CITY COUNCIL MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

VIRTUAL MEETING - Cable Channel 18 - www.townsquare.tv/webstreaming

MONDAY, APRIL 27, 2020

6:30 P.M.

Due to the Spread of COVID-19, City of West St. Paul public meetings will be held virtually until further notice. Members of the public may monitor meetings by tuning in to Cable Channel 18 or online at www.townsquare.tv/webstreaming during the posted meeting times. Meetings can be viewed on-demand starting the day following the original airing at www.wspmn.gov/agendacenter. Items requesting public input will do so via telephone call-in during live broadcasts only. Please view meetings during their original posted times to participate.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adopt the Agenda**
5. **OCWS Briefing**
6. **Citizen Comments**
   Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, 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. **Council Comments**
8. **Proclamations, Presentations and Recognitions**

   A. Donation to the City

      Documents:

      COUNCIL REPORT - DONATIONS TO THE CITY.PDF
      RESOLUTION - DONATIONS TO THE CITY.PDF

9. **Consent Agenda**
   All items on the Consent Agenda are considered to be routine and have been made available to the City Council at least two days prior to the meeting; these items will be enacted by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered under separate motion.

A. Minutes of April 13, 2020 - Regular Council

Documents:

04-13-20 COUNCIL MINUTES.PDF

B. List of Claims for April 27, 2020

Documents:

COUNCIL REPORT - 4.27.20 LIST OF CLAIMS REVISED.PDF

C. 2020-2021 General Services Pay Plan Amendment

Documents:

COUNCIL REPORT - WAGE AMENDMENT.PDF
RESOLUTION - AMENDING GS HOURLY PAY PLAN.PDF
RESOLUTION - AMENDING GS SALARIED PAY PLAN.PDF

D. Rental Licensing

Documents:

COUNCIL REPORT - RENTAL LICENSING.PDF

E. Rental License Application Review for 224 Thompson Avenue E

Documents:

COUNCIL REPORT - 224 THOMPSON AVE RENTAL LICENSE.PDF
ATTACHMENT - 224 THOMPSON AVE RENTAL LICENSE-REDACTED.PDF
RESOLUTION - 224 THOMPSON AVE RENTAL LICENSE DENIAL.PDF

F. Purchase of Outlot B from Hy-Vee

Documents:

COUNCIL REPORT - AUTHORIZE PURCHASE OF OUTLOT B FROM HY-VEE.PDF
UPDATED PLAT - 03.12.2020.PDF

10. **Public Hearing**

A. Site Plan, Preliminary and Final Plat Review for the Construction of a Climate Controlled Storage Building at 1665 Oakdale Avenue - More Space, LLC

Documents:

COUNCIL REPORT - OAKDALE AVE SELF STORAGE - CONTINUE.PDF
ATTACHMENT - OAKDALE AVE SELF STORAGE - EXTENSION LETTER.PDF

B. Final Plat Review for One Parcel Located at 110 Crusader Avenue W - Net Ministries

Documents:

COUNCIL REPORT - NET MINISTRIES FINAL PLAT.PDF
ATTACHMENT - NET MINISTRIES FINAL PLAT.PDF
RESOLUTION 20-XX - NET MINISTRIES FINAL PLAT.PDF

11. **New Business**

A. Financial Update with Projections

Documents:

COUNCIL REPORT - FINANCIAL UPDATE WITH PROJECTIONS, 042320.PDF
FINANCIAL UPDATE-PROJECTIONS.PDF

B. Park & Recreation Modifications Due to COVID-19

Documents:

COUNCIL REPORT - PARK AND RECREATION MODIFICATIONS DUE TO COVID-19.PDF
ATTACHMENT - DAKOTA COUNTY CITIES PARK AND REC CLOSURES.PDF

C. Authorization to Apply for Cleanup Grants at Thompson Oaks

Documents:

COUNCIL REPORT - AUTHORIZATION TO APPLY FOR THOMPSON OAKS CLEANUP GRANT.PDF
RESOLUTION - APPROVING APPLICATION TO DEED FOR CONTAMINATION AND CLEANUP FUNDING 2020.PDF
DEED CONTAMINATION CLEANUP APPLICATION.PDF
BWSR THOMPSON OAKS STORM WATER PROJECT 041620.PDF
OPPIDAN TOWN HOME AND MF.PDF
FIGURE 1.PDF
THOMPSON OAKS CREEK BED.PDF
THOMPSON OAKS SUB-WATERSHED.PDF
CONCEPT 4 THOMPSON OAKS.PDF
THOMPSON OAKS DRAINAGE AREA AND LAND USES.PDF

12. **Old Business**

13. **Adjourn**

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

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **City Staff**

Date: **April 27, 2020**

Donations to the City

BACKGROUND INFORMATION:

The below described individuals and/or organizations have donated to the City:

South Robert Business Association has graciously donated $1,000 to the City's Volunteer Program.

FISCAL IMPACT:

		Amount
Fund:	101	$1,000.00
Department:		
Account:	30000-36230	

STAFF RECOMMENDATION:

Publically thank the above listed individuals and organizations and accept their generous donations by adopting the attached resolution.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION ACCEPTING DONATIONS TO THE CITY

WHEREAS, the below listed individuals/organizations have donated funds to the City:

South Robert Street Business Association has graciously donated $1,000.00 to the City's Volunteer Appreciation Dinner.

AND WHEREAS, the donors may indicate a particular use for their funds; and

WHEREAS, the Mayor and City Council acknowledge the generosity of these individuals/organizations and extend their appreciation to them for their consideration and generous donations.

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

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of April 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

City of West St. Paul
City Council Meeting Minutes
April 13, 2020

1. Call to Order

Mayor Napier called the meeting to order at 6:30 p.m.

2. Roll Call

Present:	Mayor Dave Napier Councilmembers Wendy Berry, Lisa Eng-Sarne, Anthony Fernandez, John Justen (arrived at 6:33 p.m.), Bob Pace and Dick Vitelli
Absent:	None
Others Present:	City Manager Ryan Schroeder City Attorney Amanda Johnson Police Chief Brian Sturgeon Finance Director Char Stark Parks & Public Works Director/City Engineer Ross Beckwith Community Development Director Jim Hartshorn Marketing & Communications Manager Dan Nowicki City Clerk Shirley Buecksler

Mayor Napier stated that tonight's meeting will be conducted virtually and described the process for citizens to view the meeting and call in with questions and comments.

3. Pledge of Allegiance

4. Adopt the Agenda

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

Vote: 6 ayes / 0 nays. Motion carried.

5. Citizen Comments

Mayor Napier opened the access line (651-259-2674) for citizens to call in with comments. The Marketing & Communications Manager tested it from an outside line during the meeting to be sure it was working.

After an extended period, no calls were received. Mayor Napier closed Citizen Comments and the access line was also closed.

6. Council Comments

Councilmember Vitelli said he will be glad when the pandemic is over and wishes that everyone will stay safe and healthy.

Councilmember Pace echoed Councilmember Vitelli's comments. He said the State of Minnesota has just released today two really important programs that are available to veterans and surviving spouses who have been impacted by the COVID-19 virus. For more information on these programs, contact the Dakota County Veterans Services Office at (651) 554-5601 or the Northern Dakota County Beyond the Yellow Ribbon hotline at (651) 259-2614 for more information.

Councilmember Eng-Sarne thanked everyone for tuning in to tonight's meeting. She feels that some residents may be calling in late with their questions and comments.

Councilmember Eng-Sarne thanked all of our City employees, the West St. Paul Police Department, and South Metro Fire Department for their service during this time.

Councilmember Eng-Sarne said she is inspired by those spreading cheer, be it through sidewalk chalk, signs in the windows, and the many yell from the end of the driveway to the front steps conversations she has had on her evening walks.

Councilmember Eng-Sarne said she feels an obligation to remind folks to continue practicing social distancing and follow the stay at home orders. You are potentially placing an extra burden on our emergency response teams every time you make the irresponsible decision to disregard the guidelines. She believes Chief Sturgeon and Chief Juelfs would appreciate everyone following the guidelines and doing what they are supposed to do to make their jobs easier.

Councilmember Eng-Sarne said tonight's agenda is brief but know that your City is still humming along. Maybe there will be enough snow for us to show our civic pride through cheering on the best snow plowing in Minnesota, just yet. Wishing everyone a safe Spring, and we are all in this together.

At the request of Mayor Napier, the access call-in line (651-259-2674) was reopened for the duration of the Council meeting for citizens to call in with comments and questions.

Councilmember Berry welcomed everyone tuning in and said it has been great to see so much community support the past few weeks, all while observing social distancing guidelines. Lots of chalk drawings and signs in windows. Yard signs have been great to drive or walk by and see. The staff at Moreland Elementary have a great message that they left on their fence for their students. People providing food for hospital staff, businesses providing services at different hours and ways to make it safer for folks, we need to keep that up to flatten the curve and continue to be reminded about how great our community is.

As a small business owner who is shut down for an extended period of time, Councilmember Justen wanted to reach out to other small business owners and their employees to let them know that he could not be more attentive to this situation and said that he understands what you're going through. My sympathy is with you.

For the good of everyone, Councilmember Justen said there are two ways to support local businesses:

1) Observe social distancing. The better we do at this, the sooner we flatten this thing, and the sooner we will be able to open. There is no guarantee that we will open on May 4. Every small business lives by how much they have in the bank and their day-to-day business activities. We are closed because we are trying to keep people safe. But the longer we are closed because of people's behavior, the more small businesses you're going to see coming out of this in worse and worse shape. Please observe social distancing not only for yourselves, your relatives, the elderly, the immuno-comprised, but also because this is the only way you will see our bars, restaurants and small businesses back.
2) If you are a small business and you are still open, I ask you to take a serious look if you are essential. I see the need to keep things going but, at the same time, if you are not essential and you stay out there, it may just make this longer for us and make these rules more strict. If you are questioning if you should be open, then you should be closed, he said.

Mayor Napier said COVID-19 is in our community. It is imperative that we continue social distancing to minimize the spread and help flatten the curve. Thanks to all that continue to help those in need. We need to be sure that we are helping others that are in need. I had a phone call from someone who really wanted to go to Cub but has severe asthma and is worried about that. I am putting her in contact with people who will go grocery shopping for her. Please reach out to us at the City or one of your Councilmembers and we will try to find people who can go grocery shopping for you. West St. Paul has stepped up. We have seen so much going on in our community that shows the strength of who we are, from the School District senior parents doing a Go Fund Me so that they can recognize their seniors, everyone is home with a yard sign, showing some recognition for seniors who are graduating this year but not able to partake in all the senior celebrations and fun things we get to do as graduating seniors. I appreciate that and everyone has stepped up. They have had huge support and, with that, you will see signs popping up in yards of seniors. When you drive by, honk and recognize those seniors. It's a tough year for them.

A great majority of our community is social distancing. Donations of PPE supplies, I know people who are sewing masks, the food drives, and other donations going on are incredible. At Oxendale's, a group of community members put together a fundraiser to raise money to support the workers at Oxendale's. They ended up with a surplus of funds and donated it to Neighbors, Inc. There are so many good things happening. Go Fund Me campaigns to purchase food from West St. Paul residences. There is also a restaurant Facebook page that is generating donations to buy gift cards for each one of those restaurants and then giving them out as prizes. It's a great way to keep the ball rolling. It's important to know that employees continue to serve in essential roles and they are out doing the job while we are quarantined in our homes, which puts them at a greater risk.

City operations – the City takes any violations of Governor Walz's stay at home order very seriously and will continue to follow up on reports of violations. All public meetings are virtual until further notice. Staff continue to operate the City to ensure services remain available to the community. Even though City Hall is closed to the public, City services remain available. Information and essential forms are available in the front lobby. There is a phone there to

reach the appropriate Staff so they can assist you with things that may not be available in the lobby.

Individuals and shared household members are encouraged to go outside and walk and exercise. I saw a great Facebook post today about 'What Does Social Distancing Looks Like Out on Our Trails,' which was a great demonstration. Continue to bike and hike with family members that you're locked down with, but social distancing is critical. The City, as you may have noticed, has put up signs and closed our playgrounds. West St. Paul's emergency management department is in daily contact with Federal, State and local health officials during this unprecedented time.

We thank all West St. Paul businesses for their sacrifices during this difficult time. Once the stay at home order is done, we encourage all residents to make their purchases in West St. Paul to support the businesses that had to shut their doors and those that had greatly reduced revenue during this pandemic. Businesses can go to the City's website at www.wspmn.gov for resources, as well as www.sba.gov/disaster for information on Federal and State grants, loans, unemployment and more. Some of these loans have been set up so you can retain your employees.

Residents can keep up-to-date on guidelines and recommendations by following the Centers for Disease Control and Prevention's website at www.cdc.gov and the Minnesota Department of Health's website at www.health.state.mn.us. Information is available on COVID-19 cases in the state of Minnesota.

We are a strong city. We can do this. The community and so many restaurants really stepped up on Easter Sunday. It was a difficult time to be away from my family but we did a virtual dinner and purchased food from a local restaurant, which was incredible. We had fun and made the most of it, but it is an Easter we will never forget.

As a community, I don't think we will ever forget this moment in time. I want everyone to think to themselves: How do you want to be remembered? When someone asks you 20 years from now, "How did you live through this? How did you do it?" Think about how you want to be remembered and how you had a positive impact on our community.

7. Proclamations, Presentations and Recognitions

A. Donations to the City from Dakota Electric and Marge Vanderhoff

Police Chief Sturgeon presented two donations to the City:

- $500 from Dakota Electric Association to the West St. Paul Parks & Recreation Department for its annual kid's safety camp.
- $500 in gift cards to Fireside Restaurant from Marge Vanderhoff to be used by our First Responders in the Fire and Police Departments. A weekly drawing for gift cards will be held within their departments.

Mayor Napier thanked both Dakota Electric Association and Marge Vanderhoff for their generous donations.

Motion was made by Councilmember Vitelli and seconded by Councilmember Justen to adopt Resolution No. 020-042 Accepting Donations to the City.

Vote: 6 ayes / 0 nays. Motion carried.

8. Consent Agenda

Councilmember Justen requested that Item 8E, Minutes of March 23, 2020, be pulled for editing.

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

A. Minutes of February 10, 2020 for:
- Open Council Work Session
- Regular City Council Meeting

B. Minutes of February 24, 2020 for:
- Open Council Work Session
- Regular City Council Meeting

C. Minutes of March 9, 2020 for:
- Open Council Work Session
- Regular City Council Meeting

D. Minutes of March 11, 2020 for:
- Town Hall Meeting

E. Minutes of March 23, 2020 for:
- Regular City Council Meeting **– Item Pulled**

F. List of Claims for April 13, 2020 in the Amount of $1,655,989.94

G. February 2020 Financial Report

H. Business Licensing:
- Denial of a Personal Massage License Application from Krongthong Clapping, 1891 Robert Street South

I. Rental Licensing in the Amount of $2,061.00 for:
- 188 Butler Avenue East (Triplex – Renewal)
- 816 Dodd Road (Triplex – Renewal)
- 885 Oakdale Avenue (Duplex – New Owner)
- 90/92 Arion Street West (Duplex – Renewal)
- 200/202 Haskell Street East (Duplex – Renewal)
- 435/437 Stanley Street East (Duplex – Renewal)
- 420/422 Arion Street East (Duplex – Renewal)
- 113/115 Emerson Avenue West (Duplex – Renewal)
- 93/95 Logan Avenue West (Duplex – Renewal)
- 92/94 Logan Avenue (Duplex – Renewal)
- 1223/1225 Charlton Street (Duplex – Renewal)
- 879 Oakdale Avenue (Duplex – Renewal)
- 487 Mendota Road West (Townhome – Renewal)
- 85 Orme Street East #3 (Townhome – Renewal)
- 976 Robert Street #101 (Condo – Renewal)

- 200 Arion Street East (Single Family – Renewal)
- 991 Stryker Avenue (Single Family – Renewal)
- 1056 Hall Avenue (Single Family – Renewal)
- 126 Arion Street West (Single Family – Renewal)
- 325 Bernard Street East (Single Family – Renewal)
- 1156 Charlton Street (Single Family – Renewal)
- 1064 Robert Street (Single Family – Renewal)
- 1088 Robert Street (Single Family – Renewal)
- 1015 Gorman Avenue (Single Family – Renewal)
- 141 Stanley Street East (Single Family – Renewal)
- 203 Moreland Avenue East (Single Family – Renewal)
- 285 Thompson Avenue West (Single Family – Renewal)
- 1283 Hall Avenue (Single Family – Renewal)
- 985 Livingston Avenue (Single Family – Renewal)
- 179 Conver Street (Single Family – Renewal)
- 1565 Christensen Avenue (Single Family – Renewal)
- 1411 Bidwell Street (Single Family – Renewal)
- 1475 Smith Avenue (Single Family – Renewal)
- 1021 Christensen Avenue (Single Family – Renewal)
- 1345 Cherokee Avenue (Single Family – Renewal)
- 441 Roeller Avenue (Single Family – Renewal)
- 1233 Hall Avenue (Single Family – Renewal)
- 294 Hurley Street East (Single Family – Renewal)

J. Award Contract for Materials Testing Contract for CP 20-1 to Braun Intertec in the Amount of $9,837.00

Vote: 6 ayes / 0 nays. Motion carried.

9. Public Hearings

There were no Public Hearings.

10. New Business

There was no new business to discuss.

11. Old Business

A. Final Reading of Ordinance No. 20-006 Rezoning 895 Robert Street from B5 to PRD, Planned Residential Development, with B5 – North Gateway Mixed Use Underlying Zoning

Community Development Director Hartshorn provided an overview of the ordinance amendment and answered questions from the Council. The first reading was held during a Public Hearing at the March 23, 2020 City Council meeting.

Motion was made by Councilmember Justen and seconded by Councilmember Berry to approve Ordinance No. 20-006 An Ordinance Rezoning 895 Robert Street from B5 –

Gateway North Mixed Use, to PRD, Planned Residential Development with B5 – Gateway North Mixed Use Underlying Zoning.

Vote: 6 ayes / 0 nays. Motion carried.

12. <u>Adjourn</u>

Out of respect for the process and anyone wishing to phone in tonight, Mayor Napier provided a few more minutes for anyone to phone in with their comments tonight. After this extended period and receiving no calls, Mayor Napier closed the access line.

Mayor Napier ended the meeting with a special thank you to Ryan Schroeder, Jim Hartshorn, Dan Nowicki, Brian Sturgeon, Shirley Buecksler, Staff and everyone who has adapted to this situation. On behalf of all the residents of our city, thank you for what you are doing, keeping it accessible, keeping things going, and planning and adapting as you go. Mayor Napier said it is critical for people to know that you're doing a great job. Keep it up, thank you.

Motion was made by Councilmember Eng-Sarne and seconded by Councilmember Justen to adjourn the meeting at 6:58 p.m.

All members present voted aye. Motion carried.

Mayor Napier said thank you, everyone. Be safe.

