **Melissa Sonnek, City Planner**
Date: **August 17, 2021**

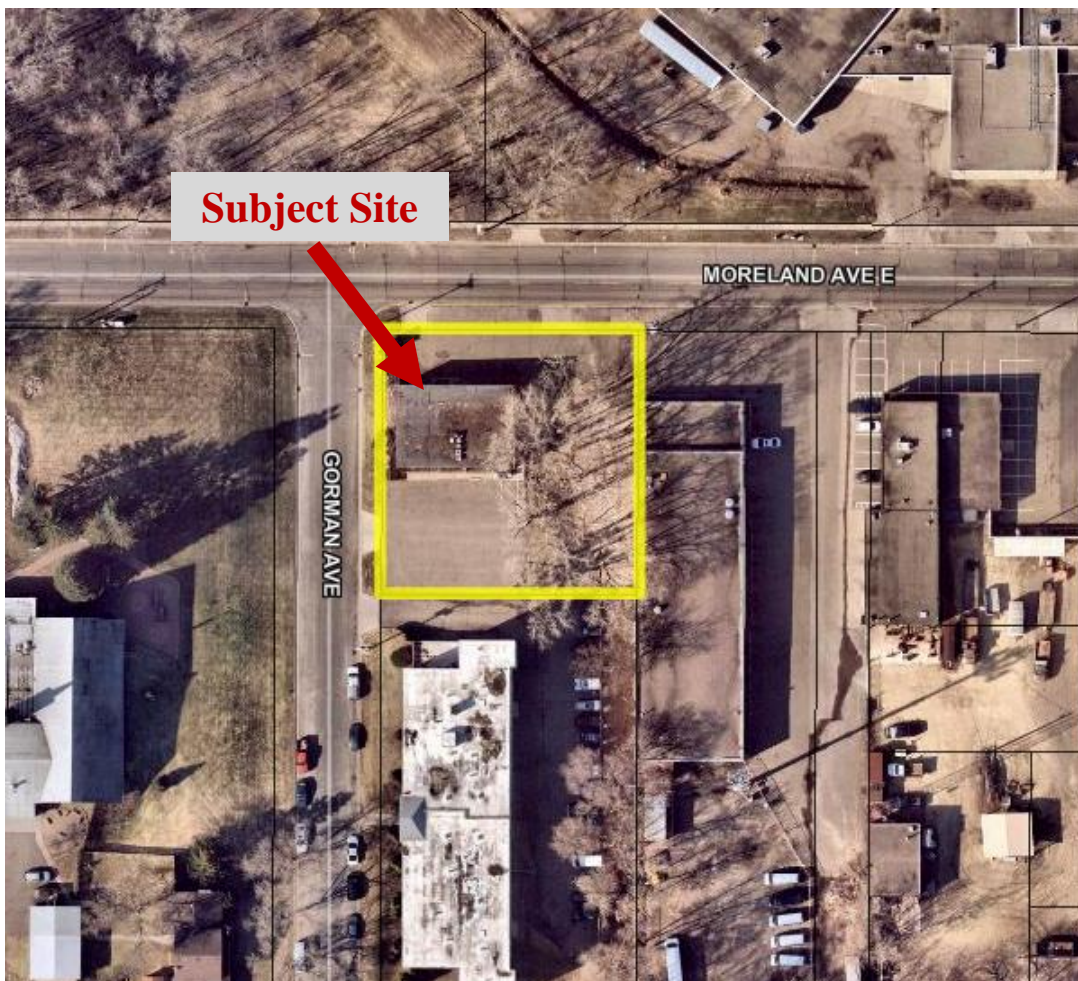
PC Case 21-08 - Conditional Use Permit for a Medical Office at 34 Moreland Avenue East – Steve Wallin

REQUEST:

Property owner, Steve Wallin, has requested two Conditional Use Permits (CUP) to allow a medical office/clinic in the B1 – Limited Business zoning district at 34 Moreland Ave. E.

