



CITY COUNCIL MEETING

Municipal Center Council Chambers

1616 Humboldt Ave, West St. Paul, MN 55118

Monday, February 9, 2026

6:30 PM

1. **Call to Order**

2. **Roll Call**

One or more members of the City Council may be joining remotely.

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

5. **OCWS Briefing**

6. **Community Comments - In Person**

Individuals may address the City Council about any item of city business 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. **Community Comments - Phone Line**

Individuals may address the City Council about any item **of city business** 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. **Consent Agenda**

Items on the Consent Agenda are considered routine and are voted on in one motion by the Council. Any items that require further discussion or a separate vote may be removed from the consent agenda by a council member or a member of the community and placed on the regular agenda.

A. Approve City Council Meeting Minutes of January 26, 2026

Documents:

[01.26.26 REGULAR COUNCIL MINUTES.PDF](#)

B. City Business Licensing

Documents:

[CITY LICENSING 2-9-26.PDF](#)

C. City Rental Licensing

Documents:

[RENTAL LICENSING 2-9-26.PDF](#)

D. List of Claims for February 9, 2026

Documents:

[CITY COUNCIL ACTION ITEM - LIST OF CLAIMS 2.9.26.PDF](#)

E. Order Preliminary Engineering Report for the Delaware Avenue Reconstruction Project
25-3

Documents:

[CITY COUNCIL ACTION ITEM -ORDER PRELIM ENG REPORT CP 25-3.PDF](#)
[ATTACHMENT - CP 25-3 MAP.PDF](#)
[RESOLUTION - ORDER PREPARATION OF REPORT ON IMPROVEMENT
CP 25-3.PDF](#)

F. Wentworth Avenue Trail Project 24-4 - Easements

Documents:

[CITY COUNCIL ACTION ITEM - WENTWORTH TRAIL EASEMENTS CP 24-
4.PDF](#)
[RESOLUTION - EASEMENT ACQUISITION CP 24-4.PDF](#)

G. Amend Fee Schedule - Secondhand Stores Business License Fee

Documents:

[COUNCIL ACTION ITEM - AMEND 2026 FEE SCHEDULE FOR
SECONDHAND STORES.PDF](#)
[ATTACHMENT - 2026 AMENDED FEE SCHEDULE.PDF](#)

H. Body Worn Camera Audit Executive Summary Report

Documents:

[CITY COUNCIL ACTION ITEM - BODY WORN CAMERA AUDIT EXECUTIVE
REPORT.PDF](#)
[WEST SAINT PAUL 2025 BWC AUDIT EXECUTIVE SUMMARY.PDF](#)

I. City Manager Performance Evaluation Summary

Documents:

[CITY COUNCIL ACTION ITEM - CITY MANAGER PERFORMANCE
EVALUATION SUMMARY.PDF](#)

10. General Business

A. Immigration Enforcement Activity Response

Documents:

CITY COUNCIL ACTION ITEM - IMMIGRATION ENFORCEMENT ACTIVITY RESPONSE.PDF
RESOLUTION - CRISIS RENT SUPPORT GRANTS.PDF
RESOLUTION - CRISIS FOOD SUPPORT GRANTS.PDF
26-009 AFFIRMING SUPPORT FOR AND TRUST IN THE WEST ST PAUL POLICE DEPARTMENT (SIGNED).PDF
26-016 ESTABLISHING CITY POLICIES REGARDING FEDERAL IMMIGRATION ACTIVITY - ALT 1 (SIGNED).PDF
WEST ST. PAUL LETTER OF SUPPORT - EVICTION MORATORIUM_HOUSING_BUSINESS ASSISTANCE.PDF

B. Rental License Application Renewal Review - 97 Orme St. E.

Documents:

CITY COUNCIL ACTION ITEM - 97 ORME RENTAL LICENSE REVIEW 1.26.26.PDF
RESOLUTION - RENTAL LICENSE 97 ORME.PDF
ATTACHMENT - RENTAL LICENSE 97 ORME.PDF

C. Final Reading to Rezone Multiple Properties near the Intersection of Butler Ave. and Highway 52

Documents:

CITY COUNCIL ACTION ITEM - FINAL READING REZONING MULTIPLE PROPERTIES.PDF
ATTACHMENT - FINAL READING REZONING MULTIPLE PROPERTIES.PDF
ORDINANCE - FINAL READING REZONING MULTIPLE PROPERTIES.PDF

D. Final Reading - Administrative Code

Documents:

CITY COUNCIL ACTION ITEM - FINAL READING - ADMINISTRATIVE CODE ORDINANCE AMENDMENT.PDF
ORDINANCE - ADMINISTRATIVE CODE ORDINANCE FINAL.PDF

11. 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.

Si usted desea que alguna parte del paquete de esta agenda sea traducida al Español, por favor solicítelo al social@wspmn.gov.

**City of West St. Paul
City Council Meeting Minutes
January 26, 2026**

1. Call to Order

Mayor Napier called the meeting to order at 6:31 p.m.

2. Roll Call

Present: Mayor Dave Napier
Councilmembers Pat Armon, Wendy Berry, Lisa Eng-Sarne, Doug Fromm, Robyn Gulley, John Justen and Junior Councilmember Elise Moga

Absent: None

Others Present: City Manager Nate Burkett
City Attorney Pam Whitmore / Greta Bjerkness
Assistant City Manager Dan Nowicki
Police Chief Brian Sturgeon
Public Works Director / City Engineer Ross Beckwith
Community Development Director Ben Boike
City Clerk Nicole Tillander

3. Pledge of Allegiance

4. Adopt the Agenda

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

Vote: 6 ayes / 0 nays. Motion carried.

5. OCWS Briefing

Open Council Work Session held January 26, 2026 at 5:00 PM:

1. Welcome and Note Attendance
2. Agenda Items
 - A. Immigration Enforcement Activity Update
 - B. 2026 Legislative Positions (moved to a future meeting)
 - C. Secondhand Store and Construction-impacted Business License Fee Discussion
 - D. Strategic Plan Update (Time Permitting – moved to a future meeting)
3. Regular Meeting Consent Agenda Review
4. Adjourn

6. Community Comments – In Person

- Emily Yederlinic, Ohio St – other councils adopting an eviction moratorium, would like WSP to consider adopting this as well, would like a separation ordinance considered as well.

Mayor Napier advised that the City of West St. Paul is not in a position to institute an eviction moratorium, but the council discussed other ways to help support the community and will put those into action in the coming weeks.

City Manager advised anything immigration related will be covered under agenda item 11B.

- Name not given – asking about Flock license plate readers, advised would be discussed under 11B
- Emily, Ward 1 – appreciation to the community for showing up

7. Community Comments – Phone Line

- No one called in to address the council.

8. Council Comments

Mayor and Councilmembers addressed the public on various topics.

9. Proclamations, Presentations and Recognitions

A. Proclamation Honoring Black History Month

10. Consent Agenda

Councilmember Armon asks that Item B. be pulled for discussion; would like a code enforcement review of the property for licensee Hometown Tire & Service at 1137 Robert St. S., license can still be approved. Council and staff agree to the property review.

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

- A.** Approve City Council Meeting Minutes of January 12, 2026
- B.** City Business Licensing
- C.** City Rental Licensing
- D.** List of Claims for January 26, 2026
- E.** Appoint SMFD Public Member
- F.** Approve Plans and Specifications and Authorize Ad for Bid for the Emerson Avenue Improvement and Mina Alley Reconstruction Projects 26-1 & 26-2
- G.** Approve Plans and Specifications and Authorize Ad for Bid for the Emerson East Mill & Overlay Project 26-3
- H.** Parking Restrictions on Haskell Street East

Vote: 6 ayes / 0 nays. Motion carried.

11. General Business

A. Support for and Trust in West St. Paul Police Department

City Manager Nate Burkett presented. The West St. Paul Police Department and Chief Sturgeon are exemplary; committed and dedicated to de-escalation, protecting the community with care and rooted in lawful process and transparency. Mayor Napier read the resolution aloud.

Motion was made by Councilmember Gulley and seconded by Councilmember Fromm to adopt Resolution No. 26-009 Expressing Support for the West St. Paul Police Department Team and Affirming the City Council's Trust, Expectations, and Commitment to Community Safety During Heightened Federal Immigration Enforcement Activity as presented.

B. Community Safety and Federal Immigration Enforcement Activity

City Manager Nate Burkett presented. The presentation can be seen in full by viewing the OCWS meeting from earlier tonight. Topics covered include; legal parameters and boundaries, city philosophy and values and current practices. Community safety is our number one priority. Staff puts forth eight recommendations and a values-based resolution and asks that council adopt these recommendations and resolution as presented.

Chief Sturgeon discussed how WSP PD utilizes Flock license plate readers, who and how that information may be accessed and the partnership with the State of Minnesota, following state data practices and privacy requirements. Chief covered how data is accessed, how alerts are entered into the system and how the system has helped to resolve local crimes.

City Manager and Chief advised police will attempt to only make routine traffic stops in clearly marked vehicles and with uniformed officers.

Mayor Napier thanked staff for their work and opened the floor to public comment.

- Ann Ulrich, Foodsmith owner – liquor license questions, public safety, ICE presence in businesses, in the letter to the State requests that the city add a rent moratorium for small businesses, emergency small business relief fund, immigrant defense fund or small business defense fund, require agents to identify themselves or not conceal their identities by wearing masks, support for small businesses shouldn't come from community members, it should come from the City
- Beth Lechler, near Smith and Dodd – appreciate the leadership stance and glad for what was said, would also like a town hall meeting to be held to hear more voices from neighbors
- Name not given – would like WSP to send a letter to the Walz administration supporting a statewide eviction moratorium; shared language from Mpls resolution, could include language about helping small businesses impacted as well
- Amanda – what can our police officers do to keep us safe? When ICE agents are breaking the law, can local PD help? Chief Sturgeon addressed the questions – we have resources

which will be available on our website, if you call 911, WSP PD will be there, but it is a difficult situation and there aren't always answers. City Manager also addressed this speaker, our police officers will make the safest decision to de-escalate and protect every member of our community.

- Ben Edwards, Butler Ave – concerns about ICE agents using pretext to gain access to homes, concern about Flock license plate reader cameras and 3rd parties not protecting the data in the same way as the Minnesota data practices and privacy laws, resident privacy is at risk. Chief Sturgeon discussed where data is stored and how it is regulated.
- Name not given – Flock is not a trusted company, DHS can access data, if able to get these cameras out of the community, please do that

Discussion by Council and Mayor around the eviction moratorium and sending a letter of support to the State of Minnesota. Mayor Napier does not support, could be harmful to good property managers and asked the City Attorney for clarification. Attorney advised parameters could be added to the letter. Councilmember Gulley does agree and we should send a letter including rental assistance. Councilmember Eng-Sarne read a portion of the Minneapolis resolution and asks how people would apply. City Attorney advised could add exceptions to a WSP resolution, Minneapolis resolution is a good framework, needs more detail. Councilmember Armon would support with a funding mechanism. Councilmember Justen supports sending the letter and would support requesting assistance to small business owners, would not include the financial assistance to the City line if we put forward a resolution. Councilmember Berry advised we wouldn't determine what the State does, we can just support a rent moratorium. Councilmember Fromm supports an eviction moratorium, but it must also include rental assistance. Councilmember Justen advises Mayor does not have to sign the letter; Nate and Council could sign.

Motion was made by Councilmember Fromm and seconded by Councilmember Eng-Sarne to adopt Resolution No. 26-016 Establishing City Policy Statements Regarding Community Safety, City Operations, and Communications in Connection with Federal Immigration Enforcement Activity as presented.

Resolution (values based) – Fromm/Eng-Sarne

Vote: Fromm – aye
 Eng-Sarne – aye
 Armon – aye
 Berry – aye
 Gulley – aye
 Justen – aye
 6 ayes, 0 nay
 Motion carried.

Motion was made by Councilmember Justen and seconded by Councilmember Berry directing staff to write an eviction moratorium letter of support to send to the State. Prior to sending, staff will send the draft letter to Councilmembers Justen, Berry and Armon for

review; inclusive of language similar to preserve economic stability, there should be a rental funding mechanism.

Vote: Justen – aye
 Berry – aye
 Armon – aye
 Eng-Sarne – aye
 Fromm – aye
 Gulley – aye
 6 ayes, 0 nay
 Motion carried.

Under our public purpose expenditure policy, West St. Paul may make a donation to an organization providing food assistance. City Manager does not have a spending authorization for this and would need a motion of support from the council giving him the spending authorization. The funds used would be from the innovation fund.

Councilmember Gulley advises schools are already working with families and funds can be directed where needed if we donate directly to a school, would also like to see the city donate to rental assistance for families in need.

Additional discussion around rental assistance and small business assistance. Councilmember Armon would like to see if the city could provide small business assistance funds; State and County response is also needed. City Manager advised City funded assistance likely wouldn't make a meaningful impact due to lack of funds. Staff would need time to process and determine what is needed, would recommend sending a letter of support to the State, and holding more discussion at the next meeting. Councilmember Justen adds small business assistance should come from the State, need is likely too great for the City. Food assistance and small business assistance should not be tied together; Councilmember Fromm would like food assistance done now and rental and small business discussed at the next meeting with a thoughtful report from staff at that time.

Staff advises council to make a motion to allow expenditure to a certain dollar amount; City Manager advises to start with \$5,000 or \$10,000.

Motion was made by Councilmember Gulley and seconded by Councilmember Fromm, with a friendly amendment of the words "up to" by Councilmember Armon, to direct the City Manager to immediately provide donation and general support for families in our community of up to \$10,000.

Vote: Gulley – aye
 Fromm – aye
 Armon – aye
 Berry – aye
 Eng-Sarne – aye
 Justen – aye
 6 ayes, 0 nay

Motion carried.

C. 2026 Legislative Positions

City Manager Nate Burkett presented, outlining city priorities. Discussion and clarification around the ambulance services areas.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to approve Resolution No. 26-011 Adopting Policy Positions and Authorizing Certain Individuals to Speak on Behalf of the City Council with Conditions as presented.

Vote: 6 ayes / 0 nays. Motion carried.

D. Rental License Application Review - 97 Orme St. E.

Motion was made by Councilmember Berry and seconded by Councilmember Eng-Sarne to continue item 11D. to the February 9, 2026 meeting.

Vote: 6 ayes / 0 nays. Motion carried.

E. Amendment to the 2040 Comprehensive Plan and First Reading to Rezone Multiple Properties near the Intersection of Butler Ave. and Highway 52

Staff recommends approval of the amendment to the comprehensive plan to re-guide from high-density to medium-density residential through resolution, subject to conditions. The re-guiding of the properties is contingent upon approval of the Metropolitan Council's review and approval of the amendment application. Staff recommends approval of the first reading to rezone multiple properties near the interaction of Butler Ave. and Highway 52.

Motion was made by Councilmember Armon and seconded by Councilmember Justen to approve Resolution No. 26-013 Approving an Amendment to the 2040 Comprehensive Plan and to approve the first reading of an ordinance rezoning multiple properties near the intersection of Butler Ave. and Highway 52 from R-4, Multiple Family Residential to either R-3, Townhouse Residential or R-2, Two Family Residential, as presented, including conditions.

Vote: 6 ayes / 0 nays. Motion carried.

F. Site Plan, Preliminary, and Final Plat Applications for the Redevelopment of 424 Butler Ave. E.

Community Development Director Ben Boike presented multiple applications for redevelopment of the property at 424 Butler Avenue East. The comp plan amendment will re-guide from high-density to medium-density residential. Redevelopment will rezone certain properties through ordinance amendment from R-4, Multiple Family to R-3 Townhouse Residential or R-2 Two Family. The site plan will provide for the construction of 13 townhome units at 424 Butler Avenue East.

Planning Commission reviewed, held a public hearing and voted 7-0 to recommend approval of all applications pending conditions for the site plan and suggestions for staff at their January 20th meeting.

Councilmember Armon had questions about connecting trail to County Park, bus stops, garbage trucks, catch basin and prominent garage doors. Concerns addressed by Community Development Director Ben Boike.

Staff recommends approval of the site plan and preliminary and final plat pending conditions.

Motion was made by Councilmember Armon and seconded by Councilmember Fromm to approve Resolution No. 26-014 Approving a Site Plan for Redevelopment and Construction of 13 Townhomes at 424 Butler Avenue East as presented, including conditions and to approve Resolution No. 26-015 Approving the Preliminary and Final Plat for Grand Oak Grove as presented, including conditions.

Vote: 6 ayes / 0 nays. Motion carried.

12. Public Hearings

A. Administrative Code Repeal and Replace

City Manager Nate Burkett presented the first reading. This ordinance consolidates and codifies operational governance so that Council, staff, and the public can quickly understand how the City functions in practice. Staff asks that the council hold a public hearing and approve the first reading of an ordinance repealing and replacing section 30.02 of the West St. Paul City Code relating to the administrative code.

Mayor Napier opened the public hearing at 9:00 p.m.

No one came forward to address the council.

Mayor Napier closed the public hearing at 9:00 p.m.

Motion was made by Councilmember Justen and seconded by Councilmember Eng-Sarne to approve the first reading of an ordinance repealing and replacing the administrative code as presented.

Vote: 6 ayes / 0 nays. Motion carried.

13. Closed Session - MN Stat 13D.05 Subd 3(a) - City Manager Performance Review

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Berry to close the meeting pursuant to Minn. Stat. 13D.05 subd. 3(a), to discuss the City Manager Performance Review.

Vote: 6 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Berry and seconded by Councilmember Gulley to re-open the meeting at 9:26 p.m. for adjournment. Discussion will be summarized at the next meeting.

Vote: 6 ayes / 0 nays. Motion carried.

14. Adjourn

Motion was made by Councilmember Berry and seconded by Councilmember Gulley to adjourn the meeting at 9:26 p.m.

All members present voted aye. Motion carried.