David J. Napier
Mayor
City of West St. Paul

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: April 27, 2020

List of Claims

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

$956,772.06

STAFF RECOMMENDATION:

Approve payment of the attached

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of April 27, 2020

PAYROLL CHECK REGISTER:

Payroll Period	4/6/20 - 4/19/20	
Date Paid	4/24/2020	
Direct Deposit		$163,176.87
Payroll Period		
Date Paid		
Direct Deposit		
TOTAL NET PAYROLL		$163,176.87

DISBURSEMENT CHECK REGISTER:

Checks	132196 - 132264	$532,575.95
EFTS	814 - 830	$261,019.24
TOTAL DISBURSEMENT CHECKS		$793,595.19

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS $956,772.06

CITY OF W.S.P

Payment Register

Payment Date: 3/31/2020 & Payment Date 4/21/2020- Payment Date: 4/27/2020

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
Check			
132196	04/22/2020	CHLIC-BLOOMFIELD EASC	$3,368.39
132197	04/22/2020	FIDELITY SECURITY LIFE	$214.98
132198	04/22/2020	LAW ENFORCEMENT LABOR SERVICES	$1,860.00
132199	04/22/2020	MN BENEFIT ASSOCIATION	$981.74
132200	04/22/2020	MN NCPERS LIFE INSURANCE	$208.00
132201	04/22/2020	MN TEAMSTERS LOCAL #320	$1,266.00
132202	04/22/2020	SUN LIFE FINANCIAL	$2,760.74
132203	04/27/2020	3SI SECURITY SYSTEMS INC	$432.00
132204	04/27/2020	ABLE FENCE	$116.00
132205	04/27/2020	AMAZON BUSINESS	$22.16
132206	04/27/2020	ANCHOR SOLAR INVESTMENTS	$8,759.26
132207	04/27/2020	BATTERIES PLUS BULBS	$305.85
132208	04/27/2020	BAUER BUILT INC	$582.40
132209	04/27/2020	BAYCOM INC	$1,695.00
132210	04/27/2020	BCA CJTE	$1,110.00
132211	04/27/2020	BOYER FORD TRUCKS INC	$196.42
132212	04/27/2020	CAP ELECTRIC, INC	$1,793.45
132213	04/27/2020	CAPRA'S UTILITIES	$6,867.00
132214	04/27/2020	CAR WASH PARTNERS, INC	$148.40
132215	04/27/2020	CINTAS CORPORATION	$168.36
132216	04/27/2020	CIVICPLUS	$3,500.00
132217	04/27/2020	COMCAST	$228.68
132218	04/27/2020	DAKOTA COMMUNICATIONS CENTER	$52,283.00
132219	04/27/2020	DAKOTA COUNTY FINANCIAL SERV	$8,248.50
132220	04/27/2020	EHLERS & ASSOCIATES	$2,381.25
132221	04/27/2020	EMERGENCY AUTOMOTIVE TECH	$393.62
132222	04/27/2020	GALLS INC	$710.79
132223	04/27/2020	HOSE/CONVEYORS	$20.00
132224	04/27/2020	INVER GROVE FORD	$23.53
132225	04/27/2020	INVER GROVE HEIGHTS/CITY OF	$3,093.75
132226	04/27/2020	KISS'S COLLISION CENTER	$2,509.71
132227	04/27/2020	LEVANDER, GILLEN & MILLER	$33,734.39
132228	04/27/2020	LMCIT - CLAIMS	$3,026.07
132229	04/27/2020	LOGIS	$3,515.00
132230	04/27/2020	MADISON ENERGY INVESTMENTS I LLC	$7,948.20
132231	04/27/2020	MARCO TECHNOLOGIES LLC- LEASE PAYMENT	$1,017.13
132232	04/27/2020	MENARDS	$245.34
132233	04/27/2020	METROPOLITAN COUNCIL	$181,986.26
132234	04/27/2020	MID-NORTHERN SERVICES	$219.05
132235	04/27/2020	MN DEPT OF LABOR & IND-CODE/IN	$2,363.35
132236	04/27/2020	MN GLOVE	$785.25
132237	04/27/2020	MY ALARM CENTER	$125.40

CITY OF W.S.P

Payment Register

Payment Date: 3/31/2020 & Payment Date 4/21/2020- Payment Date: 4/27/2020

132238	04/27/2020	NAPA AUTO PARTS	$105.74
132239	04/27/2020	NATURE CALLS	$132.75
132240	04/27/2020	NOBLE'S TIRE SVC	$112.50
132241	04/27/2020	O DAY EQUIPMENT	$135.00
132242	04/27/2020	O'REILLY AUTOMOTIVE, INC	$252.72
132243	04/27/2020	OFFICE DEPOT	$25.30
132244	04/27/2020	OFFICE OF MNIT SERIVICES	$310.00
132245	04/27/2020	POGATCHNIK, ANN MARIE	$750.00
132246	04/27/2020	PROFESSIONAL WIRELESS COMM	$299.00
132247	04/27/2020	RED WING BUSINESS ADVANTAGE ACCOUNT	$225.98
132248	04/27/2020	ROSTI CONTRUCTION COMPANY OF MN, INC	$67,820.50
132249	04/27/2020	SHORT ELLIOTT HENDRICKSON, INC	$2,194.86
132250	04/27/2020	SPRWS	$1,183.12
132251	04/27/2020	ST PAUL PIONEER PRESS	$241.23
132252	04/27/2020	SUMMIT FIRE PROTECTION	$1,400.00
132253	04/27/2020	THUL SPECIALTY CONTRACTING	$3,800.00
132254	04/27/2020	TRANSUNION RISK & ALTERNATIVE	$50.10
132255	04/27/2020	TURFWERKS	$137.59
132256	04/27/2020	UNITED RENTALS	$2,025.50
132257	04/27/2020	UPS STORE	$123.64
132258	04/27/2020	VANGUARD CLEANING SYSTEMS	$860.00
132259	04/27/2020	WASTE MANAGEMENT	$1,213.28
132260	04/27/2020	WENCK ASSOCIATES, INC	$1,011.80
132261	04/27/2020	WORLD FUEL SERVICES, INC	$445.54
132262	04/27/2020	WSB & ASSOCIATES	$5,682.00
132263	04/27/2020	XCEL ENERGY	$36,359.88
132264	04/27/2020	LMCIT - INS PREMIUMS	$64,463.50
Type Check Totals:			$532,575.95

CITY OF W.S.P

Payment Register

Payment Date: 3/31/2020 & Payment Date 4/21/2020- Payment Date: 4/27/2020

EFT

814	03/31/2020	AUTHNET GATEWAY	$31.20
815	04/21/2020	DEARBORN NATIONAL	$829.54
816	04/21/2020	FURTHER	$5,500.00
817	04/21/2020	I C M A	$250.00
818	04/21/2020	I C M A RETIREMENT TRUST - ROTH	$375.00
819	04/21/2020	I C M A RETIREMENT TRUST-457	$8,318.34
820	04/21/2020	IRS - PR TAXES	$51,415.81
821	04/21/2020	MII LIFE --- VEBA	$3,479.02
822	04/21/2020	MN DEPT OF REVENUE - PR TAXES	$10,330.99
823	04/21/2020	MSRS - 457	$3,211.47
824	04/21/2020	MSRS HCSP	$3,500.96
825	04/21/2020	PUBLIC EMPLOYEES RETIRMNT ASSN	$55,833.61
826	04/27/2020	FURTHER	$1,250.04
827	04/27/2020	FURTHER	$208.34
828	04/27/2020	MN STATE TREASURER	$1,653.00
829	04/27/2020	HIGHER STANDARDS INC	$903.81
830	04/27/2020	BLUECROSS BLUESHIELD	$113,928.11
Type EFT Totals:			$261,019.24

TOTAL CHECKS & EFTS $793,595.19

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Debra Gieseke, Human Resources Director**

Date: **April 27, 2020**

2020-2021 General Services Pay Plan Amendment

BACKGROUND INFORMATION:

Proposed changes to the current wage rates and positions are as follows:

1. IT Analyst II title change. Proposed Title: **IT Operations Technician**. Name change is to bring attention to the overall focus of this role, which is supporting the operations of the City. This position is also recommended to be changed to an Exempt role, which allows ease of supporting the multi-shifts of our employee base. This position will continue to focus on supporting the IT needs of the employees.

2. Building Maintenance Technician role. The position was reviewed when the incumbent vacated this role. The duties of this position has evolved into more of a custodial/preventative maintenance role. **We propose to eliminate this position**.

3. **Preventative Maintenance/Custodian** position. Proposal to add this role [replace the Building Maintenance Technician] to our general services hourly employee pay plan. This position will also take over the cleaning responsibilities that are currently handled by a 3rd party contractor. Pay range change is reflected on the plan.

4. **Administrative Specialist** – Department specific. Proposal is to have Administrative Specialist title for each department to provide a conformity to the department support roles. Currently there are multiple titles reflecting the same basic administrative skill needs. Proposal is to eliminate the following titles and to uniformly change the title to Administrative Specialist. No pay changes will occur with this change; employee holding these roles all fall within the current wage range of Administrative Specialist.

   The following are proposed title deletions and replaced with Administrative Specialist
   - Office Assistant
   - Receptionist/Office Assistant

FISCAL IMPACT: This will have an overall positive impact on the 2020 budget.

STAFF RECOMMENDATION:

We recommend the approval of the amended jobs and the attached General Services Salary and Hourly Pay Plans.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION AMENDING THE GENERAL SERVICE HOURLY EMPLOYEE PAY PLAN

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

Effective April 27, 2020, the position of Preventative Maintenance/Custodian has been added to this pay plan and IT Analyst II has been removed.

Biweekly	1/1/2020 Minimum	1/1/2020 Maximum	1/1/2021 Minimum	1/1/2021 Maximum
Accountant	$ 31.34	$ 36.48	$32.20	$37.48
Accounting Clerk	$ 23.98	$ 29.97	$24.64	$30.79
Administrative Specialist	$ 23.15	$ 29.22	$23.79	$30.02
Building Inspector	$ 31.02	$ 38.82	$31.88	$39.89
Building Permit Technician	$ 23.75	$ 29.30	$24.40	$30.10
City Clerk	$ 32.47	$ 40.60	$33.36	$41.71
Community Service Officer	$ 19.70	$ 24.78	$20.24	$25.46
Crime Prevention Specialist	$ 25.98	$ 34.86	$26.70	$35.82
Engineering Technician II	$ 27.51	$ 35.37	$28.27	$36.34
Engineering Technician III	$ 30.26	$ 38.91	$31.10	$39.98
Executive Assistant	$ 25.40	$ 33.28	$26.10	$34.20
Housing & Code Inspector	$ 27.17	$ 34.57	$27.92	$35.52
Human Resource Generalist	$ 28.20	$ 34.43	$28.98	$35.38
I & I Inspector	$ 27.17	$ 34.57	$27.92	$35.52
Ice Arena Assistant	$ 15.22	$ 19.50	$15.64	$20.03
Ice Arena/Pool Maintenance Supervisor	$ 25.23	$ 32.92	$25.93	$33.83
IT Analyst I	$ 25.14	$ 31.43	$25.83	$32.29
Lead Secretary/Licensing Specialist	$ 24.23	$ 30.23	$24.90	$31.07
Preventative Maintenance/Custodian	$ 17.50	$ 23.48	$17.98	$24.13
Recreation Programmer	$ 24.79	$ 32.49	$25.47	$33.38
Recycling Coordinator	$ 17.40	$ 21.75	$17.88	$22.35
Volunteer Engagement Manager	$ 21.75	$ 27.19	$22.35	$27.93

The City Manager may hire employees at any rate between the minimum and maximum pay stated for the job classification based on relevant factors. The City Manager will determine the pay for each employee based on the employee's performance in the job and based on other job relevant factors.

Upon successful completion of the one-year probationary period, an employee is eligible for up to a 5% pay increase. The employee is eligible for up to a 5% wage step once per year on their anniversary date until they reach the maximum pay for their job class. Employees who are promoted from one City position to another will normally receive a pay increase at the time of promotion and will be eligible for future increases at one-year intervals until they reach the maximum pay for their job class. Step increases are contingent upon a successful performance review and the recommendation of the employee's supervisor, department head and approval by the City Manager.

Adopted by the City Council of the City of West St. Paul, Minnesota, this ____ day of _____ 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION AMENDING THE GENERAL SERVICE SALARIED EMPLOYEE PAY PLAN

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

Effective April 27, 2020, the position of IT Operations Technician has been added to the General Services Salaried Pay Plan

Biweekly	**1/1/2020**		**1/1/2021**	
Position:	**Minimum**	**Maximum**	**Minimum**	**Maximum**
Assistant Park and PW Superintendent	$2,857.76	$3,510.22	$2,936.35	$3,606.75
Assistant Park and Recreation Director	$3,165.20	$3,970.42	$3,252.24	$4,079.61
Building Official	$3,305.78	$4,094.82	$3,396.69	$4,207.43
City Manager	$5,480.64	$6,197.48	$5,631.36	$6,367.91
City Planner	$2,939.89	$3,779.54	$3,020.74	$3,883.48
Community Development Director	$4,088.73	$4,881.90	$4,201.17	$5,016.15
Finance Director	$4,262.72	$5,117.01	$4,379.94	$5,257.73
Human Resources Director	$4,195.51	$4,875.70	$4,310.89	$5,009.78
Information Technology Manager	$3,459.07	$4,300.04	$3,554.19	$4,418.29
IT Operations Technician	$2,514.40	$3,143.20	$2,584.00	$3,229.60
Marketing and Communications Manager	$2,797.12	$3,435.41	$2,874.04	$3,529.88
Parks and Public Works Director	$4,262.72	$5,150.06	$4,379.94	$5,291.69
Parks and Public Works Superintendent	$3,566.56	$4,145.28	$3,664.64	$4,259.28
Police Chief	$4,523.70	$5,210.09	$4,648.10	$5,353.37
Police Lieutenant	$4,088.73	$4,596.49	$4,201.17	$4,722.89
Project Engineer	$2,875.16	$3,632.01	$2,954.23	$3,731.89

The City Manager may hire employees at any rate between the minimum and maximum pay stated for the job classification, based on relevant factors. The City Manager will determine the pay for each employee, based on the employee's performance in the job and based on other job relevant factors.

Upon successful completion of the one-year probationary period, an employee is eligible for up to 5% pay increase. The employee is eligible for up to 5% wage step once per year on their anniversary date until they reach the maximum pay for their job class. Employees who are promoted from one City position to another will normally receive a pay increase at the time of

promotion and will be eligible for future increases at one-year intervals until they reach the maximum pay for their job class. Step increases are contingent upon a successful performance review and the recommendation of the employee's supervisor, department head and approval by the City Manager.

Adopted by the City Council of the City of West St. Paul, Minnesota, this _____ day of _____, 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **April 27, 2020**

Rental Licensing

BACKGROUND INFORMATION:

2020 rental licenses – background required

According to the rental dwelling ordinance, the City requires a background investigation for each new rental property owner/applicant. In addition, the Police Department and Code Enforcement reviews calls for service to the properties to help identify potential problem properties.

The Community Development Department reviewed the application, inspection report, rental density, and code compliance requirements.

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

APPLICATIONS FOR APPROVAL:

57/59 Logan Avenue West (Duplex – Renewal)
864/866 Dodd Road (Duplex – Renewal)
1266/1268 Kruse Street (Duplex – Renewal)
434/436 Arion Street East (Duplex – Renewal)

1812 Humboldt Avenue (Townhome – Renewal)

111 Imperial Drive West #302 (Condo – Renewal)

1243 Cherokee Avenue (Single Family – New)
186 Logan Avenue West (Single Family – Renewal)
1351 Cherokee Avenue (Single Family – Renewal)

FISCAL IMPACT:

		Amount
Fund:	**101**	
Department:	**30000**	
Account:	**32170**	**$ 637.50**

STAFF RECOMMENDATION:

Staff recommends City Council approve the rental license applications.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **April 27, 2020**

Rental License Application Review – 224 Thompson Ave E

BACKGROUND INFORMATION:

Mr. Reed Zwick is the owner of a rental property located at 224 Thompson Avenue East. City Staff first became aware of the property potentially serving as a rental in late 2016, which a compliance letter was sent shortly thereafter. Staff received a rental application for the property in January of 2017. However, due to an extended application period, the property was not formally licensed until 2018.

Since this time, the property owner has been late to submit the required items as well as minimally responsive to the remaining renewal requirement. As a part of the rental license renewal in 2019, City Staff indicated that the completion of the Minnesota Crime Prevention Association's Phase One: Management Training course is required for all rental property owners pursuant to City Code section 150.037 (N). The property owner stated at that time that he was unable to attend the class since he and his family lived in Europe and he was unable to pay his property manager to attend (see attached email correspondence).

City Staff made this requirement clear in early October of 2019. His 2019 rental license was approved on January of 2020 and as with all rental licenses, he was still required to complete the training within 12 months of license approval. *To date* he has not completed the training and he now has applied for renewal for his 2020 rental license.

City Staff is recommending denial of the 2020 rental license application due to the applicant's failure to complete the management training. Notice of this hearing was sent to the property owner on April 6th, 2020. There has been no explanation or correspondence from the property owner about this incomplete requirement or about the recommendation for denial.

STAFF RECOMMENDATION:

Based on the information provided above Staff recommends City Council deny the 2020 rental license application for the following reason:

1. Failure to complete the required Management Training, pursuant to City Code Section 150.037 (N) within 12 months of approval the original rental license or renewal license.

ATTACHMENTS:

Email Correspondence
Resolution for Denial

From: Melissa Sonnek
Sent: Friday, October 11, 2019 9:56 AM
To: 'Zwick, Reed' >
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
I have spoken with my supervisor about your request, and we both agree that either you or your representative needs to attend the class. You can decide if that is your handyman, or a third party property management company. Either way, someone involved with this property needs to attend the class, and as soon as possible since this requirement was due quite a while ago.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Zwick, Reed
Sent: Wednesday, October 9, 2019 9:10 AM
To: Melissa Sonnek <MSonnek@wspmn.gov>
Subject: RE: [External] Rental Application - Reed Zwick

Melissa,
Thank you for your message. I do not have the option to participate in this training since I reside in Europe. Is there an online version of it? Would it be possible to speak to someone else in the City about it?
Regards, REZ

From: Melissa Sonnek <MSonnek@wspmn.gov>
Sent: Tuesday, October 8, 2019 3:44 PM
To: Zwick, Reed
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
Did you receive my previous email about the Crime Free Training? I cannot move the rental application forward without this piece.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Melissa Sonnek
Sent: Tuesday, September 24, 2019 4:11 PM
To: 'Zwick, Reed'
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
I did receive payment for the rental renewal fee, the only item left that I would need to move the application forward is the Crime Free Training. What is the status on this?

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Melissa Sonnek
Sent: Monday, September 16, 2019 11:31 AM
To: 'Zwick, Reed'
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
Unfortunately I am not able to be flexible or deviate from this portion, it is stated very clearly in the Rental Dwelling portion of the Ordinance Section 153.037(N), "*Phase One - Management Training.* As a condition of the license, the applicant or manager of each licensed building must complete Phase One - Management Training of the three phases of the Minnesota Crime Free Rental-Housing program, as defined in § 150.042(A)(1)(e), within 12 months of City Council approval of the rental license."

Here is a link to the actual language if you would like -
http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titlexvlandusage/chapter150buildingregulations?f=templates$fn=default.htm$3.0$vid=amlegal:weststpaul_mn$anc=JD_150.037

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Zwick, Reed
Sent: Monday, September 16, 2019 8:38 AM
To: Melissa Sonnek <MSonnek@wspmn.gov>
Subject: RE: [External] Rental Application - Reed Zwick

Melissa,
Thank you for your note. I have a handyman who helps me occasionally with minor repairs (roughly twice a year) and he lives in Chaska, MN. However, I cannot afford to pay him $50 per hour to be in this class on crime prevention. I am trying to be practical and reasonable. The bigger issue is that the City of West St. Paul is going to be building a 4 story apartment in the backyard and generally there are more crime issues with dense housing than single family homes. The value of my home has been significantly impacted by the city closing the golf course and selling the land for dense housing development. I need some flexibility here with this new requirement. Thank you. REZ

From: Melissa Sonnek [mailto:MSonnek@wspmn.gov]
Sent: Monday, September 16, 2019 3:00 PM
To: Zwick, Reed
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
When we spoke on the phone, you mentioned that you have someone here to help you deal with the property. I would recommend having them take the course, if that is an option.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Zwick, Reed
Sent: Monday, September 16, 2019 5:54 AM
To: Melissa Sonnek <MSonnek@wspmn.gov>
Subject: RE: [External] Rental Application - Reed Zwick

Melissa,
I don't have a solution for the class since I own the property on Thompson Ave. E., but my family and I do not live there. I also don't know how I will benefit from it since I live in Europe and there have never been any complaints related to the house. The $35 fee has been sent from my Credit Union Bill Pay service so you should receive it soon.

Thank you. REZ

From: Melissa Sonnek mailto:MSonnek@wspmn.gov]
Sent: Friday, September 13, 2019 10:07 PM
To: Zwick, Reed
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
I wanted to check in and see if you had any questions about the application or the crime free class.
Also, I haven't received any payment for the rental renewal application.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Melissa Sonnek
Sent: Wednesday, September 4, 2019 7:37 AM
To: 'Zwick, Reed'
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
Unfortunately, I am unable to waive this requirement. We have several out of town landlords/property owners and when the City Council adopted this requirement, it was put into effect for both single and multi-family rentals. I can say though, after teaching the course a handful of times, there are plenty of items that apply to both single and multi-family housing.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Zwick, Reed
Sent: Wednesday, September 4, 2019 3:15 AM
To: Melissa Sonnek <MSonnek@wspmn.gov>
Subject: RE: [External] Rental Application - Reed Zwick

Melissa,
My family and I live in the Europe so it will not be easy for me to attend a one day class on crime free training in St. Paul. The registration indicates this training is for 'multi-housing' where as my home is a single family dwelling in West St. Paul. Is it possible to waive this item under the circumstances and the notion that there have not been any criminal complaints or issues at the house? Thank you for your consideration. REZ

Crime Free Multi-Housing Day 1 Training

10.16.19 @ 08:30 AM - 04:30 PM

+Add

Pre-registration is necessary. Please contact RuthAnn Eide at 651-266-5994 or RuthAnn.Eide@ci.stpaul.mn.us to register.