ATTACHMENTS:

Application
Public Notice



EXISTING LAND USES AND ZONING:

	Land Use	Zoning
Subject Property	Commercial (Offices)	B1 – Limited Business
Properties to North	Commercial (Signal Hills Mall)	B4 – Shopping Center
Properties to East	Commercial (Eclipse Transportation)	B3 – General Business
Properties to South	Residential (Colonial Terrace Apts)	R4 – Multiple Family Residential
Properties to West	Residential (Riverview Baptist Church)	R1 – Single Family Residential

ANALYSIS:

Zoning Ordinance

Section 153.141 (I), states that no structure or land shall be used for the following uses, except by conditional use permit

- (I) – Dental or medical office or clinic

CONDITIONAL USE PERMIT #1 – FORWARD MORTION RECOVERY:

Forward Motion Recovery is requesting a conditional use permit to open a medical office/clinic. Their primary focus will be around behavioral and mental health care for individuals 19 and older, offering treatments to address trauma and recovery for substance use/abuse as well as the associated co-occurring disorders both in individual and group therapy settings. As is typical with these types of treatment facilities, they will also hold Driving with Care classes, levels one and two.

Hours of Operation

Monday – Saturday

- 7:30am to 6:00pm

Employees

There is an expected employee count of about 6 employees, which may increase if business and services expand.

CONDITIONAL USE PERMIT #2 – HORIZON AUTISM CENTER:

Horizon Autism Center is requesting a conditional use permit to open a medical office/clinic. The 34 Moreland Ave. location will serve as both an office space and outpatient/therapy area. All therapy sessions are done in a one-on-one fashion and include in-home and in-school sessions as well as the typical office therapy. Initially early intervention/ABA based therapies will be provided, and there is the potential for speech and/or occupational therapy if/when the business grows.

Hours of Operation

Monday – Friday

- 7:00am to 6:00pm

Employees

There is an expected employee count of about 10 employees, which may increase if business and services grow.

Parking

Office buildings that have 6,000 or more sq. ft. of floor area are required to have one parking space per each 250 sq. ft. of floor space.

Parking Breakdown

Total sq. ft. – 6,072 – 1 stall per 250 = 24

Total Required Stalls 24 – Existing stalls 24

This site has roughly 16 stalls in the southern parking lot and has room for at least 8 stalls on the north side of the lot. This meets the parking minimum requirement. However, with the parking lines being extremely faded, it is difficult to determine how many stalls there are and where. Therefore, City Staff is recommending as a condition of approval that the parking lot be re-striped prior to the new tenants moving into the building.

STAFF RECOMMENDATION:

Staff recommends the APPROVAL of the Conditional Use Permits to allow two medical offices/clinics in the B1 – Limited Business District at 34 Moreland Ave. East, subject to the following conditions:

1. The applicant shall apply for and obtain all applicable building and sign permits with the City of West St. Paul, and
2. The applicant shall re-stripe both the north and south parking lot stalls to be clearly visible prior to the new tenants occupying the building.

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR A MEDICAL OFFICE/CLINIC IN A B1 – LIMITED
BUSINESS DISTRICT AT 34 MORELAND AVE. E.
(HORIZON AUTISM CENTER)**

WHEREAS, a conditional use permit application has been submitted to the City for the property currently legally described as:

CURRENT: S 148 FT OF N 178 FT OF W 141 FT OF E 471 FT OF E 5 ACS OF N 2/3 OF W 953 FT OF N 1/2 OF SW 1/4 OF SW 1/4

WHEREAS, a public hearing concerning the conditional use permit was held before the West St. Paul Planning Commission on August 17, 2021;

WHEREAS, the West St. Paul Planning Commission recommended the City Council approve the conditional use permit;

WHEREAS, a public hearing concerning the conditional use permit was held before the West St. Paul City Council on September 13, 2021;

WHEREAS, the West St. Paul City Staff recommended the City Council approve the conditional use permit; and

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the conditional use permit for a medical office/clinic in a B1 – Limited Business district at 34 Moreland Avenue East, requested by Steve Wallin on behalf of Horizon Autism Center, is hereby approved subject to the following conditions:

1. The applicant shall apply for and obtain all applicable building and sign permits,
2. The existing retail business portion of Sherry's Dearest Treasures shall be discontinued and removed from the building within 60 days of this decision,
3. The Silver and Gold Exchange business must obtain a business license prior to re-opening,
4. The applicant shall work with the City Building Official to correct all building code violations resulting in a hazardous condition within 30 days of this decision, and
5. The applicant shall re-stripe both the north and south parking lots to each have one ADA parking stall and so the parking stall lines be clearly visible prior to a new tenant occupying the building.