David J. Napier
Mayor
City of West St. Paul

Respectfully submitted,

Nicole Tillander
City Clerk
City of West St. Paul



Subject: City Business Licenses-2026 New/Renewals

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Bryan Byrd-Licensing	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Staff is requesting Council to approve the following licenses:	
RUBBISH HAULER Highland Sanitation	
MASSAGE Lihua Wang	
SECONDHAND GOODS Craft & More Thrift Store	
Required background check and site inspections have been completed by the appropriate City departments, as applicable, and all license fees have been received.	
Attachments	
Alternatives	
Deny license applications.	
Financial	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: See box at right	Business- 101-30000-32199
Department:	Liquor- 101-30000-32199
Account:	
Amount: \$1,850 (Revenue)	



City Council Action Item

Rental License Applications

Meeting Date: February 9, 2026	
Submitted by: Bryan Byrd/Licensing	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Staff recommends that the City Council approve rental license application(s) listed below.	
Background	
Rental License(s) - background required.	
According to the rental dwelling ordinance, the City requires a background investigation for each new rental property owner and/or applicant. In addition, the Police and Community Development departments review calls for service to the properties in an effort to identify problem properties.	
1019 Sperl St. (Single Family, New)	
1550 Torres Ln. (Townhome, New)	
Attachments	
N/A	
Previous Relevant Actions	
N/A	
Alternatives	
N/A	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: 101	
Department: 41910	
Account: 171	
Amount: \$800 (Revenue)	

Subject: List of Claims

Meeting Date: February 9, 2026	
Submitted/Presented by/Department:	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other: <i>Click or tap here to enter text.</i>
Action	
Approve claims as attached in the amount of \$1,471,586.39	
Background	
Attachments	
List of Claims	
Previous Relevant Actions	
Alternatives	
Financial	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: <i>Click or tap here to enter text.</i>	
Department: <i>Click or tap here to enter text.</i>	
Account: <i>Click or tap here to enter text.</i>	
Amount: <i>Click or tap here to enter text.</i>	

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of February 9, 2026

PAYROLL CHECK REGISTER:

Payroll Period	1/5/26 - 1/18/26	
Date Paid	1/23/2026	
Direct Deposit		\$275,214.88

Payroll Period
Date Paid
Direct Deposit

TOTAL NET PAYROLL

\$275,214.88

DISBURSEMENT CHECK REGISTER:

Checks	145402-145442	\$82,650.55
EFTS	5599 - 5672	\$1,113,720.96

TOTAL DISBURSEMENT CHECKS

\$1,196,371.51

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS

\$1,471,586.39

Subject: Order Preliminary Engineering Report for the Delaware Avenue Reconstruction Project 25-3

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Ross Beckwith/Public Works Department	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Order preparation of a feasibility report and approve the attached resolution for the Delaware Avenue Reconstruction Project, City Project 25-3.	
Background	
<p>Dakota County is planning to reconstruct Delaware Avenue, County Road 63, in conjunction with West St. Paul and Mendota Heights. 2027 construction will be from Dodd Road to Wentworth Avenue and 2028 construction from Wentworth Avenue to Marie Avenue. Breaking this project up at Wentworth Avenue makes it more palatable for a contractor to complete and allows for detours of Wentworth Avenue to TH 149 to be used for most of the project.</p> <p>City Council is requested to order the preparation of a feasibility study for the Delaware Avenue Reconstruction Project, City Project 25-3. Dakota County is the lead on this project however both cities will be participating in the cost. The attached map shows the portion of Delaware Avenue that will be included in the feasibility report.</p>	
Attachments	
Project Location Map Resolution	
Previous Relevant Actions	
Alternatives	
Financial	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: Street Reconstruction	The feasibility report will have estimated project costs and assessment amounts.
Department:	
Account:	

**Subject: Order Preliminary Engineering Report for
the Delaware Avenue Reconstruction Project 25-3**

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

RESOLUTION NO. 26-__

**ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR THE
DELAWARE AVENUE RECONSTRUCTION PROJECT 25-3**

WHEREAS, it is proposed to improve Delaware Avenue from Dodd Road to Maire Avenue and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, the report will recommend a course of improvement for the roadways, utility improvements, provide a cost estimate, and preliminary assessment information.

NOW THEREFORE, BE IT RESOLVED by the West St. Paul City Council that:

That the proposed improvement, called City Project 25-3 be referred to Ross Beckwith, City Engineer for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the City Council of the City of West St. Paul this 9th day of February 2026.

Attest:

David J Napier, Mayor

Nicole Tillander, City Clerk

**Subject: Wentworth Avenue Trail Project 24-4 -
Easements**

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Ross Beckwith/Public Works	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve the attached resolution authorizing easement acquisition for the Wentworth Avenue Trail Project, City Project 24-4.	
Background	
<p>On December 8, 2025, the City Council approved a joint powers agreement with Dakota County in which the parties agreed to design, construct, operate, and maintain a multi-use trail on the south side of CSAH 8 (Wentworth Avenue) from Robert Street to Oakdale Avenue. The city is the lead on this project.</p> <p>The resolution on this agenda authorizes easement acquisitions including the use of eminent domain as necessary (i.e., when easements cannot be timely purchased through negotiation). The proposed resolution includes: (a) public purpose findings that the specific easements are reasonably necessary for the Projects; and (b) a procedure to determine the City’s approved appraised values for the acquisitions, a determination that is necessary for the city to acquire the easements before the Projects’ construction begins.</p> <p>The city had four easements appraised at a total value of \$31,000. Owners are entitled to obtain their own appraisals (which may disagree with the City’s appraisals), and for those easements that require eminent domain, legal and expert fees to condemn the easements and adjudicate, just compensation will be incurred.</p> <p>Based on previous conversations with the fifth property, Wal-Mart, a no-cost easement agreement is anticipated.</p>	
Resolution	
Previous Relevant Actions	
Alternatives	
Financial	

**Subject: Wentworth Avenue Trail Project 24-4 -
Easements**

Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: Sidewalk	This project is funded 85/15 (county/city).
Department:	
Account:	
Amount:	

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

RESOLUTION NO. 26-___

**RESOLUTION AUTHORIZING EASEMENT ACQUISITION FOR CITY PROJECT
NO. 24-4 – WENTWORTH AVENUE TRAIL PROJECT**

WHEREAS, on or about December 8, 2025, the City Council approved a joint powers agreement with Dakota County in which the parties agreed to design, construct, operate and maintain a multi-use trail along the south side of CSAH 8 (Wentworth Avenue) between Robert Street and Oakdale Avenue, a project now designated City Project No. 24-4 – Wentworth Avenue Trail Project; and

WHEREAS, the City Council deems it necessary and expedient for the public health, safety and welfare that the City of West St. Paul (“City”) undertake City Project No. 24-4 Wentworth Avenue Trail Project (“Project”); and

WHEREAS, it is necessary to acquire certain easements to construct, operate, and maintain the Project; and

WHEREAS, the City Council finds that it is reasonably necessary, proper, convenient, and in the interest of the general welfare that the City acquire for the Project the easements identified in Exhibit A attached hereto (“Easements”); and

WHEREAS, the City Council finds that title to and possession of the Easements is required before construction on the Project can begin and before the filing of the final report of the condemnation commissioners to be appointed by the district court; and

WHEREAS, the City has engaged independent real estate appraisers to provide the City with the appraiser’s opinion of damages caused by the City’s acquisitions of the Easements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST ST. PAUL THAT:

1. The acquisition of the Easements is necessary and for a public purpose in furtherance of the Project;
2. The proper City officers and agents are authorized and directed to acquire the Easements needed for the Project by voluntary negotiation and, if necessary, through the exercise of the power of eminent domain;
3. The proper City officers and agents are authorized and directed to make offers of compensation for the Easements consistent with the independent appraisals, and to attempt to negotiate the voluntary acquisition of the Easements;

4. The City Attorney is authorized and directed to take all steps necessary on behalf of the City to acquire the Easements through eminent domain if they are not timely acquired by voluntary negotiation, including filing an action in eminent domain and using the quick take procedure under Minn. Stat. § 117.042;
5. That the City Engineer is authorized to approve the appraised values for the Easements if he determines that the independent appraisals adequately reflect the fair market value thereof for the purposes of Minn. Stat. § 117.042.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 9th day of February 2026.

Attest:

David J. Napier, Mayor

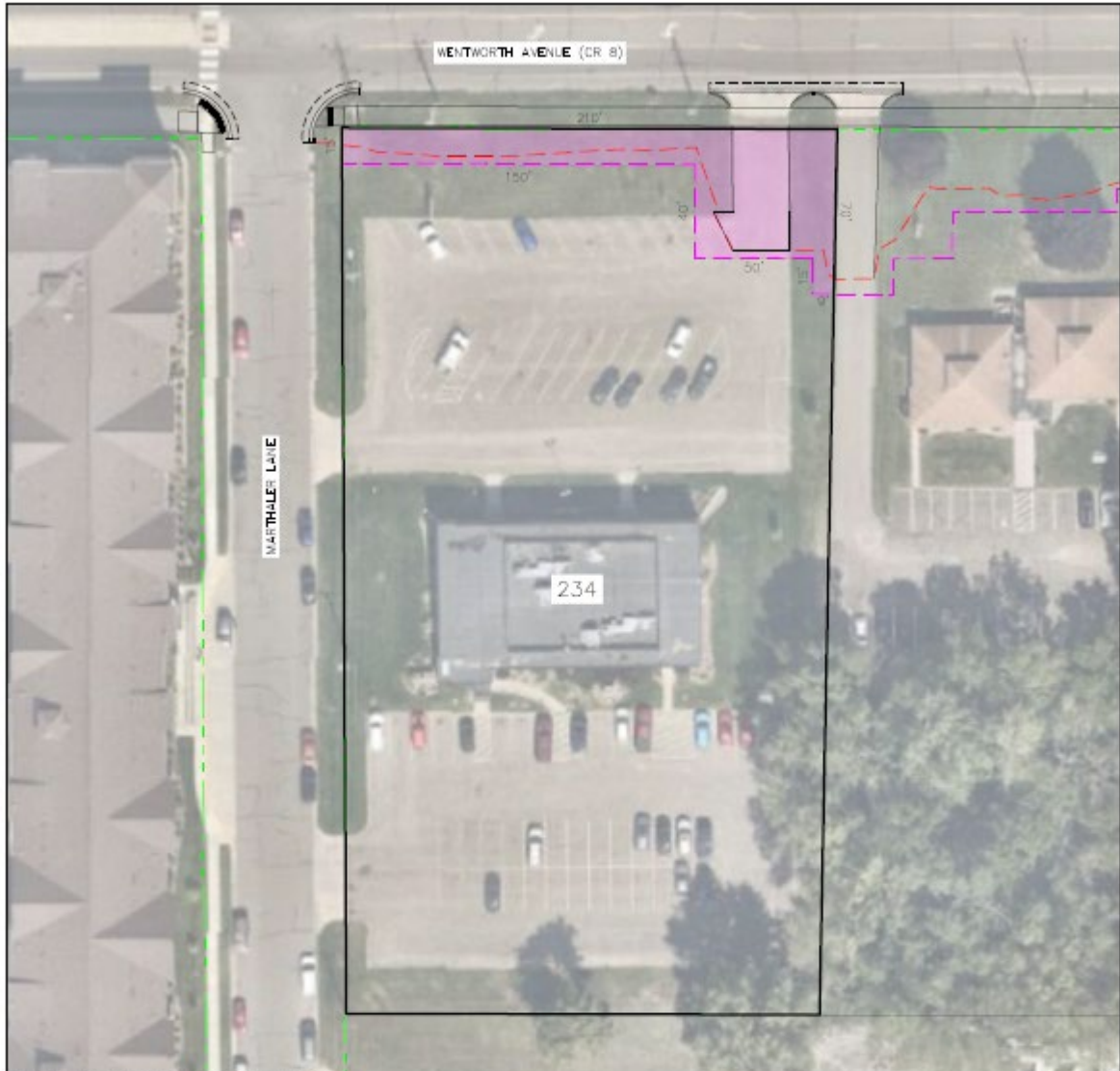
Nicole Tillander, City Clerk

EXHIBIT A

EASEMENTS TO BE ACQUIRED

(attached on the following pages)

Sketch of the Acquisition:



OWNER MDW PROPERTIES LLC

PARCEL 0

CITY PROJECT 24-4 & COUNTY PROJECT 06-35

PID 42-47600-01-010

PERMANENT TRAIL EASEMENT (SQ. FT.)



TEMPORARY EASEMENT (SQ. FT.)



PERMANENT RETAINING WALL
 EASEMENT (SQ. FT.)



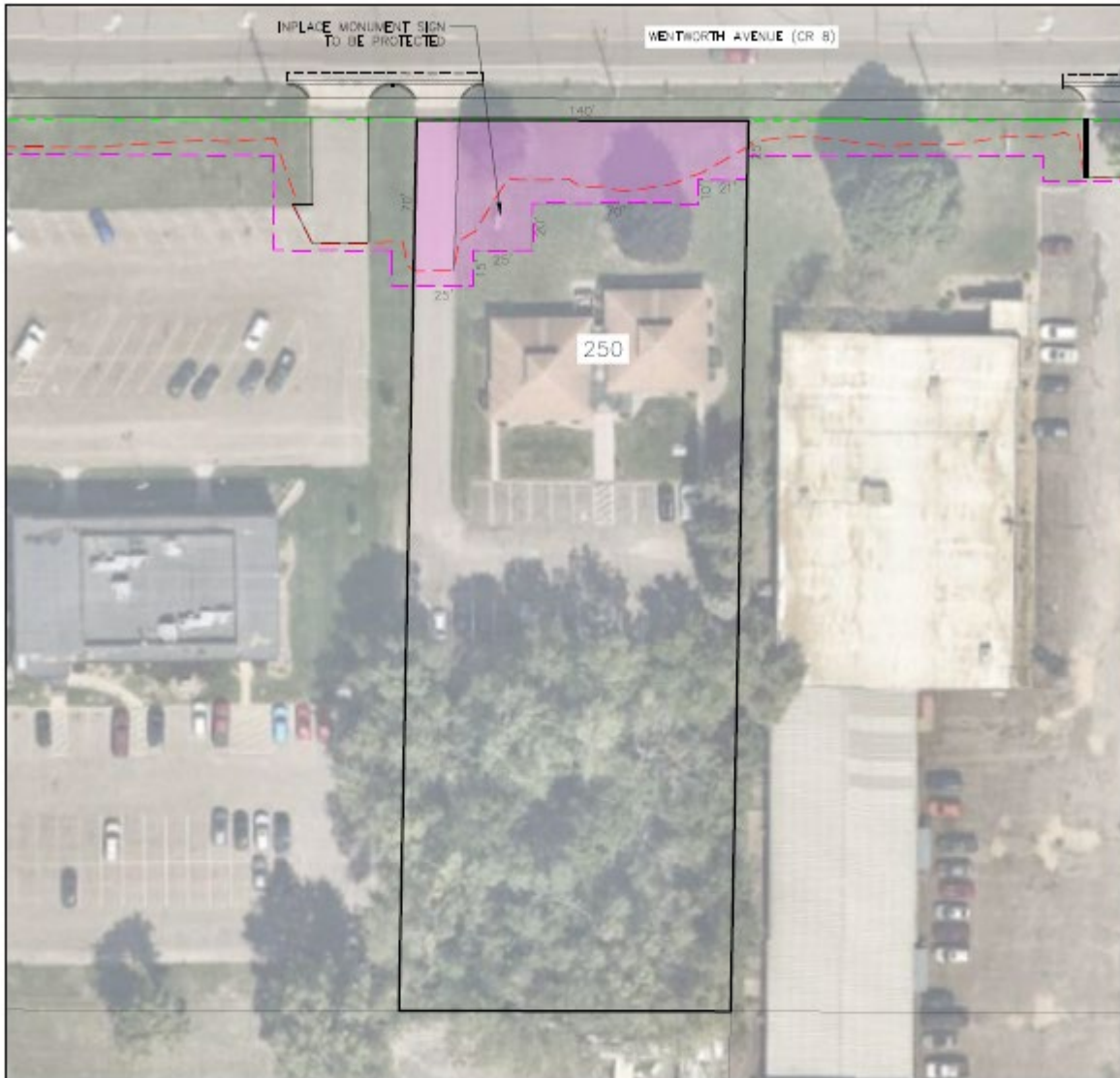
LEGEND

- DENOTES PARCEL LINE
- DENOTES EXISTING R/W LINE
- DENOTES PERMANENT EASEMENT LINE
- DENOTES TEMPORARY EASEMENT LINE
- LIMITS OF CONSTRUCTION

WENTWORTH AVENUE (CR 8) TRAIL IMPROVEMENTS
 DAKOTA COUNTY AND WEST ST. PAUL, MN




Sketch of the Acquisition:



OWNER MARTHALER OFFICE CONDOMINIUM ASSOCIATION, INC.