EVENT DETAILS

10.16.19
08:30 AM - 04:30 PM
$ **$40.00**

LOCATION

St. Paul

From: Melissa Sonnek [mailto:MSonnek@wspmn.gov]
Sent: Tuesday, September 3, 2019 3:02 PM
To: Zwick, Reed
Subject: RE: [External] Rental Application - Reed Zwick

Reed,
Thank you for clarifying. This class was actually supposed to be completed prior to the 2018 license renewal, so I will need you (or someone that helps you manage the property) to take this course as soon as possible. Here is a link to the website that shows all of the upcoming courses - https://www.mncpa.net/training-events

Let me know when you (or your designee) has registered for a class, and which one.

Melissa Sonnek
Community Development Coordinator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118
651-552-4144 || msonnek@wspmn.gov

From: Zwick, Reed
Sent: Saturday, August 31, 2019 3:54 AM
To: Melissa Sonnek <MSonnek@wspmn.gov>
Subject: Re: [External] Rental Application - Reed Zwick

Melissa,
Actually, that was an error. I have not attended it. Thanks. REZ

Sent from my iPhone

On 30 Aug 2019, at 14:54, Melissa Sonnek <MSonnek@wspmn.gov> wrote:

> Reed,
> One more thing, I noticed that you checked off that you have attended the Crime Free Training course. Do you have a copy of the certificate of completion? I don't have anything in my files.
>
> **Melissa Sonnek**
> **Community Development Coordinator**
> <image001.jpg> **City of West St. Paul**
> ***1616 Humboldt Avenue***
> ***West St. Paul, Minnesota 55118***
> ***651-552-4144 || msonnek@wspmn.gov***

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION MEMORIALIZING
THE FINDINGS OF FACT AND REASONS FOR DENIAL
RELATING TO THE RENTAL LICENSE APPLICATION
FOR 224 THOMPSON AVENUE EAST, WEST ST. PAUL

WHEREAS, Reed Zwick, (the "Owner") is the owner of certain real property located at 224 Thompson Avenue East, West St. Paul, (the "Property"); and

WHEREAS, due to the failure to complete the required Management Training, pursuant to City Code Section 150.037 (N) within 12 months of approval the original rental license or renewal license; and

WHEREAS, the City Council held a hearing on the rental license application at its April 27, 2020 City Council meeting, during which the City presented its evidence and the Owner was given a chance to be heard; and

WHEREAS, following the testimony and evidence presented, the Council voted to deny the rental license application; and

WHEREAS, the Council hereby makes the following findings of fact to support its motion to deny the license:

FINDINGS OF FACT AND REASONS FOR DENIAL

1. According to the West St. Paul City Code Section 110.12 subdivision B, the Council may grant or deny a license in its sole discretion; and
2. The owner failed to complete the required Management Training, pursuant to City Code Section 150.037 (N) within 12 months of approval the original rental license or renewal license; and
3. The Owner has failed to communicate with Staff about any effort to comply with the conditions as required.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that, based on the Findings for Fact, the rental renewal application is denied.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of April 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **April 27, 2020**

Authorize Purchase of Outlot B from Hy-Vee

BACKGROUND INFORMATION:

Under the Joint Powers Agreement (JPA) for the River-to-River Trail (R2R), Dakota County is responsible for purchase of Outlot B for trail use. Page 8 of the JPA regarding Parcel 3.e.iii requires that the County acquire this parcel for $230,000.

Due to timing considerations, the County has requested that the City acquire this parcel on their behalf. In turn, the County would subsequently acquire the parcel from the City in the same amount. Hence, it would be anticipated that the City would be reimbursed for this acquisition within a relatively short time. Further, the City and County are currently working toward closings on the various parcels to be bought/sold/traded which is anticipated to occur within the next month.

Complying with this request will facilitate the recording of the plat and the engineering/construction of the R2R tunnel project scheduled to be bid in June.

FISCAL IMPACT:

$230,000 from Fund Balance

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

By motion, authorize the acquisition of fee title of Outlot B from Hy-Vee for the R2R trail for $230,000.

ANDLER AND OLSONS 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Hy-Vee, Inc., an Iowa corporation owner of the following described property:

Lot 1, Block 1, Outlot A, ANDLER AND OLSON'S ADDITION, Dakota County, Minnesota.
Abstract Property

Have caused the same to be surveyed and platted as ANDLER AND OLSONS 2ND ADDITION and do hereby donate and dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Hy-Vee, Inc., an Iowa corporation, has caused these presents to be signed by its proper officers this _____ day of _____, 20_____.

HY-VEE, INC.

_____ _____
Jeffrey Markey, Senior Vice President Nathan Allen, Assistant Secretary

STATE OF _____

COUNTY OF _____
This instrument was acknowledged before me on _____, by Jeffrey Markey, Senior Vice President of Hy-Vee, Inc., an Iowa corporation, on behalf of the corporation.

_____ (Signature)

_____ (Name Printed)

Notary Public, _____

My Commission Expires _____

STATE OF _____

COUNTY OF _____
This instrument was acknowledged before me on _____, by Nathan Allen, Assistant Secretary of Hy-Vee, Inc., an Iowa corporation, on behalf of the corporation.

_____ (Signature)

_____ (Name Printed)

Notary Public, _____

My Commission Expires _____

I, Craig W. Morse, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20_____ .

_____
Craig W. Morse, Licensed Land Surveyor
Minnesota License No. 23021

STATE OF MINNESOTA
COUNTY OF _____
This instrument was acknowledged before me on _____ by Craig W. Morse, Land Surveyor, Minnesota License No. 23021.

_____ (Signature)

_____ (Name Printed)

Notary Public, _____, County _____

My Commission Expires _____

CITY COUNCIL, CITY OF WEST SAINT PAUL, STATE OF MINNESOTA
This plat was approved by the City Council of West Saint Paul, Minnesota, this _____ day of _____, 20__, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03. Subd. 2.

_____ _____
Mayor Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20_____.

_____
Todd B. Tollefson
Dakota County Surveyor

BOARD OF COUNTY COMMISSIONERS. COUNTY OF DAKOTA, STATE OF MINNESOTA
We do hereby certify that on March 26, 2019 the Board of Commissioners of Dakota County, Minnesota approved this plat of ANDLER AND OLSONS 2ND ADDITION and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2 and pursuant to the Dakota County Contiguous Plat Ordinance.

_____ Attest _____
Chair, County Board County Treasurer-Auditor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20___, on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20_____.

_____, Director
Amy A. Koethe
Department of Property Taxation and Records

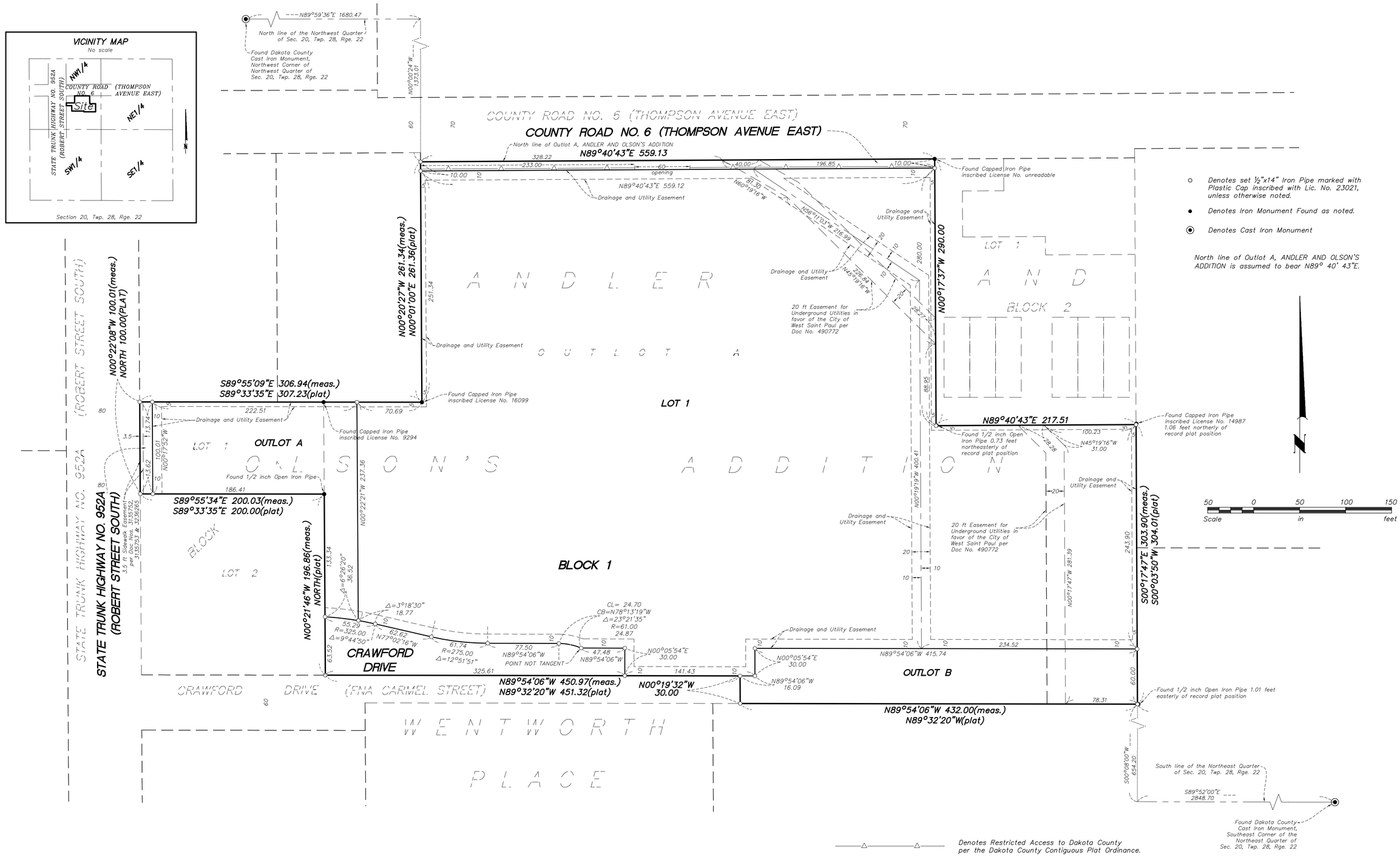
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA
Document Number _____

I hereby certify that this plat of ANDLER AND OLSONS 2ND ADDITION was filed in the office of the County Recorder for public record on this _____ day of _____, 20_____, at _____ o'clock _____.M., and was duly filed in Book _____ of Plats, Page _____ , as Document Number _____.

_____
Amy A. Koethe
County Recorder

Westwood
Professional Services, Inc.

ANDLER AND OLSONS 2ND ADDITION



Westwood
Professional Services, Inc.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **April 27, 2020**

Site Plan, Preliminary, & Final Plat for 1665 Oakdale Ave – More Space LLC

BACKGROUND INFORMATION:

Larry Koland, on behalf of More Space LLC, has requested the review of site plan, preliminary, and final plat applications for the construction of a 120,186 square foot climate controlled storage building at 1665 Oakdale Avenue.

However, based on site alteration recommendations from City Staff and the Dakota County Plat Commission, the applicant has requested the review be continued to the May 19th Planning Commission and May 26th City Council meetings in order to allow for additional time to incorporate requested changes to the site plan and preliminary and final plat.

PLANNING COMMISSION:

At the April 21st, 2020 meeting, the Planning Commission voted 7-0 to recommend the continuance of the applications review and the public hearing to the May 19th, 2020 Planning Commission (May 26th City Council) meeting as per City Staff's recommendation.

City Staff has sent out formal notification to the applicant to extend the review period by an additional 60 days, this makes the new deadlines to make a decision on the applications July 25th (site plan) and August 1st (preliminary and final plat).

STAFF RECOMMENDATION:

Staff is recommending that Council continue the application review and public hearing to the May 26th, 2020 City Council meeting.

ATTACHMENTS:

60 Days Extension Letter

CITY OF
WEST ST. PAUL

1616 Humboldt Avenue
West St. Paul, MN 55118

651-552-4100
www.wspmn.gov

April 15, 2020

More Space LLC
Attn: Larry Koland
4813 Blaine Ave
Inver Grove Heights, MN
55076

RE: Site plan, preliminary and final plat applications – 60 day extension

Mr. Koland:

As per your request, the City is extending the 60 day review timeline of the submitted site plan, preliminary and final plat applications.

Under Minnesota State Statute § 15.99, the City is required to render a decision on zoning matters within sixty (60) days of receiving a completed application. The site plan application was received on March 27th, 2020 and the preliminary and final plat application was received on April 3rd, 2020; which would require the City to make decisions on these applications by May 26th and June 2nd respectively. However, the City and/or the applicant may extend the review timeline to render a decision by an additional sixty days.

This letter serves as an official notice that the city is extending the review time limit for an additional sixty days. The new date for the City to render a decision on the above listed matters is now on or before July 25th (site plan application) and August 1st (preliminary and final plat applications).

Please adhere to the following revised meeting schedule as listed below:

Tuesday, May 19th, 2020, 7:00PM – Planning Commission
Tuesday, May 26th, 2020, 6:30PM – City Council

Should you have any questions or comments, please call or email me with the information found below.

Regards,

Melissa Sonnek
City Planner

Office: 651-552-4134
1616 Humboldt Avenue
West St. Paul, MN 55118

CITY OF
WEST ST. PAUL
MINNESOTA

www.wspmn.gov

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **April 27, 2020**

Final Plat Review for 110 Crusader Avenue West – Net Ministries

BACKGROUND:

On March 23rd, the City Council reviewed and voted to approve the site plan and preliminary plat for an expansion of an existing building at 110 Crusader Avenue West, Net Ministries. The final plat has since been submitted and Net Ministries is now requesting approval of the final plat application.

ATTACHMENTS:

Application
Plat
Resolution

ANALYSIS:

Plat Summary

Gross Acres – 17.81
Proposed Number of Lots – One
Total Easement Sq. Ft. ~ 26,329.30
Total Right-of-Way Sq. Ft. ~ 55,038.30

Easements and Right-of-way

The proposed plat dedicates 10 feet of drainage and utility easements along Pine Ridge Drive, Crusader Avenue, and Stryker Avenue. As well as 5 feet of drainage and utility easements along all interior property lines. These are the standard easements requested by the City.

PLANNING COMMISSION:

The Planning Commission held a virtual review and public hearing for the plat on Tuesday, April 21st. No one from the public called to speak on the item. The Planning Commission voted 7-0 to approve the final plat application, subject to the condition recommended by City Staff.

STAFF RECOMMENDATION:

Staff recommends the Council hold a public hearing and approve the final plat for 110 Crusader Ave. W. subject to the following condition:

1. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

The Dennis Batty & Associates Group, Inc.

architects & planners

22770 Imperial Avenue North Forest Lake, Minnesota 55025
Phone 651-464-3756 Fax 651-464-3794
Email dennisbatty@dennisbatty.com

April 1, 2020

Melissa Sonnek, City Planner
City of West St Paul
1616 Humboldt Avenue
West St Paul, MN 55118

Re: Application Final Plat Approval for
The NET Ministries Addition Project Property

Dear Melissa,

The following is a cover letter for submittal of the application and related submittal items for the Final Plat Approval for the property for the proposed addition to NET Ministries building located at 110 Crusader Ave.

For purposes of this cover letter, the term the "Owner" and or "Property Owner" shall refer to NET Ministries. The term "Architect" shall refer to the Dennis Batty & Associates Group, Inc., Architects. The term "City" shall refer to the City of West St Paul. The term "CUP" shall refer to Conditional Use Permit.

SUBMITTALS

The following items are part this submittal:

1. Completed and signed Application Form for the Final Platting approval process.
2. Final Plat drawing prepared by Sunde Land Surveying.

Number of copies of drawings being submitted include:

1. 20 copies at 11x17
2. 4 copies each at 22x34 (Full size)

PROJECT DESCRIPTION/NARRATIVE

The following is the project description/narrative submitted with the initial preliminary plat, CUP and Site Review Applications.

Proposed Building Addition

NET Ministries proposes to build a single level 12,000 square foot addition to the south west corner of the existing 42,092 square foot building. Total area of the new and existing construction would be 53,976 square feet. The proposed addition would house expansion of

the existing large meeting space and add 15 classrooms, storage and other support spaces. A small amount of remodeling would be done in the existing building to provide additional restrooms.

Exterior Building Materials

The exterior finishes of the proposed addition will match those of the adjacent most recent addition of the existing building. Exterior building materials will be brick masonry, EIFS and aluminum framed windows and storefront. New landscaping will be provided around the perimeter of the proposed addition.

The overall height of the proposed addition will be 18'-8" matching the height of the adjacent existing building

Function and Use

The main work of NET Ministries is to recruit, train, and send out groups of young adult missionaries who travel around the US conducting retreats for teenagers. Currently, we have 170 missionaries. The NET Center serves as our main headquarters and training center. The missionaries are here in the building about seven weeks throughout the year. When our NET teams are not here in training we use the building to host retreats for confirmation students. Once a month we have a large youth event that draws 800 - 1000 youth. This is currently held in the existing gym. The plan is to move this event into the enlarged multi-purpose meeting room. A Catholic group also rents the main meeting room once a month for a 600 person gathering.

The normal set up for the large multi-purpose meeting room,(when there is no big gathering,) will include dining for 200 on the north end of the room and chair seating for 200 on the middle section of the room. The south end of the room will be subdivided by folding partitions into two classrooms. This would be the normal room set up 90% of the time. For the once-a-month large event, this space would completely opened up and chairs set up in

The small meeting rooms to the south will be used for team meetings during training and small group meeting rooms during retreats. The 17' x 17' classrooms will typically be used by 14 people and the larger classrooms by 30-40 people.

Proposed Parking

The existing building has a parking lot containing 115 spaces. NET Ministries has a shared parking agreement with Crown of Life Lutheran Church to north across Crusader Avenue. That church has a parking lot containing 155 spaces. Total parking currently available to NET Ministries is 270 spaces. The proposed site plan shows additional proof of parking of 58 spaces. This would bring total parking available to 328 spaces.

The City of West St Paul does not have a single category in their parking ordinance that would cover all of the uses in the NET Ministries facility.

If the facility were considered a post-secondary educational use, the City requires one parking space for each seven students and one space for each three classrooms. A single cohort of missionary students is 200 or less. 200 divided by 7 yields 29 spaces. There are 15 classrooms divided by 3 yields 5 spaces. Because this is the NET Ministries headquarters, it includes a significant amount of administrative space. Currently there are 42 work stations in the office area, and providing a parking space for each work station yields 42 spaces. Adding these three numbers together totals 76 spaces. As listed above, the existing parking lot contains 115 spaces.

If the parking requirement for the facility were to be based the seating capacity of the main multipurpose space, the parking requirements would be as follows. The City requires one space for each 3.5 seats in the main auditorium space of a church, performing arts center or other auditorium facility. Total seating of the main multipurpose space is 1,050. Dividing this by 3.5 seats per space yields a total of 300 spaces. As listed above, the existing NET Ministries parking lot (115) and the Crown of Life Lutheran Church parking lot (155) contain a total of 270 spaces. Constructing the proof of parking (58) shown on the site plan would bring the total spaces to 328.

Opening up the main multipurpose room and using it for a single event will take place on a Saturday evening once per month. This event is attended primarily by college and high school students. More than half of these students will be bussed to the NET Ministries facility for the event, thus reducing the amount parking needed to service this once-per-month event. We propose that the 270 parking spaces currently available will be adequate to meet the need for this multipurpose space the way NET Ministries proposes to use it. Net Ministries would agree to building out the proposed proof of parking spaces if the existing parking proved inadequate for the space as it's use reached it's maximum capacity.

In addition to the proof of parking shown on the plan, a new turn-around is proposed to be added to the existing service drive on the west side of the building. This will allow delivery trucks to pull into the drive instead of backing.