Resolution No. 21-

Page 2 of 2

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13th day of September, 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION MEMORIALIZING THE FINDINGS OF FACT AND REASONS
FOR DENIAL RELATING TO THE CONDITIONAL USE PERMIT
APPLICATION FOR A MEDICAL OFFICE USE: A CHEMICAL
DEPENDENCY RECOVERY PROGRAM IN A B1 DISTRICT
AT 34 MORELAND AVENUE EAST**

WHEREAS, a conditional use permit application for a medical office use, specifically a chemical dependency recovery program (“Requested Use”), has been submitted to the City for the property located at 34 Moreland Avenue East (“Property”) by Steve Wallin (“Applicant”); and

WHEREAS, a public hearing concerning the conditional use permit was held before the West St. Paul Planning Commission (“Planning Commission”) on August 17, 2021, and the Planning Commission recommended the City Council of West St. Paul (“City Council”) approve the conditional use permit; and

WHEREAS, at the City Council meeting on August 23, 2021, the City Council voted to table the conditional use permit application, requesting additional information regarding the safety and compatibility of the Requested Use with other uses on the Property, an investigation of possible illegal uses currently operating on the Property, and an investigation for possible building safety violations; and

WHEREAS, a public hearing concerning the conditional use permit was held before the City Council on September 13, 2021; and

WHEREAS, based on the additional information obtained by West St. Paul City Staff (“City Staff”), City Staff is now recommending denial of the conditional use permit due to the public health, safety and welfare concerns related to the incompatibility of the requested use with uses already existing in the building. Specifically, City Staff believes the application should be denied for the following reasons:

1. The Requested Use is not compatible with the Silver and Gold Exchange, a precious metals dealer currently operating out of the adjacent suite, particularly with no safety or security plan.
2. The Requested Use is not compatible with the Applicant’s concurrent conditional use permit application requesting an autism intervention program for young children given the building’s physical configuration and a lack of a safety or security plan between the uses.

3. The Applicant is operating an illegal use on the Property; retail sales is not a permitted use in the B1 zoning district and there is an existing retail use in the building.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the conditional use permit for medical office use as a chemical dependency recovery program located at 34 Moreland Avenue East, is hereby denied for the following findings of fact and reasons:

1. The Requested Use is not compatible with the Silver and Gold Exchange, a precious metals dealer currently operating out of the adjacent suite, particularly with no safety or security plan.
2. The Requested Use is not compatible with the Applicant's concurrent conditional use permit application requesting an autism identification and therapy program for young children given the building's physical configuration and a lack of a safety or security plan between the uses.
1. The Applicant is violating the zoning code by allowing a retail use in the B1 zoning district.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13th day of September, 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **Nicole Tillander, City Clerk**
Date: **September 13, 2021**

Appointment to the Planning Commission

BACKGROUND INFORMATION:

With Commissioner Green's departure, there is currently a vacancy on the Planning Commission. Applications received over the last 12 months have been presented to Mayor Napier for consideration.

Mayor Napier is recommending Liz Gillen for appointment to the Planning Commission. Ms. Gillen's application is attached to this item for reference.

STAFF RECOMMENDATION:

Council should consider confirmation of Mayor Napier's appointment to the West St. Paul Planning Commission.

Print

Application for Appointment to Commissions, Boards, Committees and Task Forces - Submission #4279

Date Submitted: 9/1/2021

Applications for Boards and Commissions are accepted year-round. As seats become vacant, the City of West St. Paul will consider all active applications for appointment. Applications are considered active for one year from submission date. To remain active after one year, applicants must re-apply.

First Name*

Last Name*

Address1*

Address2

City*

State*

Zip*

Email*

Home Phone

Cell Phone

Work Phone

Public Commission Directory*

Please indicate the phone number(s) you would like published in our Public Commission Directory if you are appointed. Permission to release your phone number to the public is a requirement of the Data Practices Act.