PARCEL EF
 CITY PROJECT 24-4 & COUNTY PROJECT 08-35
 PID 42-47600-05-001 & 42-47600-05-002

PERMANENT TRAIL EASEMENT (SQ. FT.)		0
TEMPORARY EASEMENT (SQ. FT.)		6069
PERMANENT RETAINING WALL EASEMENT (SQ. FT.)		0

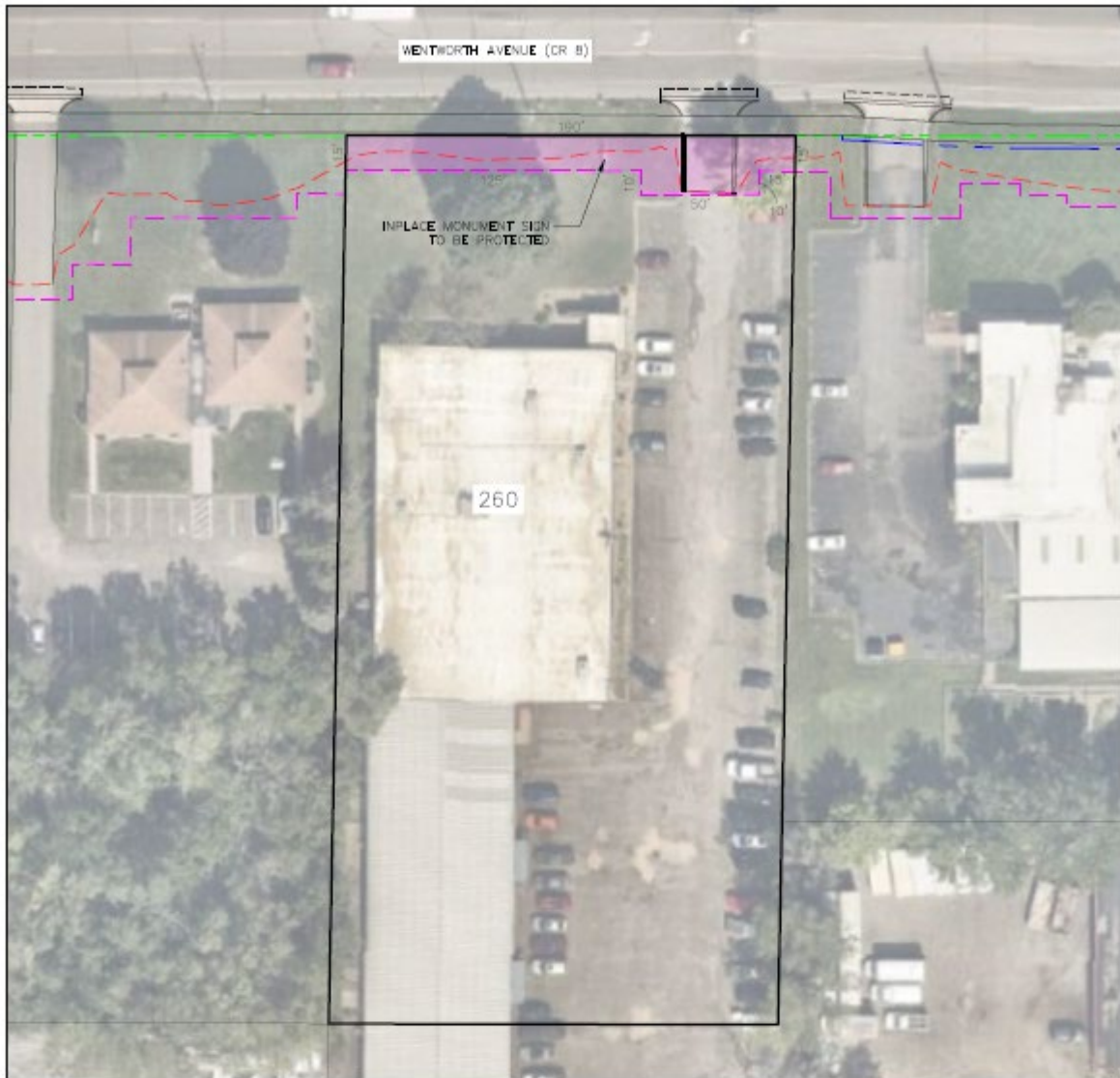
LEGEND

-  DENOTES PARCEL LINE
-  DENOTES EXISTING R/W LINE
-  DENOTES PERMANENT EASEMENT LINE
-  DENOTES TEMPORARY EASEMENT LINE
-  LIMITS OF CONSTRUCTION

**WENTWORTH AVENUE (CR 8) TRAIL IMPROVEMENTS
 DAKOTA COUNTY AND WEST ST. PAUL, MN**








Sketch of the Acquisition:



OWNER 260 WENTWORTH LLC
 PARCEL 6
 CITY PROJECT 24-4 & COUNTY PROJECT 08-35
 PID 42-02000-79-010

PERMANENT TRAIL EASEMENT (SQ. FT.)		0
TEMPORARY EASEMENT (SQ. FT.)		3336
PERMANENT RETAINING WALL EASEMENT (SQ. FT.)		0

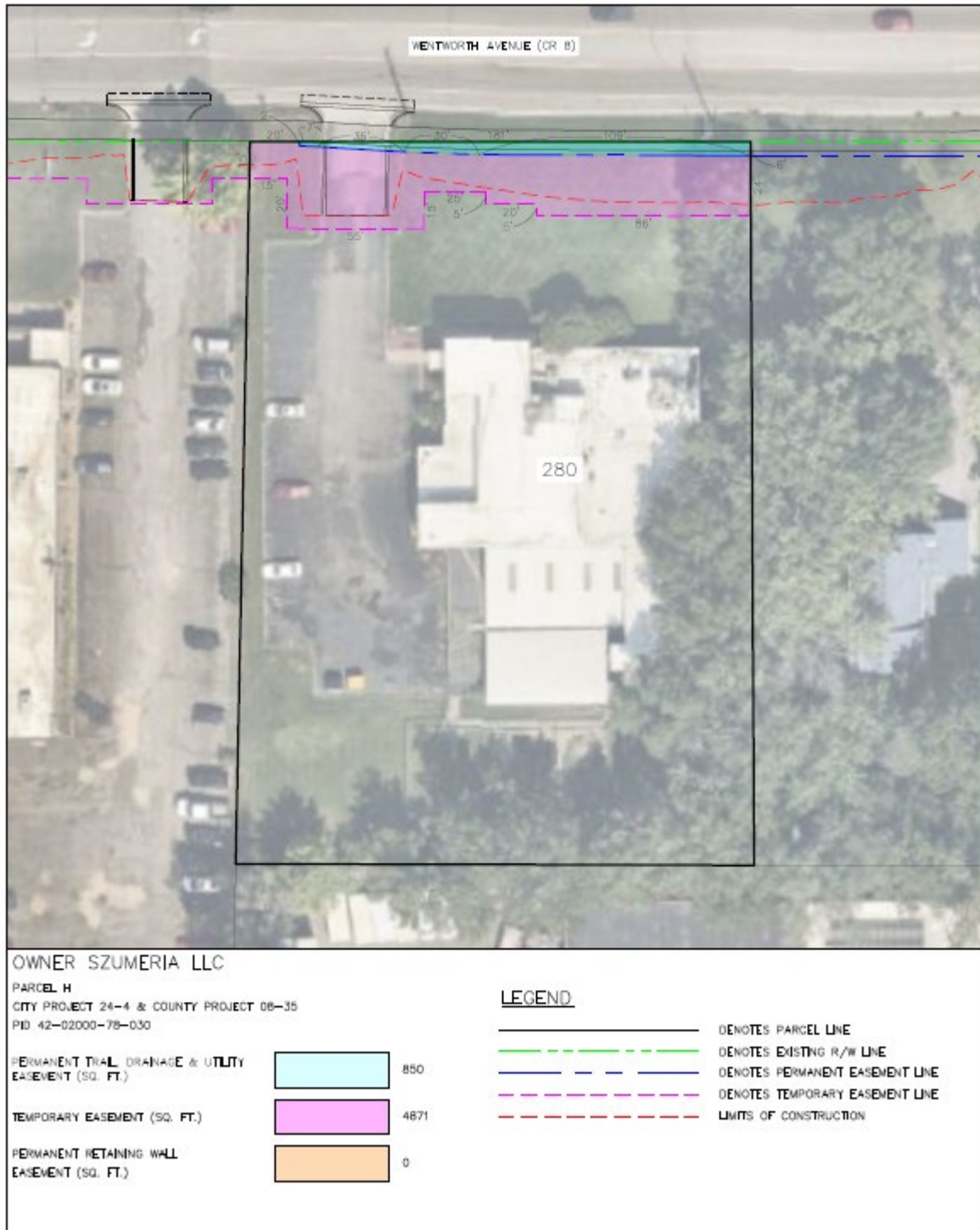
LEGEND

-  DENOTES PARCEL LINE
-  DENOTES EXISTING R/W LINE
-  DENOTES PERMANENT EASEMENT LINE
-  DENOTES TEMPORARY EASEMENT LINE
-  LIMITS OF CONSTRUCTION

WENTWORTH AVENUE (CR 8) TRAIL IMPROVEMENTS
 DAKOTA COUNTY AND WEST ST. PAUL, MN



Sketch of the Acquisition:



WENTWORTH AVENUE (CR 8) TRAIL IMPROVEMENTS
 DAKOTA COUNTY AND WEST ST. PAUL, MN



Subject: Amend Fee Schedule for Secondhand Businesses

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Dan Nowicki, Assistant City Manager	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Amend the 2026 Fee Schedule reducing Secondhand Business License Fees to \$25 and approve refunds for the difference of those businesses that already paid the higher amount.	
Background	
At the previous Open Council Work Session council directed staff to reduce the license fee for Secondhand Businesses to \$25.	
Attachments	
Amended 2026 Fee Schedule	
Previous Relevant Actions	
Alternatives	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	Revenues for the year will decrease by about \$1,000
Department:	
Account:	
Amount:	

City of West Saint Paul Fee Schedule

Presented for Consideration and Final Approval 12/8/2025

Fee	Add'l Description or Fee Basis	2025 Fee	2026 Request	Change vs. 2025	New Background Check Fee	Renewal Background Check Fee
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	-	150.00	100.00
Consumption and Display Permit (One-Day)		30.00	30.00	-	150.00	-
Live Entertainment		375.00	375.00	-	150.00	100.00
<i>^ events requiring staff to revisit site</i>						
Amusement & Amusement Devices:						
Carnival - per week		2,800.00	2,800.00	-	150.00	100.00
Gambling (MS 349.213)						
Gambling - annual license *		NA	NA	-	150.00	100.00
Gambling - one day license *		NA	NA	-	30.00	25.00
Commercial & Service Activities:						
Adult Use (Sexually-Oriented Business)		7,300.00	7,300.00	-	1,400.00	100.00
Laundry						
Self-Service up to 10 machines		105.00	105.00	-		
each additional machine		5.00	5.00	-		
Massage Therapy						
Business		100.00	100.00	-	150.00	100.00
Personal		100.00	100.00	-	150.00	100.00
Pawnbroker		7,100.00	7,100.00	-	1,400.00	100.00
Pawn Transaction Fees						
Modem Transmissions		2.00	2.00	-		
Manual Transmissions		5.00	5.00	-		
Peddlers, Solicitors and Transient Merchants						
License		100.00	100.00	-	150.00	100.00
Registration		95.00	95.00	-		
Photo ID Badge		20.00	20.00	-		
Precious Metals Dealer		1,900.00	1,900.00	-	150.00	100.00
Rubbish Hauler (commercial and residential)		650.00	650.00	-		
Truck-Fee		50.00	50.00	-		
Second Hand Dealer		300.00	25.00	-		
Tattoo/Body Art - Business		425.00	425.00	-	150.00	100.00
Firework Sales						
Permit (MS624.20-624.25) *		25.00	25.00	-		
Inspection Fee (goes to SMFD)		75.00	75.00	-		
Tobacco		525.00	525.00	-	1,400.00	100.00
Building, Construction, Mechanical and Related Trades:						
Motor Vehicle Related Business:						
Motor Vehicle Sales and Rentals		100.00	100.00	-		
Motor Vehicle Related Business		100.00	100.00	-		
New & Used Motor Vehicle Dealer/Broker		200.00	200.00	-		
Residential Rental License						
Residential Rental Dwellings –per Unit >4						
Category A: 1-3 Unit Buildings						
Base Fee		35.00	90.00	55.00	100.00	

Subject: Body Worn Camera (BWC) Audit

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Brian Sturgeon, Chief of Police	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
No action is required.	
Background	
<p>The State of Minnesota requires agencies that have a BWC program to have an independent audit of the use of BWC to ensure compliance of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473. The results of the audit are required to be provided to:</p> <ul style="list-style-type: none"> - Legislative Commission on Data Practices - Ranking and Minority leaders of the House and Senate Public Safety committees - West St. Paul City Council <p>Minnesota Security Consortium was once again contracted to conduct the latest audit of the BWC program. Based on the audit, it was determined that the West St. Paul Police Department is in compliance and no issues were found.</p> <p>The attached report is for your information and provided pursuant to state requirements.</p>	
Attachments	
2025 Executive Summary Report on the biennial BWC Audit.	
Previous Relevant Actions	
Council is provided with findings of these audits every two years.	
Alternatives	
N/A	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account:	
Amount:	

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

West Saint Paul Police Department 2025 Body Worn Camera (BWC) Audit

Executive Summary Report

Prepared for City of West Saint Paul

December 3, 2025



Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Background:

West Saint Paul Police Department retained the Minnesota Security Consortium (MNSec) to audit its agency's use of its Body-Worn Camera (BWC, see Definitions Section below) program against the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473. The Minnesota Security Consortium (MNSec) does not operate or have access to their BWC systems, therefore allowing it to audit the systems as an independent auditor. The West Saint Paul Police Department provided their administrative access to the Axon system during the audit to review audit criteria. Interviews and auditing of the Axon system were conducted with the West Saint Paul Police Operations Assistant during the audit process.

Definitions:

For the purposes of this audit and report, the use of the term Body-Worn Camera (BWC) systems shall be the same as the State Statute definition of "Portable Recording Systems," as defined by Minn. Stat. § 13.825, Subd. 1 (b) as follows:

"portable recording system" means a device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation;

"portable recording system data" means audio or video data collected by a portable recording system; and

"redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

Audit Period and Scope:

The Audit Period covered by this report covers the period 10/1/23 to 9/30/25.

West Saint Paul Police Department uses the Axon video system for its BWC program. Although their Axon system records both in-squad video as well as BWC videos, the scope of the audit focused only on BWC video data. Their Axon systems were treated as their only primary source of all BWC data and was the focus of this audit. All Axon BWC data videos had date and time stamps of when the data was collected.

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Required Public Hearing:

Pursuant to Minn. Stat. § 626.8473, Subd. 2, the West Saint Paul Police Department allowed for public comment regarding its new BWC Program during the West Saint Paul City Council Meeting held on October 14, 2019. In addition, a solicitation for electronic input was also made in the Q1 2019 West Saint Paul newsletter and website, and summary document was presented to the Council on October 14, 2019. Council Meeting Minutes were reviewed during the audit.

West Saint Paul was compliant with this aspect of the Statute, Minn. Stat. § 626.8473, Subd. 2.

Department BWC Policy:

West Saint Paul Police Department has an updated BWC Policy in place entitled, "Policy 436: Body-Worn Cameras." Their Policy was reviewed to ensure that it contained the required elements as outlined in Minn. Stat. § 626.8473, Subd. 3. In addition, West Saint Paul Police Department posts a publicly available copy of this policy on its public website:

https://wspmn.gov/DocumentCenter/View/6138/Body-Worn_Cameras-2?bidId=

Officer use of BWC Equipment:

West Saint Paul Police Department policy "Policy 436: Body-Worn Cameras" requires that Officers wear their BWC equipment and activate it during specific instances.

Random samples of Calls for Service were taken and compared against the Axon video library to determine if they had been recording videos during those calls in accordance with their policy. In addition, the audit logs were examined to audit appropriate handling of existing BWC videos. In all cases sampled, the patrol officers appeared to be using their BWC appropriately and activating recordings as outlined in the policy section 436.5 entitled, "Activation of BWC."

West Saint Paul Police Department was compliant with its use of Access Control.

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Data Classification and Retention:

West Saint Paul Police Department treats BWC data as private unless it is permitted to be released in accordance with the provisions of Stat. § 13.825, Subd. 2.

West Saint Paul Police Department processes BWC data requests via the front desk staff of the police lobby, using the paper form "Body-Cam Video Request" form. These requests are then reviewed by the Operations Assistant and/or Chief of Police prior to being approved.

At the time of this audit, no Court mandated BWC data disclosures had been made during the audit period.

West Saint Paul Police Department set up its data classification and retention schedule for BWC videos in the administrative settings of the Axon console. All BWC data is retained for a minimum of 90 Days, as required by Minn. Stat. §13.825, Subd. 3 (a).

When the BWC data involves the use of force, discharge of a firearm by a peace officer, or when the event triggers a formal complaint against the peace officer, the BWC data is retained for a minimum of 1 year in accordance with Minn. Stat. §13.825, Subd. 3 (b). At the time of the audit, West Saint Paul Police Department has set that Retention Period to a minimum of 1 year or more (until manually deleted) under their classification category of "Administrative" for these types of BWC videos.

In addition, on specific types of calls, the West Saint Paul Police Operations Assistant in charge of the BWC program also reviews related BWC videos to ensure that all related videos have the appropriate classification. Any modifications to the classification are auditable in the Axon audit trail. Sampled BWC data was examined for modifications to the classification tags. The Axon audit trail indicated who and when the re-classification was made. Samples examined during the audit showed that all BWC Data was tagged with the correct classification and Retention Period.

West Saint Paul Police Department was compliant with its Classification and Retention requirements based on Statute, Minn. Stat. § 626.8473, Subd. 2. And Subd. 3.

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Access by Data Subjects:

West Saint Paul Police Department currently processes BWC data through the front desk of the police lobby, using the paper “Body Camera Video Request Form” form. The public may also call or email the police department and request the form. This request is then reviewed by a member of the Command Staff prior to being approved.

West Saint Paul Police Department stated they redact BWC data when released to Data Subjects. They stated that they had processed approximately 15 public records requests during the audit period.

Use of Agency-Issued BWC:

Minn. Stat. § 13.825, Subd. 6 states that:

“While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities.”

West Saint Paul Police Department “Policy 436: Body-Worn Cameras, Section 436.4 (a)” states:

“Only department-issued BWCs should be used.”

West Saint Paul Police Department was compliant with part of the Statute.

Authorization to Access Data:

West Saint Paul Police Department allows its officers to review their own BWC data. Access is enforced using user accounts and roles/rights in the Axon system.

BWC data was sampled and audited across the audit period, and more intensely in the period of August 2025 and September 2025. Results of sampling the BWC data, and its related audit trail in the Axon system, showed that it was either not viewed at all, viewed by the officer who recorded the data, or by a police supervisor. In approximately 30 samples, BWC video metadata was reviewed during the audit process by the auditor and the Operations Assistant. In all samples, the BWC videos were shown to be viewed by the appropriate staff.

All views and access were consistent with West Saint Paul Police Department “Policy 436: Body-Worn Cameras” and Minn. Stat. § 13.825 Subd. 7, as authorized by the Chief of Police.

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Sharing Among Agencies:

West Saint Paul Police Department treats BWC data as private and may only share BWC data with other agencies when permitted by Minn. Stat. § 13.825, Subd. 8 and Subd. 7.

West Saint Paul Police Department processes BWC data requests by other Agencies via email which must contain a legitimate, specified law enforcement purpose, as required by Minn. Stat. § 13.825, Subd. 7. Approximately 50 of these requests were made during the audit period.

West Saint Paul Police Department was compliant with this aspect of the Statute.

Biennial Audits:

West Saint Paul Police Department has acknowledged that it intends to complete a biennial audit of its BWC System, as required by Minn. Stat. § 13.825, Subd. 9. This was their third audit, with the previous audits being in 2021 and 2023. West Saint Paul Police Department was compliant with these aspects of the Statute.