Ministry Activity Schedule and Plan of Operation

The activity schedule and plan of operation for the church is as follows:

Sunday
9:00AM to 11:00PM - Worship Service
Monday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes

Tuesday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes
Wednesday
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes

<u>Thursday</u>
8:00AM to 5:00PM - Regular Office Hours
8:00AM to 5:00PM - Classes
<u>Friday</u>
8:00AM to 5:00PM – Regular Office Hours
8:00AM to 5:00PM - Classes
<u>Saturday</u>
6:00PM to 9:00PM – Once per Month Evening Event

<u>Additional Site Information</u>

1. *The site is currently zoned R-4 Multi-family Residential PDR Planned Residential Development. This facility is conditional use in this zoning.*

2. *Total area of the site is 17.8 acres. About half of the site is wooded.*

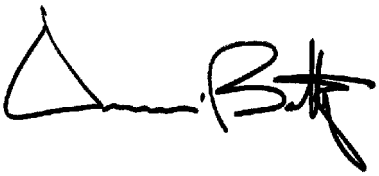
3. *The site contains a wetland area as delineated on the certified land survey. This actually a man-made designed and constructed stormwater retention pond. The architectural site plan also shows the wetland/stormwater pond. The proposed addition and proof of parking will not encroach on the wetland area.*

4. *The setbacks of the proposed building addition and proof of parking are both set back from property lines by a minimum of 175 feet. Less than 7% of the site is covered by building. Less than 18% is covered by building, parking and drives.*

(End of Project Description/narrative)

If you have questions or need further information please contact me.

Sincerely,



Dennis Batty, AIA
The Dennis Batty & Associates Group, Inc., Architects and Planners

Enc.

CITY OF
WEST ST. PAUL

City Hall
1616 Humboldt Avenue
West St. Paul, MN 55118
651-552-4100
FAX 651-552-4190
www.wspmn.gov

PLATTING APPLICATION

Filing Fee: $275 + $2 each lot
Escrow Amount: $600 (1-2 lots)
$1,600 (3 or more lots)
Total Fees: $

OFFICE USE ONLY
Case No: PC 20-05
Date Received: 04/01/2020
Receipt No:
60 Day Date: 05/31/2020

CONTACT INFORMATION

Name of Applicant: NET Ministries
Phone #
Address of Applicant:
Email:

Name of Owner: MARK BERCHEM NET Ministries
Phone # 651 450-6833
Address of Owner: 110 Crusader Ave West St. Paul 55118
Email: markb@netusa.org

Name of Surveyor: LENNY CARLSON SUNDE LAND SURVEYING
Phone # 952.886.3109
Address of Surveyor: 9001 E. BLOOMINGTON FRWY SUITE 118 BLOOMINGTON, MN 55420
Email: lenny.carlson@sunde.com

Name of Engineer: MATT WOODRUFF LARSON ENGINEERING
Phone # 651.481.9120
Address of Engineer: 3524 LABORE RD, WHITE BEAR LAKE, MN 55110
Email:

PLAT INFORMATION

Legal/PID # of the Property Involved: 4203000009012
Total Acreage: 17.8
Proposed Number of Lots: 1
Proposed Name of Plat: NET MINISTRIES

Plat meets all minimum subdivision requirements. If not, explain: YES

ARCHITECT: DENNIS BATTY & ASSOC. INC.
22770 IMPERIAL AVE N. FOREST LAKE
MN 55025 612.819.9711
donn@dennisbatty.com

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies of the proposed plat/final plat in sets.

ACKNOWLEDGE AND SIGNATURE

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

Mark Bra	651 450-6833
Signature of Owner (Required)	Phone Number
Signature of Applicant (If different)	Phone Number

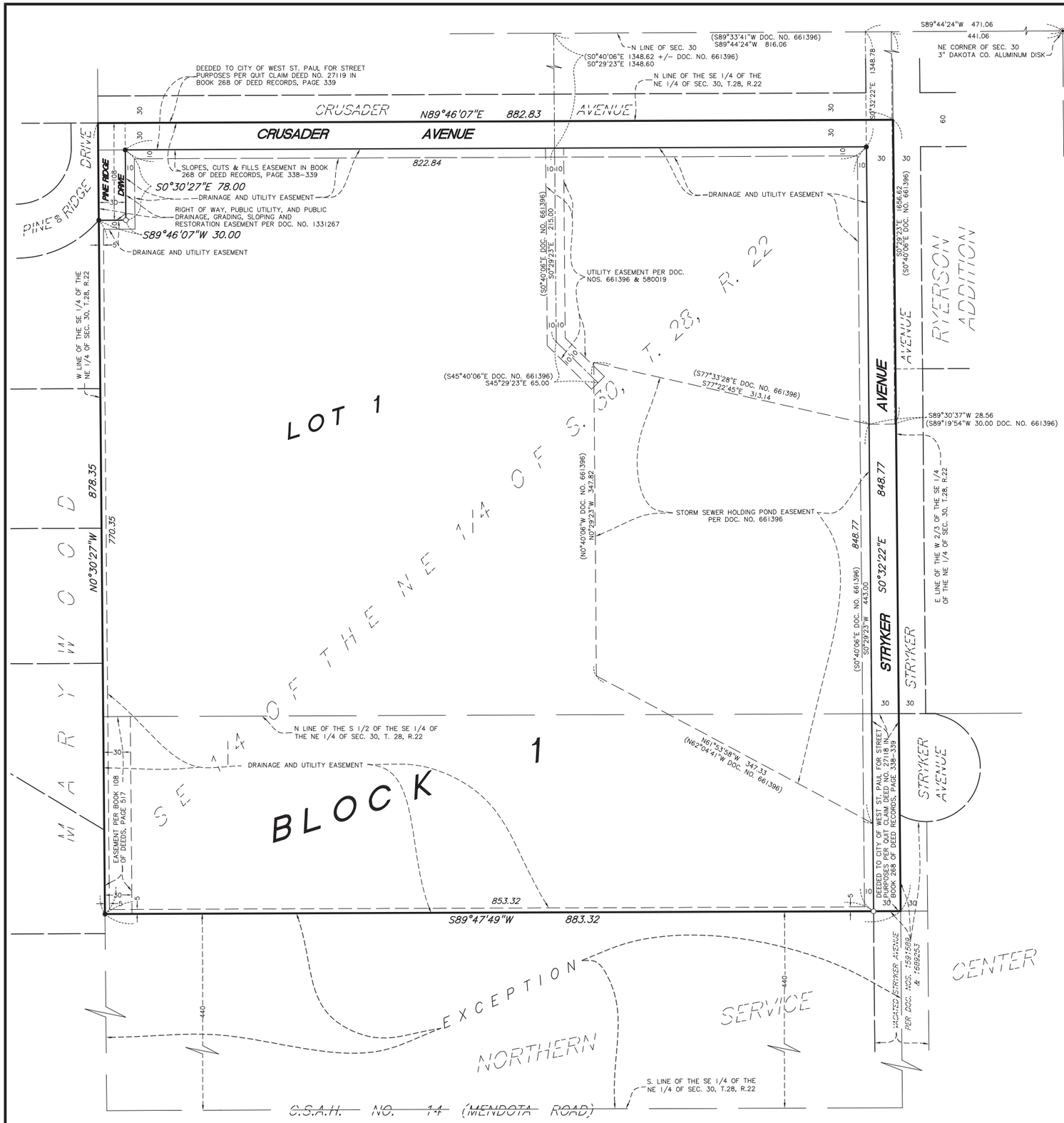
NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF PLAT: An approved Plat shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months the Plat is recorded at Dakota County

FEES

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

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



NET MINISTRIES

KNOW ALL PERSONS BY THESE PRESENTS: NET Ministries, a Minnesota nonprofit organization, owner of the following described property situated in the City of West St. Paul, County of Dakota, State of Minnesota:

The West Two Thirds (W 2/3) of the Southeast Quarter of the Northeast Quarter of Section 30, Township 28, Range 22, according to the United States Government Survey thereof, Dakota County, Minnesota, Except the South 440 feet thereof.

Has caused the same to be surveyed and platted as NET MINISTRIES and does hereby dedicate to the public for public use the public ways and drainage and utility easements as shown on this plat.

In witness whereof NET Ministries, a Minnesota nonprofit organization, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Signed: NET Ministries

_____ its _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, _____ of NET Ministries, a Minnesota nonprofit organization, on behalf of the organization.

_____
signature

_____
printed

Notary Public,_____ County, _____
My Commission Expires January 31, 20____

I Leonard F. Carlson, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Leonard F. Carlson Licensed Land Surveyor
Minnesota License No. 44890

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 20____, by Leonard F. Carlson, a Licensed Land Surveyor.

_____
signature

_____
printed

Notary Public, Minnesota
My Commission Expires _____, 20____

CITY COUNCIL, CITY OF WEST ST. PAUL, STATE OF MINNESOTA

This plat was approved by the City Council of West St. Paul, Minnesota, this _____ day of _____, 20____ and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By _____, Mayor By _____, Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

_____
Todd B. Tollefson, L.S.
Dakota County Surveyor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

_____
Amy A. Koethe, Director
Department of Property Taxation and Records

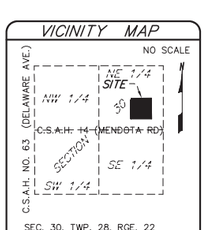
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that this plat of NET MINISTRIES was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock __.M., and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

_____
Amy A. Koethe, County Recorder

VICINITY MAP

NO SCALE



SEC. 30, TWP. 28, RGE. 22

N

LEGEND

○ Denotes iron monument set marked with P.L.S. No. 44890

● Denotes iron monument found

The north line of the SE 1/4 of the NE 1/4 of Section 30, T. 28, R.22 is assumed to bear N89°46'07"E.

60 0 60 120
SCALE IN FEET

PRELIMINARY
Date: 03/30/2020

SUNDE LAND SURVEYING

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING THE FINAL PLAT
FOR 110 CRUSADER AVE. – NET MINISTRIES

WHEREAS, a final plat application has been submitted to the City for the property currently legally described as:

CURRENT: W 2/3 OF SE 1/4 OF NE 1/4 SUBJ TO PONDING ESMNT OVER 3.13 ACS EX ROADS EX S 440 FT

FUTURE: LOT 1 BLOCK 1 OF NET MINISTRIES

WHEREAS, a public hearing concerning the final plat was held before the West St. Paul Planning Commission on April 21, 2020

WHEREAS, a public hearing concerning the final plat was held before the West St. Paul City Council on April 27, 2020;

WHEREAS, the West St. Paul City Staff recommended the City Council approve the final plat application; and

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the final plat application for 110 Crusader Ave. requested by Mark Bechem on behalf of Net Ministries, is hereby approved subject to the submitted plans and following condition:

1. The final plat shall be recorded within one year of approval and prior to application of a building permit.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of April, 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: **April 27, 2020**

2020 Financial Update with Projections

BACKGROUND INFORMATION:

City Manager Schroeder any I thought it would be beneficial to update the Council on the current financial position of several of our key funds that have been impacted by the Statewide shut down due to the coronavirus. As you are aware, the State has initiated several shut downs of schools and business across Minnesota. Below is the time line of those executive orders.

- March 13: Executive Order 20-01 Governor Waltz declared peacetime emergency.
- March 15: Executive Order 20-02 Ordering of the shutdown of schools to begin March 18 or Sooner.
- March 16: Executive Order 20-04 Ordering the closing of restaurants and bars.
- March 18: City closed City hall and moved information to the lobby for citizens to request licenses, permits and conduct other City business with email, telephone or walk-in to the lobby and utilize the phone system set up in the lobby.
- March 25: Executive order 20-20 Directing Minnesotans to stay at Home. Non-essential business were closed per this order.
- March 30: City Staff began to work from home via WebEx and email.

The City followed this direction and shut down the Civic Arena, Dome and cancelled park and recreation events through May, as well as the City Open House, State of the City and other outreach programs for the months of April and May. Attached to this document is a summary of the General Fund, Civic Arena Fund and the Recreational Athletic Complex (RAC) Fund. These funds have had the most impact due to shutting down of programs that produce revenue to fund the various activities. While some programs have offsetting expense savings that cover some of the revenue losses, the RAC fund has substantial revenue losses that will affect the cash flow of that fund.

The projections are out until September. While, at this time, we do not anticipate the shutdown lasting that long, the impact of late starts to programming may end up affecting the City out until that time.

General Fund

There are several open positions that have been left unfilled due to the shutdown. These positions are providing a significant savings to the General Fund for the time being. These savings are offsetting the loss of park and recreation programming revenue.

Civic Arena
Upon closing of the arena, the two arena employees were transferred to the street department for the period of the ongoing shutdown. This will allow the loss of the revenues from summer programming to be absorbed by the transferring of the personnel costs to the General Fund and allowing for continued employment of these City employees, as well as providing additional staff support in the street department.

RAC (Recreational Athletic Complex)
The closing of the RAC has the largest impact to the City's finances, as the savings from not paying contracted services does not outweigh the income from the summer programs. A continued shutdown for this program will have even larger impacts as the fall/winter programs bring in the bulk of the revenues for this fund. Possible funding for this shortage is current cash balance of the fund, while not meeting the cash goal set for the fund is healthy enough to withstand some reduction on a short-term basis. Eliminate the $50,000 transfer to the General Fund in 2020 and in 2021. The other option is discussed below in the debt section of this memo.

Debt
As part of the financial plan, City management has a goal to lower the City's outstanding debt as expediently as possible but without harm to the City's cash flow. The plan was to call the 2013 bond in August. A decision on this piece will need to be made before the second Council meeting in May. If not called, the money that has accumulated can be utilized for other needs per Council directive. By not calling the bonds, this allows the City to have some flexibility in options to consider. The road construction program and the RAC fund are two likely candidates for reallocation of this money.

CIP-CEP (Capital Improvement Plan – Capital Equipment Plan)
The equipment and infrastructure needs of the City are largely funded by Local Government Aid (LGA), utility franchise fee, and sales tax. The two revenue sources that may be impacted by the shutdown is the LGA and the sales tax. Because of that possibility, an outline of potential changes to the CEP-CIP are as follows:

Road construction projects are being largely funded by the newly enacted city local sales tax. The collections began in January of this year. As anticipated, the January through February collections are being collected at a slower pace, as the business community gets the sales tax added to their collection systems. With the coronavirus pandemic, the slowdown may continue through September. This will result in a cash flow situation for the road construction project in 2021.

Equipment replacement is largely funded by the LGA. In the past, when the economy has slowed, the State has had to reduce the funding to the Cities, sometimes at the end of the calendar year. If that were to happen at the end of this calendar year, a list of possible reductions/deferment is provided in order for us to be proactive in a reduction to cash flow in the vehicle and equipment fund.

In the 2020 budget, possible un-allocating of LGA to the following would decrease the impact to current operations but would impact future plans or delay the financial goal of increasing cash flow:

- $180,000 in the debt reduction
- $ 80,000 warming house replacement

In the 2021 budget (in the order of preference):

- $100,000 in the City Hall replacement (partial reduction)
- $100,000 in the debt reduction fund

- $ 58,000 for the pool equipment/amenities. Delay in improvements/repairs.
- Warming house replacement: $90,000 and $100,000 in 2022.

FISCAL IMPACT:

		Amount
Fund:	**Various**	**Overall projected amount (187,021)**
Department:		
Account:		

STAFF RECOMMENDATION:

Request for direction on the calling of bonds or holding off until 2021. The will allow for more information on the impact of the shutdown on City operations and allow for flexibility to fund the shortages that may occur.

Request to adjust the budget in the General Fund and the RAC Fund for the $50,000 transfer from the RAC to the General Fund. Offsetting savings will allow the General Fund to absorb this loss of revenue.

During the 2021-2022 budget process, additional information will be provided, as well as continued discussion on how to manage the financial impact on the funds involved. In addition, if the loss of LGA becomes a reality how will the City manage that loss.

General Fund									
Position	Notes	Current Savings/Losses	Additional/ Monthly/April	May-*	June-*	July	Aug	Sept	Totals
B&I Technician	replaced with Park & Rec cordinator-50% split		3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	
Accountant	replaced in March	7,600.00	na						
Planning coordinator	from Jan through April. Replacement unknown	28,200.00	6,265.00	6,265.00	6,265.00	6,265.00	6,265.00	6,265.00	
Seasonal staff									
parks/rec staff	7/28 Reduced by 75%	340	1,260.00		12,000.00	23,000.00	27,000.00	4,050.00	
streets	3-no change from previous year	na	na						
Custodial/Maintenance Tech		34,000.00	7,550.00	7,550.00	Plan to hire				
Arena staff moved to streets			(9,000.00)	(9,000.00)	(9,000.00)	(9,000.00)	(9,000.00)	(9,000.00)	
	Subtotal-staffing	70,140.00	9,275.00	8,015.00	12,465.00	23,465.00	27,465.00	4,515.00	155,340.00
`1/2 of the Parks & Rec Coordinator savings			3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	19,200.00
parks and rec programing expenses	2019 expense level	1,500.00	1,000.00	4,100.00	500.00	7,700.00	9,400.00	5,500.00	29,700.00
Parks and Rec programming revenue									
Park Programs								(1,700.00)	
Park Ball Leagues		(475.00)	(200.00)	(1,200.00)			(4,500.00)		
Park Youth Programs		(1,941.00)	(8,500.00)	(7,500.00)	(5,600.00)	(2,700.00)	(6,550.00)	(1,000.00)	
Charges for Services Parks-rentals		(3,100.00)	(2,800.00)	(2,000.00)	(3,900.00)	(2,100.00)	(4,200.00)	(3,000.00)	
	Total park & rec revenues (2019)	(5,516.00)	(11,500.00)	(10,700.00)	(9,500.00)	(4,800.00)	(15,250.00)	(5,700.00)	(62,966.00)
Net for fund 101-General Fund		66,124.00	1,975.00	4,615.00	6,665.00	29,565.00	24,815.00	7,515.00	141,274.00

* Parks numbers are based on no hires and 2019 actual costs

Arena								
Potential summer camps-arena-May through July-Revenue		(21,000.00)	(500.00)	(500.00)	(500.00)	(35,000.00)	(500.00)	
Savings on Staff moved to Streets		9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	
Arena reduction of hours to 32 hours	1,205.00							
Net for fund 615-Arena	1,205.00	(12,000.00)	8,500.00	8,500.00	8,500.00	(26,000.00)	8,500.00	(2,795.00)

RAC-DOME								
Dome summer rental (April-July)		(132,000.00)	(4,000.00)	(17,000.00)	(37,500.00)	(9,000.00)	(192,000.00)	
Savings on contracted staff		6,000.00	18,000.00	11,000.00	10,000.00	10,500.00	10,500.00	
Net for fund 617-RAC	-	(126,000.00)	14,000.00	(6,000.00)	(27,500.00)	1,500.00	(181,500.00)	(325,500.00)
					Total all funds			(187,021.00)

First qtr revenues for the general fund are consistent to 2019 and the 2020 budget

First qtr expenditures except for noted above are consistent to 2019 and the 2020 budget

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Dave Schletty, Assistant Parks & Recreation Director**

Date: **April 27, 2020**

Park & Recreation Modifications Due To COVID-19

BACKGROUND INFORMATION:

The current COVID-19 pandemic has disrupted everyone's life. It has caused us all to modify and change the way we do our jobs and live our lives. As we continue to move forward and look ahead to summer, the Parks and Recreation Department is planning for what comes next. Our normal preparations and planning for summer programs and activities are on hold. We know our residents would like to plan for the future, but there are still so many unknowns. Based on the information that is currently available about the spread of COVID-19, Staff believes that the City will need to cancel, or at least postpone City-sponsored events and recreational opportunities until July 6th. Therefore, Staff is recommending the following modifications and cancellations:

- The City's summer field trips, sports camps and playground programs through July 6th are CANCELLED.
- Movies in the Park in June are cancelled, with July and August events to be updated in June.
- The Ice Arena, Pool, Splashpad, Harmon Neighborhood Center and Thompson Park Activity Center will remain closed until further notice and restrictions from the Governor's orders are lifted.