Home



Cell



Work

Mark up to 3 committees you are interested in serving on*

- Charter Commission
- Parks & Recreation Advisory Board
- Planning Commission
- Environmental / Greening Committee
- Lower Mississippi River Watershed Management Organization
- NDC4 (Cable Commission)

If you are interested in more than one committee, please list them in order of most desirable to least desirable.

More Info

[Learn more about each Board and Comm ss on here...](#)

How Many Years Have You Lived in West St. Paul*

8 years owning a home in West St. Paul, but grew up here as well.

Ward

3

Precinct

Employment / Job Title*

Graphic Designer

Employer Name & Address*

Liz Gillen Design (Self employed) [REDACTED] [REDACTED] [REDACTED] West St. Paul, MN 55118

List your past and present civic activities or memberships which may be helpful to this committee.*

Currently forming a neighborhood watch program

List two or three goals that you would like to see accomplished during your term on a commission.*

I would like to see increased pedestrian safety and walkability throughout West St. Paul, and a community center with youth and family engagement programs.

How did you become interested in serving on a committee?*

As my kids have gotten older, I've realized the importance in having a safe community for them to grow up in. West St. Paul has changed a lot since I was little, and I want to do my part in making sure it continues to change for the better as a welcoming place with accessible amenities and resources for all residents.

To: **Mayor and City Council**
Through: **Nathan Burkett, City Manager**
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**
Date: **September 13, 2021**

First Reading – Vacating Alleys between Christensen Avenue and Waterloo Street

BACKGROUND INFORMATION:

There are two existing alleys in northeast West St. Paul that do not serve a public purpose, and will not in the future. The alley locations are described below, and attached is a map for reference.

- East of Christensen Avenue, south of Bernard Street East, west of Waterloo Street and north of Roeller Avenue.
- East of Christensen Avenue, south of Roeller Avenue, west of Waterloo Street and north of Arion Street.

Alleys are vacated by ordinance, requiring two readings, one of which is a public hearing. In addition, notice must be published and provided to the adjacent property owners informing them of the hearing. The public hearing date will be September 27, 2021.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends that the City Council review the attached ordinances and approve the first reading.

Attachments: Location Map
Ordinances Vacating Alleys

ALLEY VACATIONS



**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE VACATING AN UNBUILT ALLEY GENERALLY LOCATED
NORTH OF ROELLER AVENUE AND SOUTH OF EAST BERNARD STREET
WITHIN THE CITY OF WEST ST. PAUL, MINNESOTA**

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

SECTION 1. Pursuant to West St. Paul City Code § 95.55 and Minn. Stat. § 412.851, on its own motion, with a vote of four of its members, the City Council may vacate any street, alley, public grounds, public way or any part thereof within the City by Ordinance; and

WHEREAS, the City of West St. Paul wishes to vacate the alley, situated in the City of West St. Paul, County of Dakota, State of Minnesota, legally described as follows:

All the Alley, as delineated and dedicated, in Block 3, “Hutchinson’s Addition to St. Paul”, according to the recorded plat thereof, Dakota County, Minnesota. EXCEPT therefrom that part lying westerly of a line drawn between the southeast corner of Lot 16 and the northeast corner of Lot 17, said Block 3.

WHEREAS, a notice of a public hearing on said vacation was duly published and posted in accordance with applicable Minnesota Statutes and a public hearing was held on said vacation at the West St. Paul City Hall, 1616 Humboldt Ave. West. St. Paul, Minnesota; and

WHEREAS, the City Council of West St. Paul then proceeded to hear all persons interested in said vacation and all persons interested were afforded an opportunity to present their views and objections to the granting of said vacation; and

WHEREAS, the City Council of West St. Paul has determined that the vacation would be in the public interest.

NOW THEREFORE THE CITY OF WEST ST. PAUL DOES ORDAIN:

1. That pursuant to Minn. Stat. § 412.851 and City Code § 95.55, the City of West St. Paul hereby vacates the unbuilt public alley situated in the City of West St. Paul, County of Dakota, State of Minnesota, legally described above.
2. That the City specifically reserves the right and authority of any utility company or corporation owning or controlling electric or telephone poles and lines, gas thereon or thereunder, to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove or otherwise attend thereto.