BWC System Vendors:

At the time of the audit, Axon was the primary vendor and system for their BWC program. BWC videos were recorded, classified, and stored in Axon cloud-based system, called Evidence.com.

Because Evidence.com is a cloud-based solution, it is subject to the requirements of Minn. Stat. § 13.825, Subd. 11 (b), which requires Axon to follow the requirements of the FBI's CJIS Policy 5.x and subsequent versions. Axon has published a CJIS White paper outlining its responsibilities for CJIS compliance:

https://axon-static-site.s3.us-west-1.amazonaws.com/images/axon-2/a120c9a7-739e-4a55-aba7-72ed75156064_security-white-paper.pdf

AXON's Evidence.com is also listed as an approved vendor with the BCA's CJIS Vendor Screening Program.

West Saint Paul Police Department was compliant with this aspect of the Statute.

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Conclusion:

Based on the results of the West Saint Paul Police Department BWC Audit conducted by the Minnesota Security Consortium (MNSec), we were able to demonstrate that West Saint Paul Police Department is using the Axon BWC System in accordance with the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473.

This Audit was conducted and attested to by:

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium (MNSec)

Submitted to:

- West Saint Paul Police Department Chief of Police
- West Saint Paul City Council
- Legislative Commission on Data Practices
- Ranking and Minority leaders of the House and Senate Public Safety committees

Subject: City Manager Performance Evaluation Summary

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
<input checked="" type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve the summary of the City Manager's 2025 Performance Evaluation.	
Background	
<p>The City Council met in closed session on January 26, 2026 for the City Manager's 2026 performance evaluation. The following is a summary of the discussion:</p> <p>The City Council completed its annual performance evaluation of the City Manager and determined that overall performance met and, in several areas, exceeded expectations. The Council noted the City Manager's strong values-based leadership, professionalism, and commitment to ethical and effective governance during a year marked by significant complexity and transition. The evaluation also recognized the strength of the City staff team, the positive culture within the organization, and the City Manager's effective working relationships with the Council, staff, community members, and partners. The Council identified continued opportunities to focus on strategic planning, workload pacing, and communication of the rationale behind difficult decisions in the coming year.</p>	
Attachments	
NA	
Previous Relevant Actions	
1/26/2026 Closed Session	
Alternatives	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account:	

**Subject: City Manager Performance Evaluation
Summary**

Amount:	
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Subject: Immigration Enforcement Activity Response

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve resolution ratifying food support grants made in accordance with January 26, 2026 Council direction.	
Review and consider adoption of a resolution approving rent support grants using local affordable housing aid in amounts and to organizations as specified by the City Council.	
Discuss and provide additional direction as deemed necessary by the Council.	
Background	
Federal immigration enforcement activity has created heightened community anxiety and disruption. We are hearing from residents and small business owners experiencing real economic harm. When families are afraid to leave their homes, the ripple effects are predictable: missed work, lost wages, reduced access to essential services, reduced customer traffic for local businesses, and heightened housing instability. These impacts harm residents, employers, schools, and neighborhood safety, and they create avoidable downstream public costs.	
<u>WHAT THE CITY HAS DONE TO DATE</u>	
1) Adopted a City policy resolution focused on community safety, City operations, and communications	
On January 26, 2026, the City Council adopted a resolution establishing policy statements regarding community safety, City operations, and communications in connection with federal immigration enforcement activity. Key elements include:	
- Emphasis on community safety and public trust so residents feel safe calling 911, reporting crime, serving as witnesses, and accessing City services.	
- Statement that the City does not participate in civil immigration enforcement, and will act only when required by law, including compliance with valid judicial warrants and court orders.	

Subject: Immigration Enforcement Activity Response

- Direction on City property and facilities, including controlling access to nonpublic areas and not providing nonpublic City space for civil immigration enforcement activity unless required by a valid judicial warrant or court order.
- Commitment to a values-forward communications approach grounded in community safety and trust, while avoiding scenario-by-scenario public guidance that could be misinterpreted and make situations less safe.
- A time-sensitive authorization framework allowing the City Manager, in coordination with the Police Chief and City Attorney, to participate in litigation or file amicus briefs when deadlines prevent timely Council action, with defined boundaries and required notice back to Council.

2) Communicated directly with the Governor requesting state action

The City sent a letter to Governor Walz requesting state-level tools and resources to protect residents and stabilize communities impacted by recent immigration enforcement activity. The letter requests:

- Temporary, targeted eviction protections tied to current conditions
- Emergency housing stability funding for direct rent and mortgage assistance
- Emergency stabilization support for impacted small businesses

The letter clarifies the City is not requesting funds for City operations, but rather state resources deployed directly through existing systems and trusted nonprofit partners.

3) Provided immediate food assistance grants totaling \$10,000

To address food insecurity created or worsened by current conditions, the City distributed \$10,000 in grants to support food assistance networks serving affected households:

- \$2,500 to the Heritage PTA
- \$2,500 to the Garlough PTA
- \$2,500 to the Moreland PTA
- \$2,500 to 360 Communities to be used on behalf of families supported by the Early Learning Center

COUNCIL ACTIONS CURRENTLY ON THE TABLE

1) Resolution to ratify the \$10,000 in food assistance grants already distributed

This action formally confirms and ratifies the grants listed above, and documents the Council's finding that the expenditures serve a public purpose by relieving food insecurity affecting West St. Paul resident families during the current crisis conditions.

Subject: Immigration Enforcement Activity Response

2) Resolution to consider rent and mortgage support grants using LAHA

A separate resolution is proposed to authorize a grant of Local Affordable Housing Aid (LAHA) funds to a nonprofit organization to provide rent and/or mortgage support for West St. Paul resident households at or below 80% of AMI who are impacted by the current crisis and at risk of eviction or loss of housing.

- Staff estimates indicate at least 50 to 100 West St. Paul resident households may require short-term assistance to avoid eviction proceedings or imminent loss of housing.
- The resolution makes specific public purpose findings, including that evictions impose measurable public costs and ripple effects such as increased demand for emergency response and nonprofit services, school disruption, and neighborhood destabilization.
- The resolution contemplates a grant agreement with standard safeguards, including income and residency verification, anti-duplication and anti-fraud controls, audit provisions, and reporting requirements.

ORDINANCE IDEAS RAISED AND STAFF PERSPECTIVE

The Council has been approached about adopting ordinances such as:

- A separation ordinance related to immigration enforcement
- An ordinance requiring law enforcement to not wear masks and to identify themselves
- An ordinance disallowing use of public property for massing or coordinating immigration enforcement activity

Staff recommendation: We understand and agree with the intent behind these proposals. People are asking for clear guardrails, transparency, and reassurance that the City will use every lawful tool available to protect community safety and maintain public trust. Those are legitimate concerns, and the Council's direction on January 26, 2026 was adopted with that same intent in mind.

At this time, staff recommends against adopting new ordinances because the resolution passed by the Council on January 26, 2026 already achieves the practical impacts these ordinance proposals are aiming for. It establishes clear City policy expectations, sets operational direction for staff, and makes a strong public statement, while also preserving greater flexibility for the City to respond to specific situations on a case-by-case basis, with advice from the City Attorney and Police Chief as needed. In a fast-moving environment, that flexibility matters.

Staff also cautions against ordinances that are difficult to enforce, exceed City authority, or are likely to be preempted by state or federal law. Unenforceable ordinances can erode public trust by creating expectations the City cannot legally or practically deliver on. The Council's

Subject: Immigration Enforcement Activity Response

January 26, 2026 policy resolution is designed to avoid that risk by clearly stating what the City will do, what it will not do, and what it must do under law, while providing a workable framework staff can actually implement.

Our goal is not to dismiss these ideas, but to recognize that their core purpose has already been addressed effectively through the adopted policy framework. If circumstances change or gaps become evident, staff will return promptly with options for Council consideration consistent with the Council’s adopted policy direction.

Attachments

Letter to Governor Walz
 Resolution - Crisis food support grants
 Resolution - Crisis rent support grants
 Resolution - Affirming Support and Trust in WSP PD (Signed)
 Resolution - Establishing City Policies regarding Federal Immigration Activity (Signed)

Previous Relevant Actions

1/26/2026 Meeting

Alternatives

Financial

Budgeted: Yes No Financial Impact

Fund:

Department:

Account:

Amount:

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

RESOLUTION NO. 26-

**A RESOLUTION AUTHORIZING A GRANT OF LOCAL AFFORDABLE HOUSING
AID FUNDS TO A NONPROFIT ORGANIZATION TO PROVIDE RENT AND/OR
MORTGAGE SUPPORT TO INCOME-ELIGIBLE WEST ST. PAUL RESIDENT
HOUSEHOLDS TO PREVENT EVICTION AND HOUSING INSTABILITY**

WHEREAS, the City of West St. Paul (“City”) has learned that members of its public, including families living in the City, currently face financial hardship and housing instability as a result of immigration tactics being utilized by the federal Department of Homeland Security and Immigration and Customs Enforcement (“ICE”) agents; and

WHEREAS, the City Council finds that housing stability is a core public interest and directly related to governmental functions, including protecting public health and safety, preventing homelessness, limiting displacement, and supporting neighborhood and school stability; and

WHEREAS, the City Council further finds that the economic and operational impacts of eviction and housing instability are significant and extend beyond any individual household, including increased demand for emergency services and nonprofit supports, disruption to school attendance and student outcomes, strain on local employers, and destabilization of neighborhoods; and

WHEREAS, evictions impose measurable public costs and ripple effects, including increased demand for emergency response, shelter and nonprofit services, school disruption, and neighborhood destabilization; and

WHEREAS, based on information available to the City, staff estimates indicate there are at least 50 to 100 West St. Paul resident households that may require short-term assistance to avoid eviction proceedings or imminent loss of housing; and

WHEREAS, Minnesota law provides Local Affordable Housing Aid (“LAHA”) to cities for qualifying housing-related purposes, including supporting housing affordability for households at or below applicable income limits, and requires reporting to Minnesota Housing (Minn. Stat. § 477A.35); and

WHEREAS, the City intends to use LAHA funds for the express purpose of providing rent and/or mortgage support to West St. Paul resident households at or below 80% of area median income (AMI) to prevent eviction and housing instability, consistent with the purpose of LAHA and the City’s housing goals; and

WHEREAS, Section 7.15 of the West St. Paul City Charter provides that the City Council may establish a public expenditure policy to identify certain expenditures as being for a public purpose and within the City’s authority, and that the Policy shall not limit the authority of the City to make expenditures otherwise authorized by law; and

WHEREAS, the City Council finds that providing a grant to a qualified nonprofit organization to administer income-qualified rent and/or mortgage assistance is (1) a public purpose benefiting the community as a whole, (2) directly related to governmental functions, and (3) primarily benefits the public interest rather than a private interest by preventing eviction and displacement and promoting community stability.

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

1. Public purpose determination. The City Council hereby determines and finds that the expenditures authorized by this Resolution serve a valid public purpose and are within the City’s authority for the reasons stated in the recitals above.

2. Grant authorization and amount. The City Council authorizes a grants to the following non-profit organizations (“Grantee”) to administer rent and/or mortgage assistance for income-eligible West St. Paul resident households to prevent eviction and housing instability as described in this Resolution:

3. Funding source. The grant shall be funded from Local Affordable Housing Aid (“LAHA”) funds received by the City pursuant to Minn. Stat. § 477A.35, and shall be administered in a manner consistent with applicable statutory requirements and Minnesota Housing reporting expectations.

4. Program purpose and eligibility. Grant funds shall be used solely to provide rent and/or mortgage assistance to West St. Paul resident households at or below 80% AMI who are impacted by immigration tactics being utilized by the federal Department of Homeland Security and ICE agents and are at risk of eviction, displacement, or loss of housing.

5. Grant agreement required. The City Manager is authorized to negotiate and execute a grant agreement with Grantee, in a form approved by the City Attorney, that includes, at minimum:

- household income verification at or below 80% AMI,
- residency verification establishing the household is a West St. Paul resident household,
- a demonstrated nexus to the financial hardship and housing instability described in this Resolution and risk of eviction or loss of housing,
- assistance limits per household and duration parameters,

- anti-duplication and anti-fraud controls,
- records retention and audit provisions,
- reporting requirements (including households served, total dollars distributed, and outcome measures such as evictions avoided),
- and any provisions necessary to ensure compliance with LAHA-related use and reporting requirements.

6. Administration. The City Manager is authorized to take all necessary administrative actions to implement this Resolution and ensure compliance with applicable law, City policy, and grant requirements.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of January 2026.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

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

RESOLUTION NO. 26-

WHEREAS, the City of West St. Paul (“City”), has learned that members of its public, including families living or working in the City, currently face financial hardship as a result of immigration tactics being utilized by the federal Department of Homeland Security, and Immigration and Customs Enforcement (“ICE”) agents; and

WHEREAS, Minn. Stat. § 465.039, provides cities authority to appropriate monies out of their general fund, or other unrestricted funds, to provide grants to nonprofit organizations operating community food shelves that provide food to the needy without charge; and

WHEREAS, the current financial hardship of many West St. Paul residents and other members of public have caused food insecurity; and

WHEREAS, the City Council of the City of West St. Paul finds that the transfer of \$10,000 from its general fund will help relieve some of this food insecurity; and

WHEREAS, at the Regular City Council Meeting on January 26, 2026 the City Council directed that the City Manager make grants deemed appropriate and necessary to relieve food insecurity.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of West St. Paul, Minnesota, that grants made by the City Manager in accordance with the City Council directive of January 26, 2026 are approved:

- \$2,500 to the Heritage PTA
- \$2,500 to the Garlough PTA
- \$2,500 to the Moreland PTA
- \$2,500 to 360 Communities to be used on behalf of families supported by the Early Learning Center

Adopted by the City Council of the City of West St. Paul, Minnesota, this 9th day of February 2026.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

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

RESOLUTION NO. 26-009

A RESOLUTION EXPRESSING SUPPORT FOR THE WEST ST. PAUL POLICE DEPARTMENT TEAM AND AFFIRMING THE CITY COUNCIL'S TRUST, EXPECTATIONS, AND COMMITMENT TO COMMUNITY SAFETY DURING HEIGHTENED FEDERAL IMMIGRATION ENFORCEMENT ACTIVITY

WHEREAS, the West St. Paul Police Department team, sworn and civilian, carries the daily responsibility of protecting this community and doing the hard work of public safety with professionalism, restraint, and care; and

WHEREAS, the City Council recognizes that current federal immigration enforcement tactics have contributed to heightened fear, uncertainty, and reduced feelings of safety among residents, business owners, employees, and visitors, and that this environment also places added stress and personal concern on local public safety staff; and

WHEREAS, the City Council understands that the Police Department is being asked to operate in difficult conditions, with rapidly evolving situations, heightened emotions, and increased risk, while still providing steady service and being present for the community; and

WHEREAS, the City Council believes that community safety is strengthened when local law enforcement is visible, accessible, and trusted, and when staff use calm presence, sound judgement, and de-escalation to reduce tension and prevent harm; and

WHEREAS, the City Council affirms that West St. Paul's public safety approach is rooted in lawful process, transparency, accountability, and de-escalation, and the Council appreciates the department's daily commitment to doing law enforcement the right way; and

WHEREAS, the City Council acknowledges that federal agencies act under federal authority, and the City and its employees must not obstruct or interfere with lawful federal operations, while continuing to protect public safety within the City's legal authority; and

WHEREAS, the City Council recognizes there are practical limits to what one or a small number of local officers can do when faced with a large federal presence, and that decisions must be made in real time with the primary objective of preventing escalation and protecting people;

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

1. We see you, and we support you. The City Council expresses its full support for the entire West St. Paul Police Department team, including sworn officers, and all personnel who keep this city safe. The Council recognizes the weight of this moment and affirms that you are not carrying it alone.

2. You work for this community, and we have your back. The City Council affirms that the Police Department works for this community. The Council supports the department's focus on visibility, reassurance, and de-escalation as a public safety strategy, and affirms that the purpose of this work is community safety, not participation in civil immigration enforcement.

3. We trust your judgement. The City Council affirms its trust in the professional judgement of West St. Paul Police Department personnel to make lawful, safety-focused decisions on a situation-by-situation basis. The Council supports you in choosing the response that best protects public safety and reduces harm, including when your judgement is that intervening would not de-escalate or would create greater risk.

4. We know who you are. The City Council and City leadership have the opportunity to know Police Department personnel personally. We know your character, your commitment, and what is in your hearts. The Council has confidence that you will do the right thing for this community under difficult circumstances.

5. Our standard is safety and dignity for all. The City Council affirms that West St. Paul's standard is safety and dignity for all persons within the city, and residents should feel safe calling 911, reporting crime, and accessing City services without fear. The Council supports the department's commitment to listening to and responding to community concerns in a lawful, ethical, and professional manner.

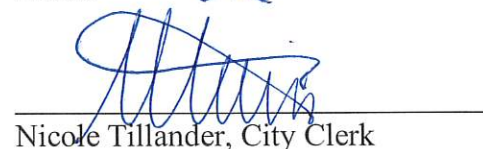
6. We understand the reality of the situation. The City Council acknowledges legal boundaries and the practical limits of what a small number of local officers can do when faced with a large federal presence. The Council affirms that your role is to prioritize de-escalation, protect the public, and respond to public safety concerns within the City's authority.

7. Continued support and coordination. The City Council directs the City Manager, Police Chief, and City Attorney to continue coordinating to support Police Department personnel, maintain readiness, and keep the Council appropriately informed in a manner that protects operational security while enabling oversight.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of January 2026.