There has also been great interest in the use of the City's play fields by youth and adult users groups. The City has received several requests from parents and members of organized sports to allow the use of fields, if the City-sponsored teams are not going to use them. In those regards, Staff is recommending the following:

- The City will abide by the Governor's orders regarding the spread of COVID-19. Most of the current restrictions, which have been imposed by Governor Walz, are valid through May 4th. At that time, they may be extended, removed, or otherwise modified. When those orders do allow for team play, it will then take the City approximately two weeks to make the facilities usable by sports groups.
- Require organized user groups to provide the City with documentation that acknowledges the requirement to follow the Governor's orders and CDC distancing guidelines, and a process that demonstrates the leadership of the organization has communicated that expectation to all players, coaches, officials, administration, employees, volunteers, fans, or other representatives of the organization.
- Fields will remain closed to organized groups until both of the above recommendations are met.

These recommendations fall in line with many other Cities in the metro area. A list of current cancellations and closures by other Dakota County Cities is attached. The COVID-19 situation has been fluid, and any changes to the current pandemic situation in Minnesota and West St. Paul could affect these recommendations either way.

FISCAL IMPACT:

The exact fiscal impact is unknown at this time. There will be lost revenue from field and facility rentals. There will also be savings from reduced Staff time and less energy use in closed facilities.

STAFF RECOMMENDATION:

Approve the recommendations listed above for modifications made to Park and Recreation programs and facility usage during the COVID-19 crisis.

Notes from CM/CA meeting of 4/21/20 on P&R closures in Dakota County Cities

1. Mendota Heights
    - B ball closed
    - All activities cancelled to July 6
    - League ballfield use suspended until Governor lifts restrictions
2. Farmington
    - All fields and courts closed
    - Events cancelled through May
    - City celebration last week in June cancelled
3. South St. Paul
    - Tennis and Bball open
    - Fields closed
    - Kaposia Days late June cancelled
    - Arena Closed
    - Started a Park Ambassador Program
4. Apple Valley
    - Buildings closed
    - Fields, waiting to see what Gov does for May 4
    - Tennis/pickle: have not put up nets
    - July 4 event cancelled
    - BBall has not been an issue (mentioned that SLP has had huge issue and closed all bball courts
5. Eagan
    - Canceled July 4th event
    - Facilities closed until May 4
    - Will decide on Cascade Bay opening by May 4
    - All Courts open with signage posted
6. Rosemount
    - Hoops ok
    - Playgrounds closed
    - Rink closed but they may start putting the ice back in given it takes 5 days
    - Event second week in July cancelled
7. Lakeville
    - Playgrounds closed
    - Ice out on 2 of 3 rinks (3rd is a difficult start up)
    - Tennis and pickle closed
    - BBall still up
    - Volleyball closed
    - Cancelled events thru May
    - July 4th event cancelled, may try to do fireworks that date
    - Fields?

8. Inver Grove Heights
    - Nets not up
    - Hoops down
    - Community center closed
    - Rink closed but Ice still on
9. WSP
    - Park Bldgs closed to further notice
    - Rec programs cancelled through May, considering through June
    - Playgrounds closed
    - Bball closed as of 4/20
    - Volleyball closed
    - Splash pad and pool closed
    - Tennis open
    - Ballfields and soccer fields open but not for organized groups
    - All events cancelled to further notice
    - Virtual Council through May, probably June

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **April 27, 2020**

Authorization to Apply for Cleanup Grants at Thompson Oaks

BACKGROUND INFORMATION:

Over the past four years, the City has been focused on reconfiguration of the former Thompson Oaks Golf Course into an environmental resource enhanced by development opportunities on its periphery. Prior to development in the area, a stream existed on this property. That stream was filled in with organics and construction debris over the decades, with a portion of that fill being identified as contaminants. In collaboration with Dakota County, the City has the opportunity to remove buried debris, which allows for the return of the streambed to create an environmental resource that meets several local, county and regional goals. Included would be provision of storm water quality enhancement for a 540-acre sub watershed that drains through the property. Also included would be an extension of the River-to-River Trailway between Livingston and Robert Streets to the intersection of Thompson and Oakdale. Also included is facilitation of an approved 153-unit apartment building and a proposed 64-unit townhome development. Outside of these two developments, the property would be returned to its pre-1960 condition as a wetland/waterway with the addition of creation of pollinator spaces.

However, to accomplish these goals identified as highly desired by the City Council, County Board, and the surrounding community (through public hearing testimony), the project needs to cover funding gaps. In order to cover the anticipated costs of the cleanup, Staff is requesting authorization, again, for a grant from Minnesota Department of Employment and Economic Development (DEED). Council approved a similar request during 2019, which did not receive funding approval. The project has improved since the 2019 request.

Improvements in this project since the 2019 request include:

1. Receipt of Minnesota Board of Water & Soil Resources (BWSR) grant funding by the County to conduct the storm water work once the debris and contamination is removed. Daylighting of creek and wetland restoration includes removal of fill, which includes waste and contaminated soil so it is necessary to gain the DEED grant in order to make use of the BWSR funding. This coordination of funders with matches provided by the City and County has been contemplated throughout project finance scenarios. The contamination clean-up allows for the storm water treatment and wetland restoration to occur, creek to be delighted, the trail to be built, prairie/pollinator habitat restored, groundwater recharged, and townhomes developed. The environmental and economic benefits to the clean-up are significant.

Of note is that the BWSR grant requires a local match. Under the County/City Joint Powers Agreement (JPA) that match is shared with Dakota County and the City of West St. Paul both providing $98,000. The City match is included within the 2020 Capital Improvement Plan (CIP).

2. December 9, 2019 City Council approval of amendments to the County/City JPA regarding the $6.1 million River-to-River Trailway project which provides for construction of the tunnel under Robert Street and trailway from Livingston to Oakdale. The tunnel portion of the project, located at Crawford Drive and Robert Street, is essentially the final element of the 2014-2017 $46 million Robert Street (State Highway 3) reconstruction toward which the City of West St. Paul has contributed $26 million. Included in the tunnel is $2.2 million in State bond funding. The County will bid the tunnel project in June.

3. The December 9, 2019 zoning text amendment, that allows Auto Zone to relocate from the River-to-River Trailway site to a new location at 1422 Robert Street.

4. Receipt of a Minnesota Statewide Health Improvement Partnership (SHIP) grant, which allows for preliminary analysis and engineering for pedestrian trailways on Thompson Avenue (CR6) between Robert and Oakdale (extending ultimately into South St. Paul), and on Oakdale Avenue (CSAH 73) from there up to Butler (CR4) and, ultimately, Annapolis which borders St. Paul. Council received the feasibility report on these projects on March 23, 2020. On that same date, Council authorized request of a Federal Transportation Alternatives Program (TAP) grant for funding of the trailway construction.

5. The $375,000 acquisition by the City of West St. Paul of the remnant Wentworth Townhome property which allows for County acquisition of a $120,000 trail right-of-way acquisition from this parcel and use of the remainder of the parcel for construction staging for the tunnel project.

6. The March 23, 2020 replat of the Hy-Vee parcel, which also contributes positively toward the tunnel project construction, which eliminates uncertainty in development grades between the tunnel project and the Hy-Vee construction project allowing the Hy-Vee project to also proceed.

7. Completion of the Wentworth Avenue (CSAH 8) reconstruction project in late 2019, including trailway construction from Delaware Avenue (CSAH 63) to Humboldt Avenue, which allows for connection to the River-to-River Trailway. This spring, the 174 unit Winslow affordable senior housing project opens at Marthaler Lane and Wentworth. The County, also this spring, will be constructing a harbor island at that location which also connects to trailway on Wentworth.

On November 13, 2017 in a workshop, the City Council discussed the future of the then Thompson Oaks Golf Course and directed Staff to seek environmental review of the property. On November 27, 2017, Council awarded a contract to Braun to conduct that review. Upon receipt of the Braun report and resulting from operating results, the City Council officially closed the golf course on February 26, 2018. In anticipation of this action, Staff began seeking developer interest in the property from the November 2017 Council deliberation. Staff began review of concepts for a range of development proposals from 6.5 to 11 units per acre up to 180 units over a significant portion of the property.

While the City had previously been aware of soils challenges within the property, it became increasingly apparent that initial development goals and patterns would not be successful due to the extent of soils incompatibility. After proposing several development concepts between November 2017 and early 2018, a preferred national homebuilder (among other interested parties) backed away from the project due to soil remediation risks. A second national builder entertained a development with a caveat of avoidance of the central portion of the site where soils were known to be most incompatible. That developer withdrew a purchase offer in mid-2018 due to soils remediation concerns.

In October 2018, the City and Dakota County entered a Joint Powers Agreement toward development of a regional trailway, storm water and wetland reclamation improvements. A third developer, Oppidan, presented their qualifications to the Council on November 28, 2018. Council affirmed the development vision Oppidan had for the property, which was concept reviewed on February 8, 2019. Included was a multi-family product on the western portion of the property with townhomes on the balance. On April 17, 2019, Oppidan received Geotechnical reporting that informed that the northern portion of the property slated for senior villas could not proceed due to the expense of soil incompatibility.

In May 2019, the County contracted with Wenck Engineering to provide concept design for storm water improvements and wetland restoration within the property. Wenck provided concept designs in June/July 2019.

On July 8, 2019, the Economic Development Authority (EDA) approved a development agreement with Oppidan on phase one of the development parcel, which was the multi-family product on the western 5 acres of the parcel. On August 12, 2019, the City Council received a presentation on the status of the wetland restoration project and on September 9, 2019, the City Council accepted the Metropolitan Council approval of the Comprehensive Plan and approved implementation of the plan. On October 15, 2019, the Planning Commission recommended approval of a rezoning, conditional use, site plan and plat for the Oppidan multi-family development approved by Council on November 25, 2019.

On October 14, 2019, the EDA approved a preliminary development agreement for phase 2 of the Thompson Oaks development. This phase consisted of between 20 and 40 townhome units on the eastern portion of the development parcel. As part of this agreement, the parties agreed to collaborate toward completion of the water restoration project within the parcel. On October 28, 2019, the Council approved a submittal for funding toward the restoration project. This submittal did not receive funding.

Since the 2019 application, the City granted final development entitlements for the 153 unit multi-family project, which occurred on November 25, 2019. That project is currently scheduled to close on the development parcel on or before September 1, 2020. It will have a taxable value of at least $18,480,000. A development agreement following the October 14, 2019 preliminary agreement is scheduled for April 27, 2020 approval. With additional site evaluation, that development has now changed to 64 townhome units with an estimated taxable value, in total, of $21, 400,000.

Supporting this grant request is the following:

1. Potential increase in the property tax base:
   - Currently the former golf course property does not pay property tax. After completion of the multi-family project and the townhomes, there should be a taxable market value created of almost $40 million with a taxable tax capacity of almost $500,000.
   - The adjacent former YMCA property, which is intimately tied to this project, also has not contributed to the property tax base in the past and will instead have a taxable value of about $7 million (tax capacity value of about $140,000) and will be home to over 200 new jobs.

2. Social value to the community:
   - The project is not only shovel ready, as the engineering is substantially complete, but it will leverage past and current investments in the area and ongoing collaboration between the County and City to complete the River-to-River Trailway, to address storm water needs provided by the BWSR grant already in hand, and removal of debris that for decades has kept this property from contributing an economic return to the community.
   - The 153 unit apartment project approved for 2020 construction included both the River-to-River Trailway and this storm water reclamation debris/contamination removal within development planning

- The 64 unit townhome development would not occur but for reclamation of this property and debris and contamination removal
- These two housing projects are expected to create a significant number of construction jobs and the adjacent Hy-Vee project will contribute over 200 permanent jobs that currently do not exist on site.
- A large advantage of the contamination removal is that it provides the opportunity to leverage the BWSR funding to reclaim the area as an environmental and water resource. For the past 70 years and probably longer, the general public has not had access to the ponding and landscape on this property. With completion of this project, including contaminant removal, storm ponding reclamation and the River-to-River Trailway, the public access will be made available for the first time.
- Contributors to date for improvements to this area include the County and City making significant investments in roadway, trail, and development sites, BWSR as the funder for the storm water improvements with funding participation from the City and County, both the Federal and State governments on River-to-River Trailway funding, and the private sector with project funding of both retail and housing developments on this site and adjacent sites.

3. Reduction of potential threat to human health and the environment:
   - The DEED funding allows for the BWSR funded project to proceed. That project provides for the singular water quality facility for a sub watershed of 540 acres that is 40% impervious. An enclosed exhibit denotes that a significant portion of storm water from roadways and developed property within West St. Paul traverses through this contaminated site on its way to the Mississippi River. A significant consideration of the storm water project design relates to elimination of contaminants from this storm water flow.
   - Contaminants identified within this site as identified in multiple environmental reviews over many years will be removed as a result of this project.

4. The "but for" test:
   - The City has worked with multiple national and local developers to create an economic development project for this property over the past four years. Ultimately, each of these developers have rejected the site due to uncertainty created by soil contamination and debris. The current development scenario is only possible due to the coordination of the City and County, the BWSR funded project and the proposed DEED funding that removes that development uncertainty.
   - Without the DEED funding, the site does not have an economic value for development. With the DEED contribution, on top of the myriad investments already made and scheduled to be made by the City and County, the site will be an economic contributor to the various local taxing jurisdictions. With the DEED contribution, the City will be able to realize a market sale of the property proceeds from which will be returned to the community to complete roadway and trailway infrastructure improvements in the area.

5. Cleanup costs for the site:
   - The cleanup costs of approximately $1.76 million are requested to be funded by DEED at about $1.32 million with the balance being funded locally. The DEED grant allows the City and County to make use of the BWSR grant for which both the City and County are contributing the required match. The DEED investment leverages at least $40,000,000 in private investment, in addition to the BWSR and local investments.

6. Commitment of the City and County:
   - The City and County are contributing about $200,000 to match the BWSR grant that can only be put to use with removal of the on-site contaminants first.

- The City, as part of the funding authorization, is committing to the DEED grant required 25% match through creation of an tax abatement district supplemented by use of land sale proceeds to the extent necessary.
- The City has already contributed $26 million toward improvements of State Highway 3 (Robert Street) which is adjacent to this site.
- The City and County in 2019 completed a $2.3 million trail improvement project on Marie and Oakdale Avenues, a portion of which is adjacent to this site.
- The City and County are jointly developing the $6 million River-to-River tunnel and trail project, a significant portion of which is locally funded and which will be constructed on the former Thompson Oaks Golf Course property after completion of the contamination removal proposed by this grant request.
- The City Council has authorized a TAP grant request to complete trails on the adjacent Thompson Avenue and Oakdale Avenue from this site to the north, with a local match requirement, which will further provide a public benefit and further leverage the requested DEED investment.

Proceeds from the sale of the property will be used to pay off deferred debt from the former golf course, to provide the local match for a TAP grant request for trailway on Oakdale and Thompson, and to cover costs of the Town Center redevelopment site as the third phase of this development. The City has allocated storm water funds as the match for the BWSR grant that will complete storm water infrastructure, should the DEED funding be received.

Included in both the development agreement for this site and the DEED grant application is the creation of an abatement district to provide the funding source for the wetland reclamation match requirement in the same manner as was created for the multi-family development project on the west side of Thompson Oaks. With the development as proposed with a build out by 2024, a 9-year abatement district is projected to create about $644,000 in abatement capacity with a present value of about $490,000.

FISCAL IMPACT:

Local match at 25/75. The grant request is for $1,322,027.25 with a match of $440,675.25.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution authorizing the City to apply for a DEED cleanup grant at Thompson Oaks. In approving the grant request, the Council would also be committing to ensuring the local match as outlined above.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING APPLICATION TO DEED FOR CONTAMINATION AND CLEAN UP FUNDING AND COMMITTING LOCAL MATCH AND AUTHORIZING CONTRACT SIGNATURE

BE IT RESOLVED that the City of West St. Paul has approved the Contamination Cleanup grant application submitted to the Department of Employment and Economic Development (DEED) on April 27, 2020, by the City of West St. Paul for the Thompson Oaks site.

BE IT FURTHER RESOLVED that the City of West St. Paul is located within the seven county metropolitan area defined in section 473.121, subdivision 2, and is participating in the local housing incentives program under section 473.254.

BE IT FURTHER RESOLVED that the City of West St. Paul act as the legal sponsor for project(s) contained in the Contamination Cleanup Grant Program to be submitted on or before May 1, 2020 and that the City Manager is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of West St. Paul.

BE IT FURTHER RESOLVED that the City of West St. Paul has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that the City of West St. Paul has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of West St. Paul may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the City of West St. Paul certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Mayor and the City Manager are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of April 2020.

Attest:

_____ _____

David J. Napier, Mayor Shirley R Buecksler, City Clerk

Conflict of Interest Disclosure Form

This form gives grantees an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist when receiving a grant. It is the grantee's obligation to be familiar with the Office of Grants Management (OGM) Policy_08-01, Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

x I or my grant organization do NOT have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Ryan Schroeder

Signature: _____

Organization: City of West St. Paul

Date: April 27, 2020

Contamination Cleanup Application Submittal Checklist

LOGISTICS

- ☐ One full original paper application with all attachments
- ☐ One additional paper copy with all attachments
- ☐ A third complete copy on an electronic device (no emailed versions are accepted)
- ☐ Above submitted to DEED by 4:00p.m. on May 1 or November 1

APPLICATION FORM CONTENT HIGHLIGHTS

- ☐ Legal Description of the Site
- ☐ Site History and Background
- ☐ Developmental Plan
- ☐ Cleanup and Construction Schedule
- ☐ Vendor and/or tax ID Number
- ☐ Completed Budget

APPLICATION ATTACHMENTS

- ☐ Resolution from Application Agency with appropriate signatures
- ☐ Resolution from municipality in which the site is located (if applicable)
- ☐ Response Action Plan (RAP)
- ☐ Response Action Plan approval(s)
- ☐ Additional environmental reports or documents
- ☐ Maps showing
  1. current conditions of the site including labeled structures,
  2. the proposed development including labeled structures, and
  3. location(s) of contamination
- ☐ Appraisal or Assessor's most current valuation notice (a value must be determined)
- ☐ Any additional photographs of the site
- ☐ Evidence of match costs and construction financing
- ☐ Copy of Applicant's current audit (may provide an electronic link in lieu of hard copy)
- ☐ HUD 'Invitation to Apply' letter (if applicable)
- ☐ City council minutes or other documentation to indicate project has been through appropriate city approvals
- ☐ Third Party Commitment Letter and/or Developer Agreement
- ☐ Executive Summary of the project including the applicant's intended involvement in the project
- ☐ Complete Conflict of Interest Disclosure Form

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Contact: Brownfields and Redevelopment Unit
Local: 651-259-7451 - Toll Free: 1-800-657-3858

*****YOU MUST READ THE FOLLOWING NARRATIVE TO FULLY UNDERSTAND THE APPLICATION PROCESS*****

INSTRUCTIONS

PURPOSE/BACKGROUND:

The Contamination Cleanup Grant program was established by the 1993 legislature and Minn. Stat. §§ 116J.551 - 116J.558 gives the Minnesota Department of Employment and Economic Development (DEED) authority to award grants to clean contaminated sites to allow for redevelopment. The purpose of the Contamination Cleanup Grant Program is to reduce the potential threat to public health and the environment, create new jobs, increase the tax base, and provide other public benefits by redeveloping polluted and unproductive sites.

APPLICATION DEADLINES:

Contamination Cleanup Grant application deadlines are May 1 and November 1 of each year. In the event that these days fall on a weekend, the deadline will be the following business day. Three complete sets of application documents are required (1 original, 1 paper copy and a third on an electronic device.) They must be received by DEED's Brownfields and Redevelopment Unit no later than 4 p.m. on either date to be considered for funding. Emailed applications will not be accepted. An applicant may apply for more than one site, but a separate application must be completed for each site. **All applications must be complete upon submission in order to qualify for a grant, unless an exception is made. DEED must be notified before the due date about any missing documents to qualify for an exception.** Contact DEED at 651-259-7451.

(LOAN NOTE):

If you are also applying for an MCRLF Loan, you must complete this application, which serves as Part 1 of the loan application. You must also complete Part 2, the MCRLF Loan Application.)

GRANT ELIGIBLE COSTS:

The Contamination Cleanup Grant can pay up to 75% of the cost of cleaning contamination defined under the Minnesota Superfund law (Minn. Stat. § 115B.02), as well as petroleum contamination. Types of petroleum costs that may be eligible under this program are cleanup of rail yards, scrap yards, bulk oil storage facilities, and under and above-ground storage tanks that are not eligible for reimbursement under the Minnesota Petrofund (see Minn. Stat. § 115C.01). See the budget section of this application for examples of eligible and ineligible costs.