3. That the said vacation has no relationship to the City's Comprehensive Plan and therefore the West. St. Paul City Council has dispensed with the requirements of Minn. Stat. § 462.356, subd. 2, that may require the West St. Paul Planning Commission to perform a Comprehensive Plan compliance review of said vacation that may constitute a disposal of real property pursuant to § 462.356, subd. 2.
4. That the City Clerk shall prepare a notice to be presented to the Dakota County Auditor reflecting the completion of the proceedings herein. The notice shall be recorded with the Dakota County Recorder.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minn. Stat. § 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The City is vacating an unbuilt alley, generally located north of Roeller Avenue and south of East Bernard Street, in West St. Paul, MN.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the City Council of the City of West St. Paul, Minnesota, this _____ day of _____, 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE VACATING AN UNBUILT ALLEY GENERALLY LOCATED
NORTH OF EAST ARION STREET AND SOUTH OF ROELLER AVENUE
WITHIN THE CITY OF WEST ST. PAUL, MINNESOTA**

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

SECTION 1. Pursuant to West St. Paul City Code § 95.55 and Minn. Stat. § 412.851, on its own motion, with a vote of four of its members, the City Council may vacate any street, alley, public grounds, public way or any part thereof within the City by Ordinance; and

WHEREAS, the City of West St. Paul wishes to vacate the alley, situated in the City of West St. Paul, County of Dakota, State of Minnesota, legally described as follows:

All the Alley, as delineated and dedicated, in Block 4, “Hutchinson’s Addition to St. Paul”, according to the recorded plat thereof, Dakota County, Minnesota. EXCEPT therefrom that part lying westerly of a line drawn between the southeast corner of Lot 16 and the northeast corner of Lot 17, said Block 4.

WHEREAS, a notice of a public hearing on said vacation was duly published and posted in accordance with applicable Minnesota Statutes and a public hearing was held on said vacation at the West St. Paul City Hall, 1616 Humboldt Ave. West. St. Paul, Minnesota; and

WHEREAS, the City Council of West St. Paul then proceeded to hear all persons interested in said vacation and all persons interested were afforded an opportunity to present their views and objections to the granting of said vacation; and

WHEREAS, the City Council of West St. Paul has determined that the vacation would be in the public interest.

NOW THEREFORE THE CITY OF WEST ST. PAUL DOES ORDAIN:

1. That pursuant to Minn. Stat. § 412.851 and City Code § 95.55, the City of West St. Paul hereby vacates the unbuilt public alley situated in the City of West St. Paul, County of Dakota, State of Minnesota, legally described above.
2. That the said vacation has no relationship to the City’s Comprehensive Plan and therefore the West. St. Paul City Council has dispensed with the requirements of Minn. Stat. § 462.356, subd. 2, that may require the West St. Paul Planning Commission to perform a Comprehensive Plan compliance review of said vacation that may constitute a disposal of real property pursuant to § 462.356, subd. 2.

3. That the City Clerk shall prepare a notice to be presented to the Dakota County Auditor reflecting the completion of the proceedings herein. The notice shall be recorded with the Dakota County Recorder.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minn. Stat. § 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The City is vacating an unbuilt alley, generally located north of East Arion Street and south of Roeller Avenue, in West St. Paul, MN.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the City Council of the City of West St. Paul, Minnesota, this _____ day of _____, 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

To: **Mayor and City Council**
Through: **Nate Burkett, City Manager**
From: **Charlene Stark, Finance Director**
Date: **September 13, 2021**

Preliminary Budget and Tax Levy for 2022

BACKGROUND INFORMATION:

Pursuant to State Law, the City is required to declare a maximum 2022 property tax levy no later than September 30, 2021. The preliminary budget and levy information was presented to the Council at the August 9th Open Council Work Session (OCWS).