David J. Napier, Mayor

Attest:


Nicole Tillander, City Clerk

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

RESOLUTION NO. 26-016

**A RESOLUTION ESTABLISHING CITY POLICY STATEMENTS REGARDING
COMMUNITY SAFETY, CITY OPERATIONS, AND COMMUNICATIONS IN
CONNECTION WITH FEDERAL IMMIGRATION ENFORCEMENT ACTIVITY**

WHEREAS, the City of West St. Paul's foremost responsibility is community safety, including maintaining public trust so residents and businesses feel safe calling 911, reporting crimes, cooperating as witnesses, and accessing City services; and

WHEREAS, the City Council finds that public safety is harmed when residents are afraid to report crime, appear as witnesses, or seek help, and that fear-based enforcement tactics such as those currently being used by federal immigration agencies undermine community policing and make everyone less safe; and

WHEREAS, the City Council is concerned by widely reported allegations and ongoing litigation asserting that some federal immigration enforcement operations have involved detentions and uses of force against people who are not obstructing law enforcement, including peaceful observers and protesters, raising serious constitutional and civil liberties concerns; and

WHEREAS, the City Council is further concerned by reported incidents in which U.S. citizens have been detained or temporarily held during immigration enforcement activity, as well as reports of mistaken identity and coercive encounters, which erode public confidence and raise due process concerns that affect all people, including citizens; and

WHEREAS, the City Council is concerned by reports and public statements alleging racially discriminatory targeting during enforcement activity, which undermines equal protection principles and damages trust between communities and law enforcement; and

WHEREAS, West St. Paul expects law enforcement activity affecting our community to be grounded in lawful process, transparency, accountability, and de-escalation, and the City Council believes those principles are essential to public safety and public trust; and

WHEREAS, the West St. Paul Police Department models these expectations through accountable policing, including the use of body-worn cameras, clear identification by name and badge number, a policy of not wearing masks in routine policing, and a consistent focus on de-escalation, because legitimacy and trust are core public safety tools; and

WHEREAS, immigration enforcement is a federal responsibility, and the City's responsibility is local public safety and the delivery of City services, and the City will keep its operations focused on what it can control to protect community safety; and

WHEREAS, the City can control its own operations, including City staff activity, City property, City data, City contracts, and City resources, and must comply with applicable law, including valid judicial warrants and court orders; and

WHEREAS, the City Council desires to communicate in a values-forward manner focused on community safety and trust, while remaining accurate about legal boundaries and avoiding generalized scenario-by-scenario guidance that residents or businesses could misapply in ways that make them less safe;

NOW, THEREFORE, BE IT RESOLVED, the following statements are adopted, as modified if noted, as the policy position and direction of the City Council of the City of West St. Paul, MN.

A. Community safety and the City's role.

(current) Our Mayor, Council, City staff, and WSPPD work for this community. Our job is community safety and we will use every tool within our legal authority to keep people safe.

(modified) Our Mayor, Council, City staff, and WSPPD work for this community. Our job is community safety and we will use every tool within our legal authority to keep people safe, with emphasis on trust, de-escalation, and ensuring residents feel safe seeking help.

B. Participation in civil immigration enforcement.

(current) West St. Paul does not participate in civil immigration enforcement. The City and WSPPD act only when authorized or required by law, including complying with valid judicial warrants and court orders and with what Minnesota law requires.

(modified) West St. Paul does not participate in civil immigration enforcement. The City and WSPPD act only when required by law, including complying with valid judicial warrants and court orders and with what Minnesota law requires.

C. Legal process and information requests.

(current) The City will comply with valid judicial warrants and court orders and will respond to information requests only as authorized or required by law.

(modified) The City will comply with valid judicial warrants and court orders and will respond to information requests only as required by law.

D. City property and facilities.

(current) The City will control access to nonpublic areas of City facilities consistent with law and public safety and will not provide nonpublic City space for civil immigration enforcement activity unless required by a valid judicial warrant or court order.

(modified) The City will control access to nonpublic areas of City facilities consistent with law and public safety and will not provide nonpublic City space for civil immigration enforcement activity unless required by a valid judicial warrant or court order. The City will use normal property management authority and lawful public safety measures to manage access and address disruptions on City property.

E. City data and vendor data.

(current) The City will protect City data and will respond to requests for City data only as authorized or required by law, consistent with the Minnesota Government Data Practices Act and valid judicial orders. City vendors are required to safeguard City data and comply with contract terms and applicable law.

(modified) The City will protect City data and will respond to requests for City data only as required by law, consistent with the Minnesota Government Data Practices Act and valid judicial orders. City vendors may not disclose or share City data except when required by law and consistent with applicable contract terms.

F. Public safety presence.

When heightened public safety concerns exist, the City Manager may authorize the Police Chief to increase overtime to increase overall presence and maintain heightened awareness of public safety concerns, with operational direction provided internally, consistent with the direction of the City Council.

G. Communications.

(current) The City will communicate about federal activity in a neutral, fact-based, high-level manner focused on community safety and lawful process and will avoid scenario-by-scenario public guidance that could be misinterpreted and make situations less safe.

(modified) The City will communicate about federal activity using a values-forward approach grounded in community safety and trust, while still avoiding scenario-by-scenario public guidance that could be misinterpreted and make situations less safe.

H. Continued Council involvement.

(current) The City will monitor developments and will keep the City Council informed.

(modified) If conditions materially change or public safety concerns escalate, the City Manager will return to the City Council promptly with options for consideration, including calling a special meeting if needed.

BE IT FURTHER RESOLVED, that the City Council recognizes that court schedules and filing deadlines can make it impractical to convene a Council meeting in time to authorize participation in litigation or the filing of an amicus brief, and the Council therefore establishes the following time-sensitive litigation authorization.

BE IT FURTHER RESOLVED, that, when a deadline would reasonably prevent timely Council action, the City Manager is authorized to act on behalf of the City, in coordination with the Police Chief and the City Attorney, to (1) join, intervene in, or otherwise participate as a party in litigation, and/or (2) submit an amicus brief, provided the action is directly related to community safety, lawful process, and the City's operational authority and responsibilities.

BE IT FURTHER RESOLVED, that this authorization is subject to the following boundaries:

A. Required concurrence. The City may proceed only when the City Attorney concurs, in writing, that participation is legally appropriate and within the City's authority. The City

Manager and Police Chief must also concur that the action supports community safety and the City's operational interests.

B. Scope limitations. This authorization applies only to joining litigation, intervening, and filing amicus briefs. It does not authorize adoption of new ordinances, material changes to City operations, or commitments that create ongoing obligations without Council action.

C. Cost and commitment limits. No action taken under this authorization may:

1. Commit the City to any settlement terms without Council approval.
2. Commit the City to ongoing obligations beyond the discrete act of participation or filing.
3. Exceed the City Managers expenditure authority per matter (inclusive of any outside counsel, filing costs, or related professional services) or reasonably create the expectation of budget overages, without Council approval.
4. Require disclosure of nonpublic operational information or compromise public safety operations.

D. Council notice. The City Manager will notify the Mayor and Council as soon as practicable, and no later than the next regular Council meeting, with a written summary identifying the matter, the action taken, the City interests asserted, anticipated costs, key deadlines, and any material risks.

E. Subsequent Council direction. If continued participation, additional expenditures, settlement authority, or ongoing obligations may be required, the City Manager will bring the matter to the Council at the next available meeting for direction.

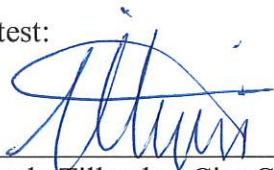
F. Council authority preserved. Nothing in this resolution limits the Council's authority to direct, modify, or discontinue the City's participation in any matter.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of January 2026.



David J. Napier, Mayor

Attest:



Nicole Tillander, City Clerk

February 3, 2026

Governor Tim Walz
Office of Governor Tim Walz
130 State Capitol
75 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Governor Walz,

On behalf of the West St. Paul City Council, I write to request state action to protect residents and stabilize communities impacted by recent immigration enforcement activity in our region. We thank you for all of your efforts to this point to assist the immigrant community and the entire State of Minnesota through this time of heightened community anxiety and disruption.

We are hearing from residents and small business owners who are experiencing real disruption and economic harm. When families are afraid to leave their homes, the ripple effects are predictable: missed work, lost wages, reduced access to essential services, reduced customer traffic for local businesses, and heightened housing instability. This combination harms residents, employers, schools, and neighborhood safety, and it creates avoidable downstream public costs.

West St. Paul has a large and strong immigrant community that includes a large Hispanic population as well as a large number of immigrant-owned businesses. We are taking steps within our authority to help, and we have incredible networks of volunteers stepping up to assist. We are providing grant support to food security organizations and networks serving affected households, as well as evaluating local small business loan and grant options. However, our local resources and the resources of our volunteer networks are limited and cannot meet the scale of need. State-level tools and funding are necessary to prevent displacement and stabilize local economies.

The West St. Paul City Council urges the State of Minnesota to take the following actions:

- 1. Temporary eviction protections tied to current conditions**
Establish temporary, targeted eviction protections during periods of heightened immigration enforcement activity that are materially disrupting residents' ability to work and access essential services. Any state action should be clear, time-limited, and accompanied by practical guidance for renters, homeowners, landlords, and lenders.
- 2. Emergency housing stability funding for direct rent and mortgage assistance**
Appropriate additional emergency funds to provide direct rental and mortgage payment assistance for households experiencing disruption that materially limits their ability to safely work, travel, or access services. Assistance should be designed to prevent

displacement and homelessness and should be delivered through existing state systems and trusted nonprofit partners to move quickly.

3. **Emergency stabilization support for impacted small businesses**

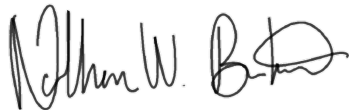
Create or expand rapid-response stabilization tools for small businesses experiencing sudden revenue loss tied to reduced customer traffic and workforce disruptions. Support should prioritize the smallest and most vulnerable businesses and may include short-term grants, flexible zero or low-interest loans, and technical assistance delivered through existing state, regional, and nonprofit business support networks.

To be clear, West St. Paul is not requesting additional funds to be awarded to the City for our operations. Our request is that the state deploys resources directly to households, housing stability administrators, and impacted small businesses through existing state and community-based delivery mechanisms.

Minnesota has successfully used temporary eviction protections and emergency assistance tools in prior emergencies. A targeted, time-limited response now will prevent displacement, reduce downstream costs, and help communities stabilize and recover.

Thank you for your leadership and partnership. We would welcome the opportunity to share what we are seeing locally and discuss practical design considerations so state actions are clear, workable, and effective.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan W. Burkett". The signature is fluid and cursive, with the first name being the most prominent.

Nathan W. Burkett
City Manager
City of West St. Paul, MN

Cc: Senator Sandy Pappas
Senator Matt Klein
Representative Mary Frances Clardy
Representative Maria Isa Perez-Vega

Subject: Rental License Application Review – 97 Orme St. E.

Meeting Date: Monday, February 9, 2026	
Submitted/Presented by/Department: Ben Boike - Community Development	
Action Type	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Other: License Hearing
Action	
Review the rental license application and consider approval as a Provisional License.	
Background	
<p>97 Orme Place LLC (“Owner”) owns and operates the 10-unit apartment building located at 97 Orme St. E. in West St. Paul. The Owner has been operating without a valid rental license since the previous rental license expired on May 31, 2025, and did not apply for a rental license until July 16, 2025. To date, staff has issued four (4) administrative citations for failure to operate the property with a valid rental license, totaling \$5,500 in fines.</p> <p>The Owner currently has a lease to own agreement in place with a new owner, however full acquisition of the property by the new owner will not be occurring until later this year. The owner has submitted their application for the 2025 rental license, passed all required inspections, and paid all fees for the rental license. A portion of the administrative citation fees (\$1,000) was formally abated by the city last fall. \$4500 in administrative citation fees have not been paid.</p>	
<u>City Service Call Review</u>	
<p>As with all rental license renewals, staff reviews all validated city service calls (nuisance calls) and property code violations. The City has documented the following nuisance activity/code violations for the property:</p> <p><u>Police Calls</u> – During the 2024 license period (6/1/24-5/31/25), the City has responded to 20 police calls total, 0 of which were valid nuisance calls to the property. Since June 1, 2025 (around the time that the perspective buyer started operating the property), the City has responded to 61 police calls total, 8 of which were valid nuisance calls, including calls (see attached valid call summary). The number, type and severity of the calls for the 10-unit building are concerning for the well-being of the residents and neighborhood, specifically since the perspective buyer Owner began operating the property.</p>	

Subject: Rental License Application Review – 97 Orme St. E.

Fire Code Violations – South Metro Fire conducted a fire inspection on October 13, 2025, no violations were found.

Code Enforcement – During the 2024 license period (6/1/24-5/31/25), the city did not issue any code compliance letters. However, the City has issued a total of two (2) code compliance violations since June 1, 2025 (see attached):

1. Compliance letter for long grass on June 11, 2025 (abated by City for failure to comply)
2. Posting of uninhabitable unit for a collapsed ceiling in unit 2B on June 24, 2025 (Owner complied through repair)

Council Options

Per City Ordinance Section 110.12(A), the City Council has the following options in reviewing rental renewal applications:

Section 110.12 (A) of the West St. Paul City Code states:

(A) New or renewal application consideration.

(1) City Council action. The City Council must take action on each new and renewal license application within a reasonable time following receipt of the recommendation from city staff regarding the application.

(2) Procedure. At the City Council meeting at which the license application is considered, any person must be provided an opportunity to be heard for or against the license. The City Council may then take any of the following actions:

- (a) Approve the license;*
- (b) Deny the license;*
- (c) Approve a provisional license;*
- (d) Approve the license with reasonable conditions; or*
- (e) Continue the license application.*

Recommendation:

The number, type and severity (weapons call) of the valid police calls for the 10-unit building are concerning for the well-being of the residents and neighborhood, specifically since the perspective buyer began operating the property. Per ordinance, the property has generated 1 property code violations/validated city service calls per unit over the past twelve (12) months (violations/valid calls are all within the past seven (7) months), which qualifies the property for a provisional license.

**Subject: Rental License Application Review – 97
Orme St. E.**

As such, staff believes that the Owner and City would benefit from approving the 2025 rental license as a provisional license, including a mitigation plan to allay nuisance, security, and safety issues. It is recommended that the following mitigation plan be considered for approval to mitigate the concerns:

1. The Owner shall provide a copy of their standard lease.
2. The Owner must include in their lease conditions a provision clearly defining the maximum number of days a guest can stay before being considered a long-term guest or regular occupant and outlining the notification procedure regarding these guests or other occupants.
3. The Owner must include a provision in their lease requiring regular adult occupants or long-term guests to be added to the lease agreement.
4. The Owner must include a provision in their lease that any long-term guest, upon being considered an occupant, must undergo the same screening process as the original tenant(s).
5. The Owner must conduct background check on every manager employed, or applying to be employed, by the landlord as required under state law.
6. The Owner shall require all tenants to sign the lease. Adult regular occupants are considered tenants for purposes of this requirement and Owner shall require adult regular occupants to also sign the lease.
7. The Owner shall review the existing security provisions in the common areas of the buildings and outside the building with the Police Department by March 31, 2026. Should the Police Department recommend security cameras be installed, the Owner shall be required to install cameras. In addition, the Owner shall provide the Police Department with remote access to any security recordings within 24 hours of a request of law enforcement who are making the request while engaged in the performance of their lawful duties. The Owner shall post conspicuous signage in the common areas of the building warning that the premises are under surveillance by the owner or the owner's employees.
8. The Owner shall work with the Police Department to resolve issues with tenants who receive nuisance warning letters and citations.

**Subject: Rental License Application Review – 97
Orme St. E.**

9. The Owner shall issue a trespass notice to all individuals who are not tenants, tenants' guests or tenant's licensees at the property. The Owner shall provide a copy of such trespass notice to the Community Development Department and the Police Department.
10. The Owner shall provide the City contact information for emergency situations.
11. The Owner shall pay the remaining balance of outstanding administrative citation fees (\$4,500) within 30 calendar days for the issuance of the license.
12. The Owner shall pay a one-time fee of \$1200 to cover the City's cost of monitoring the mitigation plan within 30 calendar days of the issuance of the license.
13. Should the property be sold to the perspective new buyer during the term of the 2025-26 rental license, the new owner shall apply for a new rental license per ordinance.

Pursuant to city code, a formal license hearing is not required to approve the rental license as a provisional license. However, staff notified the Owner/Applicant of the date of Council's review of the license application for tonight's meeting. The Owner/Applicant should be given the opportunity to speak and provide a statement.

Attachments	
Resolution	
Rental license application	
Valid nuisance police call summary	
Code compliance cases	
Previous Relevant Actions	
N/A	
Alternatives	
N/A	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	
Department: N/A	
Account: N/A	
Amount: N/A	

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

RESOLUTION NO. 26-

**RESOLUTION APPROVING RENTAL LICENSE APPLICATION
FOR THE PROPERTY LCOATED AT 97 ORME STREET EAST AS A PROVISIONAL
LICENSE**

WHEREAS, 97 Orme Place LLC is the property owner (the “Owner”) of the 10-unit apartment building located at 97 Orme Street East located in West St. Paul (the “Property”); and

WHEREAS, the Owner has been operating without a valid rental license since June 1, 2025; and

WHEREAS, the City has issued four (4) administrative citations with fines totaling \$5,500 for operating without a rental license; and

WHEREAS, the Owner recently submitted a new rental license application for their 2025 license, including payment of all required fees on July 16, 2025; and

WHEREAS, all required rental inspections have been completed and passed; and

WHEREAS, in review of the license, staff learned of two city code violations and excessive police calls and nuisance activity on or about the Property, as well as reviewed police documented criminal activity engaged in by Owner’s tenants, in and around the Property; and

WHEREAS, staff informed the Applicant that the City Council would consider the Applicant’s new license application at the February 9, 2026 City Council meeting, staff planned to recommend approval as a provisional license, and that, pursuant to Section 110.12 of the City Code, Applicant would have the opportunity to be heard regarding the license recommendation; and

WHEREAS, on February 9, 2026, the Council reviewed the rental license application during which the City staff presented its evidence with respect to the Property and the Owner’s representative was given an opportunity to be heard; and

WHEREAS, following the staff presentation, and Council review, the Council moved to approve the rental license for the Property as a provisional license; and

WHEREAS, the Council hereby makes the following Findings of Fact to support its motion on the license:

FINDINGS OF FACT

1. The Council hereby incorporates the memo from the Community Development Director and the supporting documentation into these Findings of Fact.
2. From the period starting June 1, 2024, through May 31, 2025, the Police Department responded to 20 total police calls, 0 of which qualify as valid nuisance police calls to the Property. Since June 1, 2025, the City had responded to 61 total police calls, 8 of which were valid nuisance calls. The valid nuisance calls include disturbances/disorderly conduct and weapons.
3. At the February 9, 2026 rental license application review, staff walked the Council through its report and their recommendation for a provisional license with a mitigation plan.
4. At the February 9, 2026 rental license application review, a representative of the Owner was present and submitted testimony, documentation and evidence for the Owner's position.
5. Following the rental license application review, the Council approved a rental license for the Property, as a provisional license, with an approved mitigation plan.