GRANT FUNDING AVAILABILITY:

The total legislative appropriation for this grant program is approximately $15 million for the biennium.

Since the program runs on a semi-annual grant cycle, the funds will be divided among the four cycles run during the biennium. Up to $500,000 of this funding can be awarded per fiscal year for DEED's Investigation and RAP (Response Action Plan) Development Grants.

The legislature has designated that at least 35% of available funds be spent on remediating sites located outside of the 7-county metropolitan area unless sufficient applications are not received. This allows the grant program to assist with cleanup efforts statewide.

ELIGIBLE GRANT APPLICANTS:

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. While these are the eligible applicants, the site can be either privately or publicly owned.

GRANT ELIGIBLE QUALIFYING SITES:

A site must meet each of the following criteria in order to qualify for a Contamination Cleanup Grant:

1. A grant may not be given to a municipality in the Twin Cities Metropolitan Area, unless it is participating in the Metropolitan Council Local Housing Incentives Program. For information on participating in the Local Housing Incentives Program, call Paul Burns at the Metropolitan Council at 651.602.1106.

2. A site may not be scheduled for funding under the Federal Superfund Program (United States Code, title 42, section 9601 et seq.) or the Minnesota Environmental Response and Liability Act (Minn. Stat. §§ 115B.01 to 115B.24) under the current or next fiscal year.

3. A site must contain contaminants, pollutants or hazardous substances as referenced in Minn. Stat. § 115B.02 or petroleum that is not eligible for reimbursement from the Minnesota Petrofund. A site must also have a Minnesota Pollution Control Agency (MPCA) approved RAP. Asbestos abatement in buildings does not qualify under this grant program, unless it is part of demolition necessary for RAP implementation.

4. Finally, to qualify for this grant program, it is expected that the site will be improved with buildings or other improvements within a reasonable period of time, and that these buildings or improvements will provide a substantial increase in the property tax base or will be used for an important publicly owned or tax exempt facility. The final development of polluted sites may include, for example, commercial, industrial, office or housing development.

REQUIRED APPRAISALS OR ASSESSMENTS FOR GRANTS:

1. Attach an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value (pre-cleanup) of the property, separately taking into account the effect of the contaminants on the market value. This value should include both the value of the land <u>and</u>, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after cleanup and development.

OR

2. Submit the assessed value of the property for the latest year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. If a property is publicly owned, its value should still be assessed. Along with the assessed value, please include the projected value after cleanup and development.

REQUIRED CLEANUP BUDGET/SCHEDULE:

You must submit a budget for cleaning the site and a timeline for cleaning and redeveloping the site (both the budget and timeline are part of the following application). While the redevelopment of the site is considered in the application and must be identified in the timeline, grant funds can only be used toward site remediation. The budget page of this

application should include only eligible remediation costs, which are the statutorily defined as "cleanup costs" and "project costs."

Cleanup Costs: Includes the costs of developing and implementing a response action plan, but does not include implementation costs incurred before the award of a grant unless the application for the grant was submitted within 180 days after the response action plan was approved by the commissioner of the pollution control agency.

Project Costs: Includes the cleanup costs for the site (see above definition), and the cost of related site acquisition, demolition of existing improvements, and installation of public improvements if necessary for the applicant to implement the response action plan.

Examples of eligible and ineligible costs include:

ELIGIBLE COSTS	INELIGIBLE COSTS
Investigation *(if not already funded under a DEED Investigation and RAP Development Grant or other grant source)*	Project/Grant Administration
Cleanup	Costs of appraisals or other application costs
Acquisition *(if necessary to implement RAP) Counted as matching costs only*	Development Costs
Environmental Consulting fees necessary to implement the RAP	Asbestos Abatement in Buildings
Public Improvements *(if necessary to implement the RAP)*	Contingencies
Demolition *(if necessary to implement the RAP)*	Demolition *(if necessary only for redevelopment)*

Please note: You should take great care in estimating your cleanup budget. If you find additional costs that you did not anticipate in the application budget, you will still be responsible for cleaning and developing the site. You may submit a second application for your cost overruns, but there is no guarantee that you will receive a second grant. At the same time, your budget should not be inflated but rather should be based on careful investigation and planning.

GRANT LOCAL MATCH REQUIREMENT:

It is required that the applicant or other local source pay for 25 percent of the project costs as a local match to obtain a cleanup grant. Of this local match, the applicant must pay an amount equal to 12 percent of the cleanup costs from the municipality's general fund, a property tax levy or other unrestricted money available to the municipality. This 12 percent cannot include funds from other grant sources or Tax Increment Financing.

The rest of the local match may be paid with tax increments, regional, state or federal money available for the redevelopment of brownfields or any other money available to the municipality.

GRANT AWARD CRITERIA:

Due to environmental contamination that has affected many communities throughout Minnesota, a large number of applicants apply for the contamination cleanup grants. The law allows DEED to make grants for sites that meet all the statutory requirements and for sites that provide the highest return in public benefits for the public costs incurred.

In order to evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities which DEED must consider. The legislative priorities listed below have been assigned maximum point values in order

to systematically award grants in each cycle. Please note, an application must receive a minimum of 50 points in order to be eligible for funding.

1. The potential increase in the property tax base of the local taxing jurisdictions relative to the fiscal needs of the jurisdictions, which will result from developments that will occur because of completion of the approved response actions. Maximum = 15 points.
2. The social value to the community that will result from cleaning up and redeveloping the site. Social value includes the project's time frame, the number of new jobs, the importance of the proposed facilities and the removal of blighting influences at the site, the readiness of the project, the development potential and the financial health of the project. Maximum = 75 points.
3. MPCA review of the reduction or elimination of potential threat to human health and the environment due to cleaning that site. Maximum = 25 points.
4. The likelihood that the site will be cleaned without use of government money in the reasonably foreseeable future by considering but not limited to the current market value of the site versus the cleanup cost. Maximum = 15 points.
5. The amount of cleanup costs for the site. Maximum = 10 points.
6. The amount and level of the commitment of municipal or other local resources to pay for the cleanup costs. Maximum = 5 points.

EMPLOYMENT AND ECONOMIC DEVELOPMENT
Brownfields and Redevelopment Unit
1st National Bank Building 332 Minnesota Street, Suite E200 St. Paul, MN 55101-1351

Contamination Cleanup Grant Application and Part 1 of the Revolving Loan Application

Applicant (Public Entity): City of West St. Paul

Head of Applicant Agency (e.g., Mayor): Mayor Dave Napier

Applicant Address: 1616 Humboldt Avenue

City: West St. Paul, MN Zip Code: 55118

If the applicant is a city, what form of government? ☒ Home Rule ☐ Statutory City

For reference, please give the State Statute number which gives the applicant authority to carry out the activities for which you are requesting grant funds _____

Project Contact for the Public Entity: City Manager Ryan Schroeder

Phone: 651 552 4101 Email: rschroeder@wspmn.gov

Mailing Address: 1616 Humboldt Avenue, West St. Paul MN 55118

Project Manager for this project from the Public Entity, in the event of an award: Ryan Schroeder

Phone: 651 552 4101 Email: rschroeder@wspmn.gov

Application Author: Ryan Schroeder

Phone: 651 552 4101 Email: rschroeder@wspmngov

Provide a written executive summary of the project, including the applicant's involvement in the project to date and how the applicant intends to manage the project should a grant be awarded.

This project is the culmination of years of land acquisition and development efforts to accomplish multiple local development, housing, and environmental goals that also accomplish many regional goals. As a redevelopment community the City of West St. Paul began acquiring property within the development area approximately fifty years ago. The parcels on which this application is dedicated had been put to an interim use as a golf course over twenty years ago due to excessive development costs associated with dumping of construction debris and organic materials during, it appears, from the 1950's through the 1970's. More recently the City has worked in collaboration with Dakota County, development interests, the State of Minnesota and others to reconstruct State Highway 3, aka Robert Street, parcels adjacent to Robert Street, and the Thompson Oaks property. The City has agreements with the State and Dakota County to construct a pedestrian tunnel under Robert Street as part of the Regional River to River Trailway, and with HyVee to construct a 68,000 SF grocer and C store and with KTJ339 LLC to construct a 153 unit Multi-family housing development, and with this same developer to construct up to 64 townhome units associated with contaminate and debris removal from this grant request. A subsequent phase of this three phase project will be redevelopment of the Town Center 1 site just to the west of these development parcels.

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. Name of Site: Thompson Oaks

Site Address: 240 Thompson Avenue

City, County or Township: West St. Paul, MN Zip Code 55118

Acreage of Site: 34.05 Sq. Ft. of Site: 1,483,218

Minnesota Legislative District # of the site 52A B
(Note: The Minnesota Legislature has a tool to look up legislative district numbers. You must have a precise address and know the zip code of the site. Go to: Who Represents Me tool (http://www.gis.leg.mn/OpenLayers/districts/) and find the district where your project is located.

2. A. Current property owner(s): City of West St. Paul

When was the property purchased? 1970 to 1993 For what amount? $16,200 parcel 4

From whom was the property purchased? Probably George Sehman

B. Who will develop the site? Oppidan Development

Will the developer own the property at any time? yes

When was/will the property be purchased? immediately upon clean up For what amount? $1,280,000

C. Are eminent domain proceedings necessary to acquire the property on which the cleanup and redevelopment will occur? If so, explain any difficulties anticipated in acquiring the site.

no

D. Who will own the project site after development? Independent buyers of townhomes

When was or will the property be purchased? 2021 to 2025 For what amount? 21,400,000

3. Provide a legal description of the site.

42-02000-39-012 (.78 acres)
42-02000-09-010 (.69 acres)
42-02000-08-014 (17.26 acres)
42-02000-13-012 (3.28 acres)
42-02000-11-010 (7.46 acres)
42-02000-47-010 (4.58 acres)

SITE VALUATION: ASSESSMENT OR APPRAISAL

4. If you are applying for cleanup grant funds you may submit either assessed value information **or** an appraisal. If you are applying for a revolving loan, you must submit an appraisal and may not submit assessor's information in place of an appraisal. If your site is publicly-owned, you must still submit a value associated with the property.

Attach an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value (pre-cleanup) of the property, separately taking into account the effect of the contaminants on the market value. This value should include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after cleanup and development.

Current Appraised Value _____ Projected Value _____

OR

Attach documentation showing the assessed value of the property for the latest year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. Along with the assessed value, please include the projected value after cleanup and development.

Current Assessed Value $612,500.00 Projected Value 21,440,000

This attachment(s) can be found under tab:

see figure 2. Currently a non-taxable parcel

MAPS AND SITE FEATURES

5. Attach an accurate and legible site and location map showing locations of prominent and relevant site features such as buildings, retaining walls, etc. (NOTE: maps shall include property boundaries, a north arrow and bar scale). The map(s) should show the following:
   - The current condition of the site including labeled structures;
   - The proposed development of the site including labeled structures; and
   - The location(s) of contamination.

   Adding photographs is recommended.

This attachment(s) can be found under tab:

see figure 3

CURRENT AND FUTURE SITE USE

6. Zoning/Land Use:

A.	Current:	Industrial	☐	Commercial	☐	Residential ☐
		Mixed-use	☐	Other (Specify)	☒	closed golf course
B.	After Cleanup	Industrial	☐	Commercial	☐	Residential ☒
		Mixed-use	☐	Other (Specify)	☐	

7. If a change in zoning in necessary, please provide a schedule of required approvals.

   zoning allows for proposed use as does the Comprehensive Plan

8. Current economic condition: Vacant Lot ☒ Developed Site ☐ Other _____

9. How many buildings are currently on site?_____

Industrial	2	How many are occupied?	0	If vacant, for how long?	2 years
Commercial	1	How many are occupied?	0	If vacant, for how long?	2 years
Residential		How many are occupied?		If vacant, for how long?	

10. Year building(s) was/were built 1995 club house and storage shed; 1997 maintenance building

11. Please describe the condition of the buildings on the site

    Buildings no longer appropriate for identified uses on the site

12. Is demolition required for RAP implementation? yes

    Is demolition addressed in the RAP? no

13. Please describe how site redevelopment will spur adjacent development

    The proposed townhome development, creating over $21 million in taxable property will not occur but for mitigation of subsoil conditions associated with past dumping. This development is a critical phase of a multi phase development which includes restoration of a former wetland area, storm water improvements, redevelopment of adjacent commercial sites, extension of the Regional River to River Trailway, and multifamily and townhome development projects. As a redevelopment community West St. Paul does not have a similar opportunity anywhere else within the community that is ripe for development, adjacent to transit corridors and proximate to walkable commercial nodes and which can deliver a prairie/pollinator area as well.

SITE HISTORY

14. Please attach a brief synopsis on the history and general background of this site. This includes but is not limited to former uses of the site, known and/or suspected causes of contamination, etc. Also describe the current condition of the site and include a description of existing structures and existing occupants of the site.

    The project site was historically agricultural until it became a construction debris dump site about 1964 through the 1970's and possibly into the 1980's. It was acquired by the City subsequently in multiple parcels and operated as an interim golf course from 1997 to 2017 at which time the golf course was closed.

II. CONTAMINATION

15. Is applicant enrolled in an MPCA Program? yes

VIC Prog. ID BF00001286 VIC Project Manager Unassigned Phone _____

PBP Prog. ID _____ PBP Project Manager Unassigne Phone _____

Other _____

16. Current environmental consultant:

    Consultant Company Name Wenck Associates

    Consultant Name Joe Otte Phone 651 294 4587

17. What contaminants have been identified at the site?

    Polynuclear Aromatic Hydrocarbons (PAH's)
    Diesel Range Organic Compounds (DRO)
    Demolition waste

18. To qualify for cleanup funding, you must attach a copy of the RAP and written approval of your Response Action Plan from the Minnesota Pollution Control Agency.

This attachment(s) can be found under tab:

see appendix B

19. What is the likely source of contamination?

    Dumping of Demoltion Waste

20. Summary of Contamination Information

    A. Provide a concise description of the identified contamination and proposed RAP. The description should include the occurrence of the contamination (i.e., are there distinct areas of contamination or is contamination widely disseminated across the site? Is the contamination at the surface or at depth?)

    The contamination is generally located within a foot or two of the surface in the central area of the site but extends to 15 feet below surface in some locations. The waste is largely inert, brick, lumber, metal, concrete as demolition waste but has been moved around the site over years and needs to be managed in order for development risk to be sufficiently mitigated to allow for development of the area.

    B. Complete the following table for soil contamination (be sure to include areas of contamination that have been identified at the site but will not be treated or removed as part of the approved RAP):

General contaminant type (i.e., DRO, VOCs, metals, etc.)	Total volume of identified contaminated soil (cyds)	Total volume of identified contaminated soil to be remediated (cyds)	Remedy	RAP Cleanup Goal (i.e., residential SRVs, industrial SRVs, etc.)
DRO/garbage	120,400	120,400	partial removal/ consolidaton	SRV's within accessable horizon

    C. Complete the following table for groundwater contamination. If no or limited groundwater investigation has been conducted, indicate this. Also indicate if a groundwater investigation was conducted but no contamination was detected.

General contaminant type (i.e., DRO, VOCs, metals, etc.	Affected aquifer (i.e., water table, deeper aquifers)	Approximate dimensions of contaminant plume on-site. Specify if the plume extends off-site.	Remedy
no groundwater analysis			

D. List all compounds comprising the identified release in soil and the corresponding average and maximum concentration for each compound. Also include petroleum in the table. If distinct areas of contamination are present at the site, please describe separately. (NOTE: It is acceptable to provide an overview with estimated average and maximum concentrations if the amount of analytical data is overwhelming.) (Note: for PAHs, please provide individual compound concentrations or Benzo(a)pyrene equivalent concentrations for the carcinogenic PAH compounds.)

Compound	Tier I SRV (residential)	Average Concentration	Maximum Concentration
Benzo(a) pyrene DRO GRO	2.0 mg/kg n/a n/a	less than 2.0 mg/kg	6.8 mg/kg 213 mg/kg 49.7 mg/kg

E. Please do the same as in D for groundwater

Compound	HRL	Average Concentration	Maximum Concentration
no analysis			

F. If groundwater at the site is contaminated, note the geologic makeup of the affected aquifer (sand/gravel, till, lacustrine clay, etc.), and the estimated average linear velocity (be sure to indicate how this number was determined).

no analysis

G. Please do the same as in E for soil vapor

Compound	ISV circle one (residential/commercial)	33X ISV	Maximum Concentration
no vapor investigation for this portion of the site			

H. Briefly describe possible exposure scenarios posed by identified contamination at the site (i.e., ingestion or human contact with contaminated soil, consumption of contaminated groundwater, ecological impacts, etc.), and nearby receptors that could be affected by contaminants migrating from site (high value wetland/creeks/ rivers, etc.).

Exposure to waste could occur primarily through direct contact. However, the area of identified waste is intended to become storm water facilities and as such the waste will be exposed and must be managed.

I. If you are requesting costs for soil vapor mitigation, please submit documentation to justify the request.

III. COST ANALYSIS: INVESTIGATION, CLEANUP AND PROJECT COST BUDGET

21. What is the total of all eligible investigation, cleanup and project costs for the site? $1,762,703.00

22. How much grant funding are you requesting from DEED (cannot be more than 75% of the cost listed in the question above)? $1,322,027.25

23. Please fill out the following budget table to identify the investigation costs, cleanup costs and project costs for the site as defined in the instruction section of this application. Attach additional sheets if necessary.

BUDGET

Eligible Activities for Investigation and RAP Development	% Complete	Date(s) Completed	Total Cost
RAP Preparation			$8,400.00
A. Investigation Costs Subtotal			**$8,400.00**
Eligible Activities for Soil and Groundwater Cleanup	% Complete	Date(s) Completed	Total Cost
mobilization/demobilization	0		$67,547.19
excavation and soil screening	0		$682,149.91
off site disposal	0		$361,500.00
construction of soil management unit	0		$298,450.00
Field engineering	0		$23,000.00
Environmental regulatory reporting	0		$7,500.00
Lab analysis	0		$3,500.00
contingency	0		$310,655.40
B. Cleanup Costs Subtotal			**$1,754,302.50**
C. Total A & B, This is your total clean up cost*			**$1,762,702.50**
Other Project Activities Necessary to Implement the RAP	% Complete	Date(s) Completed	Total Cost
D. Project Cost Subtotal			
E. Total C & D			**$1,762,702.50**

24. What is the breakdown of sources for the above budget?

1762702.5	TOTAL (should equal Total in line E above)

Amount	Source	Status (committed, pending decision date)
1,322,027.25	DEED Grant	Pending
440,675.25	City of West St. Paul	Required Grant Match from storm water fund and abatement revenues from project development
1762702.5	TOTAL (should equal Total in line E above)	

*(12% of the above cleanup costs in line C must be paid with unrestricted funds, as defined on page V; Please indicate which source(s) will contribute to the unrestricted match.)

25. Is all of the project's financing in place? (i.e., cleanup, construction, operations) no

This attachment(s) can be found under tab:

This grant is required to realize the development project and accomplishment of project goals. City Council grant authorization includes commitment to provide local match. See appendix J which is Council authorization

26. If requesting project costs, please explain why these costs are necessary to remediate the contamination.

A portion of the infrastructure /storm water improvements will be paid for by a BWSR grant. Roadway and utility and development site grading costs will be paid for by the developer. The DEED grant is required to provide for costs that are not possible to be funded by any other party.

27. If any of the activities listed above are partially or fully completed, how were those activities financed? If work has occurred, please submit the invoices for which you will be seeking reimbursement and list under which attachment it can be found.
Phase One ESA and RAP funded by City of West St. Paul. See appendix C. Cost estimating and environmental consulting work including stormwater and wetland improvement project design were completed as part of these efforts

28. If you are requesting acquisition costs as match, and the amount for acquisition is different from the appraised or assessed value, please explain why there is a difference.

acquisition costs are not required as the City has acquired the site over the past several decades. This site has not been on the tax rolls for decades.

ADDITIONAL FUNDING SOURCES

29. Please indicate whether you have applied for or received all funds available to you from other funding sources. If you applied for or received funds, please list the amount(s) below.