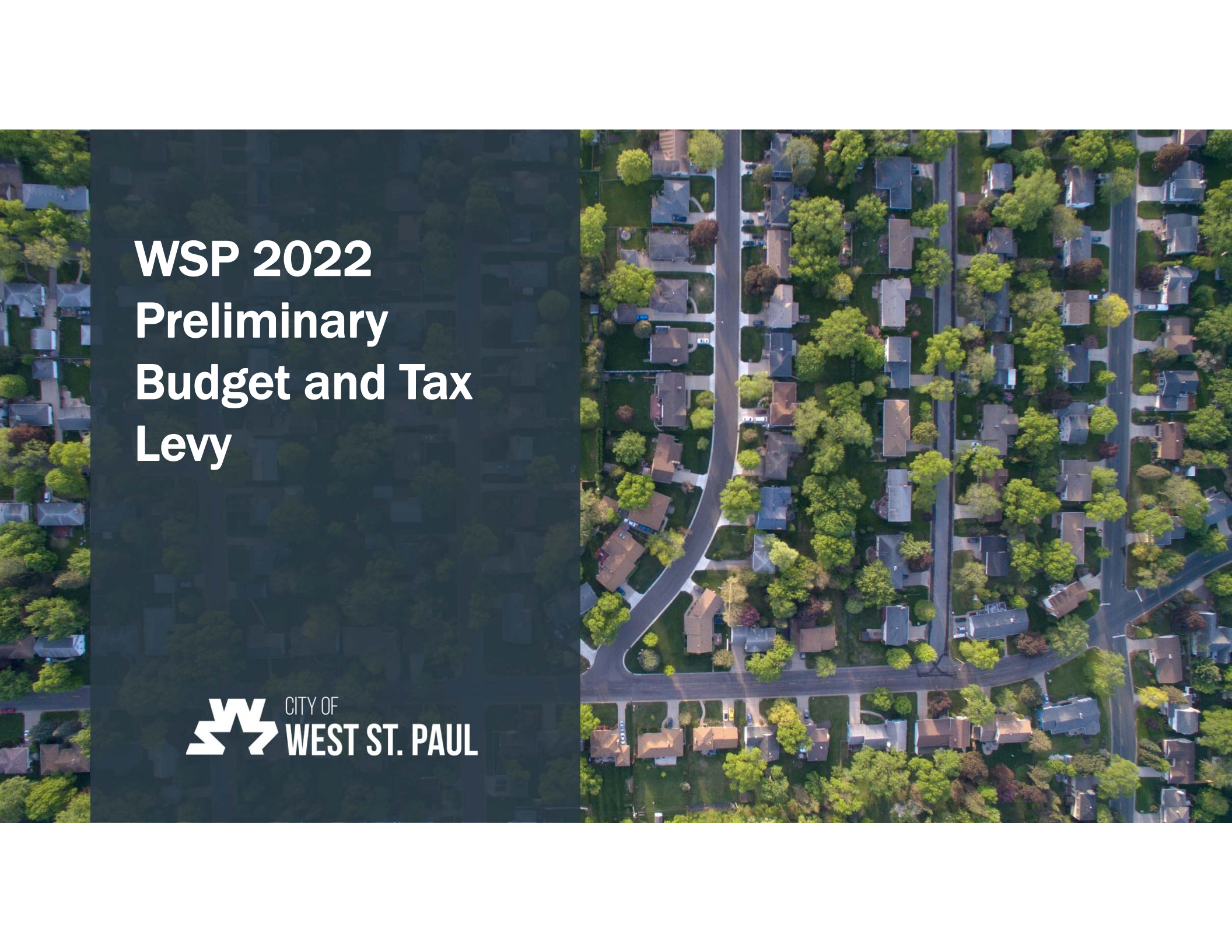
See presentation for numbers breakdown.

STAFF RECOMMENDATION:

Staff recommends approving the 2022 preliminary budget of \$38,972,352 and a maximum levy of \$18,657,789 for certification to the county auditor.