NOW, THEREFORE, BE IT RESOLVED that based on the evidence presented at the rental license application review, the Council hereby approves the 2025 rental license application for the Property as a provisional license with a mitigation plan based on the following:

1. The Owner has been operating the Property without a valid rental license since June 1, 2025.
2. The Owner has been operating the Property in such a manner which has permitted excessive public safety calls, and criminal activity in and around the property, creating safety concerns.
3. Section 110.12(a)(3) of City Code justifies a provisional license when a property has generated more than three violations of city code or state statutes within the preceding 12-month period.
4. Based on the documented calls and activity, the Property has not only met the criteria in Code for a provisional license but also placed a burden on City resources.
5. As a result, the evidence presented to and considered by the Council supports adoption of a mitigation plan that adds security measures and better collaboration with law enforcement.

NOW, THEREFORE, BE IT RESOLVED that the Council adopts the following mitigation plan:

1. The Owner shall provide a copy of their standard lease.
2. The Owner must include in their lease conditions a provision clearly defining the maximum number of days a guest can stay before being considered a long-term guest or regular occupant and outlining the notification procedure regarding these guests or other occupants.
3. The Owner must include a provision in their lease requiring regular adult occupants or long-term guests to be added to the lease agreement.
4. The Owner must include a provision in their lease that any long-term guest, upon being considered an occupant, must undergo the same screening process as the original tenant(s).
5. The Owner must conduct background check on every manager employed, or applying to be employed, by the landlord as required under state law.
6. The Owner shall require all tenants to sign the lease. Adult regular occupants are considered tenants for purposes of this requirement and Owner shall require adult regular occupants to also sign the lease.
7. The Owner shall review the existing digital security camera system in the common areas of the buildings and outside the building with the Police Department by March 31, 2026. Should the Police Department recommend additional security cameras be installed, the Owner shall be required to install additional cameras. In addition, the Owner shall provide the Police Department with remote access to any security recordings within 24 hours of a request of law enforcement who are making the request while engaged in the performance of their lawful duties. The Owner shall post conspicuous signage in the common areas of the building warning that the premises are under surveillance by the owner or the owner's employees.
8. The Owner shall work with the Police Department to resolve issues with tenants who receive nuisance warning letters and citations.
9. The Owner shall issue a trespass notice to all individuals who are not tenants, tenants' guests or tenant's licensees at the property. The Owner shall provide a copy of such trespass notice to the Community Development Department and the Police Department.
10. The Owner shall provide the City contact information for emergency situations.
11. The Owner shall pay the remaining balance of outstanding administrative citation fees (\$4,500) within 30 calendar days for the issuance of the license.

12. The Owner shall pay a one-time fee of \$1200 to cover the City's cost of monitoring the mitigation plan within 30 calendar days of the issuance of the license.
13. Should the property be sold to the perspective new buyer during the term of the 2025-26 rental license, the new owner shall apply for a new rental license per ordinance.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 9th day of February 2026.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk



Rental Dwelling License Application

1616 Humboldt Avenue West St. Paul MN 55118 (651) 552-4133 bbyrd@wspmn.gov

New or Renewal: Housing type: # Units: Rental property address: 97 Orme St E
 SFH DPLX CON APT West St Paul, MN 55118

Property Owner Information (individual or business entity)

Owner name (first-middle-last required): Aaron Fomou Nulla Mailing address: 1214 3rd Street NE Office phone: Cell phone: 6514100991
Office, Minneapolis, MN
 Email address (required): a nulla@keycase.mn.com Driver's license # (required): G008023278700 Issuing state: 8F63 Date of birth: 01/11/1983 Other phone:

Applicant Information (recipient of all communication - if duplicate information, check box)

Dpl: Name: Mailing address: Email address (required): Phone:

Property Manager/Emergency Contact Information (if duplicate information, check box)

Dpl: Name: Mailing address: Email address (required): Phone:

Property/Applicant Information

Yes No # Units:
 Accepts subsidized housing vouchers? Section 8* Group Residential (multi-family only) # Units:
 A state-licensed residential care facility? License type: License #:
 Sewer inspected/repaired for I&I? Status: Valid until:

* Completed HUD/CDA inspection reports must be submitted with this application. ** A copy of the certificate is required for any change of status.

South Metro Fire - Detector Inspection Affidavit

By checking this box, I confirm that the smoke detectors on this property have been tested and are in working order.
 By checking this box, I affirm that I have explained to an occupant of each dwelling the location and operation of each smoke detector, provided clear instructions for what actions to take when an alarm sounds, reviewed procedures for periodic testing, and how to notify the facility manager or maintenance personnel of any defective smoke detector(s).

Applicant Agreement

I have read and understand sections 150.035 through 150.046 of the city code and acknowledge that I am subject to all of the requirements listed, as well as to other city ordinances.
 I understand that all rental properties shall undergo housing inspections, per 150.037 Subd. B4a-b.
 I understand that all tenants must be included on a written lease, this includes the mandatory Crime Free Lease Addendum, or its legal equivalent, per 150.037 Subd. M.
 I understand that all rental licenses shall be renewed annually, and shall be received prior to the established renewal deadline. I further understand that failure to submit this application by the deadline may result in late fees or administrative citations.
 I understand that it is the property owner or manager's responsibility to pursue the necessary actions to renew this license in a timely manner, including: submitting this application, scheduling and passing the necessary inspections and the payment of fees.
 I understand that rental licenses are non-transferable and that new owner(s) shall submit a new application, per 150.037 Subd. D.

I understand and affirm that I will operate and maintain the subject premises identified herein according to city code. I also affirm that I am the owner or authorized agent of the owner and the answers contained herein are true and accurate in all respects to the best of my knowledge and belief.

Applicant's signature: Printed name: Aaron Nulla Date submitted: 02/03/2026

West St. Paul Police Department

CAD Incident Report

Start Date: 6/19/2025 12:00:01 AM

Officer Name:

End Date: 6/19/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

WS250619-0014062

Case #: None

Disturbance/Disorderly

Create: 6/19/2025 5:13:09 AM

97 Orme St E Apt: 102

AP

Dispatch: 6/19/2025 5:13:56 AM

Response Area: WS00

Arrive: 6/19/2025 5:19:42 AM

Disposition: Assisted-DLS

Close: 6/19/2025 5:40:21 AM

Call Taker: Selser, Becky - EM

Primary Officer: No Primary

Additional Responding Officer: Hinderscheid, Carter - WS Unit: 2623 WS

[1] FEMALE SAYING SOMEONE IS TRYING TO FIGHT HER

[2] [Notification] [Dakota Law]-JUST SAID "BY LAW I CAN KILL HER"

[3] SAYS HE USED TO BE A FRIEND

[4] PERSON HAS MENTAL HEALTH ISSUES

[5] SAYS THE OTHER PERSON HAS A STICK AND IN THE HALLWAY

[6] THEY ARE UNDER THE INFLUENCE OF METH

[7] RP VERY AGITATED

West St. Paul Police Department

CAD Incident Report

Start Date: 6/19/2025 12:00:01 AM

Officer Name:

End Date: 6/19/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

[REDACTED]

[9] SAYS THEIR NICKNAME IS "YANA" AND THEY ARE A TRANSGENDER MALE
[10] MALE WAS STAYING WITH RP LAST NIGHT AND WAS THREATENING HER
[11] WS250618-0014041 - Officers dealt with Isaiah earlier in the night
[12] RP NOW SAYS THAT THEY ARE COLLECTING THEIR THINGS AND HEADING OUTSIDE- RP WANTS THEM TRESPASSED
[13] ADV RP TO STAY IN APT AND OFC WILL COME MAKE CONTACT
[14] bwc

West St. Paul Police Department

CAD Incident Report

Start Date: 6/19/2025 12:00:01 AM

Officer Name:

End Date: 6/19/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

[15] Isaiah advised that Yanna made an insensitive comment about how her dog is likely dead because it has been missing so long. Isaiah became upset and told Yanna to leave. Isaiah claimed that Yanna tried to buck up and said that Yanna has a physical advantage as a biological male. NOthing physical occurred though. Yanna moved all of Yanna's stuff outside and caught the bus. Yanna was very calm and pleasant and did not appear to want to cause any issues

9271 9800

bwc

West St. Paul Police Department

CAD Incident Report

Start Date: 6/23/2025 12:00:01 AM

Officer Name:

End Date: 6/23/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

WS250623-0014438

Case #: WS25001900

Suspicious Activity

Create: 6/23/2025 1:26:52 AM

97 Orme St E Apt: B2

AP

Dispatch: 6/23/2025 1:28:29 AM

Response Area: WS00

Arrive: 6/23/2025 1:31:46 AM

Disposition: Report Call-DLRPT

Close: 6/23/2025 2:03:52 AM

Call Taker: Haselmann, Katie - EM

Primary Officer: No Primary

Additional Responding Officer: McMaster, Aidan - WS Unit: 2632 WS

Additional Responding Officer: Sass, Joseph - WS Unit: 2656 WS

Additional Responding Officer: Weber-Rolfes, Payton - WS Unit: 2618 WS

- [1] young women walking around the halls threatening ppl with a sledgehammer
- [2] female is outside
- [3] rp keeps changing her story
- [4] b/f, unk clothing
- [5] another person on the phone now
- [6] b/f wearing white shorts
- [7] this person says she has a wpn but didn't see it, can't explain why she believes she has one
- [8] she keeps going inside and outside
- [9] female mentioning something about her stolen dog
- [10] **friend just left the apt
- [11] beind directed back inside to lock the door
- [12] female in background "give me my damn dog"
- [13] rp in the bathroom
- [14] friend in the dining room
- [15] susp and rp's friend are both yelling
- [16] line disconnected
- [17] susp likely Naomi -- ofc were out with her earlier

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

West St. Paul Police Department

CAD Incident Report

Start Date: 6/23/2025 12:00:01 AM

Officer Name:

End Date: 6/23/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

[REDACTED]

[24] Requested Case Number(s) issued for Incident #[WS250623-0014438], Jurisdiction: West St. Paul Law. Case Number(s): WS25001900. requested by 2648 WS. [Shared]

[25] bwc

[26] bwc

[27] bwc

[28] DMT .13

[29] DISREGARD LN 28, WRONG CALL

[REDACTED] SEE REPORT. BWC 42 & 48

[31] *****9800*****

[32] *****9271*****

West St. Paul Police Department

CAD Incident Report

Start Date: 6/23/2025 12:00:01 AM

Officer Name:

End Date: 6/23/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Event #:

Case #:

Total # of Incidents: 1

Total # of Cases: 1

West St. Paul Police Department

CAD Incident Report

Start Date: 7/1/2025 12:00:01 AM

Officer Name:

End Date: 7/1/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 2

Event #:

Case #:

Total # of Cases: 0

WS250701-0015259

Case #: None

Disturbance/Disorderly

Create: 7/1/2025 5:59:54 PM

97 Orme St E Apt: APT 103

AP

Dispatch:

Response Area: WS00

Arrive:

Disposition: Clear-DLCLR

Close: 7/1/2025 6:01:08 PM

Call Taker: Maurer, Mike - EM

Primary Officer: No Primary

[1] APT 103 Additional ALI Information

[2] rp having issues with a neighbor moving out

[3] neighbor let a bird in

[4] neighbor got upset and put her hands around the rps throat

[5] rp refusing medics

[6] other half in 102

[7] Call Appended to Incident number WS250701-0015258

[9] RESD OF APT 102 CALLING IN [Shared]

[10] linda stated "ive been drinkin but am sober enough to know what is going on " [Shared]

[11] RESD OF 102 SAYS OTHER HALF HAS SOME OF HER PROPERTY [Shared]

[12] / OUT FRONT FOR OFFICER [Shared]

[13] WHEN ASKED TO GIVE HER FIRST NAME SPELLED FIRSTLASTAND GAVE DOB FASTER THAN COULD UNDERSTAND OR TYPE [Shared]

[14] [Dakota Law] has closed their incident [WS250701-0015258]

WS250701-0015258

Case #: None

Disturbance/Disorderly

Create: 7/1/2025 6:00:08 PM

97 Orme St E Apt: 103

AP

Dispatch: 7/1/2025 6:01:17 PM

Response Area: WS00

Arrive: 7/1/2025 6:03:12 PM

Disposition: Assisted-DLS

Close: 7/1/2025 6:13:56 PM

Call Taker: Robison, Christopher - EM

Primary Officer: No Primary

Additional Responding Officer: McMaster, Aidan - WS Unit: 2632 WS

Additional Responding Officer: Weber-Rolfes, Payton - WS Unit: 2618 WS

[1] FEMALE PUT HANDS ON RP

[2] PUSHED PAST RP TO GET OUTSIDE

[3] FEMALE IS INTOX

[4] YELLED SWEARS AND RACIAL SLURS

[5] [Appended, 18:01:08] [1] APT 103 Additional ALI Information

[6] [Appended, 18:01:08] [2] rp having issues with a neighbor moving out

West St. Paul Police Department

CAD Incident Report

Start Date: 7/1/2025 12:00:01 AM

Officer Name:

End Date: 7/1/2025 11:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 2

Event #:

Case #:

Total # of Cases: 0

[REDACTED]

[22] assisted. bwc 42& 48

[23] bwc, spoke with both parties with each stating the other attacked/assaulted them. no other party on scene wished to say they observed anything. advised naomi to avoid the female

[24] 9800

9271

West St. Paul Police Department

CAD Incident Report

Start Date: 7/6/2025 4:00:01 AM

Officer Name:

End Date: 7/6/2025 6:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

WS250706-0015750

Case #: None

Disturbance/Disorderly

Create: 7/6/2025 5:42:47 AM

97 Orme St E Apt: 102

AP

Dispatch: 7/6/2025 5:45:55 AM

Response Area: WS00

Arrive: 7/6/2025 5:57:59 AM

Disposition: Assisted-DLS

Close: 7/6/2025 6:22:50 AM

Call Taker: Monjaras, Katarina - EM

Primary Officer: Swanson, Raymond - WS Unit: 2621 WS

Additional Responding Officer: Hinderscheid, Carter - WS Unit: 2623 WS

[1] female across the hall going "stir crazy"

[2] rp has tried to contact management about her

[3] female is doing something now but rp is being vague

[4] ■ says they are 70yo / ■ is slurring her words some

[5] thinks female is in the ahllway

[6] think rp said female is barking like a dog in the ahllway

[7] ct could hear the female "woofing" in the background and slam a door

[8] female is "Isaiah" / rp said female is supposed to be movign

[9] Will be Naomi/Isaiah from previous calls

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

West St. Paul Police Department

CAD Incident Report

Start Date: 7/6/2025 4:00:01 AM

Officer Name:

End Date: 7/6/2025 6:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

[14] Called Dakota County Crisis to see if they possibly had someone who could come out and assess Isaiah as there has been numerous calls for service involving Isaiah. The last few interactions with Isaiah have not met the criteria need for a transport hold, as Isaiah did not present a danger to himself or others, and was able to care for himself. Dakota County Crisis advised that they were unable to respond to speak with Isaiah in person, but could possibly have someone stop out around 10:00 AM. Made contact with Isaiah who was working on cleaning his apartment. Isaiah was calm and receptive to officers. Talked with Isaiah to see if Dakota County Crisis could stop out around 10:00 AM. Isaiah informed me that he would be taking a bus to go to church in Fridley around then, so he would not be home. Isaiah said he would follow through though and call Dakota County Crisis at 6:45 AM. Explained to Isaiah that if we continue to keep getting calls for him causing disturbances, we may have to start issuing citations. Isaiah understood and was going to keep the noise down and finish cleaning then call Dakota County Crisis.

[15] Naomi moved a bunch of personal items into the hallway because she is cleaning. Naomi advised she would move them back when she was done. She was blasing music in her apartment and agreed to turn it down. She also agreed to call crisis at 645.

9800 9271

bwc

[16] Called Dakota County Crisis to update them of the situation. Dakota County Crisis was provided with Isaiah's information and would keep an eye out for a call around 6:45 AM.