Source	Requested or received all funds available (Y or N)?	Amount(s) requested or received?	Date(s) requested or received?
Met Council			
County ERF Grant			

Source	Requested or received all funds available (Y or N)?	Amount(s) requested or received?	Date(s) requested or received?
PetroFund			
ACRRA			
MPCA Funding			
EPA			
Other (Specify)	BWSR	576,447	December 2019

COST RECOVERY

30. Has the site been identified as a state or federal Superfund site? no

31. Based on question 18, are there any existing or former businesses or landowners who may have caused or contributed to the contamination on the site? none located

If yes, who? _____

What is the status of the business (in operation, sold, closed, moved)? closed golf course

32. What efforts have been made to recover some or all of the cleanup costs from the party(ies)?

Parties are believed to be deceased or out of business

There is a mechanism to recover costs from the responsible party if this grant receives funding. See Minn. Stat. § 116J.557 for further details.

FINANCIAL INFORMATION

33. Please submit a copy of the applicant's most current audit, or financial statement if an audit is not available. If this information is available electronically, you may submit the web address in lieu of a paper copy.

https://wspmn.gov/DocumentCenter/View/3419/2018-FINAL-Comprehensive-Annual-Financial-Report

34. Is there a possibility that the site will be cleaned up without DEED money? no

Explain your answer to the question above.
The City does not have the resources to take on a project this size. Due to Robert Street (state highway) construction from 2014-2017 and other roadway and infrastructure projects the City currently has over $57,000,000 in debt and a tax levy of over 70% and now with losses experienced related to the COVID pandemic the City does not have access to already committed dollars for operations and debt payment

IV. DEVELOPMENT PLAN AFTER CLEANUP

35. Describe in detail the Development Plan for the site after implementation of the RAP? (Number of buildings or housing units, square footage, etc.).
64 townhome housing units at an average expected taxable market value of $335,000/unit. The central portion of the site is a wetland restoration and the western portion of the site is an approved 153 unit multi family apartment building slated to begin construction in September 2020. That project has a taxable value in excess of $18 million.

36. Have all of the required local/city approvals necessary for this project to proceed been obtained (planning commission, zoning, etc.)? no

If not, what remains to be done and what is the process for completing the process of obtaining approvals?

Comprehensive plan and zoning in place along with development agreement. The site plan review will occur if the grant is received as without the grant it would not proceed.

37. What is the estimated cost of the Development (construction costs not including the cleanup costs)? 13,700,000

Of these how much is public? $0.00 Private? 13,700,000

38. Is all of the financing in place for the final development of the site? Due to the COVID pandemic primary developer lenders are not currently financing development projects; upon completion of pandemic developer has received assurances of financing

If yes, attach evidence that funds for the project have been secured. If not, what is the process to secure the funds and the time line for securing them?

see above. Note that development costs are stated for the townhome development. Development costs for the multi family development is at $27.9 million.

39. If the site will be redeveloped for residential use, provide the following data:

RENTAL:	
Total number of units	153
Average Monthly rental cost per unit	1507
Number of affordable units	na
Level of affordability	na
Construction cost per unit	$151,903
OWNER OCCUPIED:	
Total number of units	64
Average Purchase price per unit	335,000
Number of affordable units/homes	na
Level of affordability	na
Construction cost per unit	220,000

40. Are you applying for HUD financing? no

If yes, have you received an "Invitation to Apply" from HUD (attach a copy, if so). If not, where are you in the HUD financing process?

na

PROPERTY TAXES

41. What are the property taxes on the site for the current year (prior to cleanup)? $0.00

42. What is the projected property tax on the site after redevelopment? $302,464.00

A. How were the figures in Questions 41 and 42 determined?

average taxable value projected at $335,000 x tax rate of 1.27413 x class rate. The apartment building

B. Who determined them? City Manager Ryan Schroeder

JOB CREATION AND RETENTION

43. Project the number of new jobs created at the site after cleanup and development of the site. (Jobs that did not exist in Minnesota prior to development)

NEW JOBS TABLE

Position Title	Total # of Full-Time Jobs	Total # of Part-Time Jobs	Expected Hiring Date
housing construction jobs	190	0	over developmen
Total New Jobs (FTEs)			

44. Project the number of retained jobs after cleanup and development of the site. (Jobs that existed either on-site or elsewhere in Minnesota prior to development, and will be relocating to the site)

Position Title	Total # of Full-Time Jobs	Total # of Part-Time Jobs	Expected Hiring Date
Total Retained Jobs (FTEs)			

PROJECT SCHEDULE

45. Provide a detailed project schedule outlining the individual tasks and schedules of the overall project (for both cleanup and redevelopment of the site). Indicate on this form the expected month and year of individual tasks involved in the project. At a minimum, time lines should include outstanding approvals, response actions/ cleanup activities, demolition, construction start and end date, and any other project activities. **Please be advised that if awarded, this schedule will be incorporated into your future grant contract, so you should be as accurate and realistic as possible.**

Scheduled Tasks:

Task	Start Date	End Date
Mobilize	August 1, 2020	August 31, 20
Site Cleanup	August 31 2020	May1 2021
Construct Infrastructure	May 1, 2021	November 30,
Construct Housing	July 15, 2021	November 30,

Cleanup Start date August 1, 2020

Cleanup Completion date May 1, 2021

Construction Completion date November 30, 2024

46. Please list any factors which would change or delay this schedule**.**

The economy experiencing a set back such as with the COVID-19 pandemic. Construction includes contamination clean up, storm water infrastructure, roadways and utilities and four years buildout of townhomes

V. THIRD PARTY/COMPANY COMMITMENT INFORMATION

47. If there is a commitment from a third party to develop on the site after cleanup, please complete the following:

Third Party/Company Name Oppidan Development

Contact Paul Tucci

Title Vice President of Development

Phone Number (including Area Code) 952/294-1243

48. Do you have an executed development agreement? Yes ☒ No ☐

49. Please attach a commitment letter from the developer or other commitment documentation, such as a development agreement. (If you cannot obtain a commitment letter from the developer, please explain.)

enclosed

VI. PAYMENT INFORMATION

Most grant payments take place through electronic funds transfer (EFT). To ensure proper payment, a Vendor Number assigned by Minnesota Management and Budget is required. Vendor information is available at Vendor Resources.

Financial Contact Person Finance Director Char Stark

Telephone Number (including Area Code) 651/552-4123

State of Minnesota Vendor Number (if known) VN0000197724

If a Minnesota Vendor Number is not available, please supply:

Federal Employer Identification Number _____

VII. RESOLUTIONS

50. Resolutions are required to be adopted prior to submission of the application package. The two required elements are:
    1. A resolution from the governing body of the city where the project site is located, which approves the application.
    2. A resolution from the applicant committing the local match and authorizing contract signatures**.** **Note**: Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize the Mayor and Clerk to execute all contracts.

An applicant may either provide a separate resolution for each of the above, or combine them into a single resolution, as long as they include the same elements.

Blank resolutions are included for your convenience. **You may choose to reformat or combine them, but make sure to include all of the statements that appear in our examples.**

RESOLUTION # 1 - City Approving the Application

BE IT RESOLVED that the city of _____(City name of project location) has approved the Contamination Cleanup grant application submitted to the Department of Employment and Economic Development (DEED) on

_____(Date), by _____ (Applicant) for the _____(Site name) site.

I certify that the above resolution was adopted by the city council on _____(Date)

Signed: _____ (Authorized Official)

Title _____

Date _____

Witnessed by _____

Title _____

Date _____

(*add this Section FOR METRO COMMUNITIES only):
BE IT FURTHER RESOLVED that the city of _____ is located within the seven county metropolitan area defined in section 473.121, subdivision 2, and is participating in the local housing incentives program under section 473.254.

RESOLUTION # 2 - Committing Local Match and Authorizing Contract Signature

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for project(s) contained

in the Contamination Cleanup Grant Program to be submitted on _____(Date), and that

_____(Title of Authorized Official) is hereby authorized to apply to the Department of

Employment and Economic Development for funding of this project on behalf of _____ (Applicant)

BE IT FURTHER RESOLVED that _____ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that _____ (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, _____ (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that _____ (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk (for Statutory Cities), or Title of Authorized Official(s), are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant. *Note: Do not include the proper name, only the title of the official(s).* **Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize <u>both</u> the <u>Mayor and Clerk</u> to execute all contracts**, whereas Home Rule Charter Cities or other public entities may differ.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc)

of _____ (Applicant) on _____(Date)

SIGNED: (Authorized Official)	WITNESSED:
_____(Signature)	_____(Signature)
_____(Title and Date)	_____(Title and Date)

Conflict of Interest Disclosure Form

This form gives grantees an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist when receiving a grant. It is the grantee's obligation to be familiar with the Office of Grants Management (OGM) Policy_08-01, Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☒ My grant organization does NOT have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ My grant organization has an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest. (*Please describe below)*

If at any time after submission of this form, my grant organization discover any additional conflict(s) of interest, I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Organization: City of West St. Paul

Signature: _____

Printed Name: Ryan R. Schroeder

Title: City Manager

Date: April 28, 2020

Grant Workplan
Projects and Practices 2020

Grant Title - Thompson Oaks Targeted Stormwater Management and Wetland Restoration Project
Grant ID - C20-4213
Organization - Dakota County

Original Awarded Amount	$576,447.00	**Grant Execution Date**	
Required Match Amount	$144,111.75	**Original Grant End Date**	12/31/2022
Required Match %	25%	**Grant Day To Day Contact**	Mike Behan
Current Awarded Amount	$576,447.00	**Current End Date**	12/31/2022

Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	$576,447.00	$0.00	$576,447.00
Total Match Amount	$144,111.75	$0.00	$144,111.75
Total Other Funds	$0.00	$0.00	$0.00
Total	**$720,558.75**	**$0.00**	**$720,558.75**

**Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Comprehensive Stormwater Treatment and Wetland Restoration	Urban Stormwater Management Practices	Current State Grant	Hydrodynamic Separators, Filtration Basin, Water Reuse System	$375,000.00			N
Design, Engineering, Construction, Oversight, Remaining Match for Construction Costs	Technical/Engineering Assistance	Local Fund	Local In-Kind & Cash Match	$144,111.75			Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Education/Outreach	Education/Information	Local Fund	Education/Outreach	$0.00			Y
Streambank or Shoreland Protection	Streambank or Shoreline Protection	Current State Grant	Stream Restoration/Daylighting	$75,000.00			N
Wetland Restoration	Wetland Restoration/Creation	Current State Grant	Wetland Restoration	$126,447.00			N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
712M - Bioretention Basin	1	0	1 COUNT	0 COUNT
636 - Water Reuse	1	0	1 COUNT	0 COUNT
580 - Streambank and Shoreline Protection	1	0	1 COUNT	0 COUNT
657 - Wetland Restoration	2	0	2 COUNT	0 COUNT
587 - Structure for Water Control	3	0	3 COUNT	0 COUNT

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Comprehensive Stormwater Treatment and Wetland Restoration	VOLUME REDUCED (ACRE-FEET/YEAR)	4.5 ACRE-FEET/YR	Mississippi River	MIDS	
Comprehensive Stormwater Treatment and Wetland Restoration	PHOSPHORUS (EST. REDUCTION)	228 LBS/YR	Mississippi River and Lake Pepin	P8 Urban Catchment Model	
Comprehensive Stormwater Treatment	SEDIMENT (TSS)	94 TONS/YR	Mississippi River	P8 Urban	

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
and Wetland Restoration			and Lake Pepin	Catchment Model	

Grant Activity

Grant Activity - Comprehensive Stormwater Treatment and Wetland Restoration	
Description	The project will be completed in conjunction with construction of the Dakota County River to River Regional Greenway trail. The project converts 10 acres of the former municipal golf course to a regional stormwater treatment system and restores a former wetland and creek complex. Three hydrodynamic separators will be retrofitted on trunk storm sewers to provide the first level of stormwater treatment (pretreatment) for the comprehensive system. A filtration basin and adjacent buffer/irrigation area will be constructed. A water reuse system will be constructed at the end of the system to irrigate the buffer/green space. All practices will have a 25 year effective life and be designed for the 1.1" storm event to MIDS or other accepted engineering standards. Dakota County will use a professional engineering firm for final design drawings and for technical certification. Maintenance will be performed by Dakota County and the City of West St. Paul as identified in a maintenance agreement. The filtration basin is approximately 1.8 acres in area and the re-use irrigation area/buffer is 3.5 acres. A wet storage surface area, as part of the reuse system, will be created and sized to provide sufficient capacity throughout the season to irrigate an annual average volume of 4.5 acre feet over the 3.5 acre irrigation area.
Category	URBAN STORMWATER MANAGEMENT PRACTICES
Has Rates and Hours?	No

Activity Action - Infiltration Area & Irrigation Area			
Practice	712M - Bioretention Basin	**Count of Activities**	3
Description	Infiltration basin and adjacent prairie and buffer areas for irrigation/reuse.		
Proposed Size / Units	1 COUNT	**Lifespan**	25 Years

Activity Action - Hydrodynamic Separators			
Practice	587 - Structure for Water Control	**Count of Activities**	3
Description	Three hydrodynamic separators on trunk storm sewer lines to provide the first level of stormwater treatment (pretreatment) for the comprehensive system.		
Proposed Size / Units	3 COUNT	**Lifespan**	25 Years

Activity Action - Water Reuse System			
Practice	636 - Water Reuse	**Count of Activities**	3
Description	Water reuse system placed at the end of the system to provide irrigation of greenspace for volume reduction, sediment reduction, and TP reduction on an annual basis.		
Proposed Size / Units	1 COUNT	**Lifespan**	25 Years

Grant Activity - Design, Engineering, Construction, Oversight, Remaining Match for Construction Costs	
Description	Dakota County will oversee the proposed project design and work with a private engineering firm to complete final plans and specifications, construction administration, inspection, preparation of as-builts, and practice certification. A contracted professional engineering firm will provide final design drawings and technical certification (project sign-off) for the proposed project. Plan review/comments and construction observation will be a combination of internal Dakota County staff (Mike Behan and Josh Peterson, PE) and potentially utilizing observation services from the County's contracted engineering firm. The projects will remain in place for 25 years. Dakota County will obtain WCA and CWA approvals, including completion of contaminated site remediation currently located within the proposed BMP areas in accordance with the MPCA approved Response Action Plan provided to the City of West St. Paul. Match will be derived from non-state sources (local Dakota County and City of West St. Paul levy).
Category	TECHNICAL/ENGINEERING ASSISTANCE
Has Rates and Hours?	Yes

Grant Activity - Education/Outreach	
Description	The project's location alongside a proposed segment of the River to River Greenway provides a significant opportunity to communicate the project's need, benefits, and long term impacts to the local community to a large and diverse audience. Dakota County will produce professional, permanent, interpretive signage at the project location and will produce a promotional video highlighting Clean Water Fund dollars at work. It is anticipated that the proposed project video and signage will be communicated in Spanish and potentially several other languages. Dakota County will also prepare a project webpage and utilize its e-newsletter for residents and social media pages to promote awareness of the project. All promotional and communicative materials will feature the Legacy Amendment logo and partner agency logos.
Category	EDUCATION/INFORMATION
Has Rates and Hours?	No

Grant Activity - Streambank or Shoreland Protection	
Description	The project consists of daylighting 700 linear feet of a historical creek section. A trunk storm sewer line beneath the current Thompson Oaks golf course will be removed so that flows can be brought to the surface via a restored creek bed. The creek will have a 25 year effective life and be designed for the 1.1" storm event to MIDS or other accepted engineering standards. Dakota County will use a professional engineering firm for final design drawings and for technical certification. Maintenance will be performed by Dakota County and the City of West St. Paul as identified in a maintenance agreement. Dakota County will be responsible for maintenance of vegetation elements -- annual inspections and maintenance (i.e. prescribed burns, herbicide treatments, mowing), and will support any necessary stream maintenance via annually dedicated Dakota County Parks and Greenways CIP/Maintenance Budget equal to 20% of the project costs. Flow will be accommodated in the streambank restoration area to match existing capacity of the downstream storm sewer system. A flow split structure will send low flows to the filtration basin while higher flows will be routed to the new stream.
Category	STREAMBANK OR SHORELINE PROTECTION
Has Rates and Hours?	No

Activity Action - Stream Restoration/Daylighting			
Practice	580 - Streambank and Shoreline Protection	Count of Activities	1
Description	A trunk storm sewer line beneath the current Thompson Oaks golf course will be removed so that flows can be brought to the surface via a restored creek bed. The restored creek also provides primary treatment through annual TP and sediment removal.		
Proposed Size / Units	1 COUNT	Lifespan	25 Years

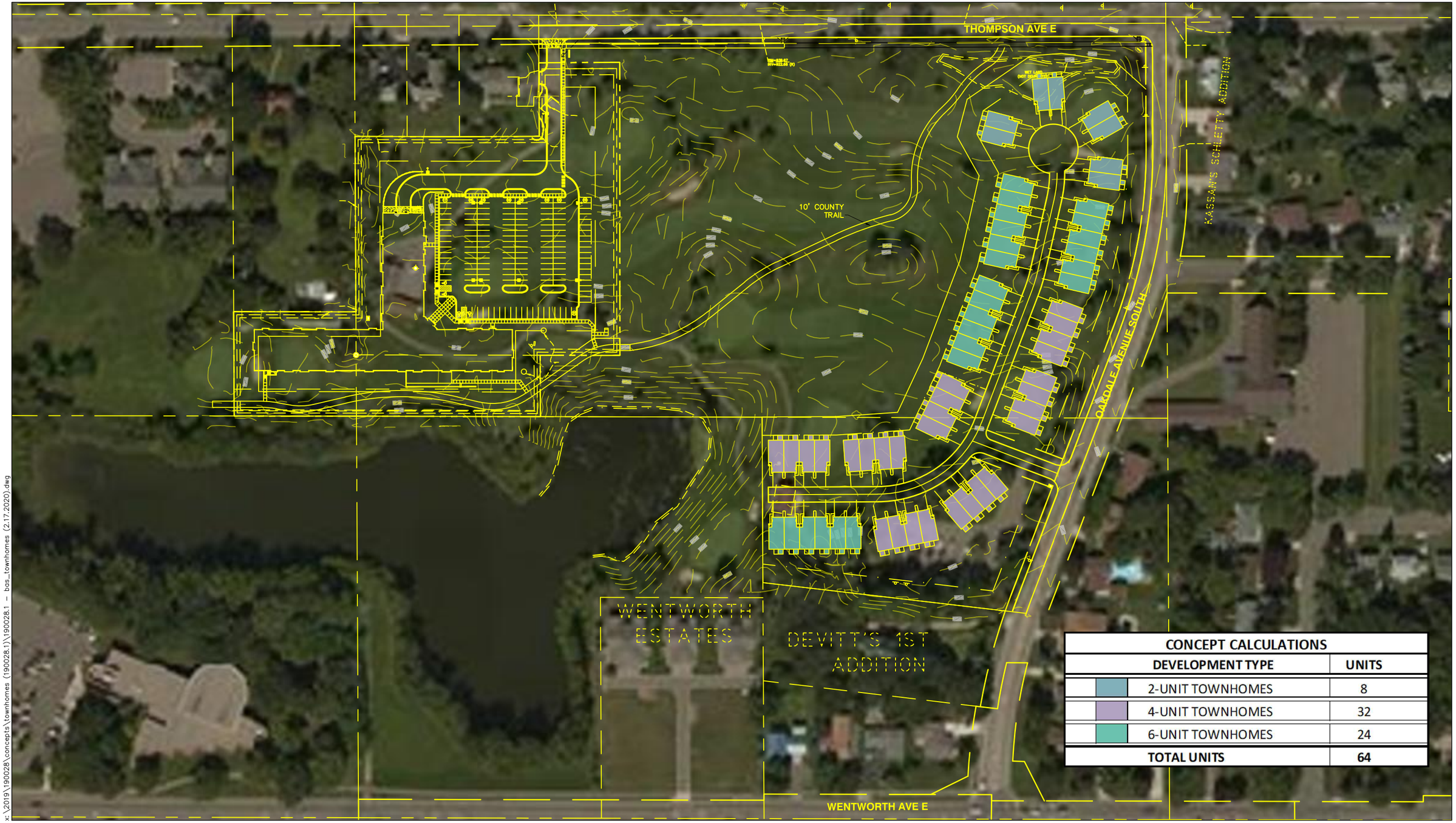
Grant Activity - Wetland Restoration	
Description	Eight acres of enhanced treatment wetlands will be restored. Restoration of the existing Wentworth Pond and of an adjacent (previously filled) historic wetland will be completed with to provide sediment and TP removals. Vegetation restoration and a weir will be constructed to control stormwater flows routed to the restored creek, infiltration area, and reuse system. The wetlands will have a 25 year effective life and will be designed per MIDS or other accepted engineering standards. Dakota County will use a professional engineering firm for final design drawings and for technical certification. Maintenance will be performed by Dakota County and the City of West St. Paul as identified in a maintenance agreement. A surface wet storage surface area will be created and sized to provide sufficient capacity throughout the season to irrigate an annual average volume of 4.5 acre feet over the 3.5 acre irrigation area.
Category	WETLAND RESTORATION/CREATION
Has Rates and Hours?	No