Attachments:

Resolution for adopting the Preliminary Budget, Levy and reduction in Debt Levy
Resolution to set Truth in Taxation public hearing and Final Budget Adoption
WSP Budget Presentation 2022-23
Resolution for adopting SMFD-EMS Levy



WSP 2022 Preliminary Budget and Tax Levy



2022 Budget Numbers

Fund	2021	Preliminary 2022 Levy	Change over 2021	Conceptual 2023 Levy
General Fund & Community Events	\$11,364,634	\$12,281,402	\$916,768	\$13,633,728
EDA Fund	366,199	363,949	(2,250)	454,068
Insurance Fund	500,339	511,770	11,431	539,158
Debt Service Funds	4,058,658	3,833,620	(225,038)	3,455,392
Capital Funds	1,144,762	1,037,319	(107,443)	1,019,545
Ice Arena	147,125	256,864	109,739	184,864
Pool	-	130,857	130,857	131,521
Regional Athletic Center (debt)	231,820	242,008	10,188	287,893
Total Levy	\$17,813,537	\$18,657,789	\$844,252	\$19,706,169
Percent Increase		4.74%		5.62%
TOTAL BUDGET	\$45,914,694	\$38,972,352	(\$6,942,342)	\$37,201,591

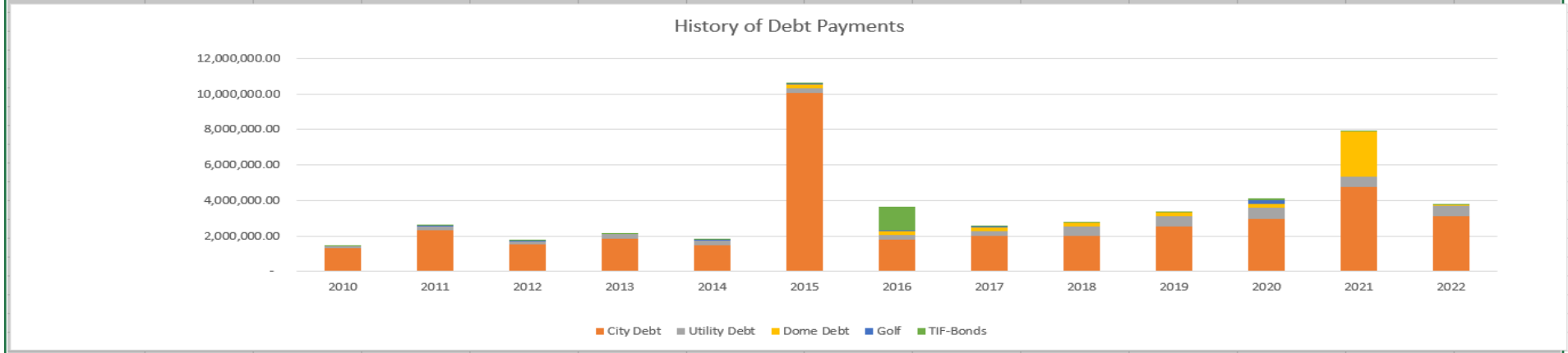
Summary of Levy needs for 2022

- Debt Levy is decreasing by (\$225,038) This comes about from the early redemption of bonds this year.
- Operating Levy is increasing by \$916,768. This is a 8.02% increase.
 - Increased for annual salary COL
 - Increase for 20% Health Insurance
 - New Positions
 - 2 in PD with a hiring date of July
 - 1 in IT with a hiring date of April
 - Promotion in Administration
 - 1 new position in Marketing and Communications

- The Capital levy decreased by (107,443) due to the Vehicle & Equipment Fund being funded by the LGA/Utility Franchise fee revenue.
- The Pool and Arena both increased levy by \$109,739 and \$130, 857 respectively. Both of these Funds have ongoing capital needs.
- The Regional Athletic Center (RAC) or Dome debt payment increases by \$10,188 for 2022.