[17] bwc

West St. Paul Police Department

CAD Incident Report

Start Date: 7/17/2025 4:00:01 AM

Officer Name:

End Date: 7/17/2025 6:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

WS250717-0016793

Case #: None

Disturbance/Disorderly

Create: 7/17/2025 4:39:27 AM

97 Orme St E

AP

Dispatch: 7/17/2025 4:44:08 AM

Response Area: WS00

Arrive: 7/17/2025 4:49:11 AM

Disposition: Assisted-DLS

Close: 7/17/2025 4:56:20 AM

Call Taker: Selser, Becky - EM

Primary Officer: No Primary

Additional Responding Officer: James, Justin - WS Unit: 2620 WS

[1] TEXT TO 911

[2] FIRST MESSAGE STATED "HELLO"

[3] THE PROVIDED ADDRESS WHEN ASKED BUT HAS NOT RESPONDED WITH A UNIT NUMBER OR WHAT IS HAPPENING

[4] ONE PRIOR WITH NUMBER IN UNIT 102

[5] ATTEMPTED TO CALL NUMBER AND NOT ACCEPTING CALLS AT THIS TIME

[6] POSS NAOMI IRUENE BASED ON PRIOR WITH NUMBER

[7] Duplicate call appended to incident at 04:45:26

[8] [Notification] [Dakota Law]-rp back on the line - saying somebody is being loud outside of the bldg [Shared]

[9] just 1 male [Shared]

[10] just sitting outside [Shared]

[11] in the front of the bldg [Shared]

[12] [Notification] [Dakota Law]-Problem changed from 911 Hangup to Disturbance/Disorderly by Dakota Law [Shared]

[13] 2620- bwc

West St. Paul Police Department

CAD Incident Report

Start Date: 7/17/2025 4:00:01 AM

Officer Name:

End Date: 7/17/2025 6:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

[REDACTED]

[15] Naomi was in front of the apartment on arrival
once officers arrived Naomi went inside
Naomi spoke with officers from her window
Naomi stated she was not yelling but listenening to music
I advised Naomi if she is listening to music to keep it at a reasonable level
Naomi stated she understood
bwc

West St. Paul Police Department

CAD Incident Report

Start Date: 7/17/2025 5:00:01 AM

Officer Name:

End Date: 7/17/2025 9:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

WS250717-0016798

Case #: WS25002181

Disturbance/Disorderly

Create: 7/17/2025 8:01:01 AM

97 Orme St E

AP

Dispatch: 7/17/2025 8:01:49 AM

Response Area: WS00

Arrive: 7/17/2025 8:07:50 AM

Disposition: Report Call-DLRPT

Close: 7/17/2025 8:38:59 AM

Call Taker: Watry, Mary - EM

Primary Officer: Melville, Sean - WS Unit: 2641 WS

Additional Responding Officer: Reynolds, John - WS Unit: 2640 WS

[1] APT 103 Additional ALI Information

[2] IN THE PARKING LOT

[3] FEMALE ARGUING OVER A LAWN MOWER

[4] [Notification] [Dakota Law]-HAS A STEEL PIPE IN HER HAND

[5] FRIEND BILL AND FEMALE

[6] BLK FEMALE BLK SHIRT BLK HAT

[7] RP WAS UNCOOPERATIVE AND HUNG UP

[8] SUSPECT FEMALE POSS LIVES ACROSS THE HALL FROM THE RP

[9] STATED HER NAME WAS ISAIAH

[10] NO ANSWER ON CALL BACK

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[17] Duplicate call appended to incident at 08:06:34

[18] have female half on the line - saying male left in veh [REDACTED] [Shared]

[REDACTED]

[REDACTED]

[21] female having a very hard time breathing [Shared]

[22] said she was assaulted [Shared]

[23] PLATE ON FILE [Shared]

[24] OFFICERS ARRIVING [Shared]

[25] D2641 medics not needed [Shared]

West St. Paul Police Department

CAD Incident Report

Start Date: 7/17/2025 5:00:01 AM

Officer Name:

End Date: 7/17/2025 9:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

[26] 40: BWC

[REDACTED]

[REDACTED]

[30] Requested Case Number(s) issued for Incident #[WS250717-0016798], Jurisdiction: West St. Paul Law. Case Number(s): WS25002181. requested by 2641 WS. [Shared]

[31] spoke with all 3 parties. BWC

West St. Paul Police Department

CAD Incident Report

Start Date: 7/20/2025 3:00:01 PM

Officer Name:

End Date: 7/20/2025 5:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

WS250720-0017109

Case #: WS25002227

Weapons

Create: 7/20/2025 4:10:56 PM

97 ORME ST E

AP

Dispatch: 7/20/2025 4:12:35 PM

Response Area: WS00

Arrive: 7/20/2025 4:14:24 PM

Disposition: Arrest /Adult-DLA

Close: 7/20/2025 5:25:40 PM

Call Taker: Mitchell, James - EM

Primary Officer: Cortez, Antonio - WS Unit: 2622 WS

Additional Responding Officer: Mandel, Michael - WS Unit: 2629 WS

Additional Responding Officer: McMaster, Aidan - WS Unit: 2632 WS

Additional Responding Officer: Muellner, Matthew - WS Unit: 2657 WS

Additional Responding Officer: Reynolds, John - WS Unit: 2640 WS

Additional Responding Officer: Weber-Rolfes, Payton - WS Unit: 2618 WS

[1] male has a knife

[2] in the street

[3] red had

[4] red pants

[5] was waving the knife around

[6] walked against traffic

[7] is now on robert

[8] rp could see the knife from across the street

[9] young male

[10] thinks he lives in the apts on the corner

[11] b/m

[12] male appeared to be threatening another ped with the knife

[13] they checked on the other ped and he is fine

[14] was walking toward walgreens on robert

[15] rp can no longer

[16] see him

[17] 2632 sees him

[18] male is compliant

[19] 97 ormes

[20] naomi iroon

[22] Secondary Location for D2632: AP, 97 ORME ST E,WEST ST PAUL, MN 55118.

West St. Paul Police Department

CAD Incident Report

Start Date: 7/20/2025 3:00:01 PM

Officer Name:

End Date: 7/20/2025 5:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

[REDACTED]

[28] 10-15 with one

[REDACTED]

[REDACTED]

[REDACTED]

[33] 40: [REDACTED] REPORTED NAOMI LOCKED EYES WITH HIM AND JUMPED OUT INTO THE SIDE MIRROR HIS VEHC AT ROBERT/ORME AS HE WAS DRIVING SB - NO DAMAGE TO HIS VEHC

[34] 169.21.3(c) -Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

[35] 40: BWC

[36] bwc 677, see sup report

[37] bwc

[38] Requested Case Number(s) issued for Incident #[WS250720-0017109], Jurisdiction: West St. Paul Law. Case Number(s): WS25002227. requested by 2622 WS.

[39] Citation #: 190725900782

[40] Property is wallet containing misc. cards

[41] Secondary Location for 2632 WS: 1580 HIGHWAY 55,HASTINGS,MN 55033

[REDACTED]

[43] SM: 75409.1

[44] 22: BWC 672

West St. Paul Police Department

CAD Incident Report

Start Date: 7/20/2025 3:00:01 PM

Officer Name:

End Date: 7/20/2025 5:59:59 PM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 1

[45] 2629 no bwc (did not respond)

[46] EM: 75428

[47] bwc see report

[48] 2632 req cch on line 23 b/f for dc

[49] POS CCH FAXED TO PD - 16 pages

West St. Paul Police Department

CAD Incident Report

Start Date: 7/20/2025 6:00:01 AM

Officer Name:

End Date: 7/20/2025 8:59:59 AM

Problem: All

Address: 97 orme

Apartment

Total # of Incidents: 1

Event #:

Case #:

Total # of Cases: 0

WS250720-0017071

Case #: None

Suspicious Activity

Create: 7/20/2025 7:02:54 AM

97 Orme St E

AP

Dispatch: 7/20/2025 7:07:48 AM

Response Area: WS00

Arrive: 7/20/2025 7:10:27 AM

Disposition: Homeless-DLHM

Close: 7/20/2025 7:17:37 AM

Call Taker: Babcock, Alex - EM

Primary Officer: Reynolds, John - WS **Unit:** 2640 WS

Additional Responding Officer: Mandel, Michael - WS **Unit:** 2629 WS

[1] rp thinks there are squatters in the basement - unk how many there are

[2] there are curtains up in the basement and rp has never notices that before

[3] there are also 2 young boys sleeping in a gry ford escape outside

[4] AIRED

[REDACTED]

[7] 2629 bwc

[8] 40: ADULT MALE & FEMALE & 2 CHILDREN TODDLER AGE SLEEPING IN LAUNDRY ROOM - ADV TO VACATE - TWO JUVENILES & AN ADULT SLEEPING IN THE FORD OUTSIDE. THEY APPEAR TO BE AFFILIATED - 9271 - PROBLEM PROPERTY - BWC

[9] *ADULT FEMALE* IN THE FORD

CORRECTION NOTICE - ACTION REQUIRED

Date: June 16, 2025

To:
97 Orme Place LLC
1214 3rd St NE
Minneapolis, MN 55413

Regarding Address:
97 ORME ST E

Case Number:
PROP2025-0286

Correct Prior To: Monday, June 23, 2025

Dear Property Owner(s):

This is a correction notice that the above identified property is in violation of the City of West St Paul ordinance as indicated below.

The following violation(s) were observed with regard to your property:

Ordinance Section: IPMC 302.4 EXTERIOR PROPERTY AREA-WEEDS

Location: FRONT YARD

Corrections: *Please ensure all grass and weeds are cut to be no more than 8 inches in height by the date listed above.*

Please review the aforementioned ordinance and correct any noncompliance conditions before **Monday, June 23, 2025**, after which a compliance inspection will be performed.

Failure to comply with the notice by the re-inspection date indicated may result in the city performing this work and assessing the costs against the property.

Subsequent violation within a 12 month period shall result in automatic abatement by the city **without notice** and the costs will be assessed against the property.

For a list of available resources, including assistance for Seniors & Low Income Households, please visit the Code Enforcement page on our City website (www.wspmn.gov) or contact city staff at the number below.

If this property is owned or occupied by a Veteran or their family in need of assistance, please contact the WSP Yellow Ribbon at 651-259-2614.

Feel free to contact me via phone or email if you have any questions regarding this matter or other aspects of the City's Ordinance.

Sincerely,
ZACH LUDWIG
(651)-552-4136
zludwig@wspmn.gov

UNINHABITABLE

Fire Code Violations Plumbing Code Violations
 Building Code Violations Electrical Code Violations
 Housing Code Violations Mech. Code Violations

Section 1300.0180 of the Minnesota State Building Code.

**ANY UNAUTHORIZED PERSON or PERSONS REMOVING THIS
SIGN SHALL BE PROSECUTED!**

**It shall further be unlawful for any person to occupy this structure until
violations are corrected. Permits Required**

97 Orme St E Unit 2B

Street Address

6/27/25

Effective Date

Dennis Schilling 651-552-4135

West Saint Paul Chief Building Official

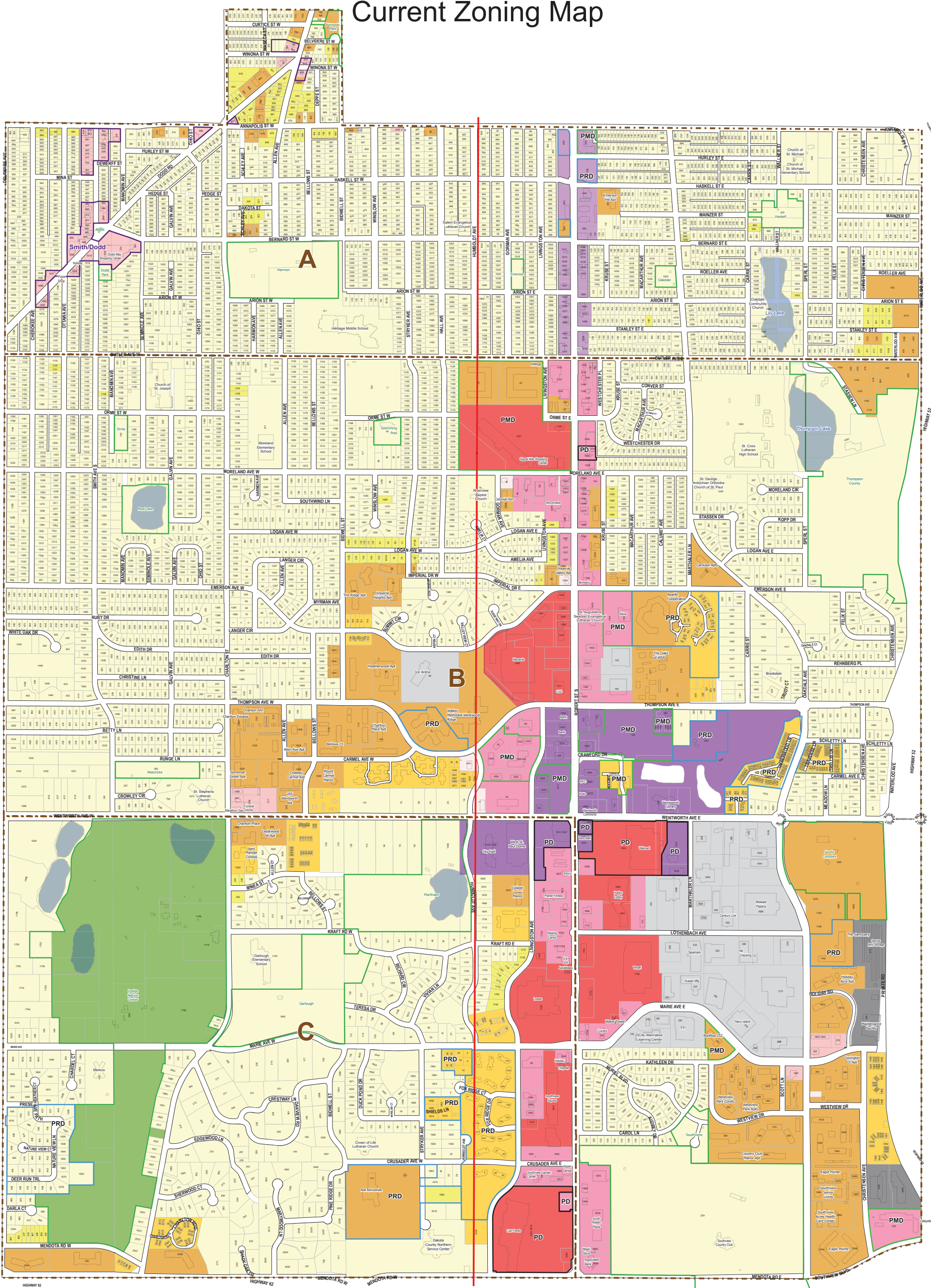
Subject: Final Reading to Rezone Multiple Properties near the Intersection of Butler Ave. and Highway 52

Meeting Date: Monday, February 9, 2026	
Submitted/Presented by/Department: Melissa Houtsma, Community Development	
Action Type	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Other:
Action	
1. Move to approve the final reading to rezone multiple properties near the intersection of Butler Ave. and Highway 52 from R-4, Multiple Family Residential to either R-3, Townhouse Residential or R-2, Two Family Residential.	
Background	
City staff is recommending rezoning multiple properties in the area of Butler Ave. and highway 52 from R-4, Multiple Family Residential to R-3, Townhouse Residential or R-2, Two Family Residential.	
Currently the 24 parcels are zoned as R-4, Multiple Family Residential. This designation dates back multiple decades and while there are several duplexes and a few apartment buildings in the area, the zoning for high density, multi-family housing of today (commonly 40 units per acre) does not align with how the area was ultimately developed and as it currently exists. Rezoning the properties would also bring the zoning of the properties into compliance with the future land use in the 2040 Comprehensive Plan, which was recently amended to guide these properties as Medium Density Residential.	
Attachments	
Zoning map (current and proposed) Ordinance	
Previous Relevant Actions	
01/26/2026 City Council Meeting - Staff Memo	
Alternatives	
If city council is not satisfied with the proposed amendments as written, please advise staff of the desired changes and/or recommendations.	
Financial	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	
Department: N/A	

**Subject: Final Reading to Rezone Multiple Properties
near the Intersection of Butler Ave. and Highway 52**

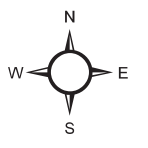
Account: N/A	
Amount: N/A	

Current Zoning Map

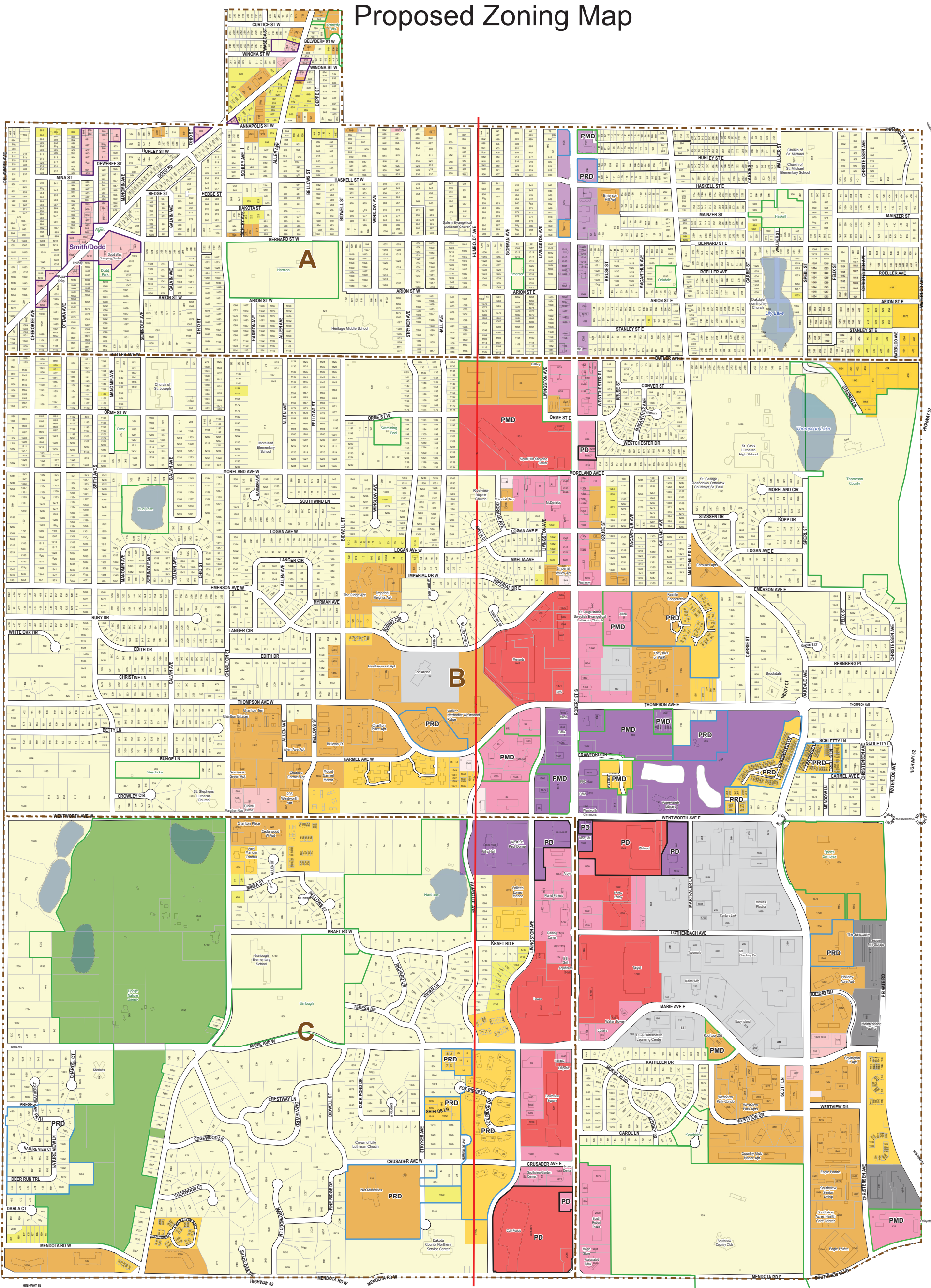


Legend

- R-1 - One Family Residential
- R-2 - Two Family Residential
- R-3 - Townhouse Residential
- R-4 - Multiple Family Residential
- B-1 - Limited Business
- B-2 - Neighborhood Business
- B-3 - General Business
- B-4 - Shopping Center
- B-5 - Gateway North Mixed-Use District
- B-6 - Town Center Mixed-Use District
- I-1 - Light Industrial
- I-2 - General Industrial
- C - Conservancy District
- PMD - Planned Multi-Use Development District
- PRD - Planned Residential Development District
- PD - Planned Development District
- Parks & Open Space
- Address Dividing Line
- Density Boundaries
- Smith/Dodd Overlay District

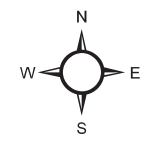


Proposed Zoning Map



Legend

- R-1 - One Family Residential
- R-2 - Two Family Residential
- R-3 - Townhouse Residential
- R-4 - Multiple Family Residential
- B-1 - Limited Business
- B-2 - Neighborhood Business
- B-3 - General Business
- B-4 - Shopping Center
- B-5 - Gateway North Mixed-Use District
- B-6 - Town Center Mixed-Use District
- I-1 - Light Industrial
- I-2 - General Industrial
- C - Conservancy District
- PMD - Planned Multi-Use Development District
- PRD - Planned Residential Development District
- PD - Planned Development District
- Parks & Open Space
- Address Dividing Line
- Density Boundaries
- Smith/Dodd Overlay District



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

ORDINANCE NO. 26-

**AN ORDINANCE REZONING MULTIPLE PROPERTIES IN AND AROUND
THE INTERSECTION OF BUTLER AVENUE EAST AND HIGHWAY 52
FROM R-4, MULTIPLE FAMILY RESIDENTIAL TO R-3, TOWNHOUSE
RESIDENTIAL OR R-2, TWO FAMILY RESIDENTIAL**

The City Council of West St. Paul does ordain:

SECTION 1. AMENDMENTS.

1. The Zoning Map of the City of West St. Paul is hereby amended by rezoning multiple properties from R-4, Multiple Family Residential to either R-3, Townhouse Residential or R-2, Two Family Residential. Subject properties and the rezoning districts are listed below.

**Properties being rezoned from R-4, Multiple Family Residential to
R-3, Townhouse Residential**

Street/Address	Property ID
Arion Street East	
425-455 Arion St E	42-34100-04-320
Butler Avenue East	
394-396 Butler Ave E	42-73200-02-020
402 Butler Ave E	42-73200-02-030
410 Butler Ave E	42-73200-01-151
418 Butler Ave E	42-73200-03-141
424 Butler Ave E	42-73200-01-120
	42-73200-01-200
	42-73200-01-240
	42-73200-03-120
	42-73200-03-102
451 Butler Ave E	42-25800-02-130
460 Butler Ave E	42-73200-01-300
475 Butler Ave E	42-25800-02-161
Stanley Street East	
460 Stanley St E	42-25800-02-041
Stassen Lane	
1124 Stassen Ln	42-73200-02-050
1140 Stassen Ln	42-73200-02-041
1152 Stassen Ln	42-73200-04-311
1162 Stassen Ln	42-73200-03-151
	42-73200-04-312

1170 Stassen Ln	42-73200-04-300
Waterloo Avenue	
1073-1075 Waterloo Ave	42-25800-01-160
1094 Waterloo Ave	42-25800-02-061

Properties being rezoned from R-4, Multiple Family Residential to R-2, Two Family Residential

Street/Address	Property ID
Stanley Street East	
412 Stanley St E	42-83300-02-080
422 Stanley St E	42-83300-02-060

SECTION 2. CONDITION. The following condition shall be added:

1. The approval of the rezoning contemplated herein is contingent upon approval of the amendment to the 2040 Comprehensive Plan’s Future Land Use Map.

SECTION 3. SUMMARY PUBLICATION.

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

This ordinance changes the zoning for multiple properties that are generally west of Waterloo Ave., south of Roeller Ave., east of Felix St., and north of Stassen Ln. from R-4, Multiple Family Residential to R-3, Townhouse Residential or R-2, Two Family Residential.

SECTION 4. 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 9th day of February 2026.

Attest:

David J. Napier, Mayor

Nicole Tillander, City Clerk

**Subject: Administrative Code Ordinance
Amendment**

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input checked="" type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve an ordinance repealing and replacing section 30.02 of the West St. Paul City Code Relating to the Administrative Code.	
Background	
<p>The City Charter requires that the City will maintain an Administrative Code by ordinance. The Administrative Code is intended to describe, in one place, how the City’s organization is structured and how day-to-day administration is carried out under the Council-Manager form of government.</p> <p>Today, many of these practices exist across the Charter, state law, Council policies, internal procedures, job descriptions, and long-standing operational norms. The practical result is that staff can follow the system, but it is harder for Council and the public to see the system. This Administrative Code does not change how the City currently operates. It documents existing practice, clarifies roles, and makes the rules of the road transparent.</p> <p><u>WHAT THIS ADMINISTRATIVE CODE DOES</u></p> <p>This ordinance consolidates and codifies operational governance so that Council, staff, and the public can quickly understand how the City functions in practice.</p> <p>Key outcomes include:</p> <ul style="list-style-type: none"> • Clear separation of roles between Council and administration, consistent with the Charter’s Council-Manager structure • A single, readable framework that shows how authority flows from Charter and law, through ordinance and Council policy, down to internal procedures • Written expectations for core administrative functions that are already occurring, but not consistently documented in one place <p><u>SUMMARY OF MAJOR CONTENT</u></p> <p>The Administrative Code is organized around several core themes:</p> <p>1) GOVERNANCE AND AUTHORITY FRAMEWORK</p> <ul style="list-style-type: none"> • Establishes a clear hierarchy of governing authority: Charter and law first, then ordinances, then Council policies, then administrative procedures 	

Subject: Administrative Code Ordinance Amendment

- Clarifies that Council sets policy and direction, and the City Manager is responsible for administration and implementation
- 2) ORGANIZATIONAL STRUCTURE AND CITY OFFICERS
- Describes the City's administrative structure and the roles that carry out Charter and legal responsibilities
 - Clarifies how required functions such as clerk and treasury-related duties are assigned in practice
- 3) PERSONNEL ADMINISTRATION
- Documents current practice for classification and compensation structures that are adopted by Council
 - Clarifies the City Manager's role in administering pay within Council-adopted frameworks and within the adopted budget
 - Reinforces expectations for consistent, professional administration of personnel matters
- 4) PURCHASING, CONTRACTING, AND PROCUREMENT
- Describes the City's contracting and purchasing practices, including the use of common municipal tools such as unit-price, task order, and on-call agreements
 - Clarifies how contract approval, signatures, and procurement processes work in practice, consistent with Charter requirements and Council policies
 - Improves transparency around contract structure and internal controls so Council and the public can understand how work is authorized and paid for over time
- 5) FINANCIAL ADMINISTRATION
- Summarizes how the adopted budget is administered day to day
 - Documents current administrative practices that support staying within Council appropriations and maintaining strong internal controls
 - Reinforces that Council retains full authority over budget adoption and policy-level financial direction
- 6) IMPLEMENTATION AND CLARITY FOR THE PUBLIC
- Creates a stable reference document that supports consistent operations across staff turnover and changing conditions
 - Reduces ambiguity, improves accountability, and supports clearer public communication

WHAT THIS DOES NOT DO

To be explicit, this Administrative Code does not:

- Create new departments or change the City's form of government
- Shift policy authority away from Council
- Change the Charter, state law requirements, or Council's reserved powers
- Change current operational practice or add new requirements that would materially alter how the City is run

**Subject: Administrative Code Ordinance
Amendment**

WHY THIS IS WORTH DOING NOW

- It makes current practice transparent and easier to understand
- It strengthens role clarity, which reduces political and operational friction
- It improves consistency and continuity across time, staff turnover, and changing Council membership
- It creates a single reference point for staff, Council, and the public

NEXT STEPS

- First reading and adoption, should the Council approve

Attachments

Attachment - Administrative Code Ordinance DRAFT v3

Previous Relevant Actions

Alternatives

Financial

Budgeted: Yes

No Financial Impact

Fund:

Department:

Account:

Amount:

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REPLACING SECTION 30.02 OF THE WEST ST. PAUL CITY CODE RELATING TO THE ADMINISTRATIVE CODE

The City of West St. Paul does ordain:

SECTION I. Authority. Minnesota Statutes, sections 415.02, 415.021, and 599.13 (collectively the "Act") and the West St. Paul City Charter, sections 3.04 and 3.05 authorize the City of West St. Paul (the "City") to adopt and codify ordinances. The Act also provides that any ordinance included in a new city code, but not previously published, is sufficiently published if a substantial quantity of the code is printed for general distribution to the public.

SECTION II. Background. Section 6.03 of West St. Paul's Charter requires the Council, in conjunction with the City Manager, to prepare a complete administrative code for the City and enact it in the form of an ordinance, which may be amended from time to time by ordinances.

SECTION III. Amendment. Section 30.02 of the West St. Paul City Code is hereby repealed and replaced in its entirety as follows:

§30.02 ADMINISTRATIVE CODE

(A) Purpose.

The purpose of this section is to establish the structure, delegation of authority, administrative responsibilities, and organizational framework necessary for the efficient and effective administration of City affairs consistent with the Charter, ordinances, and applicable law.

(B) Authority and Hierarchy.

(1) The hierarchy of governing documents shall be as follows:

- (a) City Charter;
- (b) Ordinances, including this Administrative Code;
- (c) City Council-adopted policies;
- (d) City Manager-adopted administrative policies;
- (e) Departmental policies and procedures; and
- (f) Internal rules and operational workflows.

(2) Lower-level documents must be consistent with higher-level authority. In the event of conflict, the higher-level authority prevails.

(3) The City Council may reserve authority to itself through ordinance or formally adopted policy.

(4) Authority not specifically reserved to the City Council by Charter, state law, ordinance, or Council-adopted policy is vested in the City Manager.

(C) Departments.

(1) The following departments are established for the administration of City affairs:

(a) Administrative Services Department, headed by the Assistant City Manager;

(b) Finance Department, headed by the Finance Director;

(c) Community Development Department, headed by the Community Development Director;

(d) Police Department, headed by the Police Chief;

(e) Parks, Recreation, Environment and Sustainability Department, headed by the Parks, Recreation, Environment and Sustainability Director;

(f) Public Works and Engineering Department, headed by the Public Works Director/City Engineer; and

(g) Fire Department, administered by the South Metro Fire Department Chief pursuant to applicable joint powers agreements or governance structure.

(2) The City Manager is the chief administrative officer of the City, and is responsible to the Council for the supervision of all departments and divisions of City administration except where otherwise provided by law or Charter. The Manager may organize, manage, and direct the internal structure, functions, programs, and operations within each department, and may reassign programs, services, responsibilities, and personnel within or between departments, except where a program or function has been expressly established or fixed by ordinance, Council-adopted policy, or the adopted budget.

(3) Creation or elimination of departments requires City Council action.

(4) Pursuant to City Charter, the City Manager must designate a City Clerk and a City Treasurer to perform the duties of those positions as required in the City Charter and as required by State Law, Ordinance or City Council policy. The City Manager

may assign other duties to these positions, assign these positions to report to others or assign direct reports to these positions as permitted in this ordinance.

(D) Delegation of Authority.

(1) The City Manager shall have authority over the administration of City affairs, including the management of personnel, operations, financial administration, contracting within authorized limits, and organization of City functions within the department levels.

(2) The City Manager may delegate administrative authority to department heads or other employees as appropriate. Department and division heads are the administrative officers of the City. They are responsible for the efficient administration of their respective departments and divisions and shall initiate, with the approval of the Manager, whatever practices, programs and procedures are necessary to fulfill that responsibility.

(3) Delegated authority may be modified or rescinded by the City Manager at any time, consistent with Charter, ordinance, and Council-adopted policy.

(E) Personnel Administration.

(1) The City Manager or their designee shall maintain and update a Personnel Policy Manual establishing employment practices, conduct expectations, benefits administration, leave policies, hiring and separation procedures, workplace safety requirements, and other provisions necessary for the administration of the City's workforce.

(2) Substantial amendments or complete replacement to the Personnel Policy Manual shall be presented to the City Council for ratification or confirmation. Substantial amendments include changes that:

(a) alter employee benefits or compensation administration practices;

(b) modify rights, responsibilities, or obligations of employees or the City;

(c) establish new categories of leave or materially change existing leave provisions;

(d) materially change disciplinary processes or appeal procedures; or

(e) otherwise significantly affect terms or conditions of employment or the City's administrative obligations.

(3) The City Manager, in consultation with the City Attorney, shall determine whether an amendment is substantial.

(4) The City Manager may make administrative or non-substantive revisions to the Personnel Policy Manual without City Council ratification.

(5) The City Manager, or designee, shall negotiate collective bargaining agreements on behalf of the City. Agreements require approval by the City Council. The City Manager may execute Memoranda of Understanding or Agreement when such documents implement or clarify existing labor agreements or fall within parameters approved by the City Council.

(6) The City Council shall adopt and amend the job classification system and compensation structure. Within that system and the adopted budget, the City Manager may hire, promote, reassign, transfer, and place employees within approved pay ranges, and may adjust individual compensation consistent with the approved structure and budget.

(7) Unless expressly restricted by the adopted budget or Council policy, the City Council does not approve individual staffing counts or FTE allocations. The City Manager may create, eliminate, or repurpose positions within the adopted budget.

(8) The City Manager may approve individualized employment agreements for recruitment, retention, or organizational needs, provided such agreements remain within the adopted budget, do not conflict with Charter, ordinance, or collective bargaining agreements and offer terms permissible under law and policy.

(9) The City Manager shall have authority over all personnel transactions, including hiring, promotion, reassignment, discipline, demotion, layoff, and separation, including execution of separation agreements that do not involve any monetary amounts in excess of city manager approved limits except where restricted by law, the Charter, or Council-adopted policy.

(F) Financial Management.

(1) The City Council adopts the annual budget and appropriates resources at the fund level, unless otherwise required by law. The City Council may establish policies or directives through the adopted budget, including allocations, restrictions, or instructions contained within the budget document. Such directives have the force of Council policy.

(2) The City Manager shall administer the adopted budget and may allocate and reallocate resources within each legally appropriated fund, consistent with Council policy and the adopted budget.

(3) The City Manager may transfer appropriated amounts within a fund, including between programs, services, operations, contracts, and non-personnel line items, provided the total appropriation for the fund is not exceeded.

(4) The City Manager may not transfer funds from discretionary or non-personnel appropriations into personnel line items without prior approval of the City Council. Transfers out of personnel line items are permitted unless restricted by law or Council policy.

(5) Transfers of appropriations between funds require City Council approval unless explicitly authorized by Council-adopted financial policy or state law.

(6) Upon adoption of the Capital Improvement Plan, the City Manager is authorized to expend funds for planning and design activities for capital projects included in the approved plan up to two years in advance of scheduled construction, consistent with appropriated funds and applicable policy.

(7) The City Manager shall have the authority to apply for any grant, for any amount. The City Manager may approve acceptance of any grant where matching funds required are less than or equal to the City Manager's purchasing authority.

(8) The City Council shall adopt financial governance policies. The City Manager shall adopt administrative financial policies and procedures implementing such policies and applicable law.

(G) Contracting and Purchasing.

(1) Contracting and purchasing authority shall be exercised consistent with the Charter, state law, the adopted budget, and Council-adopted procurement policies.

(2) For purposes of this section:

(a) "Guaranteed obligation" means any portion of a contract under which the City is unconditionally committed to pay, including minimum fees or retainers, base payments, non-cancelable commitments, amounts due regardless of service usage, or any obligation the City cannot terminate without penalty or liability.

(b) "Non-guaranteed contract" means a contract under which the City incurs no minimum obligation and is liable only for services or units actually ordered or authorized.

(3) The City Manager may execute contracts, amendments, change orders, purchase orders, and agreements when the total guaranteed obligation does not exceed the City Manager's approval authority established by Charter or Council policy, and the contract complies with law, policy, and the adopted budget.

(4) The City Manager may execute non-guaranteed contracts regardless of their maximum potential value, provided expenditures under such contracts remain within appropriated funds and the City Manager's expenditure authority.

(5) The City Manager may approve change orders within the City Manager's contracting authority. Change orders exceeding that authority require City Council approval.

(H) Risk Management.

(1) The City Manager is responsible for administering the City's risk management program, including insurance coverage, claims administration, safety and loss control, and risk mitigation activities.

(2) The City Manager shall secure and maintain appropriate insurance coverage and manage compliance with program requirements.

(3) The City Manager may settle claims within the City Manager's purchasing and contracting authority established by the Charter and Council-adopted procurement policies, upon review and approval by the City Attorney as to form and legality. Claims exceeding that authority require City Council approval.

(4) Litigation decisions shall be made by the City Manager upon advice of the City Attorney unless City Council approval is required for settlements exceeding the City Manager's authority.

(5) Departments shall implement safety and loss control policies established by the City Manager or as required by city code, state or federal law.

SECTION IV. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

SECTION V. Summary Publication. Pursuant to Minnesota Statutes §412.191, subdivision 4, which allows summary publication of lengthy ordinances, the City Council publishes the following summary.

This ordinance repeals and replaces Section 33.02 of the City Code to adopt an updated Administrative Code. The ordinance clearly defines and limits the administrative authority of the City Manager and staff, while reserving policy-making and oversight authority to the City Council as provided by state law and the City Charter. It establishes how authority is allocated, exercised, and constrained within City government so that responsibilities are transparent and accountable.

The ordinance supplements and is consistent with Minnesota statutes and the City Charter. It identifies City departments, specifies when Council approval is required, and clarifies administrative authority related to personnel, budgeting, contracting, and risk management. These provisions reflect and codify existing practices rather than creating new authority.

The purpose of the ordinance is to clearly communicate how the City is governed and administered, ensuring that Council, staff, and the public understand the roles, limits, and responsibilities of each.

The full ordinance is available for public inspection at City Hall and on the City's website.

Passed in regular session of City Council on the ___ day of _____, 2026

CITY OF WEST ST. PAUL

By: _____

David Napier, Mayor

ATTEST: _____

Nicole Tillander, City Clerk