Activity Action - Wetland Restoration			
Practice	657 - Wetland Restoration	Count of Activities	1
Description	Restoration of the existing Wentworth Pond and restoration of adjacent (filled) historic wetland will be completed with the project to provide significant sediment and TP removals annually. Vegetation restoration and a weir will be constructed to control stormwater flows routed to the restored creek, infiltration area, and reuse system.		
Proposed Size / Units	2 COUNT	Lifespan	25 Years

Grant Attachments

Document Name	Document Type	Description
2020 Competitive Grant	Grant Agreement	2020 Competitive Grant - Dakota County
Application	Workflow Generated	Workflow Generated - Application - 09/09/2019
Thompson Oaks Project Layout	Grant	Thompson Oaks Targeted Stormwater Management and Wetland Restoration Project
Thompson Oaks Project Layout	Grant	Thompson Oaks Targeted Stormwater Management and Wetland Restoration Project
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 04/16/2020
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/22/2020
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 02/25/2020

Document Name	Document Type	Description
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/31/2020
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 04/13/2020
grantmap_23651_2019-08-22_03-41-07-PM.jpg	Grant	Thompson Oaks Targeted Stormwater Management and Wetland Restoration Project



CONCEPT CALCULATIONS	
DEVELOPMENT TYPE	UNITS
2-UNIT TOWNHOMES	8
4-UNIT TOWNHOMES	32
6-UNIT TOWNHOMES	24
TOTAL UNITS	64

x:\2019\190028\concepts\townhomes (190028.1)\190028.1 - bas_townhomes (2.17.2020).dwg

TOWNHOMES CONCEPT

WEST ST. PAUL, MN

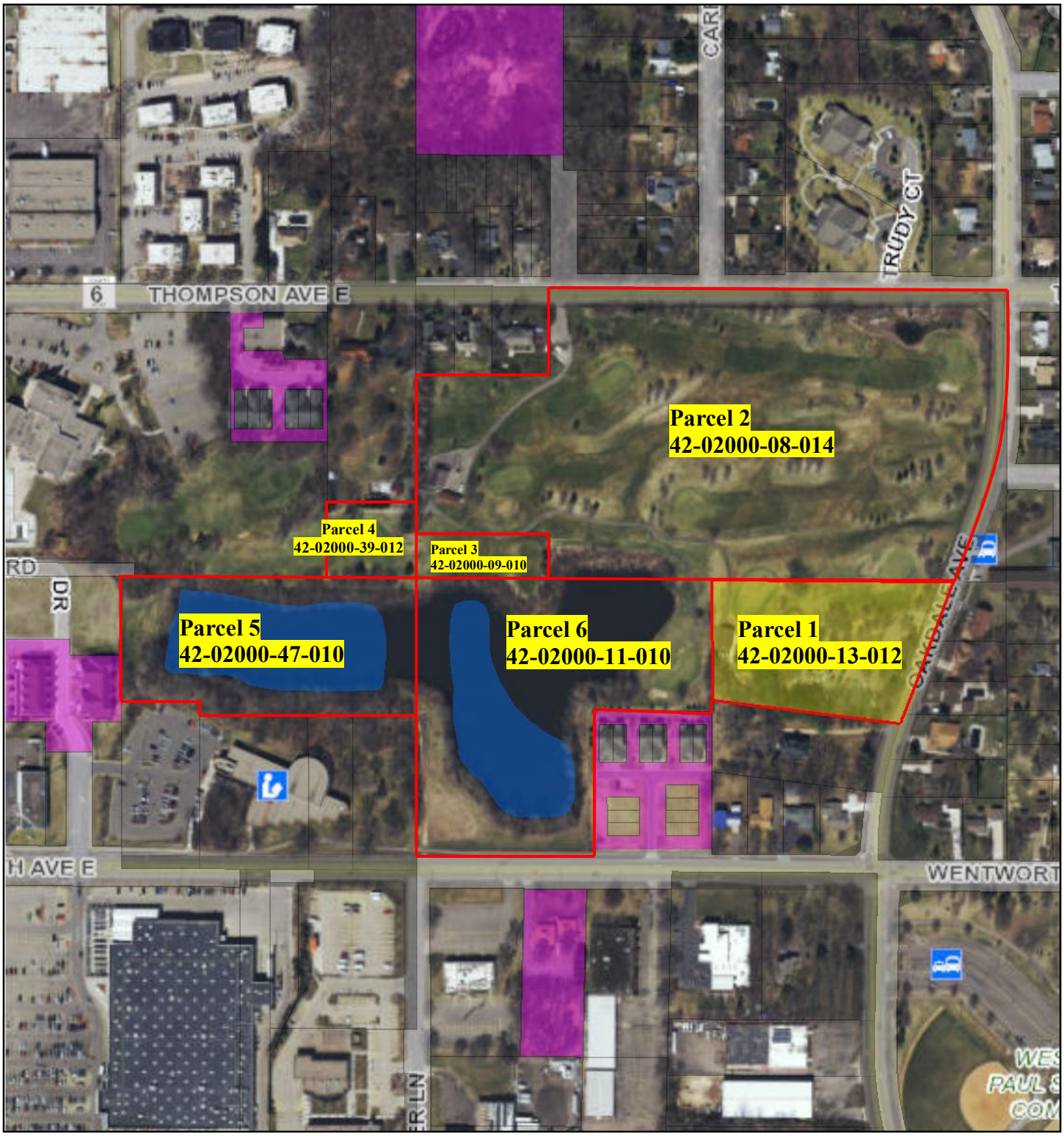
N

0' 75' 150' 1"

DATE: 2-17-2020
DRAWN BY: BTD
SCALE: 1" = 150' - 0"

ALLIANT ENGINEERING

Golf Course



November 8, 2017

1:3,787

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Tax Parcels

Parcels

Tax Parcel

Dedicated Right of Way

Water

Multi-owner Parcel

Water in Tax Parcel

Right of Way Easement

Pending New

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey or for zoning verification.

SOIL BORING LOCATION

PREVIOUSLY COMPLETED HAND AUGER BORING LOCATION (BRAUN PROJECT NO. B14-01427.00)

PREVIOUSLY COMPLETED TEST PIT LOCATION (BRAUN PROJECT NO. B14-01427.00)

PREVIOUSLY COMPLETED TEST PIT LOCATION (BRAUN PROJECT NO. BL1303135)

APPROXIMATE LIMITS OF ORGANIC / SWAMP DEPOSITS BASED ON REVIEW OF HISTORIC AERIAL IMAGERY

75' 0 150'

SCALE: 1" = 150'

DRAFT
Subject to change

BRAUN INTERTEC
The Science You Build On.
11001 Hampshire Avenue S
Minneapolis, MN 55438
952.995.2000
braunintertec.com

Drawing Information

Project No: B1401427.01

Drawing No: B1401427-00

Drawn By:	LAO
Date Drawn:	1/2/18
Checked By:	JCK
Last Modified:	3/15/18

Project Information

Thompson Oak Golf Course

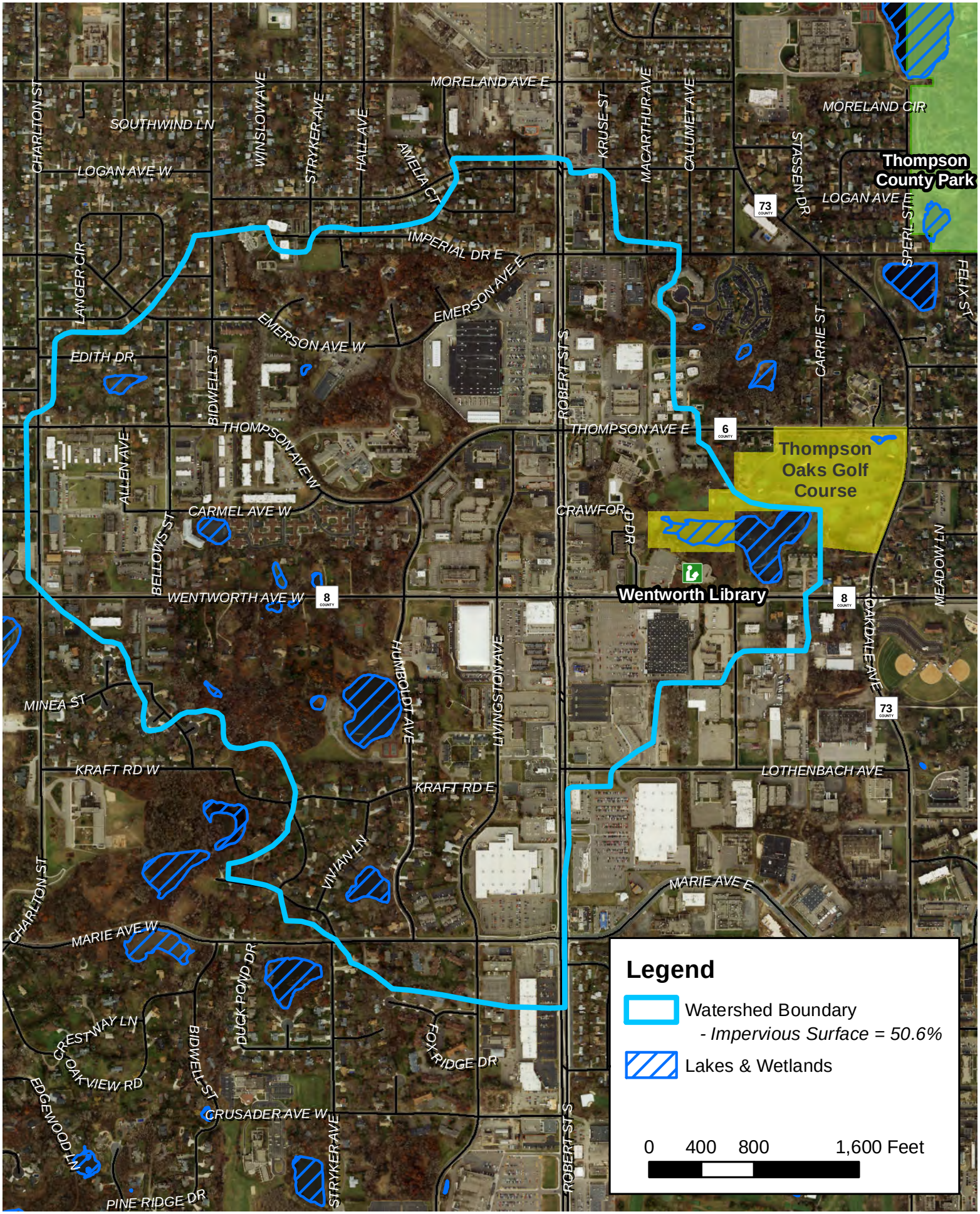
55 Oakdale Ave.

West St. Paul, Minnesota

Soil Boring Location Sketch

F:\2014\B1401427-00.dwg,01 Geotech,3/15/2018 10:27:25 AM

Thompson Oaks Golf Course

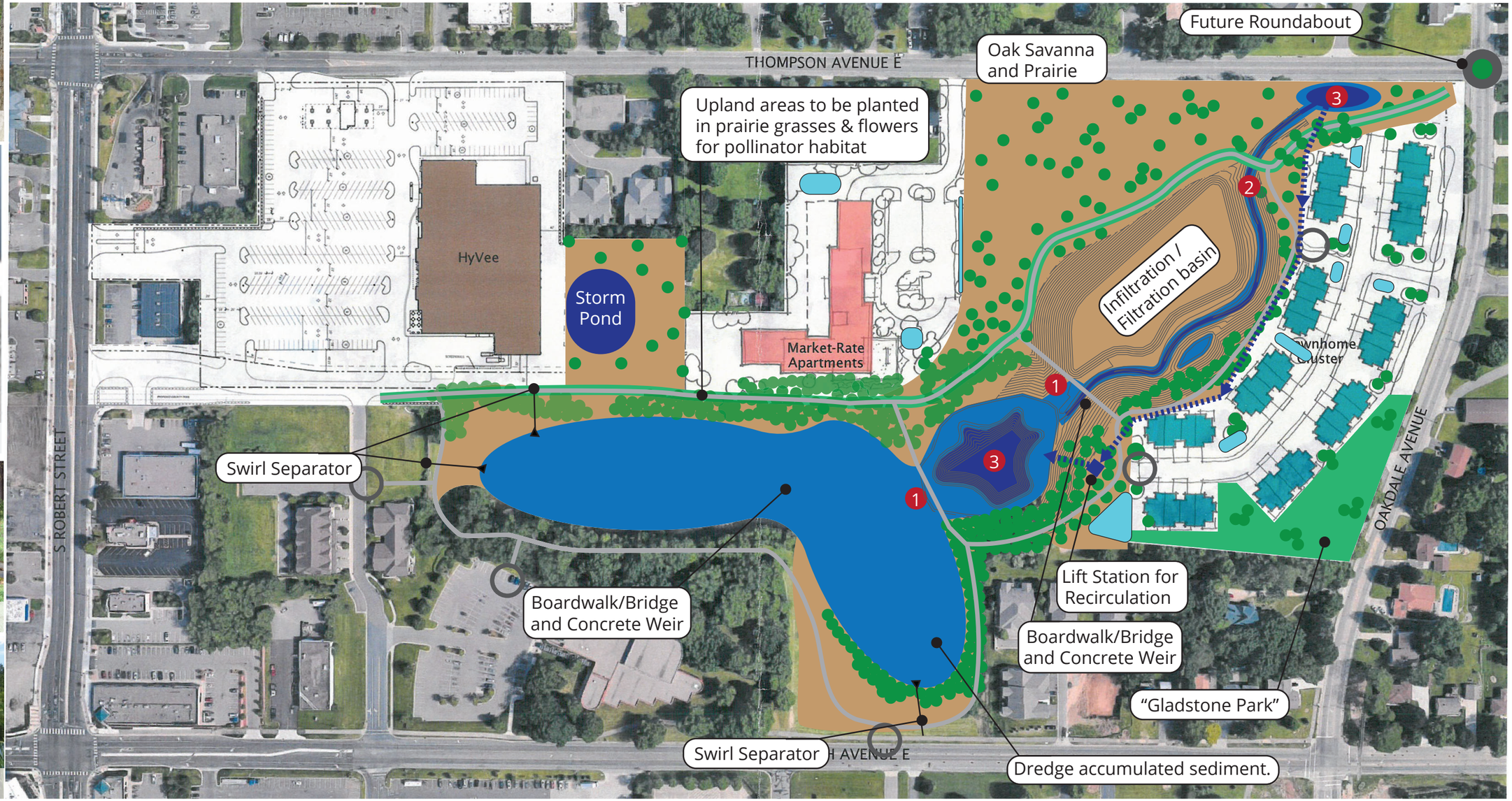


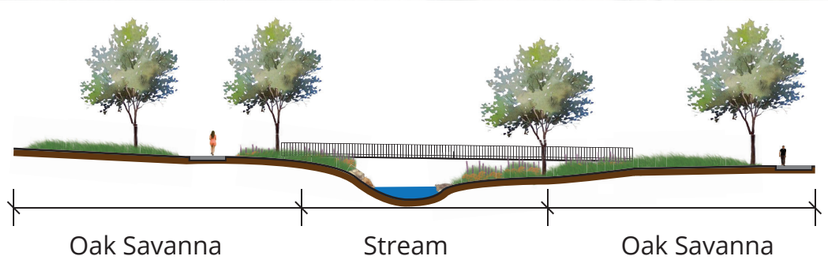
Boardwalk over Weir 1

Concrete Weir 1

Stream with bioengineering 2

Deep Marsh 3





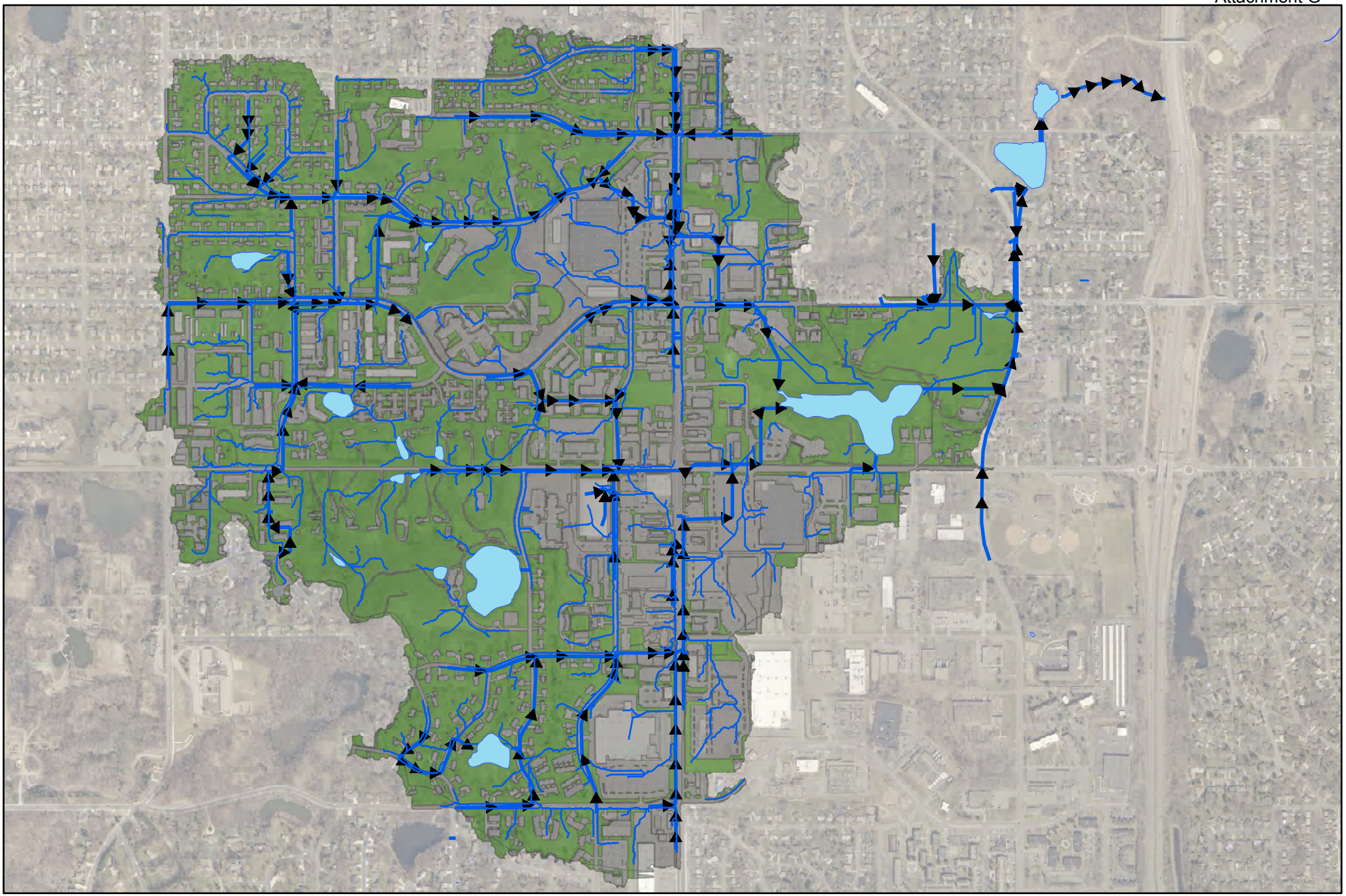
Legend

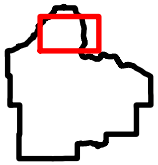
- Private Stormwater Management Area
- Trail
- Neighborhood Connection

N

0' 50' 100' 200'

Thompson Oaks Concept 4 - Hybrid





Dakota COUNTY

Thompson Oaks Land Uses

Legend

- Water Features
- Overland Flow Directions
- Storm Sewer

Impervious Areas

- Green Space
- Impervious

Souce: (Aerial) Dakota County 2017

0 500 1,000 2,000 Feet

N