Debt Payment History

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City Debt	1,321,917.24	2,297,000.00	1,539,700.00	1,840,000.00	1,490,000.00	10,080,000.00	1,795,000.00	1,985,000.00	1,975,000.00	2,530,000.00	2,975,000.00	4,740,000.00	3,115,000.00
Utility Debt	75,000.00	230,000.00	145,000.00	250,000.00	255,000.00	260,000.00	270,000.00	275,000.00	565,000.00	585,000.00	600,000.00	580,000.00	605,000.00
Dome Debt						200,000.00	205,000.00	205,000.00	210,000.00	215,000.00	220,000.00	2,560,000.00	20,000.00
Golf	35,000.00	35,000.00	35,000.00	40,000.00	40,000.00	40,000.00	45,000.00	45,000.00			245,000.00		
TIF-Bonds	25,000.00	30,000.00	35,000.00	40,000.00	40,000.00	45,000.00	1,335,000.00	60,000.00	65,000.00	70,000.00	75,000.00	80,000.00	75,000.00
Total	1,456,917.24	2,592,000.00	1,754,700.00	2,170,000.00	1,825,000.00	10,625,000.00	3,650,000.00	2,570,000.00	2,815,000.00	3,400,000.00	4,115,000.00	7,960,000.00	3,815,000.00
						Refunding	Refunding		Closed golf unable to pay debt	Sold land pd de	Called Bonds	Refunded Dome	



.....

Budget \$'s in Action



Movies in the Park



Moreland Street Project



Snow Plow in Action

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION ADOPTING THE PRELIMINARY 2022 BUDGET & SETTING THE
PRELIMINARY 2022 SMFD-EMS TAX LEVY**

WHEREAS, the City of West St. Paul, Minnesota is required by Minnesota Statute §275.065 to adopt a preliminary budget and to certify to Dakota County a proposed tax levy on or before September 30th of each year; and

WHEREAS, the City Council has reviewed and established a proposed budget and subsequent property tax levy for Fiscal Year 2022 beginning January 1, 2022 and ending December 31, 2022; and

WHEREAS, the Council is proposing the property tax levy for the SMFD-EMS Levy of \$825,000.00 collectible in 2022, upon taxable property in the City; and

WHEREAS, the Council is proposing the total budget for the City of West St. Paul for the SMFD-EMS budget to be \$2,796,619

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council the following preliminary 2022 SMFD-EMS tax levy is hereby adopted:

1. Total Budget for the City of West St. Paul is \$2,796,619
2. Total 2022 tax levy is \$825,000

BE IT FURTHER RESOLVED the City Manager and Finance Director are hereby directed to submit this resolution and other required documentation to Dakota County for certification.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13rd day of September 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION ADOPTING THE PRELIMINARY BUDGET & SETTING THE
PRELIMINARY 2022 TAX LEVY & DEBT SERVICE LEVY**

WHEREAS, the City of West St. Paul, Minnesota is required by Minnesota Statute §275.065 to adopt a preliminary budget and to certify to Dakota County a proposed tax levy on or before September 30th of each year; and

WHEREAS, the City Council has reviewed and established a proposed budget and subsequent property tax levy for Fiscal Year 2022 beginning January 1, 2022 and ending December 31, 2022; and

WHEREAS, the Council is proposing the annual budget to be set for \$38,972,352; and

WHEREAS, the Council is proposing the property tax levy of \$14,582,161 and the debt service levy of \$4,075,628 for a total of \$18,657,789 collectible in 2022, upon taxable property in the City; and

WHEREAS, the Council shall need to decrease the levy for 2012A Taxable GO Tax abatement bonds to meet the annual debt obligations by (\$100,000) thereby increasing the total debt levy issued to be collected from property taxes; and

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council the following preliminary 2022 budget and total tax levy are hereby adopted:

1. Total 2022 budget \$38,972,352
2. Total 2022 tax and debt levy \$18,657,789

BE IT FURTHER RESOLVED the City Manager and Finance Director are hereby directed to submit this resolution and other required documentation to Dakota County for certification.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13rd day of September 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-

**RESOLUTION SET PUBLIC HEARING DATE FOR
FINAL 2022 BUDGET & TAX LEVY**

WHEREAS, the City of West St. Paul, Minnesota will hold a Public Hearing on the 2022 final budget and tax levy; and

WHEREAS, the City Council will hold the Public Hearing on December 13, 2021 at the Regular Council meeting time of 6:30 p.m.; and

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council the Public Hearing for the adoption of the 2022 budget and tax levy will be called on December 13, 2021 at 6:30 p.m.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 13th day of September 2021.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk