# CITY COUNCIL MEETING

**MUNICIPAL CENTER COUNCIL CHAMBERS**

**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**

**VIRTUAL MEETING - Cable Channel 21 - www.townsquare.tv/webstreaming**

**TUESDAY, MAY 26, 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 21 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. **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.*

6. **Council Comments**

7. **Proclamations, Presentations and Recognitions**

   A. Proclamation Recognizing Taylor Gonsalez, Recipient of the 2020 Comcast Leaders and Achievers Scholarship

      Documents:

      05-26-20 - RECOGNIZING TAYLOR GONSALEZ.PDF

   B. Proclamation Honoring June 2020 as LGBTQIA Pride Month

      Documents:

      05-26-20 LGBTQIA PRIDE MONTH PROCLAMATION.PDF

   C. Acceptance of Donations

      Documents:

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

8. **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. March Financial Update

Documents:

MARCH FINANCIAL REPORT.PDF
MARCH BANK RECONCILLIATION SUMMARY.PDF
MARCH 2020 GENERAL FUND BUDGET TO ACTUAL.PDF
UBS MARCH.PDF

B. List of Claims for May 26, 2020

Documents:

COUNCIL REPORT 5.26.20 LIST OF CLAIMS.PDF

C. Grant Acceptance

Documents:

COUNCIL REPORT - GRANT ACCEPTANCE.PDF
RESOLUTION - GRANT ACCEPTANCE.PDF

D. Police Department/City Hall Change Order #3

Documents:

COUNCIL REPORT - CITY HALL CHANGE ORDER 3 052620.PDF
5.20.20 LETTER TO RYAN SCHROEDER.PDF
G701-2017 - CHANGE ORDER THREE (3).PDF
WEST ST. PAUL ESTIMATE_5.20.2020.PDF

E. City Licensing

Documents:

COUNCIL REPORT - CITY LICENSING.PDF

F. Rental Licensing

Documents:

COUNCIL REPORT - RENTAL LICENSING.PDF

G. Driver Diversion Program Agreement Extension

Documents:

COUNCIL REPORT - RENEW DRIVER DIVERSON PROGRAM AGREEMENT.PDF
WEST ST PAUL DDP CONTRACT 2020 5-16-20 REV (CLEAN).PDF
RESOLUTION - DRIVER DIVERSION PROGRAM AGREEMENT RENEWAL.PDF

H. Consultant Contract for Lift Station and Forcemain 2 Replacement, City Project 20-10

Documents:

COUNCIL REPORT - CONSULTANT CONTRACT FOR LIFT STATION AND FORCEMAIN 2 CP 20-10.PDF

I. Revised Consultant Contract for Marie/Oakdale Trail Project CP 18-4

Documents:

COUNCIL REPORT - REVISED CONSULTANT CONTRACT CP 18-4.PDF

9. **Public Hearing**

A. Site Plan, Preliminary and Final Plat Review to Allow a Climate Controlled Storage Building at 1665 Oakdale Avenue – More Space LLC

Documents:

COUNCIL REPORT - SELF STORAGE AT 1665 OAKDALE AVE.PDF
ATTACHMENT - SELF STORAGE AT 1665 OAKDALE AVE.PDF
RESOLUTION - SITE PLAN FOR SELF STORAGE WITH PC ADDITIONS, 1665 OAKDALE AVE.PDF
RESOLUTION - SITE PLAN FOR SELF STORAGE WITHOUT PC ADDITIONS, 1665 OAKDALE AVE.PDF
RESOLUTION - PRELIMINARY AND FINAL PLAT FOR SELF STORAGE, 1665 OAKDALE AVE.PDF

B. Final Reading of Ordinance No. 20-007, Vacation of Unbuilt Right-of-Way South of Crusader and West of Stryker

Documents:

COUNCIL REPORT - FINAL READING - VACATING UNBUILT ROW.PDF
ATTACHMENT - FINAL READING - VACATING UNBUILT ROW.PDF
ORDINANCE 20-007 - APPROVING THE SALE OF PROPERTY TO NET MINISTRIES, INC..PDF

10. **New Business**

A. Temporary Outdoor Service Areas

Documents:

COUNCIL REPORT - OUTDOOR BUSINESS PANDEMIC EXPANSION 052620.PDF
RESOLUTION - APPROVING TEMP WAIVER TO PROMOTE BUSINESS ACTIVITIES DURING COVID-19.PDF

11. **Old Business**

12. **Adjourn**

CITY OF
WEST ST. PAUL

# PROCLAMATION HONORING
# HENRY SIBLEY HIGH SCHOOL SENIOR
# TAYLOR GONSALEZ
# MAY 26, 2020

**WHEREAS,** to help build the leaders of tomorrow, Comcast NBCUniversal provides scholarships each year to high school seniors through the Comcast Leaders and Achievers Scholarship Program; and

**WHEREAS,** Comcast Leaders and Achievers are students who have been selected for their outstanding community service, academic performance, and leadership skills. The award, funded by the Comcast NBCUniversal Foundation, is a $2,500.00 scholarship to be used toward undergraduate education-related expenses; and

**WHEREAS,** Applicants to the Comcast Leaders and Achievers Scholarship Program must have a demonstrated commitment to community service and outstanding qualities in character, integrity and leadership; and

**WHEREAS,** Applicants must plan to enroll in full-time undergraduate study at an accredited two or four year college or university in the United States for the entire academic year; and

**WHEREAS,** Applicants must have a minimum GPA of 3.0 on a 4.0 scale (or its equivalent), be enrolled as a high school senior, and demonstrate financial need.

**NOW, THEREFORE, BE IT RESOLVED,** that the Comcast Leaders and Achievers Scholarship Recipient from the West St. Paul community is:

**TAYLOR GONSALEZ**
**HENRY SIBLEY HIGH SCHOOL**
**COLLEGE: UNIVERSITY OF PENNSYLVANIA**

**BE IT FURTHER RESOLVED,** that I, Mayor David J. Napier, and members of the City Council of the City of West St. Paul recognize Taylor Gonsalez for their outstanding community service, academic achievements, and leadership skills. We congratulate Taylor on being the recipient of the Comcast Leaders and Achievers Scholarship and extend our best wishes for continued success at the University of Pennsylvania.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of West St Paul, Minnesota, to be affixed on this 26th day of May 2020.

_____
David J. Napier, Mayor

CITY OF
WEST ST. PAUL

# PROCLAMATION HONORING
# LGBTQIA PRIDE MONTH
# JUNE 1 - 30, 2020

**WHEREAS,** June 2020 is Pride Month; and

**WHEREAS,** Pride Month is the positive stance against discrimination and violence toward individuals who identify as lesbian, gay, bisexual, transgender, queer, intersex and asexual (LGBTQIA) and to promote their self-affirmation, dignity, equal rights, increase their visibility as a social group, build community, and celebrate sexual identity diversity and gender variance; and

**WHEREAS,** the West St. Paul City Council includes diversity and inclusion as one of its strategic initiatives; and

**WHEREAS,** the month of June was chosen for LGBTQIA Pride Month to commemorate the Stonewall riots, which occurred 50 years ago at the end of June 1969 and became a catalyst for the gay rights movement that spread worldwide; and

**WHEREAS,** LGBTQIA people have made, and continue to make, great and lasting contributions that continue to strengthen the fabric of American society; and

**WHEREAS,** the LGBTQIA rights movement has achieved great progress, but there is more work to be done. Youth should feel safe to learn without the fear of harassment, and families and seniors should be allowed to live their lives with dignity and respect; and

**WHEREAS,** during LGBTQIA Pride Month, the City of West St. Paul calls upon the community to work together to promote equal rights for all, regardless of sexual orientation or gender identity.

**NOW, THEREFORE, BE IT RESOLVED,** that the Honorable Mayor David Napier and members of the City Council of the City of West St. Paul do recognize and hereby proclaim June 2020 as LGBTQIA Pride Month and call upon the people of West St. Paul to turn back discrimination and prejudice everywhere it exists.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

_____

David J. Napier, Mayor

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **City Staff**

Date: **May 26, 2020**

## Donations to the City

### BACKGROUND INFORMATION:

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

The following two Minnesota Distilleries started to make hand sanitizer to help the spread of COVID -19 and has donated their product to First Responders in our city:

11 Wells Distilleries – Hand sanitizer for our First Responders.

J Carver Distilleries – Hand sanitizer for our First Responders.

Splash Products - Bleach which will be used as a sanitizer and cleaning option. We received a pallet of this product which will be used by city staff. We will also be reaching out to our congregate care facilities to provide them with this product as needed.

Cub Foods Pharmacy – 24 N95 respirator masks for use by the Police Department.

We have been provided no dollar value with the above listed donations, but they are greater than $10,000.00 when compared to normal market value of similar products.

Anonymous – An anonymous West St Paul resident donated 25 gift cards worth five dollars each, to the Police Department to be given to the homeless in our city. This person requested to remain anonymous.

### FISCAL IMPACT:

| | | Amount |
|---|---|---|
| **Fund:** | 101 | $125.00 |
| **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:

11 Wells Distilleries – Hand sanitizer for our First Responders.

J Carver Distilleries – Hand sanitizer for our First Responders.

Splash Products - This product is used as a sanitizer option. We received a pallet of this product which will be used by City Staff.

Cub Foods Pharmacy – 24 N95 respirator masks for use by the Police Department.

Anonymous – An anonymous West St. Paul resident donated 25 gift cards, worth five dollars each, to the Police Department to be given to the homeless in our city.

**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 26th day of May 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: **Charlene Stark, Finance Director**

Date: **May 26, 2020**

## Financial Information-March

### BACKGROUND INFORMATION:

Attached for Council review the March financial reports:

Bank statement reconciliation
Investment statement
General Fund-Budget to Actual report for March 2020

### FISCAL IMPACT:

| | | Amount |
|---|---|---|
| **Fund:** | | |
| **Department:** | | |
| **Account:** | | |

### STAFF RECOMMENDATION:

Accept the March financial reports as presented.

**CITY OF WEST ST. PAUL**
**BANK RECONCILIATION**
**March 31, 2020**

| | | | |
|---|---|---|---|
| **Old National BANK BALANCE:** | | | |
| Ending Balance - Checking Account | **167,495.63** | | |
| Deposits in Transit | | | |
| Outstanding Disbursements & Checks | (91,212.20) | | |
| EFT to clear | (200.00) | | |
| Petty Cash | 1,850.00 | | |
| **RECONCILED BALANCE** | **77,933.43** | **BANK & TREASURER** | **BANK & ACCOUNT** |
| | | **(0.00)** | **(0.00)** |
| | | | **(0.00)** |

| | |
|---|---|
| **CITY TREASURER'S BALANCE:** | |
| Previous Month's **Reconciled** Balance | **420,789.12** |
| Daily Receipts Posted | $479,793.02 |
| Disbursement Checks Issued | ($1,385,754.15) |
| Payroll Direct Deposits | ($330,517.00) |
| Cash Journal Entries (net) | $892,503.93 |
| Reverse Prior Months | (712.89) |
| Bank Payments to record in GL | 1,831.40 |
| **RECONCILED BALANCE** | **77,933.43** |

| | |
|---|---|
| **CASH ACCOUNT BALANCE:** | **74,252.03** |
| Petty Cash | 1,850.00 |
| Adjustments: | |
| | 1,831.40 |
| | - |
| **RECONCILED BALANCE** | **77,933.43** |

# General Fund Income Statement

Through 3/31/20
Summary Listing

| Organization | Organization Description | Adopted Budget Amount | March Actual Amount | 2020-YTD Actual Amount | Remaining YTD Actual | % of Budget-Spent | |
|---|---|---|---|---|---|---|---|
| | REVENUE | | | | | | |
| 30000 | Revenues | 15,083,361.00 | 217,686.03 | 1,734,355.46 | 13,349,005.54 | 11% | |
| | REVENUE TOTALS | $15,083,361.00 | $217,686.03 | $1,734,355.46 | $13,349,005.54 | 11% | |
| | EXPENSE | | | | | | |
| 41110 | Mayor and Council | 152,054.00 | 6,497.21 | 34,296.88 | 117,757.12 | 23% | |
| 41120 | Charter Commission | 1,500.00 | 392.00 | 392.00 | 1,108.00 | 26% | |
| 41320 | City Manager / City Clerk | 705,932.00 | 48,999.00 | 171,913.84 | 534,018.16 | 24% | |
| 41350 | Marketing and Communications | 159,927.00 | 7,450.55 | 24,304.17 | 135,622.83 | 15% | |
| 41410 | Elections | 60,348.00 | 14,356.81 | 16,236.35 | 44,111.65 | 27% | |
| 41520 | Finance | 374,936.00 | 23,944.19 | 88,391.35 | 286,544.65 | 24% | |
| 41610 | Legal | 362,000.00 | 25,376.79 | 53,941.79 | 308,058.21 | 15% | |
| 41910 | Planning & Community Development | 437,560.00 | 19,863.19 | 81,671.57 | 355,888.43 | 19% | |
| 41915 | Recycling Dept. | 67,701.00 | 4,234.77 | 22,391.12 | 45,309.88 | 33% | |
| 41920 | Information Technology | 474,124.00 | 33,380.25 | 145,684.63 | 328,439.37 | 31% | Maintenance agreements are higher then budgeted |
| 41940 | City Hall Building | 229,910.00 | 7,697.28 | 26,158.51 | 203,751.49 | 11% | Position unfilled |
| 41945 | PW Facility | 73,745.00 | 6,349.14 | 20,348.34 | 53,396.66 | 28% | |
| 42100 | Police | 6,068,118.00 | 453,485.48 | 1,565,685.08 | 4,502,432.92 | 26% | |
| 42200 | Fire | 2,582,003.00 | .00 | 783,778.85 | 1,798,224.15 | 30% | |
| 42401 | Building Inspections | 397,525.00 | 29,915.53 | 101,343.39 | 296,181.61 | 25% | |
| 42500 | Civil Defense | 18,580.00 | 6,409.91 | 6,439.14 | 12,140.86 | 35% | Annual payments |
| 43000 | Engineering | 196,089.00 | 11,657.47 | 47,617.27 | 148,471.73 | 24% | |
| 43100 | Streets | 1,397,597.00 | 103,330.82 | 372,853.85 | 1,024,743.15 | 27% | |
| 43160 | Street Lighting | 143,125.00 | 9,902.85 | 20,840.93 | 122,284.07 | 15% | |
| 44140 | Human Resources | 137,003.00 | 2,106.04 | 4,429.23 | 132,573.77 | 3% | |
| 45000 | Parks and Recreation | 1,043,584.00 | 65,064.09 | 210,857.98 | 832,726.02 | 20% | |
| 49200 | Unallocated | .00 | .00 | .00 | .00 | 0% | |
| 49999 | Disaster Plan/Recovery | .00 | 8,396.71 | 8,396.71 | (8,396.71) | | |
| | EXPENSE TOTALS | $15,083,361.00 | $888,810.08 | $3,807,972.98 | $11,275,388.02 | 25% | |
| | Fund **101 - General Fund** Totals | | | | | | |
| | REVENUE TOTALS | 15,083,361.00 | 217,686.03 | 1,734,355.46 | 13,349,005.54 | 11% | |
| | EXPENSE TOTALS | 15,083,361.00 | 888,810.08 | 3,807,972.98 | 11,275,388.02 | 25% | |
| | Fund **101 - General Fund** Net Gain (Loss) | $0.00 | ($671,124.05) | ($2,073,617.52) | $2,073,617.52 | | |

UBS

UBS Financial Services Inc.
681 Lake Street E.
Suite 354
Wayzata MN 55391-1758

CNQ7004704101 0320 X14 RP 0

# Business Services Account

March 2020

CITY OF WEST SAINT PAUL
CUSTODY ACCOUNT
ATTN: CHARLENE STARK
1616 HUMBOLDT AVE
WEST SAINT PAUL MN 55118-3905

**Account name:** CITY OF WEST SAINT PAUL CUSTODY ACCOUNT

**Friendly account name:** Custody Acct

**Account number:** RP 34592 SH

**Your Financial Advisor:**
HARNETT/SORLEY
Phone: 952-475-9440/800-627-2463

**Questions about your statement?**
Call your Financial Advisor or the ResourceLine at 800-762-1000, account 712034592.

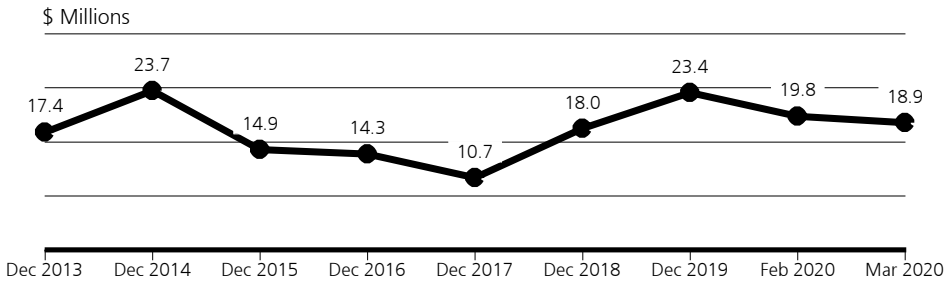
**Visit our website:**
www.ubs.com/financialservices

## Value of your account

| | on February 28 ($) | on March 31 ($) |
|---|---|---|
| Your assets | 19,819,117.56 | 18,928,342.98 |
| Your liabilities | 0.00 | 0.00 |
| **Value of your account** | **$19,819,117.56** | **$18,928,342.98** |
| Accrued interest in value above | $86,589.10 | $94,178.38 |

As a service to you, your portfolio value of $18,928,342.98 includes accrued interest.

## Tracking the value of your account




**Sources of your account growth during 2020**

| | |
|---|---|
| Value of your account at year end 2019 | $23,380,918.65 |
| Net deposits and withdrawals | -$4,800,000.00 |
| Your investment return: | |
| Dividend and interest income | $58,080.50 |
| Change in value of accrued interest | $40,033.74 |
| Change in market value | $249,310.09 |
| **Value of your account on Mar 31, 2020** | **$18,928,342.98** |

# Your account balance sheet

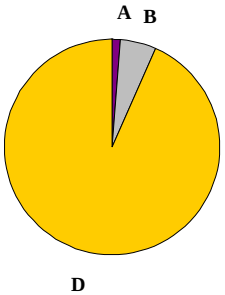
The value of your account includes assets held at UBS and certain assets held away from UBS. See page 1 for more information.

## Summary of your assets

| | | Value on March 31 ($) | Percentage of your account |
|---|---|---|---|
| **A** | Cash and money balances | 245,441.67 | 1.30% |
| **B** | Cash alternatives | 1,015,033.45 | 5.36% |
| **C** | Equities | 0.00 | 0.00% |
| **D** | Fixed income | 17,667,867.87 | 93.34% |
| **E** | Non-traditional | 0.00 | 0.00% |
| **F** | Commodities | 0.00 | 0.00% |
| **G** | Other | 0.00 | 0.00% |
| **Total assets** | | **$18,928,342.98** | **100.00%** |

**Value of your account** **$18,928,342.98**

### Your current asset allocation




- *Cash and money balances* may include available cash balances, UBS Bank USA deposit account, UBS FDIC Insured Deposit Program Bank accounts, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances. See the *Important information about your statement* on the last two pages of this statement for details about those balances.

# Eye on the markets

| Index | Percentage change March 2020 | Percentage change Year to date |
|---|---|---|
| S&P 500 | -12.35% | -19.60% |
| Russell 3000 | -13.75% | -20.90% |
| MSCI - Europe, Australia & Far East | -13.25% | -22.72% |
| Barclays Capital U.S. Aggregate Bond Index | -0.59% | 3.15% |

**Interest rates on March 31, 2020**

3-month Treasury bills: 0.10%

One-month LIBOR: 0.99%

# Change in the value of your account

| | March 2020 ($) | Year to date ($) |
|---|---|---|
| **Opening account value** | **$19,819,117.56** | **$23,380,918.65** |
| Withdrawals and fees, including investments transferred out | -900,000.00 | -4,800,000.00 |
| Dividend and interest income | 25,295.37 | 58,080.50 |
| Change in value of accrued interest | 7,589.28 | 40,033.74 |
| Change in market value | -23,659.23 | 249,310.09 |
| **Closing account value** | **$18,928,342.98** | **$18,928,342.98** |

# Dividend and interest income earned

For purposes of this statement, taxability of interest and dividend income has been determined from a US tax reporting perspective. Based upon the residence of the account holder, account type, or product type, some interest and/or dividend payments may not be subject to United States (US) and/or Puerto Rico (PR) income taxes. The client monthly statement is not intended to be used and cannot be relied upon for tax purposes. Clients should refer to the applicable tax reporting forms they receive from UBS annually, such as the Forms 1099 and the Forms 480, for tax reporting information. It is the practice of UBS to file the applicable tax reporting forms with the US Internal Revenue Service and PR Treasury Department, and in such forms accurately classify dividends and/or interest as tax exempt or taxable income. Please consult your individual tax preparer.

| | March 2020 ($) | Year to date ($) |
|---|---|---|
| Taxable dividends | 691.91 | 5,718.73 |
| Taxable interest | 32,607.28 | 63,339.61 |
| Taxable accrued interest paid | -695.82 | -3,706.24 |
| Tax-exempt accrued interest paid | -7,308.00 | -7,308.00 |
| **Total current year** | **$25,295.37** | **$58,044.10** |
| Prior year adjustment | 0.00 | 36.40 |
| **Total dividend & interest** | **$25,295.37** | **$58,080.50** |

# Summary of gains and losses

Values reported below exclude products for which gains and losses are not classified.

| | Realized gains and losses | | Unrealized |
|---|---|---|---|
| | March 2020 ($) | Year to date ($) | gains and losses ($) |
| Short term | 10,348.00 | 17,768.00 | 126,529.27 |
| Long term | 0.00 | 36,000.00 | 272,688.59 |
| **Total** | **$10,348.00** | **$53,768.00** | **$399,217.86** |

# Cash activity summary

See *Account activity this month* for details. Balances in your Sweep Options are included in the opening and closing balances value. FDIC insurance applies to deposits at UBS Bank USA and all banks participating in the UBS FDIC Insured Deposit Program. It does not apply to deposits at UBS AG, Stamford Branch. SIPC protection applies to money market sweep fund holdings but not bank deposits. See *Important information about your statement* on the last two pages of this document for details.

| | March 2020 ($) | Year to date ($) |
|---|---|---|
| **Opening balances** | **$11,899.95** | **$302,480.34** |
| *Additions* | | |
| Dividend and interest income | 25,295.37 | 58,080.50 |
| Proceeds from investment transactions | 4,101,829.27 | 9,175,046.57 |
| *Total additions* | **$4,127,124.64** | **$9,233,127.07** |
| *Subtractions* | | |
| Other funds debited | -900,000.00 | -4,800,000.00 |
| Funds withdrawn for investments bought | -2,993,582.92 | -4,490,165.74 |
| *Total subtractions* | **-$3,893,582.92** | **-$9,290,165.74** |
| **Net cash flow** | **$233,541.72** | **-$57,038.67** |
| **Closing balances** | **$245,441.67** | **$245,441.67** |

# UBS Bank USA Deposit Account APY

*Interest period Feb 7 - Mar 5*

| | |
|---|---|
| Opening UBS Bank USA Deposit balance Feb 7 | $6,882.54 |
| Closing UBS Bank USA Deposit balance Mar 5 | $0.05 |
| Number of days in interest period | 28 |
| Average daily balance | $8,244.45 |
| Interest earned | $0.26 |
| Annual percentage yield earned | 0.04% |

# Your investment objectives:

You have identified the following investment objectives for this account. If you have questions about these objectives, disagree with them, or wish to change them, please contact your Financial Advisor or Branch Manager. You can find a full description of the alternative investment objectives in *Important information about your statement* at the end of this document.

**Your return objective:**
Current income
**Your risk profile:**
Primary - Conservative
Investment eligibility consideration - None selected

# Your account instructions

- Your account cost basis default closing method is FIFO, First In, First Out.

# Your assets

Some prices, income and current values shown may be approximate. As a result, gains and losses may not be accurately reflected. See *Important information about your statement* at the end of this document for more information.

## Cash

### Cash and money balances

*Cash and money balances* may include available cash balances, UBS Bank USA deposit account balances, UBS FDIC Insured Program Bank Balances, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances.

See the *Important information about your statement* at the end of this document for details about those balances.

UBS Bank USA and all UBS FDIC Insured Program Bank deposit account balances are insured by the FDIC within applicable limits, but are not protected by SIPC. UBS AG Stamford Branch deposit account balances are not insured by FDIC and are not protected by SIPC. Money market sweep balances are protected by SIPC but are not insured by the FDIC.

| Holding | Opening balance on Mar 1 ($) | Closing balance on Mar 31 ($) | Price per share on Mar 31 ($) | Average rate | Dividend/Interest period | Days in period | Cap amount ($) |
|---|---|---|---|---|---|---|---|
| Cash | 11,899.95 | 81.55 | | | | | |
| UBS BANK USA DEP ACCT | 0.00 | 245,360.12 | | | | | 250,000.00 |
| **Total** | **$11,899.95** | **$245,441.67** | | | | | |

## Cash alternatives

### Money market funds

Money market funds are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Institutional prime and institutional municipal funds must float their net asset values (NAV) per share to the nearest 1/100th of a cent (e.g., $1.0000). Government and retail money market funds will continue to transact at a stable $1.00 net asset value. Although money market funds seek to preserve the value of your investment at $1.00 per share, it is possible to lose money by investing in these funds.

*Total reinvested* is the total of all reinvested dividends. It does not include any cash dividends. It is not a tax lot for the purposes of determining holding periods or cost basis. The shares you receive each time you reinvest dividends become a separate tax lot.

*Cost basis* is the total purchase cost of the security, including reinvested dividends. The cost basis may need to be adjusted for return of capital payments in order to determine the adjusted cost basis for tax reporting purposes.

*Unrealized (tax) gain or loss* is the difference between the current value and the cost basis and would generally be your taxable gain or loss if the security was sold on this date. The unrealized (tax) gain or loss may need to be adjusted for return of capital payments in order to determine the realized gain or loss for tax reporting purposes.

*Investment return* is the current value minus the amount you invested. It does not include shares that are not reflected on your statement, including shares that have been realized as either a gain or a loss. It also does not include cash dividends that were not reinvested.

| Holding | Number of shares | Purchase price/ Average price per share ($) | Client investment ($) | Cost basis ($) | Price per share on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Investment return ($) | Holding period |
|---|---|---|---|---|---|---|---|---|---|
| UBS SELECT PRIME INSTITUTIONAL FUND | 1,015,338.055 | | | | 0.9997 | 1,015,033.45 | | | |
| EAI: $11,676 Current yield: 1.15% | | | | | | | | | |

# Your assets (continued)

## Fixed income

### Certificates of deposit and share certificates

Cost basis has been adjusted for accreted original issue discount (OID) on long-term (more than 1 year) CDs and share certificates. Cost basis has been adjusted automatically for amortization of premium using the constant yield method on long-term (more than 1 year) CDs and share certificates.

CDs are FDIC insured up to $250,000 in principal and accrued interest per depositor and per depository institution, in accordance with FDIC rules. Share certificates are NCUA insured up to $250,000 in principal and accrued interest per qualifying account and per credit union, in accordance with NCUA rules.

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| WEBBANK UT US<br>RATE 01.8500% MAT 06/29/2020<br>FIXED RATE CD<br>CALLABLE 04/28/2020 @ 100.0000<br>ACCRUED INTEREST $37.26<br>CUSIP 947547JP1<br>EAI: $1,133 Current yield: 1.85% | Jun 19, 17 | 245,000.000 | 100.000 | 245,000.00 | 100.067 | 245,164.15 | 164.15 | LT |
| FLAGSTAR BK FSB MI US<br>RATE 01.7500% MAT 07/21/2020<br>FIXED RATE CD<br>ACCRUED INTEREST $822.26<br>CUSIP 33847EY76<br>EAI: $2,144 Current yield: 1.75% | Jul 11, 17 | 245,000.000 | 100.000 | 245,000.00 | 100.228 | 245,558.60 | 558.60 | LT |
| WORLD'S FOREMOST B NE US<br>RATE 02.3000% MAT 08/06/2020<br>FIXED RATE JUMBO CD<br>ACCRUED INTEREST $315.06<br>CUSIP 9159919E5<br>EAI: $1,917 Current yield: 2.29% | Jul 28, 15 | 200,000.000 | 100.000 | 200,000.00 | 100.277 | 200,554.00 | 554.00 | LT |
| CAPITAL ONE NA VA US<br>RATE 02.0500% MAT 12/29/2020<br>FIXED RATE CD<br>ACCRUED INTEREST $1,279.70<br>CUSIP 14042RFE6<br>EAI: $5,023 Current yield: 2.04% | Dec 22, 16 | 245,000.000 | 100.000 | 245,000.00 | 100.704 | 246,724.80 | 1,724.80 | LT |
| CAPITAL ONE BANK N VA US<br>RATE 02.0500% MAT 12/29/2020<br>FIXED RATE CD<br>ACCRUED INTEREST $1,279.70<br>CUSIP 140420S43<br>EAI: $5,023 Current yield: 2.04% | Dec 22, 16 | 245,000.000 | 100.000 | 245,000.00 | 100.704 | 246,724.80 | 1,724.80 | LT |

*continued next page*

## Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| SYNCHRONY BK UT US<br>RATE 02.1000% MAT 12/09/2021<br>FIXED RATE CD<br>ACCRUED INTEREST $1,592.84<br>CUSIP 87164XPB6<br>EAI: $5,145 Current yield: 2.07% | Dec 06, 16 | 245,000.000 | 100.000 | 245,000.00 | 101.303 | 248,192.35 | 3,192.35 | LT |
| SALLIE MAE BK UT US<br>RATE 02.3500% MAT 03/22/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $139.08<br>CUSIP 795450ZW8<br>EAI: $5,640 Current yield: 2.30% | Mar 15, 17 | 240,000.000 | 100.000 | 240,000.00 | 101.958 | 244,699.20 | 4,699.20 | LT |
| PRIVATEBANK & TR IL US<br>RATE 02.0000% MAT 05/05/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $1,973.42<br>CUSIP 74267GVX2<br>EAI: $4,900 Current yield: 1.97% | Dec 10, 18 | 245,000.000 | 96.000 | 235,200.00 | 101.319 | 248,231.55 | 13,031.55 | LT |
| COMENITY BANK DE US<br>RATE 02.4000% MAT 06/21/2022<br>FIXED RATE JUMBO CD<br>ACCRUED INTEREST $368.22<br>CUSIP 981996RH6<br>EAI: $4,800 Current yield: 2.37% | Jun 16, 17 | 200,000.000 | 100.000 | 200,000.00 | 101.188 | 202,376.00 | 2,376.00 | LT |
| BARCLAYS BK DE US<br>RATE 02.2000% MAT 07/19/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $1,063.22<br>CUSIP 06740KKJ5<br>EAI: $5,390 Current yield: 2.16% | Jul 11, 17 | 245,000.000 | 100.000 | 245,000.00 | 101.853 | 249,539.85 | 4,539.85 | LT |
| ALLY BK SANDY UT US<br>RATE 01.8500% MAT 08/29/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $384.94<br>CUSIP 02007GLJ0<br>EAI: $4,533 Current yield: 1.83% | Aug 27, 19 | 245,000.000 | 100.000 | 245,000.00 | 101.089 | 247,668.05 | 2,668.05 | ST |

*continued next page*

## Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| BMW BK OF NA NA UT US<br>RATE 01.8000% MAT 11/22/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $1,570.69<br>CUSIP 05580ATC8<br>EAI: $4,410 Current yield: 1.78% | Nov 19, 19 | 245,000.000 | 100.000 | 245,000.00 | 100.996 | 247,440.20 | 2,440.20 | ST |
| WELLS FARGO NATL B NV US<br>RATE 01.8000% MAT 12/13/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $217.48<br>CUSIP 949495AA3<br>EAI: $4,410 Current yield: 1.78% | | 245,000.000 | ---This information was unavailable--- | | 101.006 | 247,464.70 | | |
| MERCANTIL COMM BAN NJ US<br>RATE 02.3000% MAT 12/16/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $1,636.47<br>CUSIP 58733ADQ9<br>EAI: $5,635 Current yield: 2.25% | Dec 06, 16 | 245,000.000 | 100.000 | 245,000.00 | 102.330 | 250,708.50 | 5,708.50 | LT |
| MEDALLION BK UT US<br>RATE 03.3000% MAT 12/19/2022<br>FIXED RATE CD<br>ACCRUED INTEREST $287.94<br>CUSIP 58404DCZ2<br>EAI: $8,085 Current yield: 3.14% | Dec 04, 18 | 245,000.000 | 100.000 | 245,000.00 | 105.007 | 257,267.15 | 12,267.15 | LT |
| MERRICK BK UT US<br>RATE 03.4000% MAT 01/20/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $251.05<br>CUSIP 59013J4X4<br>EAI: $8,330 Current yield: 3.23% | Nov 15, 18 | 245,000.000 | 100.000 | 245,000.00 | 105.412 | 258,259.40 | 13,259.40 | LT |
| DISCOVER BANK DE US<br>RATE 03.3000% MAT 10/03/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $3,987.13<br>CUSIP 254673UL8<br>EAI: $8,085 Current yield: 3.11% | Sep 25, 18 | 245,000.000 | 100.000 | 245,000.00 | 106.216 | 260,229.20 | 15,229.20 | LT |

*continued next page*

## Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| GOLDMAN SACHS BANK NY US<br>RATE 03.5500% MAT 11/21/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $3,121.56<br>CUSIP 38148P2H9<br>EAI: $8,698 Current yield: 3.31% | Nov 15, 18 | 245,000.000 | 100.000 | 245,000.00 | 107.303 | 262,892.35 | 17,892.35 | LT |
| CITIBANK, NA DE US<br>RATE 03.5500% MAT 11/24/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $3,073.91<br>CUSIP 17312QW47<br>EAI: $8,698 Current yield: 3.31% | Nov 15, 18 | 245,000.000 | 100.000 | 245,000.00 | 107.318 | 262,929.10 | 17,929.10 | LT |
| MORGAN STANLEY PRV NY US<br>RATE 03.5500% MAT 11/24/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $3,073.91<br>CUSIP 61760ASL4<br>EAI: $8,698 Current yield: 3.31% | Nov 15, 18 | 245,000.000 | 100.000 | 245,000.00 | 107.318 | 262,929.10 | 17,929.10 | LT |
| MORGAN STANLEY BK UT US<br>RATE 03.5500% MAT 11/24/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $3,073.91<br>CUSIP 61690UBN9<br>EAI: $8,698 Current yield: 3.31% | Nov 15, 18 | 245,000.000 | 100.000 | 245,000.00 | 107.318 | 262,929.10 | 17,929.10 | LT |
| AMER EXPRESS NATL UT US<br>RATE 03.5500% MAT 12/04/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $2,811.79<br>CUSIP 02589AA28<br>EAI: $8,698 Current yield: 3.31% | Nov 26, 18 | 245,000.000 | 100.000 | 245,000.00 | 107.372 | 263,061.40 | 18,061.40 | LT |
| WELLS FARGO BK NA SD US<br>RATE 03.5500% MAT 12/14/2023<br>FIXED RATE CD<br>ACCRUED INTEREST $405.08<br>CUSIP 949763VU7<br>EAI: $8,698 Current yield: 3.32% | Dec 04, 18 | 245,000.000 | 100.000 | 245,000.00 | 106.780 | 261,611.00 | 16,611.00 | LT |

*continued next page*

## Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| JPMORGAN CHASE BK OH US<br>RATE 02.5500% MAT 06/28/2024<br>FIXED RATE CD<br>CALLABLE 06/28/2020 @ 100.0000<br>ACCRUED INTEREST $1,608.93<br>CUSIP 48128HG77<br>EAI: $6,248 Current yield: 2.54% | Jun 17, 19 | 245,000.000 | 100.000 | 245,000.00 | 100.359 | 245,879.55 | 879.55 | ST |
| JONESBORO ST BK LA US<br>RATE 02.0500% MAT 09/16/2024<br>FIXED RATE CD<br>CALLABLE 04/16/2020 @ 100.0000<br>ACCRUED INTEREST $206.41<br>CUSIP 48040PFB6<br>EAI: $5,023 Current yield: 2.05% | Aug 29, 19 | 245,000.000 | 100.000 | 245,000.00 | 100.045 | 245,110.25 | 110.25 | ST |
| HSBC BANK USA NA VA US<br>RATE 02.0000% MAT 09/23/2024<br>FIXED RATE CD<br>CALLABLE 09/23/2020 @ 100.0000<br>ACCRUED INTEREST $107.40<br>CUSIP 44329MAX1<br>EAI: $4,900 Current yield: 1.99% | Sep 16, 19 | 245,000.000 | 100.000 | 245,000.00 | 100.447 | 246,095.15 | 1,095.15 | ST |
| ENERBANK UT US<br>RATE 02.0000% MAT 09/27/2024<br>FIXED RATE CD<br>ACCRUED INTEREST $53.70<br>CUSIP 29278TLX6<br>EAI: $4,900 Current yield: 1.96% | Sep 17, 19 | 245,000.000 | 100.000 | 245,000.00 | 102.063 | 250,054.35 | 5,054.35 | ST |
| STATE BK INDIA NY US<br>RATE 02.0500% MAT 11/27/2024<br>FIXED RATE CD<br>ACCRUED INTEREST $1,720.02<br>CUSIP 856285RS2<br>EAI: $5,023 Current yield: 2.00% | Nov 12, 19 | 245,000.000 | 100.000 | 245,000.00 | 102.315 | 250,671.75 | 5,671.75 | ST |

*continued next page*

## Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| BMO HARRIS BK NA IL US | | | | | | | | |
| RATE 01.9000% MAT 02/28/2025 | | | | | | | | |
| FIXED RATE CD | | | | | | | | |
| CALLABLE 08/28/2020 @ 100.0000 | | | | | | | | |
| ACCRUED INTEREST $408.12 | | | | | | | | |
| CUSIP 05581W5Q4 | | | | | | | | |
| EAI: $4,655 Current yield: 1.89% | Feb 19, 20 | 245,000.000 | 100.000 | 245,000.00 | 100.351 | 245,859.95 | 859.95 | ST |
| **Total** | | **$7,010,000.000** | | **$6,755,200.00** | | **$7,206,825.55** | **$204,160.85** | |

**Total accrued interest: $36,871.20**

**Total estimated annual income: $167,540**

### Asset backed securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. The cost basis for asset backed securities has been adjusted automatically for return of principal payments, and if issued at a discount, accreted original issue discount (OID).

| Holding | Trade date | Quantity | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| GNMA PL MA6445M | | | | | | | | |
| RATE 02.5000% MATURES 02/20/35 | | | | | | | | |
| CURRENT PAR VALUE 497,372 | | | | | | | | |
| CUSIP 36179VES5 | Mar 05, 20 | 500,000.000 | 104.419 | 519,354.07 | 103.815 | 516,346.74 | -3,007.33 | ST |

### Municipal securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been automatically adjusted for mandatory amortization of bond premium on coupon tax-exempt municipal securities using the constant yield method and for accreted original issue discount for securities issued at a discount. When original cost basis is displayed, amortization has been done using the constant yield method, otherwise amortization has been done using the straight line method.

| Holding | Trade date | Total face value at maturity ($) | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| BERKELEY CNTY SC SCH | | | | | | | | |
| TAX SR C BE/R/ | | | | | | | | |
| RATE 02.350% MATURES 03/01/23 | | | | | | | | |
| ACCRUED INTEREST $469.99 | | | | | | | | |
| CUSIP 084203WV6 | | | | | | | | |
| Moody: Aa1 S&P: AA | | | | | | | | |
| EAI: $5,640 Current yield: 2.28% | | | | | | | | |
| Original cost basis: $242,767.20 | Oct 02, 17 | 240,000.000 | 100.637 | 241,529.76 | 103.178 | 247,627.20 | 6,097.44 | LT |

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## Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| NEW YORK NY CITY TRANSI<br>TAX A-2 RV BE/R/<br>RATE 01.850% MATURES 05/01/23<br>ACCRUED INTEREST $3,854.15<br>CUSIP 64971WJ43<br>Moody: Aa1 S&P: AAA<br>EAI: $9,250 Current yield: 1.83% | Jun 16, 17 | 500,000.000 | 97.814 | 489,070.00 | 100.923 | 504,615.00 | 15,545.00 | LT |
| NYS MTGE AGY HOMEOWNER<br>AMT RV BE/R/<br>RATE 02.800% MATURES 04/01/24<br>ACCRUED INTEREST $7,560.00<br>CUSIP 6498833S2<br>Moody: Aa1<br>EAI: $15,120 Current yield: 2.70% | Mar 23, 20 | 540,000.000 | 99.281 | 536,117.40 | 103.857 | 560,827.80 | 24,710.40 | ST |
| UNIV KY GEN RCPTS RV<br>TAX SR B OID99.123 BE/R/<br>RATE 02.500% MATURES 04/01/24<br>ACCRUED INTEREST $5,000.00<br>CUSIP 914378KW3<br>Moody: Aa2 S&P: AA<br>EAI: $10,000 Current yield: 2.40% | Feb 23, 17 | 400,000.000 | 99.505 | 398,020.00 | 103.972 | 415,888.00 | 17,868.00 | LT |
| LEXINGTON-FAYETTE URBAN<br>TAX SR B BE/R/<br>RATE 02.500% MATURES 06/01/25<br>ACCRUED INTEREST $1,999.99<br>CUSIP 52908EM83<br>Moody: Aa2 S&P: AA<br>EAI: $6,000 Current yield: 2.38%<br>Original cost basis: $241,231.20 | Sep 21, 17 | 240,000.000 | 100.355 | 240,853.15 | 105.128 | 252,307.20 | 11,454.05 | LT |
| NEW YORK NY CITY TRANSI<br>TAX B-2 RV BE/R/<br>RATE 02.400% MATURES 08/01/25<br>ACCRUED INTEREST $1,700.00<br>CUSIP 64971WP61<br>Moody: Aa1 S&P: AAA<br>EAI: $10,200 Current yield: 2.35%<br>Original cost basis: $432,097.50 | Nov 04, 19 | 425,000.000 | 101.557 | 431,618.86 | 102.021 | 433,589.25 | 1,970.39 | ST |

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## Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| NEW YORK NY GO BDS<br>TAX BE/R/<br>RATE 01.890% MATURES 10/01/25<br>DATED DATE 10/22/19<br>ACCRUED INTEREST $3,213.78<br>CUSIP 64966QEH9<br>Moody: Aa1 S&P: AA<br>EAI: $7,277 Current yield: 1.92% | Nov 04, 19 | 385,000.000 | 99.260 | 382,151.00 | 98.188 | 378,023.80 | -4,127.20 | ST |
| PHILADELPHIA PA AUTH FOR<br>ASSUR TAX RV BE/R/<br>RATE 00.000% MATURES 04/15/26<br>DATED DATE 02/03/99<br>CUSIP 71781LBU2<br>Moody: A2 S&P: AA<br>Original cost basis: $431,885.00 | Jan 07, 20 | 500,000.000 | 86.787 | 433,935.54 | 88.567 | 442,835.00 | 8,899.46 | ST |
| WISC ST GEN FD APP 2003<br>TAX SR A RV BE/R/<br>RATE 02.383% MATURES 05/01/26<br>ACCRUED INTEREST $5,461.06<br>CUSIP 977100DC7<br>Moody: Aa2 S&P: AA-<br>EAI: $13,107 Current yield: 2.32% | Aug 17, 17 | 550,000.000 | 97.600 | 536,800.00 | 102.845 | 565,647.50 | 28,847.50 | LT |
| CALIFORNIA ST FOR PREVIO<br>TAX BE/R/<br>RATE 02.375% MATURES 10/01/26<br>DATED DATE 10/24/19<br>ACCRUED INTEREST $5,178.80<br>CUSIP 13063DRD2<br>Moody: Aa2 S&P: AA-<br>EAI: $11,875 Current yield: 2.30%<br>Original cost basis: $512,625.00 | Jan 22, 20 | 500,000.000 | 102.456 | 512,284.96 | 103.046 | 515,230.00 | 2,945.04 | ST |

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## Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| PEMBROKE RESOURCES CORP<br>TAX RV BE/R/<br>RATE 02.500% MATURES 07/01/27<br>ACCRUED INTEREST $1,875.00<br>CUSIP 70643QHA9<br>S&P: AA<br>EAI: $7,500 Current yield: 2.42%<br>Original cost basis: $302,046.00 | Dec 31, 19 | 300,000.000 | 100.660 | 301,982.67 | 103.238 | 309,714.00 | 7,731.33 | ST |
| NEW YORK N Y<br>TAX B-2 BE/R/<br>RATE 02.090% MATURES 10/01/27<br>DATED DATE 10/22/19<br>ACCRUED INTEREST $2,307.70<br>CUSIP 64966QEK2<br>Moody: Aa1 S&P: AA<br>EAI: $5,225 Current yield: 2.10% | Nov 04, 19 | 250,000.000 | 98.846 | 247,115.00 | 99.488 | 248,720.00 | 1,605.00 | ST |
| TEXAS A&M UNIV PERM FD<br>TAX RV BE/R/<br>RATE 02.260% MATURES 07/01/28<br>DATED DATE 12/17/19<br>ACCRUED INTEREST $3,264.45<br>CUSIP 8821176F6<br>Moody: Aaa S&P: AAA<br>EAI: $11,300 Current yield: 2.17% | Dec 18, 19 | 500,000.000 | 99.691 | 498,455.00 | 103.934 | 519,670.00 | 21,215.00 | ST |
| LYNWOOD CA UNI SCH ST<br>BUILD TAX OID99.119BE/R/<br>RATE 01.750% MATURES 08/01/28<br>DATED DATE 03/17/20<br>ACCRUED INTEREST $507.04<br>CUSIP 551800JG1<br>S&P: AA<br>EAI: $13,038 Current yield: 1.81% | Mar 18, 20 | 745,000.000 | 94.189 | 701,708.05 | 96.892 | 721,845.40 | 20,137.35 | ST |

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## Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

| Holding | Trade date | Total face value at maturity ($) | Purchase price($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| UNIV OF AL AT BIR MINGHA<br>TAX SR D RV BE/R/<br>RATE 02.350% MATURES 10/01/28<br>DATED DATE 11/06/19<br>ACCRUED INTEREST $5,679.18<br>CUSIP 914745GC2<br>Moody: Aa2 S&P: AA<br>EAI: $14,100 Current yield: 2.31%<br>Original cost basis: $602,382.00 | Dec 11, 19 | 600,000.000 | 100.384 | 602,306.97 | 101.649 | 609,894.00 | 7,587.03 | ST |
| NEWPORT MESA CAL UNI SCH<br>CAV6.16 BE/R/<br>RATE 00.000% MATURES 08/01/29<br>DATED DATE 06/08/11<br>CUSIP 652113WF4<br>Moody: Aaa S&P: AA+<br>Original cost basis: $250,365.15 | Mar 25, 20 | 315,000.000 | 79.508 | 250,451.30 | 84.797 | 267,110.55 | 16,659.25 | ST |
| **Total** | | **$6,990,000.000** | | **$6,804,399.66** | | **$6,993,544.70** | **$189,145.04** | |

**Total accrued interest: $48,071.14**

**Total estimated annual income: $139,632**

### Government securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been adjusted for accreted original issue discount (OID). Cost basis has been automatically adjusted for amortization of bond premium using the constant yield method. If you have made a tax election to deduct the premium amortization on taxable debt securities, you may request that UBS adjust cost basis for the bond premium amortization.

| Holding | Trade date | Quantity | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| FNMA NTS STEP-UP<br>RATE 1.6250% MATURES 07/27/21<br>ACCRUED INTEREST $1,444.45<br>CUSIP 3136G3XT7<br>EAI: $8,125 Current yield: 1.62% | Jul 27, 16 | 500,000.000 | 100.000 | 500,000.00 | 100.068 | 500,340.00 | 340.00 | LT |

*continued next page*

## Your assets ‣ **Fixed income** ‣ **Government securities** (continued)

| Holding | Trade date | Quantity | Purchase price ($) | Adjusted cost basis ($) | Price on Mar 31 ($) | Value on Mar 31 ($) | Unrealized gain or loss ($) | Holding period |
|---|---|---|---|---|---|---|---|---|
| FHLB BOND STEP-UP<br>RATE 1.5000% MATURES 11/23/21<br>ACCRUED INTEREST $2,666.65<br>CUSIP 3130A9Z95<br>EAI: $7,500 Current yield: 1.50%<br>Original cost basis: $495,760.00 | Jun 19, 17 | 500,000.000 | 98.652 | 493,260.00 | 100.083 | 500,415.00 | 7,155.00 | LT |
| FFCB BOND<br>RATE 2.0500% MATURES 12/26/24<br>INTEREST EARNED FROM 12/26/19<br>1ST INTEREST PAYMENT 06/26/20<br>ACCRUED INTEREST $4,598.24<br>CUSIP 3133ELFB5<br>EAI: $17,425 Current yield: 2.05% | | 850,000.000 | ---This information was unavailable--- | | 100.015 | 850,127.50 | | |
| FFCB BOND<br>RATE 2.3700% MATURES 09/23/26<br>ACCRUED INTEREST $526.70<br>CUSIP 3133EKR24<br>EAI: $23,700 Current yield: 2.36%<br>Original cost basis: $1,005,000.00 | Sep 30, 19 | 1,000,000.000 | 100.466 | 1,004,665.70 | 100.609 | 1,006,090.00 | 1,424.30 | ST |
| **Total** | | **2,850,000.000** | | **$1,997,925.70** | | **$2,856,972.50** | **$8,919.30** | |

**Total accrued interest: $9,236.04**

**Total estimated annual income: $56,750**

## Your total assets

| | | Value on Mar 31 ($) | Percentage of your account | Cost basis ($) | Estimated annual income ($) | Unrealized gain or loss ($) |
|---|---|---|---|---|---|---|
| **Cash** | **Cash and money balances** | **245,441.67** | **1.30%** | **245,441.67** | | |
| **Cash alternatives** | * **Money market funds** | **1,015,033.45** | **5.36%** | | **11,676.00** | |
| **Fixed income** | * Certificates of deposits and share certificates | 7,206,825.55 | | 6,755,200.00 | 167,540.00 | 204,160.85 |
| | Asset backed securities | 516,346.74 | | 519,354.07 | | -3,007.33 |
| | Municipal securities | 6,993,544.70 | | 6,804,399.66 | 139,632.00 | 189,145.04 |
| | * Government securities | 2,856,972.50 | | 1,997,925.70 | 56,750.00 | 8,919.30 |
| | Total accrued interest | 94,178.38 | | | | |

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## Your assets ‣ **Your total assets** (continued)

| | Value on Mar 31 ($) | Percentage of your account | Cost basis ($) | Estimated annual income ($) | Unrealized gain or loss ($) |
|---|---|---|---|---|---|
| **Total fixed income** | **17,667,867.87** | **93.34%** | **16,076,879.43** | **363,922.00** | **399,217.86** |
| **Total** | **$18,928,342.99** | **100.00%** | **$16,322,321.10** | **$375,598.00** | **$399,217.86** |

* Missing cost basis information.

# Account activity this month

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Dividend and interest income** | | | | |
| *Taxable dividends* | Mar 31 | Dividend | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | 691.91 |
| | **Total taxable dividends** | | | **$691.91** |
| *Taxable interest* | Mar 2 | Interest | FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 AS OF 02/29/20<br>CUSIP: 33742CAP2 | 473.22 |
| | Mar 2 | Interest | ALLY BK SANDY UT US RT 01.8500% MAT 08/29/22FIXED RATE CD PAID ON 245000 AS OF 02/29/20<br>CUSIP: 02007GLJ0 | 2,284.88 |
| | Mar 2 | Interest | BERKELEY CNTY SC SCH TAX SR C BE/R/2.350 030123 DTD 051717 PAID ON 240000 AS OF 03/01/20<br>CUSIP: 084203WV6 | 2,820.00 |
| | Mar 3 | Interest | FIRST NATL BK TX US RT 01.9500% MAT 08/29/24FIXED RATE CD PAID ON 245000 AS OF 02/29/20<br>CUSIP: 32112UDB4 | 405.76 |
| | Mar 3 | Interest | COMENITY BANK DE US RT 02.4000% MAT 06/21/22FIXED RATE JUMBO CD PAID ON 200000<br>CUSIP: 981996RH6 | 381.37 |
| | Mar 6 | Interest | UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20 | 0.05 |
| | Mar 13 | Interest | WELLS FARGO NATL B NV US RT 01.8000% MAT 12/13/22FIXED RATE CD PAID ON 245000<br>CUSIP: 949495AA3 | 350.38 |
| | Mar 16 | Interest | WELLS FARGO BK NA SD US RT 03.5500% MAT 12/14/23FIXED RATE CD PAID ON 245000 AS OF 03/14/20<br>CUSIP: 949763VU7 | 691.03 |

*continued next page*

## Account activity this month (continued)

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Dividend and interest income** (continued) | | | | |
| *Taxable interest (continued)* | Mar 16 | Interest | JONESBORO ST BK LA US RT 02.0500% MAT 09/16/24FIXED RATE CD PAID ON 245000<br>CUSIP: 48040PFB6 | 399.05 |
| | Mar 17 | Interest | WORLD'S FOREMOST B NE US RT 02.3000% MAT 08/06/20FIXED RATE JUMBO CD PAID ON 200000AS OF 03/06/20<br>CUSIP: 9159919E5 | 365.48 |
| | Mar 18 | Interest | MEDALLION BK UT US RT 03.3000% MAT 12/19/22FIXED RATE CD PAID ON 245000<br>CUSIP: 58404DCZ2 | 642.37 |
| | Mar 18 | Interest | SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20FIXED RATE CD PAID ON 245000<br>CUSIP: 80280JSR3 | 2,198.96 |
| | Mar 19 | Interest | WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24FIXED RATE CD PAID ON 245000AS OF 03/18/20<br>CUSIP: 98321PAF7 | 369.85 |
| | Mar 20 | Interest | UBS BANK USA MMF YIELD ACCOUNT | 6.26 |
| | Mar 20 | Interest | UBS BANK USA DEPOSIT ACCOUNT | 0.07 |
| | Mar 20 | Interest | MERRICK BK UT US RT 03.4000% MAT 01/20/23FIXED RATE CD PAID ON 245000<br>CUSIP: 59013J4X4 | 661.84 |
| | Mar 23 | Interest | FFCB BOND 02.370 % DUE 092326DTD 092319 FC 03232020PAID ON 1000000<br>CUSIP: 3133EKR24 | 11,850.00 |
| | Mar 23 | Interest | SALLIE MAE BK UT US RT 02.3500% MAT 03/22/22FIXED RATE CD PAID ON 240000 AS OF 03/22/20<br>CUSIP: 795450ZW8 | 2,812.27 |
| | Mar 23 | Interest | HSBC BANK USA NA VA US RT 02.0000% MAT 09/23/24FIXED RATE CD PAID ON 245000<br>CUSIP: 44329MAX1 | 2,443.29 |
| | Mar 26 | Interest | NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20FIXED RATE CD PAID ON 245000<br>CUSIP: 63983RBH1 | 2,260.04 |
| | Mar 27 | Interest | ENERBANK UT US RT 02.0000% MAT 09/27/24FIXED RATE CD PAID ON 245000<br>CUSIP: 29278TLX6 | 389.32 |

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## Account activity this month (continued)

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Dividend and interest income** (continued) | | | | |
| *Taxable interest (continued)* | Mar 30 | Interest | WEBBANK UT US RT 01.8500% MAT 06/29/20FIXED RATE CD PAID ON 245000 AS OF 03/28/20<br>CUSIP: 947547JP1 | 360.12 |
| | Mar 31 | Interest | FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 AS OF 03/28/20<br>CUSIP: 33742CAP2 | 441.67 |
| | **Total accrued interest paid** | | | **-$695.82** |
| | **Total taxable interest** | | | **$31,911.46** |
| *Tax-exempt interest* | **Total accrued interest paid** | | | **-$7,308.00** |
| | **Total dividend and interest income** | | | **$25,295.37** |

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Other funds debited** | Mar 16 | Withdrawal | FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK | -150,000.00 |
| | Mar 25 | Withdrawal | FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK | -750,000.00 |
| | **Total other funds debited** | | | **-$900,000.00** |

### Investment transactions

For more information about the price/value shown for restricted securities, see *Important information about your statement* at the end of this document.

| Date | Activity | Description | Quantity | Value ($) | Price ($) | Proceeds from investment transactions ($) | Funds withdrawn for investments bought ($) | Accrued interest ($) |
|---|---|---|---|---|---|---|---|---|
| Mar 5 | Bought | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | 18,252.403 | | | | -18,265.18 | |
| Mar 16 | Sold | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | -149,985.001 | | | 150,000.00 | | |
| Mar 18 | Bought | GNMA PL MA6445M 02.5000 DUE 02/20/35 FACTOR 0.994743410000 PRINCIPAL PURCHASE EY 1.609 WAL 5.426 PSA 17 6<br>CUSIP: 36179VES5 | 500,000.000 | | 104.4375000 | | -519,442.57 | -587.17 |
| Mar 18 | Call Redemption | WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24 FIXED RATE CD<br>CUSIP: 98321PAF7 | -245,000.000 | | | 245,000.00 | | |
| Mar 18 | Sold | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | -521,128.128 | | | 520,971.79 | | |

*continued next page*

## Account activity this month (continued)

**Investment transactions** (continued)

| Date | Activity | Description | Quantity | Value ($) | Price ($) | Proceeds from investment transactions ($) | Funds withdrawn for investments bought ($) | Accrued interest ($) |
|---|---|---|---|---|---|---|---|---|
| Mar 18 | Call Redemption | SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20 FIXED RATE CD<br>CUSIP: 80280JSR3 | -245,000.000 | | | 245,000.00 | | |
| Mar 20 | Sold | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | -205,981.069 | | | 205,857.48 | | |
| Mar 20 | Bought | LYNWOOD CA UNI SCH ST BUILD TAX OID99.119BE/R/ 1.750 080128 DTD 031720 2.525% YIELD TO MATURITY<br>CUSIP: 551800JG1 | 745,000.000 | | 94.1890000 | | -701,708.05 | -108.65 |
| Mar 23 | Call Redemption | BANCO SANTANDER SA/NY DUE 03/23/20<br>CUSIP: 05971RCP7 | -2,000,000.000 | | | 2,000,000.00 | | |
| Mar 25 | Bought | NYS MTGE AGY HOMEOWNER AMT RV BE/R/ 2.8 040124 DTD 031518 2.991% YIELD TO MATURITY<br>CUSIP: 6498833S2 | 540,000.000 | | 99.2810000 | | -536,117.40 | -7,308.00 |
| Mar 26 | Bought | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | 474,172.849 | | | | -473,983.18 | |
| Mar 26 | Call Redemption | NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20 FIXED RATE CD<br>CUSIP: 63983RBH1 | -245,000.000 | | | 245,000.00 | | |
| Mar 27 | Bought | NEWPORT MESA CAL UNI SCH CAV6.16 BE/R/ DUE 080129 DTD 060811 FC 080129 2.473% YIELD TO MATURITY<br>CUSIP: 652113WF4 | 315,000.000 | | 79.4810000 | | -250,365.15 | |
| Mar 30 | Call Redemption | FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26 FIXED RATE CD AS OF 03/28/20<br>CUSIP: 33742CAP2 | -245,000.000 | | | 245,000.00 | | |
| Mar 30 | Bought | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | 247,723.677 | | | | -247,649.36 | |
| Mar 31 | Call Redemption | FIRST NATL BK TX US RT 01.9500% MAT 08/29/24 FIXED RATE CD AS OF 03/29/20<br>CUSIP: 32112UDB4 | -245,000.000 | | | 245,000.00 | | |

*continued next page*

## Account activity this month (continued)

**Investment transactions** (continued)

| Date | Activity | Description | Quantity | Value ($) | Price ($) | Proceeds from investment transactions ($) | Funds withdrawn for investments bought ($) | Accrued interest ($) |
|---|---|---|---|---|---|---|---|---|
| Mar 31 | Reinvestment | UBS SELECT PRIME INSTITUTIONAL FUND DIVIDEND REINVESTED AT 0.99 NAV ON 03/31/20<br>SYMBOL: SELXX | 692.118 | | | | -691.91 | |
| Mar 31 | Bought | UBS SELECT PRIME INSTITUTIONAL FUND<br>SYMBOL: SELXX | 245,433.750 | | | | -245,360.12 | |
| **Total** | | | | | | **$4,101,829.27** | **-$2,993,582.92** | **-$8,003.82** |

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Money balance activities** | **Feb 28** | **Balance forward** | | **$0.00** |
| | Mar 2 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 11,899.95 |
| | Mar 3 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 5,578.10 |
| | Mar 4 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 787.13 |
| | Mar 6 | Withdrawal | UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20 | -18,265.18 |
| | Mar 6 | Deposit | UBS BANK USA DEPOSIT ACCOUNT AS OF 03/05/20 | 0.05 |
| | Mar 16 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 350.38 |
| | Mar 17 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 1,090.08 |
| | Mar 18 | Withdrawal | UBS BANK USA DEPOSIT ACCOUNT | -1,440.51 |
| | Mar 19 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 250,000.00 |
| | Mar 20 | Withdrawal | UBS BANK USA DEPOSIT ACCOUNT | -250,000.00 |
| | Mar 23 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 668.17 |
| | Mar 24 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 249,331.83 |
| | Mar 27 | Withdrawal | UBS BANK USA DEPOSIT ACCOUNT | -2,739.96 |
| | Mar 30 | Deposit | UBS BANK USA DEPOSIT ACCOUNT | 389.32 |
| | Mar 31 | Withdrawal | UBS BANK USA DEPOSIT ACCOUNT AS OF 03/30/20 | -2,289.24 |
| | **Mar 31** | **Closing UBS Bank USA Deposit Account** | | **$245,360.12** |
| | **Feb 28** | **Balance forward** | | **$0.00** |
| | Mar 19 | Deposit | UBS BANK USA MMF YIELD ACCOUNT | 245,589.37 |
| | Mar 20 | Withdrawal | UBS BANK USA MMF YIELD ACCOUNT | -245,589.37 |
| | Mar 24 | Deposit | UBS BANK USA MMF YIELD ACCOUNT | 1,767,773.73 |
| | Mar 25 | Withdrawal | UBS BANK USA MMF YIELD ACCOUNT | -543,425.40 |

*continued next page*

## Account activity this month (continued)

| | Date | Activity | Description | Amount ($) |
|---|---|---|---|---|
| **Money balance activities** (continued) | Mar 26 | Withdrawal | UBS BANK USA MMF YIELD ACCOUNT AS OF 03/25/20 | -750,000.00 |
| | Mar 27 | Withdrawal | UBS BANK USA MMF YIELD ACCOUNT AS OF 03/26/20 | -226,723.14 |
| | Mar 27 | Withdrawal | UBS BANK USA MMF YIELD ACCOUNT | -247,625.19 |
| | **Mar 31** | **Closing UBS Bank USA MMF Yield Account** | | **$0.00** |

# Realized gains and losses

The estimated realized gains and losses shown below are not for tax purposes. Please note that gain or loss recognized on the sale or redemption of certain Structured Products, like Contingent Debt Securities, may be ordinary, and not capital, gain or loss. Please check with your tax advisor. To calculate gains and losses, we liquidate the oldest security lot first. This is known as the first-in, first-out or FIFO accounting method. We use this method unless you specified which tax lot to close when you placed your order. This is known as a versus purchases or VSP order. See *Important information about your statement* at the end of this document for more information. We may not adjust gains and losses for all capital changes. We automatically adjust cost basis for tax-exempt and AMT coupon municipal securities for estimated amortization of bond premiums and for accreted OID for securities issued at a discount. If you requested that UBS adjust cost basis for the bond premium amortization on taxable debt securities then cost basis reflected for these securities has been adjusted. Estimates in the *Unclassified* section can not be classified as short term or long term because information is missing, or the product is one in which the gain/loss calculation is not provided.

## Short-term capital gains and losses

| Security description | Method | Quantity or face value | Purchase date | Sale date | Sale amount ($) | Cost basis ($) | Wash sale cost basis adjustment($) | Loss ($) | Gain ($) |
|---|---|---|---|---|---|---|---|---|---|
| BANCO SANTANDER SA/NY DUE 03/23/20 | FIFO | 2,000,000.000 | Dec 10, 19 | Mar 23, 20 | 2,000,000.00 | 1,989,652.00 | | | 10,348.00 |
| FIRST NATL BK TX US RT 01.9500% MAT 08/29/24 FIXED RATE CD | FIFO | 245,000.000 | Aug 21, 19 | Mar 29, 20 | 245,000.00 | 245,000.00 | | | |
| FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26 FIXED RATE CD | FIFO | 245,000.000 | Aug 16, 19 | Mar 28, 20 | 245,000.00 | 245,000.00 | | | |
| WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24 FIXED RATE CD | FIFO | 245,000.000 | Aug 28, 19 | Mar 18, 20 | 245,000.00 | 245,000.00 | | | |
| **Total** | | | | | **$2,735,000.00** | **$2,724,652.00** | | | **$10,348.00** |
| **Net short-term capital gains and losses** | | | | | | | | | **$10,348.00** |
| **Net capital gains/losses:** | | | | | | | | | **$10,348.00** |

*continued next page*

# Realized gains and losses (continued)

## Gains and losses not calculated

| Security description | Method | Quantity or face value | Purchase date | Sale date | Sale amount ($) | Cost basis ($) | Wash sale cost basis adjustment($) | Loss ($) | Gain ($) |
|---|---|---|---|---|---|---|---|---|---|
| NEEDHAM CO-OPERATI MA US RT 01.8500% MAT 03/26/20 FIXED RATE CD | FIFO | 245,000.000 | | Mar 26, 20 | 245,000.00 | 0.00 | | ---This information was unavailable--- | |
| SANTANDER BK NA DE US RT 01.8000% MAT 03/18/20 FIXED RATE CD | FIFO | 245,000.000 | | Mar 18, 20 | 245,000.00 | 0.00 | | ---This information was unavailable--- | |
| **Total** | | | | | **$490,000.00** | | | | |

## Prior month or year activity adjustments

Gain and loss details presented here reflect changes to previously reported gains and losses, resulting from a trade cancellation, wash sale transaction or an update to cost basis. If the adjustment is a result of a wash sale transaction, the amount of the disallowed loss has been added to the cost basis of the securities of the same issuer that you held subsequent to the wash sale.

## Short-term capital gains and losses

| Security description | Method | Quantity or face value | Purchase date | Sale date | Sale amount ($) | Cost basis ($) | Wash sale cost basis adjustment($) | Loss ($) | Gain ($) |
|---|---|---|---|---|---|---|---|---|---|
| SILVERGATE BANK CA US RT 02.3000% MAT 07/31/24 FIXED RATE CD | Adjustment | 245,000.000 | Jul 03, 19 | Feb 29, 20 | 245,000.00 | 245,000.00 | | | |

UBS

# Your notes

# Important information about your statement

UBS Financial Services Inc. (the Firm or UBS Financial Services), is a member of all principal security, commodity and options exchanges. UBS Financial Services and UBS Bank USA are indirect subsidiaries of UBS AG and affiliates of UBS Securities LLC. The Firm's financial statement is available upon request. The Firm's executive offices are at:

UBS Financial Services Inc.
1200 Harbor Boulevard
Weehawken, NJ 07086

This statement represents the only official record of your UBS Financial Services account. Other records, except official tax documents, containing conflicting data should not be relied upon. If you believe there is an error or omission, please report it immediately in writing to the Branch Manager of the office serving your account.

Although all figures shown are intended to be accurate, statement data should not be used for tax purposes. Rely solely on year-end tax forms, (i.e., Form 1099, 5498, 1042S, etc.) when preparing your tax return. The Firm is required by law to report to the IRS all taxable dividends, reportable non-taxable dividends and taxable interest earned on securities held in your account, net proceeds on sale transactions, and cost basis on certain covered securities.

**Communications with the Firm**

- Please re-confirm any oral communications in writing to further protect your rights, including your rights under the Securities Investor Protection Act (SIPA).
- If the financial institution on the top left of the front of this statement is not UBS Financial Services, UBS Financial Services carries your account as clearing broker by arrangement with the indicated institution. We informed you of this relationship when you opened this account. In this case, your funds and securities are located at UBS Financial Services and not the introducing broker, and you must make a report of any error or omission to **both** firms.
- As described in the account agreements, you must notify us of any errors or fraud involving checks reflected on your statement within 30 days after it was mailed or made available.
- Please direct customer complaints or inquiries to the Firm's Client Relations Department at 201-352-1699 or toll-free at 800-354-9103, 8:00 A.M. to 6:00 P.M. ET Monday through Friday, or in writing to UBS Financial Services Inc., Client Relations Department, P.O. Box 766 Union City, NJ 07087.
- All statements shall be deemed complete and accurate if not objected to in writing within 60 days.
- For TTY services: Call 844-612-0986 or from outside the U.S.: Call 201-352-1495
- In case of errors or questions about an electronic funds transfer (EFT), bill payment or UBS Visa® debit card transactions, call 800-762-1000, or write to UBS Financial Services Inc., 1000 Harbor Blvd., 6th floor, Weehawken, NJ 07086, Attn: RMA/BSA Services.

  Call or write as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. The Firm or Card Issuer (as applicable) must hear from you no later than 60 days after the Firm sent you the first statement on which the error or problem appeared.
  - Provide your name and account number (if any).
  - Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
  - Provide the dollar amount of the suspected error.

The Firm or Card Issuer will investigate your complaint and will correct any error promptly. For alleged errors involving UBS Visa® debit card transactions, if we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Please make all checks payable to the Firm or the financial institution indicated on the front of this statement. In addition to regular account fees, accounts may be subject to maintenance fees, charges for late payment for securities purchases and charges for unpaid amounts in cash accounts. Accounts that are transferred to other institutions may be subject to a transfer fee.

**UBS Sweep Options**

UBS offers options for sweeping cash balances to bank deposit accounts at non-affiliated banks and affiliated banks and money market mutual funds (Money Funds). Deposit accounts at UBS Bank USA and non-affiliated banks participating in the UBS FDIC-Insured Deposit Program are FDIC-insured in accordance with FDIC rules. For more information, please visit www.fdic.gov. Deposit accounts at UBS AG Stamford Branch and shares of Money Funds are not insured by the FDIC.

Bank deposits are not protected by SIPC. Money Fund shares are protected by SIPC. See "UBS Financial Services Account Protection" below.

Upon your request, balances in the bank deposits may be withdrawn, and shares of a Money Fund may be liquidated, and the proceeds returned to you or your securities account.

Further information about available sweep options, including current interest rates and yields, is available at www.ubs.com/sweepyields, from your Financial Advisor or by calling 800-762-1000.

**UBS Financial Services account protection**

The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to $500,000 (including $250,000 for claims for cash). Explanatory brochure available upon request or at *www.sipc.org*. The SIPC asset protection limits apply to all accounts that you hold in a particular capacity.

The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is $500 million as of December 10, 2019. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to $1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental protection apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent);
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts;
- Securities on loan to UBS Financial Services; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG U.S. branches and banks in the FDIC Insured Deposit Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).

**Dividend Reinvestment Program (DRIP)**

The price reflected is an average price. You may obtain the actual price from your Financial Advisor. Only whole shares are purchased under DRIP; partial shares will be sold and the cash will be deposited in your account. The dividend reinvestment price supplied by the issuer may differ from the market price at which the partial shares are sold.

**Cash-in-lieu**

Only whole units may be held in your account. If you are entitled to a partial unit as a result of a dividend payment or otherwise, the Firm will either sell partial units at market price or accept an amount determined by a registered clearing agency, and credit your account.

**Investment objectives**

The investment objectives and risk profile are specific to each account and may vary between your accounts. Please advise the Firm promptly in writing of any significant change in your financial situation or investment objectives. For each account held, you choose one of the following investment objectives:

- *Produce Current Income*: Investments seeking the generation of income only.
- *Achieve Capital Appreciation*: Investments seeking growth of principal rather than the generation of income.
- *Produce Combination of Income and Capital Appreciation*: Investments seeking both the generation of income and growth of principal.

**Overall risk profiles**

- *Conservative*: Seeks to maintain initial principal, with low risk and volatility to the account overall, even if that means the account does not generate significant income or returns and may not keep pace with inflation.
- *Moderate*: Willing to accept some risk to principal and tolerate some volatility to seek higher returns.
- *Aggressive*: Willing to accept high risk to principal and high volatility to seek high returns over time.
- *Investment Eligibility Consideration*: If selected, a portion of the portfolio for that account may include complex strategies, limited liquidity and greater volatility.

**Statement "householding"**

We may consolidate all related account statements with the same address in the same envelope, e.g. because they have owners who also maintain joint account relationships with other clients at the same address. If you prefer to receive individual statements mailed in separate envelopes, you may decline householding by calling your Financial Advisor.

**Friendly account name**

The Friendly account name is a customizable "nickname" chosen by you to assist you with your recordkeeping. It has no legal effect on your account, is not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts, and is not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment. You can change your Friendly account names through Online Services or by contacting your Financial Advisor.

**Account overview**

- *Value of your account/portfolio.* Net of assets and liabilities.
- *Assets.* Includes available cash balances, values for restricted security (est.), and Global Time Deposits, unrealized marks to market, and certain assets not held by the Firm. Does not include unpriced securities/assets at the end of the prior and current statement periods, or private investments, unvested stock options and exercisable stock options.
- *Liabilities.* Includes debit balances, outstanding margin loans, credit line, short account balances.
- *Cash/money balances.* Total of uninvested available cash balances, plus deposit balances at affiliated and non-affiliated banks, and money market mutual fund sweep balances, at the close of the statement period. Non-commodity free credit balances in your account are not segregated from other balances and the Firm may use any of these funds in the ordinary course of its business. These funds are payable upon your demand. This total is included in the current period closing value.

**Lending information**

For detailed information on the Firm's lending practices and disclosures, refer to your Client Relationship Agreement or Account Agreement and the General Terms and Conditions. UBS Statement of Credit Practices available in *Agreements and Disclosures* at *www.ubs.com/accountdisclosures*.

**Your assets**
Your statement itemizes securities and other assets held in the account at the end of the statement period. You may ask for delivery of fully paid securities at any time. You may receive securities used as loan collateral after paying any balance due on them. Any securities transferred to the Firm during the statement period are listed at market value as of the end of the statement period.

- **Cost basis.** In determining the cost basis of the securities included in this statement, where indicated with the number "1," UBS Financial Services has relied on information obtained from sources other than UBS Financial Services, including information from another firm or that you may have provided to your Financial Advisor. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS Financial Services. In addition, although UBS Financial Services generally updates this information as it is received, the Firm does not provide any assurances that the information under "Cost basis" and "Unrealized gain/loss" is accurate as of the date of this statement. As such, please do not rely on this information to make purchase or sale decisions, for tax purposes or otherwise. Accounts transferred to the Firm may reflect gain/loss information only for the period of time they are held at the Firm. More historical information can be added by your Financial Advisor.
- **Unrealized gains/losses**. When data is available, estimated unrealized gains/losses are calculated for individual security lots. The transaction data for individual lots may or may not reflect commissions, charges and/or security reorganization events. Dividend and other reinvestment lots and systematic purchase lots are each combined to display one averaged lot. The "Trade date" column presents the original transaction trade date.
- **Callable securities**. Bonds and preferred stock that the issuer calls for early redemption will be selected impartially by lot from among all securities of that issue held in our name or in nominee name for our clients. Call feature information is obtained from third parties and its accuracy is not guaranteed. Other call features may exist which could affect yield; complete information will be provided upon request.
- **Price/value**. Prices displayed for securities and other products may be higher or lower than the price that you would actually receive in the market. Prices are obtained from various third party sources which we believe to be reliable, but we do not guarantee their accuracy.
  - We generally use the closing price when available or the mean of the bid and ask prices for listed securities and options or only bid prices for OTC securities.
  - Less actively traded securities may be priced using a valuation model or the most recent price we obtained and may not reflect an actual market price or value.
  - Certain positions may appear without a price and will show as "price was not available" if we are unable to obtain a price for a security.
  - Deposits or securities denominated in currencies other than U.S. dollars are reflected at the exchange rate as of the statement date.
  - For certain securities trading in non-conforming denominations, price and quantity (face value) may have been adjusted to facilitate proper valuation.

  To obtain current quotations, when available, contact your Financial Advisor.

- **Private investments and structured products.** Private investment securities (including direct participation program and real estate investment trust securities) and structured products are generally highly illiquid. Certain structured products have not been registered with the Securities and Exchange Commission or under any state securities laws. We provide estimated values for private investment securities and structured products for informational purposes only. Accuracy is not guaranteed.
  - These values may differ substantially from prices, if any, at which a private investment security or structured product may be bought or sold and do not necessarily represent the value you may receive upon liquidation.
  - Third party estimates of value are as of a certain date and are supplied to UBS Financial Services on a regular basis by an independent valuation firm.
  - Issuer, general partner or sponsor estimated values, if any, are supplied to the Firm by the issuer, general partner or sponsor and may be calculated based on different information from that used by third parties to derive their estimated values.
  - You can obtain additional information regarding the methodology used to determine the estimate of value and the date of the information that is the basis for the estimate by contacting your Financial Advisor.
  - Third party estimated values may be reflected as "Not priced" in several situations: when an independent valuation firm has not supplied or is unable to assign a value, when we become aware that a material event has occurred that may call a previously reported value into question, or when a value would be highly speculative due to the nature of the security.
  - When neither an issuer, general partner or sponsor estimated value nor a third-party estimated value is provided, the value of the security will be different from its purchase price.
  - "Distributions to date" may include return of capital, income or both.
  - "Original unit size" represents the initial offering price per unit and may not reflect your cost basis.
  - DPP and unlisted REIT securities are not listed on a national securities exchange, and are generally illiquid and even if they can be sold, the price received may be less than the per share estimated value provided in the account statement.

- **Restricted securities**. Restricted securities generally are not currently eligible for public sale. UBS Financial Services uses the market price of the unrestricted stock of the same issuer as an imputed value for the restricted stock *for purposes of this statement only*. To the extent that restricted securities are eligible for sale, the value received may be substantially less than the imputed value shown.

- **Est. (estimated) income, current yields and rates.** An estimate of annual income is based on current dividend and interest rates, assuming the securities will be held for one year from statement date or until maturity. This estimate is only a guideline; accuracy and continued income are not guaranteed.
  - Estimated annual income and current yield for certain types of securities could include a return of principal or capital gains in which case the est. income (and current yield) would be overstated.
  - Estimated annual income and current yield and the actual income and yield might be lower or higher than the estimated amounts.
  - An estimate of annualized income (dividend and/or interest) divided by the current market value/average balance is based on the last dividend or interest payment made by the issuer and assumes the securities/deposits will be held for one year from the statement date or until maturity. Accuracy and continued yield are not guaranteed.

- **Assets not held by UBS Financial Services.** Certain assets are not held by the Firm and not within the Firm's possession or control. These assets are displayed on your statement for informational purposes only. Positions and values presented are provided by the issuing firm. UBS Financial Services is not responsible for this information and does not guarantee its accuracy. These assets are not protected by SIPC or the Firm's supplemental SIPC coverage.

- **Revenue sharing and additional compensation.**
  - In addition to commissions on sales and 12b-1 fees received in connection with the distribution of mutual funds to our clients we and/or our affiliate receive revenue sharing payments from distributors and/or advisors of the mutual funds that we sell. These amounts are based on two different components: (i) the amount of sales by UBS of a particular mutual fund family to our clients; and (ii) the asset value of a particular mutual fund family's shares held at the firm.
  - We and our affiliate also receive networking and omnibus processing fees in consideration for transfer agent services that we provide to the mutual funds. These fees generally are paid from investor assets in the mutual fund and are a fixed dollar amount based on the number of accounts at the broker-dealer holding mutual funds of that fund family.
  - In addition to commissions received in connection with the sale or distribution of annuity contracts and unit investment trust units to our clients, we and/or our affiliate receive revenue sharing compensation from many of the insurance companies underwriting the annuity contracts, affiliates of the insurance companies or sponsors of the unit investment trusts we distribute.
  - In addition to commissions received from the purchase and sale of NextShares funds, we and/or our affiliate receive an asset-based revenue sharing payment from NextShares distributors, as well as funding for technology development, training and education.
  - Our affiliates also receive trading commissions and other compensation from mutual funds and insurance companies whose products we distribute.
  - We receive compensation from UBS Bank USA, UBS AG Stamford Branch and non-affiliated banks through our cash sweep programs. This compensation may be a monthly per account fee or may be a percentage of average daily deposit balances.

**Activity**
Information regarding commissions and other charges incurred in connection with the execution of trades, including option transactions has been included on confirmations previously furnished to you, and will be provided to you promptly on request.

**Short selling**
If you are engaged in short selling a security, you may incur a charge due to certain borrowing costs for that particular security.

**Open orders**
Regarding open or "good-till-cancelled" orders that were not executed by the statement date, open buy and sell stop orders are reduced by the amount of dividends or rights on an ex-dividends or ex-rights date unless instructed otherwise by you. You are responsible for orders that are executed due to your failure to cancel existing open orders.

**Privacy**
To obtain a copy of our current Client Privacy Notice, please contact your Financial Advisor or visit our website at *www.ubs.com/privacypolicy*.

- UBS Financial Services is not a bank. The RMA, Business Services Account BSA and IRMA are brokerage accounts which provide access to banking services and products through arrangements with affiliated banks and other third-party banks, and provides access to insurance and annuity products issued by unaffiliated third-party insurance companies through insurance agency subsidiaries of UBS Financial Services Inc.
- Investment, insurance, and annuity products:
- Not FDIC insured • No bank guarantee• May lose value
- RMA. Resource Management Account, Business Services Account BSA, IRMA and international Resource Management Account are registered service marks of UBS Financial Services Inc.
- VISA is a registered trademark owned by Visa International Service Association and used under license. The UBS Visa credit cards and the UBS Visa debit cards are issued by UBS Bank USA with permission from Visa U.S.A. Incorporated. All other trademarks, registered trademarks, service marks and registered service marks are of their respective companies.

**UBS Financial Services Inc.** Rev. 202002

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: May 26, 2020

## List of Claims

**BACKGROUND INFORMATION:**

Invoices to be paid

**FISCAL IMPACT:**

$912,570.44

**STAFF RECOMMENDATION:**

Approve payment of the attached

# CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of May 26, 2020

PAYROLL CHECK REGISTER:

| | | |
|---|---|---|
| Payroll Period | 5/4/20 - 5/17/20 | |
| Date Paid | 5/22/2020 | |
| Direct Deposit | | $165,616.32 |
| | | |
| Payroll Period | | |
| Date Paid | | |
| Direct Deposit | | |
| TOTAL NET PAYROLL | | $165,616.32 |

DISBURSEMENT CHECK REGISTER:

| | | |
|---|---|---|
| Checks | 132357 - 132449 | $638,374.48 |
| EFTS | 858 - 861 | $108,579.64 |
| TOTAL DISBURSEMENT CHECKS | | $746,954.12 |

**TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS** $912,570.44

CITY OF W.S.P

# Payment Register

**From Payment Date: 5/12/2020 - To Payment Date: 5/26/2020**

| Number | Date | Payee Name | Transaction Amount |
|---|---|---|---|
| AP-1 - Accounts Payable | | | |
| Check | | | |
| 132357 | 05/20/2020 | INSIDE THE TAPE | $250.00 |
| 132358 | 05/20/2020 | PERFORMANCE PLUS | $45.00 |
| 132359 | 05/20/2020 | SUN LIFE FINANCIAL | $2,775.04 |
| 132360 | 05/26/2020 | A R I MECHANICAL | $372.72 |
| 132361 | 05/26/2020 | ABLE FENCE | $1,350.00 |
| 132362 | 05/26/2020 | ADVANTAGE SIGNS & GRAPHICS | $390.50 |
| 132363 | 05/26/2020 | ARMOR SECURITY | $967.00 |
| 132364 | 05/26/2020 | ARROW MOWER | $612.00 |
| 132365 | 05/26/2020 | BATTERIES PLUS BULBS | $771.80 |
| 132366 | 05/26/2020 | BOLTON & MENK INC | $403.00 |
| 132367 | 05/26/2020 | CAPRA'S UTILITIES | $6,796.00 |
| 132368 | 05/26/2020 | CAR WASH PARTNERS, INC | $78.45 |
| 132369 | 05/26/2020 | CARGILL INCORPORATED | $6,704.33 |
| 132370 | 05/26/2020 | CARLIN SALES CORPORATION | $5,367.67 |
| 132371 | 05/26/2020 | CENTURYLINK | $395.00 |
| 132372 | 05/26/2020 | CINTAS CORPORATION | $94.91 |
| 132373 | 05/26/2020 | COMCAST | $235.68 |
| 132374 | 05/26/2020 | CORNWELL TOOLS | $89.99 |
| 132375 | 05/26/2020 | CORPORATE MARK INC | $70.00 |
| 132376 | 05/26/2020 | CRYSTEEL DISTRIBUTING | $3,073.49 |
| 132377 | 05/26/2020 | CUMMINS SALES & SERVICE | $239.51 |
| 132378 | 05/26/2020 | DAKOTA COUNTY FINANCIAL SERV | $4,202.54 |
| 132379 | 05/26/2020 | DIAMOND VOGEL PAINT | $653.50 |
| 132380 | 05/26/2020 | EHLERS & ASSOCIATES | $6,537.50 |
| 132381 | 05/26/2020 | FLAGSHIP RECREATION | $1,960.00 |
| 132382 | 05/26/2020 | FURY CHRYSLER/PLYMOUTH | $456.44 |
| 132383 | 05/26/2020 | GALLS INC | $270.91 |
| 132384 | 05/26/2020 | GARTNER REFRIGERATION | $914.00 |
| 132385 | 05/26/2020 | GENERAL SECURITY SERVICES | $1,684.60 |
| 132386 | 05/26/2020 | GERTENS GREENHOUSE | $702.33 |
| 132387 | 05/26/2020 | GIRL SCOUTS INDIAN HEIGHTS | $134.63 |
| 132388 | 05/26/2020 | GOODIN COMPANY | $198.15 |
| 132389 | 05/26/2020 | GOODPOINT TECHNOLOGY | $2,787.50 |
| 132390 | 05/26/2020 | GOPHER SPORTS | $111.09 |
| 132391 | 05/26/2020 | GRAINGER INC | $94.22 |
| 132392 | 05/26/2020 | GUARDIAN SUPPLY LLC | $378.92 |
| 132393 | 05/26/2020 | HARDWOOD CREEK LUMBER,INC | $102.60 |
| 132394 | 05/26/2020 | HOSE/CONVEYORS | $286.32 |
| 132395 | 05/26/2020 | I STATE TRUCK CENTER | $11.00 |
| 132396 | 05/26/2020 | INVER GROVE FORD | $172.07 |
| 132397 | 05/26/2020 | KENNEDY & GRAVEN | $3,361.00 |
| 132398 | 05/26/2020 | KIWANIS CLUB OF WEST ST PAUL | $50.00 |

| | | | |
|---|---|---|---|
| 132399 | 05/26/2020 | LAWSON PRODUCTS INC | $1,128.39 |
| 132400 | 05/26/2020 | LEVANDER, GILLEN & MILLER | $30,221.20 |
| 132401 | 05/26/2020 | LOGIS | $5,351.70 |
| 132402 | 05/26/2020 | M & L DISTRIBUTING, INC | $55.25 |
| 132403 | 05/26/2020 | M P C A | $276.49 |
| 132404 | 05/26/2020 | M T I DISTRIBUTING | $22.62 |
| 132405 | 05/26/2020 | MADISON ENERGY INVESTMENTS I LLC | $10,635.83 |
| 132406 | 05/26/2020 | MARCO TECHNOLOGIES LLC- LEASE PAYMENT | $755.18 |
| 132407 | 05/26/2020 | MEHR, ANDREW | $846.00 |
| 132408 | 05/26/2020 | MENARDS | $1,343.35 |
| 132409 | 05/26/2020 | METROPOLITAN COUNCIL | $181,986.26 |
| 132410 | 05/26/2020 | MINNESOTA/WISCONSIN PLAYGROUND | $4,575.00 |
| 132411 | 05/26/2020 | MN GLOVE | $69.95 |
| 132412 | 05/26/2020 | MN LOCKS | $175.00 |
| 132413 | 05/26/2020 | MOLINE CONCRETE PRODUCTS | $11,000.00 |
| 132414 | 05/26/2020 | NAPA AUTO PARTS | $121.69 |
| 132415 | 05/26/2020 | NATURE CALLS | $415.50 |
| 132416 | 05/26/2020 | NEXTERA ENERGY | $1,290.01 |
| 132417 | 05/26/2020 | NUSS TRUCK & EQUPMENT | $52.45 |
| 132418 | 05/26/2020 | O'REILLY AUTOMOTIVE, INC | $871.29 |
| 132419 | 05/26/2020 | OFFICE OF MNIT SERIVICES | $520.37 |
| 132420 | 05/26/2020 | ORKIN COMMERCIAL SERVICES | $65.00 |
| 132421 | 05/26/2020 | PARKOS CONSTRUCTION CO INC | $12,594.39 |
| 132422 | 05/26/2020 | PIONEER SECURESHRED | $58.00 |
| 132423 | 05/26/2020 | REAL ESTATE EQUITIES FINANCIAL | $50.00 |
| 132424 | 05/26/2020 | ROAD EQUIPMENT PARTS CENTER | $254.13 |
| 132425 | 05/26/2020 | RUPPERT APPRAISAL & CONSULTATION INC | $1,339.20 |
| 132426 | 05/26/2020 | SAMPAIR, PETER J | $1,280.45 |
| 132427 | 05/26/2020 | SHERWIN WILLIAMS | $105.16 |
| 132428 | 05/26/2020 | SHORT ELLIOTT HENDRICKSON, INC | $7,491.09 |
| 132429 | 05/26/2020 | SKB ENVIRONMENTAL | $5,687.95 |
| 132430 | 05/26/2020 | SOUTH METRO FIRE DEPT | $45,913.00 |
| 132431 | 05/26/2020 | SPRWS | $1,265.47 |
| 132432 | 05/26/2020 | ST PAUL/CITY OF | $2,407.15 |
| 132433 | 05/26/2020 | STAPLES ADVANTAGE | $2.94 |
| 132434 | 05/26/2020 | STREICHER'S | $2,949.46 |
| 132435 | 05/26/2020 | SYLVA CORPORATION, INC | $2,924.50 |
| 132436 | 05/26/2020 | TAURINSKAS, BRIAN, JAMES | $1,233.06 |
| 132437 | 05/26/2020 | TKDA | $1,529.03 |
| 132438 | 05/26/2020 | TOWMASTER | $102,337.11 |
| 132439 | 05/26/2020 | TRI STATE BOBCAT INC | $21.84 |
| 132440 | 05/26/2020 | TWIN CITY JANITOR SUPPLY | $495.06 |
| 132441 | 05/26/2020 | ULINE SHIPPING SUPPLIES | $238.47 |
| 132442 | 05/26/2020 | UTILITY LOGIC | $859.46 |
| 132443 | 05/26/2020 | VANGUARD CLEANING SYSTEMS | $860.00 |
| 132444 | 05/26/2020 | VISU-SEWER , INC | $115,865.00 |

CITY OF W.S.P

# Payment Register

**From Payment Date: 5/12/2020 - To Payment Date: 5/26/2020**

| | | | |
|---|---|---|---|
| 132445 | 05/26/2020 | VITALS AWARE SERVICES | $3,118.13 |
| 132446 | 05/26/2020 | WENCK ASSOCIATES, INC | $382.78 |
| 132447 | 05/26/2020 | XCEL ENERGY | $18,749.11 |
| 132448 | 05/26/2020 | ZEP MANUFACTURING COMPANY | $159.32 |
| 132449 | 05/26/2020 | ZIEGLER INC | $273.28 |
| Type Check Totals: | | | $638,374.48 |
| EFT | | | |
| 858 | 05/19/2020 | DEARBORN NATIONAL | $761.86 |
| 859 | 05/19/2020 | FURTHER | $208.34 |
| 860 | 05/26/2020 | BLUECROSS BLUESHIELD | $106,409.44 |
| 861 | 05/26/2020 | FURTHER | $1,200.00 |
| Type EFT Totals: | | | $108,579.64 |

TOTAL CHECKS & EFTS $746,954.12

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Brian Sturgeon, Chief of Police**

Date: **May 26, 2020**

# Acceptance of Wal-Mart Local Community Grant

## BACKGROUND INFORMATION:

Mobile fingerprint identification systems are used by law enforcement entities to assist in the identification of suspects and/or individuals in the field without having to bring them to a facility with a more permanent fingerprint identification solution. This saves officers considerable time in the identification phase of any criminal investigation.

The Police Department obtained one of these systems under a State of Minnesota Grant about 15 years ago. The device ceased to operate properly a few years ago and the ability to fix the product was unattainable as support for the system long expired.

Recently, the State of Minnesota, Bureau of Criminal Apprehension, has authorized a new product to be implemented and used by law enforcement in Minnesota. This product is from a local company in Bloomington with support just a phone call or short drive away. The company is called DataWorks and has several contracts with the State of Minnesota. We have worked with them in the past with very positive results.

The Police Department applied for, and was awarded a grant from the Wal-Mart Local Community Grant Program in the amount of $3,000 for the purchase of the new product. We did apply for $3,300.00 which would cover the entire cost, but unfortunately the total request was not awarded. The remaining $300.00 can be covered either by forfeiture funds or out of our general operational budget.

Below is what this new device looks like:

## FISCAL IMPACT:

| | | Amount |
|---|---|---|
| **Fund:** | **101** | **$300.00** |
| **Department:** | **42100** | |
| **Account:** | **TBD** | |

## STAFF RECOMMENDATION:

Through resolution, authorize the acceptance of the Wal-Mart Local Community Grant in the amount of $3,000.00 to be used to purchase a mobile fingerprint identification system.

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

**RESOLUTION NO. 20-**

**RESOLUTION ACCEPTING A GRANT FROM THE WAL-MART LOCAL COMMUNITY GRANT FUND**

**WHEREAS,** the City of West Saint Paul and the Police Department are committed to the use of technology to enhance services and create efficiencies; and

**WHEREAS,** the Police Department's mobile fingerprint identification system no longer is operational; and

**WHEREAS,** the Police Department applied for and received a grant in the amount of $3,000.00 from the Wal-Mart Local Community Grant to purchase a new mobile fingerprint identification system; and

**WHEREAS,** the Mayor and City Council acknowledge the generosity of Wal-Mart and extend their appreciation to them for their grant award.

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council accept the grant funds on behalf of the City of West Saint Paul and authorize the funds be used to purchase a mobile fingerprint identification system.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 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: **May 26, 2020**

## Approve City Hall/Police Department Change Order #3

### BACKGROUND INFORMATION:

Enclosed please find materials provided from WOLD Architects recommending positive consideration for the City Hall/Police Department project of Change Order #3 for $14,953.09. Upon approval, the project budget is projected at $1,090,748 including construction and furniture contingencies of $36,296. Also expensed within this budget is a $10,871 cost for Council Chambers carpet replacement, which is being purchased outside of the WOLD and Parkos contracts but included within the project budget.

The WOLD memorandum explains the change order line items but, essentially, the adds are additional floor prep which could not have been known in advance and replacement of a wall that had experienced water intrusion damage at some point in the past.

### FISCAL IMPACT:

City Hall/ PD project budget

| | | **Amount** |
|---|---|---|
| **Fund:** | | **$14,953.09** |
| **Department:** | | |
| **Account:** | | |

### STAFF RECOMMENDATION:

By motion, authorize City Hall/Police Department project change order #3 for $14,953.09.

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**May 20, 2020**

**Ryan Schroeder**
City Administrator
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

Re: City of West St. Paul
Police Renovation
Commission No. 192110

Dear Ryan:

We have concluded our review of various contract changes for the renovation of the West St. Paul Police Facility and the following recommendations represents a fair value for the work. This change order includes the following items:

**GCPR 16** **COST REFLECTED IN PR #7**
It was requested by the Owner install a new wall and door in the southwest corner of the Council Chambers. This cost includes an existing door frame, door, hardware, and painting.

**GCPR 19** **ADD** **$6,448.00**
This cost reflects the floor prep required for proper installation of carpet and LVT in Phase l.

**GCPR 21R** **COST REFLECTED IN PR #7**
Per Owner's request, LVT in rooms A010, A011 and A013 were removed from the contracted scope with the exception of vinyl base.

**GCPR 22** **ADD** **$5,411.00**
This cost reflects the floor prep required for proper installation of tile in the lower level toilet rooms.

**GCPR 23** **DEDUCT** **($561.00)**
This cost reflects the removal of LVT in the end of Corridor A008.

**GCPR 24** **ADD** **$4,200.09**
There were unforeseen conditions during demolition of Phase II that are included in the added cost. These include but are not limited to mold on existing gypsum board, backing reinforcement for the Work Room casework and floor prepping in the Reception/Secretary area.

**GCPR 25** **DEDUCT** **($361.00)**
This cost reflects the removal of vinyl base on the existing north and east wall. Vinyl base will only be installed on new walls.

**Wold Architects and Engineers**
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

PLANNERS
ARCHITECTS
ENGINEERS

**PR 7** **DEDUCT ($184.00)**
This set of revisions includes the cost for GCPR 16 and GCPR 21R. Additionally, this reflects new hardware for the new Council Chamber door, removal of the existing Council Chamber door, bulkhead removal in Corridor A134 and card reader scope of work.

**Total Change Order No. 03** **ADD** **$14,953.09**

Once approved by the City Council, please have this Change Order signed and returned to my attention. If you have any questions, please do not hesitate to call.

Sincerely,

Wold Architects and Engineers

Melissa Stein
Associate

cc: Nou Xiong, Wold

MF/CI_WestStPaul/192110/crsp/may20

# AIA® Document G701™ – 2017

## *Change Order*

**PROJECT:** *(Name and address)*
City of West St. Paul Police Renovation
(Commission No. 192110)
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

**CONTRACT INFORMATION:**
Contract For: General Construction

Date: November 20, 2019

**CHANGE ORDER INFORMATION:**
Change Order Number: Three (3)

Date: May 20, 2020

**OWNER:** *(Name and address)*
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

**ARCHITECT:** *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101

**CONTRACTOR:** *(Name and address)*
Parkos Construction
1010 South Robert Street
West St. Paul, Minnesota 55118

**THE CONTRACT IS CHANGED AS FOLLOWS:**
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

GCPR 16 – *COST IS REFLECTED IN PR #7 TOTAL*
GCPR 19 – *Add $6,448.00*
GCPR 21R – *COST IS REFLECTED IN PR #7 TOTAL*
GCPR 22 – *Add $5,411.00*
GCPR 23 – *Deduct ($561.00)*
GCPR 24 – *Add $4,200.09*
GCPR 25 – *Deduct ($361.00)*
PR 7 – *Deduct ($184.00)*

**TOTAL CHANGE ORDER NO. 3 ADD $14,953.09**

| | | |
|---|---|---|
| The original Contract Sum was | $ | 752,600.00 |
| The net change by previously authorized Change Orders | $ | 106,168.29 |
| The Contract Sum prior to this Change Order was | $ | 858,768.29 |
| The Contract Sum will be increased by this Change Order in the amount of | $ | 14,953.09 |
| The new Contract Sum including this Change Order will be | $ | 873,721.38 |

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be June 1, 2020

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

| | | |
|---|---|---|
| Wold Architects and Engineers | Parkos Construction | City of West St. Paul |
| **ARCHITECT** *(Firm name)* | **CONTRACTOR** *(Firm name)* | **OWNER** *(Firm name)* |
| Melissa Stein | | |
| **SIGNATURE** | **SIGNATURE** | **SIGNATURE** |
| Melissa Stein | | |
| **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** |
| May 20, 2020 | | |
| **DATE** | **DATE** | **DATE** |

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**User Notes:** (3B9ADA52)

**City of West St. Paul**
Police Renovation Project
6-May-20

## PROJECT BUDGET

| | Design Development 11.4.19 | Bid Results 11.27.19 | Constrcution 05.06.2020 |
|---|---|---|---|
| **CONSTRUCTION COSTS** | | | |
| Architectural/ Structural | $ 539,000 | $ - | |
| Mechanical | $ 160,000 | $ - | |
| Electrical | $ 50,000 | $ - | |
| **Subtotal Construction Costs** | **$ 749,000** | **$ 695,400** | **$ 695,400** |
| Alternate #1 (High Density Storage) | | $ 23,100 | $ 23,100 |
| Alternate #2 (Acoustic spray in range) | | $ 6,300 | $ 6,300 |
| Alternate #3 (Flooring replacement) | | $ 27,800 | $ 27,800 |
| **Awarded Contract** | | **$ 752,600** | **$ 752,600** |
| **Construction Changes** | | | |
| Change Order 1 | | | $ 42,665 |
| Change Order 2 | | | $ 63,503 |
| Change Order 3 | | | $ 14,953 |
| Pending Items** | | | $ (124) |
| **Construction Cost** (Removed from Contingency) | | | **$ 120,997** |
| **Construction Total Cost** | | **$ 752,600** | **$ 873,597** |
| **FEES, TESTING** | | | |
| Architectural Fees | $ 55,000 | $ 55,000 | $ 55,000 |
| Reimbursable Expenses | $ 5,000 | $ 5,000 | $ 5,000 |
| Metropolitan Council / City SAC ($2,485/SAC unit) | $ - | $ - | $ - |
| Abatement & Testing | $ 8,000 | $ - | $ - |
| Scoping of Underground | $ 5,000 | $ 5,000 | $ 5,000 |
| 800Hz repeater and boosters | $ 20,000 | 0* | 0* |
| City Plan Review/Inspection Fee | $ - | $ - | $ - |
| Bid Advertisement/Printing | $ 3,000 | $ 3,000 | $ 3,000 |
| Special Structural Inspections | $ 5,000 | $ 5,000 | $ 5,000 |
| Testing and Balancing | $ 5,000 | $ 5,000 | $ 5,000 |
| Broadcasting Cabeling | $ 5,000 | $ 1,148 | $ 1,148 |
| Moving Costs | $ 9,000 | $ - | $ - |
| Council Chambers carpet replacement | | | $ 10,871 |
| Contingency Remaining*** | $ 70,000 | $ 111,471 | $ 29,132 |
| **SUBTOTAL** | **$ 190,000** | **$ 190,619** | **$ 119,151** |
| **FURNITURE & EQUIPMENT / TECHNOLOGY** | | | |
| Furniture & Equipment Allowance | $ 142,000 | $ 139,529 | $ 82,836 |
| Fees | $ - | $ 8,000 | $ 8,000 |
| Contingency | $ 10,000 | $ - | $ 7,164 |
| **SUBTOTAL (FF&E)** | **$ 152,000** | **$ 147,529** | **$ 98,000** |
| **TOTAL PROJECT COST** | **$ 1,091,000** | **$ 1,090,748** | **$ 1,090,748** |

* 800Hz is incorpoated into Pending Items for construction

** These items are still being verified for fair value

*** This budget does not include the $21,236 credit for the high density storage, so it is assuming we are approving this cost.

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Police Department**

Date: **May 26, 2020**

## City Business and Liquor Licenses

### BACKGROUND INFORMATION:

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

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

2020 Business Licenses – Background Required
Jody Jackson, Simply Grounded Therapeutic Massage, 33 Wentworth Avenue East. Application for Personal Massage License.

Farmers Registration for St. Paul Growers' Association to sell produce at Signal Hills Mall lot from May 29 – November 27, 2020.

### FISCAL IMPACT:

| Action | Fund | Department | Account | Amount |
|---|---|---|---|---|
| Other License Fee | 101 | 30000 | 32199 | 190.00 |
| Background Fee | 101 | 30000 | 34208 | 150.00 |
| | | | Total: | $340.00 |

### STAFF RECOMMENDATION:

In processing this application, Staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions and recommends that Council consider the application for approval.

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 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:

962/964 Smith Avenue (Duplex – Renewal)
172 Kathleen Drive (Single Family – Renewal)

### FISCAL IMPACT:

| | | Amount |
|---|---|---|
| **Fund:** | **101** | |
| **Department:** | **30000** | |
| **Account:** | **32170** | **$ 95** |

### 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: **Brian Sturgeon, Chief of Police**

Date: **May 26, 2020**

# Driving Diversion Program (DDP) Agreement Renewal

## BACKGROUND INFORMATION:

On July 1, 2009, the Minnesota Legislature created a pilot program called License Reinstatement Diversion Program (DDP) in which a few cities, West St. Paul included, were able to participate. The program was in response to the growing number of drivers falling into a financial abyss for one reason or another after receiving some sort of traffic violation, but continued to drive to attend work, school, get groceries, etc. These drivers often received subsequent violations and soon their fines accumulated to more than they could reasonably pay. Even if these revoked or suspended drivers wanted to obtain a valid driver's license again, they often could not pay their excessive fines before applying for their reinstated license, a requirement of the State

The DDP program is privately operated by Diversion Solutions, LLC and incorporates several components to assist revoked and suspended drivers in becoming lawful drivers once again, including a fine payment program whereby drivers would make installment payments on their traffic and court fines; an educational component to prevent future license and driving violations and assistance in obtaining proper vehicle insurance. There are certain violations such as a DWI conviction that would exclude a driver from being in the program.

As previously stated, the City has been involved in this program since 2009 with signed agreements with Diversion Solutions, LLC. The current agreement is set to expire at the end of June as we would like to extend this program as authorized by Minnesota Statutes.

The agreement is very similar to previous agreements except for the elimination of a statutory exhibit which is now permanent. In addition, instead of an expiration date, this agreement is in effect until Diversion Solutions, LLC, or the City requests a termination which can be made by either party with a 30 day notice. Since we have had an agreement in place since 2009, I do not see this as an issue.

The City Attorney has reviewed this agreement as presented and has no issues.

There should be no fiscal impact as the fees paid by the participants are split between the program sponsor, Diversions Solutions, LLC, to offset program costs, prosecution fees and the City.

## STAFF RECOMMENDATION:

Renew the agreement by authorizing the City Manager to sign the agreement by adopting the attached resolution.

# DRIVING DIVERSION PROGRAM
# SERVICES AGREEMENT
# FOR THE
# CITY OF WEST ST. PAUL

1. ***Contractual Agreement*** - This Agreement is made and entered into this ____ day of June 2020, by and between the City of West St. Paul, 1616 Humboldt Avenue, West St. Paul, Minnesota 55118 ("City") and Diversion Solutions, LLC, 415 Main Street, Red Wing, Minnesota 55066 ("Diversion Solutions").

2. ***Purpose*:** The purpose of this Agreement shall be to implement the License Reinstatement Program authorized under Minn. Stat. §171.2405, License Reinstatement Diversion Program.

3. ***Contract Terms*:** This Agreement shall be in force until either party exercises the termination clause provided in Section 11.

4. ***Definitions*:**

   A. ***Participant*** – the individual who has enrolled in the Driving Diversion Program voluntarily as part of the City Diversion Program or has otherwise been ordered by the Court or prosecutor to complete the program.

   B. ***Restitution Recovery*** – Fines, reinstatement fees, and diversion fees payable by a Participant.

5. ***City Duties*:** The following is needed for the implementation of the Program:

   A. City will assign a designee who will conduct, as needed, authorization of applicants, meet with key Diversion Solutions staff to offer procedural guidance, evaluate program performance, and provide support and direction as needed.

6. ***Diversion Solutions Duties*:** Diversion Solutions will provide the following services to the City in a timely and efficient manner:

   A. Operation and management of the driver's license diversion program for participants who would otherwise be involved in the court legal system.
   B. Perform daily operations and management of all clerical and accounting functions related to individual participant files.
   C. Manage the collection and disbursement of Restitution Recovery Fees, participant fees and other fees as appropriate.
   D. Provide necessary responses, correspondence, and follow-up of telephone inquiries to address issues or questions of Participants.
   E. Properly maintain all physical files, financial records, documentation, reports, computer files, etc. as required by law or requested by the City.
   F. Conduct classes designed to teach and provide meaningful information and lessons to

Participants on licensure, criminal consequences, and other appropriate topics.

G. Schedule and conduct all classes necessary for the program, which shall include but not be limited to development of curriculum, provision of appropriate materials, and provision of appropriate space/locations for the classes.

7. ***Reports***: Maintain and provide records to the City as defined in Minn. Stat. §171.2405.

8. ***Program Operational Fees/Revenue*:**

**Participant Fees**

A. Program fees based on money owed on citations:

| | |
|---|---|
| $250 or less owed | $140.00 |
| $251 - $500 | $210.00 |
| $501 or more | $350.00 |

B. Failure to attend class $30 reschedule fee

C. Reentry if FMR 90 $35 (accepted but did not start program)

D. Reentry if FMR 2 $150 (post-class citation, failure to make payment attorney/judge reentry)

E. CC processing fee $7 per transaction

For each $350 program fee paid in full, $100.00 of the fee will be paid to the City and $250.00 will be retained by Diversion Solutions. The City will not receive a portion of the participation fee in which a participant falls under the discounted program fee.

9. ***Non-Compete*:** During the term of this Agreement, the City shall not establish a competing program or any other similar program that addresses driver's license diversions.

10. ***City has no Financial Liability*:** It is understood and agreed by and between the parties that Diversion Solutions will bear all financial liability for all aspects of its operations under this Agreement.

11. ***Termination of this Agreement*:**

A. This Agreement may be terminated at any time, without cause, by either party upon 30 days written notice to the authorized agent of the City or Diversion Solutions.

B. This Agreement may be immediately terminated by the City at any time if the City determines that Diversion Solutions is acting, or has acted at any time during the term of this Agreement, in violation of state or federal law.

12. ***Amendments or Material Modifications*:** All amendments or modifications to this Agreement must be in writing and approved by both parties.

13. ***No City Obligation*:** Diversion Solutions and Participant(s) who participate in this program fully understand that the program is a public service, and the City is held harmless and has no liability to make recovery or obligation to take criminal action against Participant(s).

14. ***Criminal Action*:** Diversion Solutions acknowledges and will advise all Participants that the City Attorney's Office may reinstate prosecution, file a probation violation, or otherwise pursue prosecution of the citation which brought the Participant(s) to the program if the Participant fails to participate, complete the program, fails to attend court appearances, fails to remain law abiding, or the prosecutor exercises discretion and revokes the offer for diversion.

15. ***Hold Harmless and Indemnification*:** Diversion Solutions shall save and protect, hold harmless, indemnify and defend the City, its officers and employees against any and all claims, causes of action, suits, liabilities, losses, charges, damages or costs and expenses arising from, or allegedly arising from, or resulting directly or indirectly from any professional errors and omissions and/or negligent or willful acts or omissions of Diversion Solutions and its employees and agents, in the performance of this Agreement.

16. ***Independent Contractor*:**

    A. Nothing contained in this Agreement is intended to or shall be construed in any manner as creating or establishing the relationship of employer/employee between the parties. Diversion Solutions shall at all times remain an independent contractor with respect to the services to be provided under this Agreement.

    B. The City shall be exempt from payment of all unemployment insurance, FICA, retirement, life and medical insurance, and workers' compensation insurance for any and all of Diversion Solutions employees and agents. Payment of insurance premiums, tax withholding, and all other benefits are strictly Diversion Solutions' responsibility.

17. ***Subcontractor*:** Diversion Solutions shall not subcontract any portion of the work to be performed under this Agreement without prior written approval of City. Diversion Solutions reserves the right to assign this Agreement with written City approval.

18. ***Data Practice*:** Diversion Solutions agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Diversion Solutions will immediately report to the Police Chief any request from a third party for information relating to this Agreement. The City agrees to promptly respond to inquiries from Diversion Solutions concerning data request. Diversion Solutions agrees to hold the City, its officers and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

19. ***Compliance with the Law*:** Diversion Solutions agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. C.363), the City Civil Rights Ordinance (Ch. 139), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender,

disabilities, religion, and with sexual harassment. Violation of any of the above can lead to the termination of this Agreement.

20. ***Entire Agreement*:** This entire Agreement supersedes any and all other Agreements, either oral or written, between the parties hereto with respect to the subject matter hereof, and contains all of the Agreements between the parties with respect to said matter. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by either party which are not embodied herein, and that no other agreements, statements, or promises not contained within this Agreement shall be valid or binding. All provisions contained within this Agreement shall be valid or binding. The laws of Minnesota and the United States of America shall govern all provisions within this Agreement.

21. ***Audits and Inspections*:** The City Attorney's office or designated representative or other governmental agency exercising regulatory function over the City's business activities, while exercising reasonable, non-disruptive procedures, may inspect Diversion Solutions records at any time at City expense.

22. ***Notice*:** Any notice to be given hereafter by either party to the other, shall be in writing and may be affected by personal delivery, or by registered mail, return receipt requested, addressed to the proper party, to each of the parties' respective address.

23. ***Insurance*:** Diversion Solutions and or its subcontractors agree to provide and maintain, at its own cost and at all times during its performance under this contract until completion of the work, such liability insurance coverage as is set forth below, and to otherwise comply with the provisions that follow:

    A. **Workers' Compensation:** Workers' Compensation insurance in compliance with all applicable statutes.

    B. **Auto Insurance:** Owned and unowned

    C. **General Liability:** "Commercial General Liability Insurance" (Insurance Service Office policy form title), or equivalent policy form, providing coverage on an "occurrence," rather than on a claims made basis, the policy for which shall include, but not limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this contract), Independent Contractors, and Products-Completed Operations Liability. Coverage for explosions, collapse and underground hazards shall **not** be included.

    Such a policy shall name the City as an additional insured thereunder, and shall apply on a primary basis with respect to any similar insurance maintained by the City, which other insurance of the City, if any, shall apply in excess of Diversion Solutions insurance and not contributed therewith. Diversion Solutions agrees to maintain Products-Complete Operations coverage on a continuing basis for a period of at least two years after date of completion

Such Commercial General Liability insurance policy shall provide a combined single limit in the amount of at least $2,000,000 (two million) Each Occurrence, applying to liability for bodily injury and property damage, and a combined single limit of at least the same amount applying to liability for Personal Injury and Advertising Injury. Such minimum limits may be satisfied by the limit afforded under Firm's Commercial General Liability Insurance Policy, or by such Policy in combination with limits afforded by an Umbrella or Excess Liability Policy (or policies), provided that the coverage afforded under any such Umbrella or Excess Policy is at least in all material respects as broad as that afforded by the underlying Commercial Liability Policy, and further that the City is included as an additional insured thereunder.

Such Commercial General Liability Policy and Umbrella or Excess Liability Policy (or policies) may provide aggregate limits for some or all of the coverage afforded thereunder, so long as such aggregated limits are not at any time during which such coverage is required to be maintained hereunder reduced to less than the required Each Occurrence limit stated above, and further, that the Umbrella or Excess Liability provides from the point that such aggregate limits in the underlying Commercial General Liability Policy become reduced or exhausted. An Umbrella or Excess Liability Policy which "drops down" to respond immediately over reduced underlying limits, or in place of exhausted underlying limits, but subject to a deductible or "retention" amount, shall be acceptable in this regard so long as such deductible or retention amount does not cause the firm total deductibles or retention for Each Occurrence to exceed $10,000.

D. **Professional Liability:** Liability Insurance in the amount of at least $1,000,000 Each Occurrence (or "Wrongful Act" or equivalent) and if applicable, Aggregate, covering Diversion Solutions Liability for negligent acts, errors, or omissions in the performance of professional services in connection with this Agreement. Diversion Solutions Professional Liability Insurance may afford coverage on an occurrence basis or on a claim's basis. It is, however, acknowledged and agreed by Diversion Solutions, that under claims-made coverage, changes in insurers or in insurance policy forms could result in the impairment of the liability insurance protection intended for the City hereunder. Diversion Solutions therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability Insurance coverage if such impairment of the protection for the City could result; and further, that it will exercise its right under any Extended Reporting Period ("tail coverage") or similar claims-made policy option if necessary or appropriate to avoiding impairment of such protection.

Diversion Solutions further agrees that it will, keep required coverage and for an additional period of two (2) years following cancellation of this Agreement, immediately: (a) advise the City of any intended or pending change in Professional Liability insurance or in policy forms, and provide the City with all pertinent information that the City may reasonably request to determine compliance with this paragraph; and (b) advise the City

of any claims or threat of claims that might reasonably be expected to reduce the amount of such insurance remaining available for the protection of the City.

**[Remainder of this page has been intentionally left blank]**

IN WITNESS WHEREOF, the parties have executed the Agreement as of the date first written above

**Diversion Solutions, LLC**

By: _____
Scott Adkisson – CEO

**City of West St. Paul**

By: _____
David J. Napier, Mayor

By: _____
Ryan Schroeder, City Manager

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

**RESOLUTION NO. 20-**

**BE IT RESOLVED**, the City of West St. Paul ("City") will enter into a cooperative agreement with the State of Minnesota and Diversion Solutions, LLC.

**WHEREAS**, the City has a desire to assist revoked drivers in offering a program to help revoked drivers reinstate their driving privileges; and

**WHEREAS**, on July 1, 2009, the Minnesota Legislators established a pilot program entitled the License Reinstatement Diversion Program to provide a path to assist revoked drivers in reinstating their driving privileges while complying with their legal obligations in paying fines and operating a vehicle on Minnesota's roadways; and

**WHEREAS**, the City has participated in this pilot program since July 1, 2009; and

**WHEREAS**, the City's agreement with Diversion Solutions, LLC will expire on June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, the Parties hereby agree to continue to provide assistance to each other upon the terms and conditions set forth in the attached agreement.

City Manager Ryan Schroeder is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of the City of West St. Paul.

Adopted by the City Council of the City of West St. Paul, Minnesota, on this 26th day of May 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: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **May 26, 2020**

## Consultant Contract for Lift Station and Forcemain 2 Replacement, City Project 20-10

### BACKGROUND INFORMATION:

Due to the COVID-19 pandemic and the economic outfall that it's creating, there is speculation of a stimulus package coming out later this year that would fund 'shovel ready' infrastructure construction projects. West St. Paul is already in a good position to submit for such funding with the Lift Station 1 and Forcemain 4 projects. However, looking at the remainder of our fragile sanitary sewer infrastructure staff would like to move forward immediately with the design of lift station and forcemain 2 and get it shovel ready. The Lift Station and Forcemain 2 Replacement Project is in the City's five-year Capital Improvements Program, so these plans will not idle long if a stimulus package does not come out.

Sanitary sewer lift station 2 is located between Hwy 52 and Christensen Avenue near Westview Drive. The lift station and forcemain were constructed in 1966. The 6-inch cast iron forcemain (pipe) runs down Westview Drive and ties into a manhole at Oakdale Avenue. There are multiple patches on that pipe from breaks over the past 54 years.

Lift station and forcemain 2 was chosen as it's less complex of a design than the other remaining lift stations and forcemains. In discussions with Bolton & Menk, who designed lift station and forcemain 1, it is clear that the City will benefit from the previous work they just completed in their preparation of plans and specifications for lift station and forcemain 2.

### FISCAL IMPACT:

Last week staff negotiated with Bolton & Menk and settled on a cost of $64,300 (including a geotechnical sub-consultant) to perform a thorough design of Lift Station and Forcemain 2, and do it as quickly as possible. Funding for this design would come from the Sanitary Sewer Fund.

### STAFF RECOMMENDATION:

Staff recommends that City Council approve a contract with Bolton & Menk, Inc. for engineering services for the Lift Station and Forcemain 2 Replacement Project, City Project 20-10, for an hourly not-to-exceed amount of $64,300.

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director / City Engineer**

Date: **May 26, 2020**

## Revised Consultant Contract for Marie/Oakdale Trail Project CP 18-4

### BACKGROUND INFORMATION:

At the July 10, 2017 City Council meeting a contract was approved for Kimley-Horn & Associates, Inc. to perform design and construction administration of the Marie/Oakdale Trail Project. The majority of construction occurred in 2019. However, there were significant delays with the relocation of private utilities forcing the contractors work to extend into 2020.

City staff and Kimley-Horn worked tirelessly on coordinating private utility relocation last year along Oakdale Avenue. When the private utilities were finally relocated, it was fall, and the contractor did not have enough time to complete the project prior to freeze up. That forced the contract to be extended to 2020, which was not in the original contract with either Kimley-Horn or the contractor. Extending the contract of a federal aid project is a change order in itself. Additional time was needed in 2020 for construction inspection and administration. Dragging the project out also required Kimley-Horn to put together almost twice the number of pay estimates as originally planned. Not only did they have to put estimates together for the contractor, this being a federal aid project there were submittals required to the federal aid office as well with each pay request.

Without private utility delays, the construction itself would have been completed in August and Kimley-Horn would likely be under budget as the contractor was very efficient.

### FISCAL IMPACT:

The additional work that Kimley-Horn staff has put forward in construction administration and oversight is estimated at or below $19,665. The project was substantially completed last fall as was the original plan, but it took an extensive amount of effort to get there and to finish everything up this year. The engineering/construction administration on this project is funded by both City and County funds. The Marie portion of the project is funded 100% by the City and the Oakdale portion is funded 45% City and 55% County. The majority of these additional costs occurred with the Oakdale portion of the project.

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve an amendment with Kimley-Horn & Associates, Inc. for the Marie/Oakdale Trail Project for an hourly not to exceed amount of $19,665.

CITY OF WEST ST. PAUL

# City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, City Planner**

Date: **May 26, 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 122,739 square foot climate controlled storage building at 1665 Oakdale Avenue.

### ATTACHMENTS:

Applications
Notice
Planning Commission Report
Plans

## PLANNING COMMISSION:

The Planning Commission held a virtual meeting and a public hearing on May 19th, 2020. One person called in to speak on the item. Don Roth, owner of Midwest Plastics to the south of the site, called in to welcome the applicant to the neighborhood and stated that he had some concerns about stormwater drainage due to the remaining construction materials on site after a previous road construction project. The Planning Commission voted 7-0 to recommend approval of the site plan, with two additions (shown in red text) to the City Staff recommendations.

Planning Commission voted 7-0 in favor of recommending approval of the preliminary and final plat application, subject to the list of staff recommended conditions.

## STAFF RECOMMENDATION:

**Staff recommends the City Council hold a public hearing and approve of the SITE PLAN to allow for the construction of a climate controlled self-storage facility at 1665 Oakdale Ave. subject to the submitted plans and the following conditions:**

1. Council approval of the corresponding preliminary and final plat application,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement,
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance,
6. All signage must comply with section 153 of the zoning ordinance,
7. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020,
8. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020,
9. The applicant shall enter into a storm water management agreement prior to the application of a building permit,
10. The applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020,
11. The applicant shall work with City Staff to reduce the number of parking stalls to proof of parking along the front building façade to incorporate more trees, and
12. The applicant shall work with City Staff to address the soil and elevation concerns mentioned by an adjacent property owner.

**Staff recommends the City Council review the applications, hold a public hearing, and approve the PRELIMINARY and FINAL PLAT for 1665 Oakdale Ave. subject to the following conditions:**

1. Council approval of the corresponding site plan application,
2. The applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020, and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

CITY OF
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1616 Humboldt Avenue
West St. Paul, MN 55118
651-552-4100
FAX 651-552-4190
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# SITE PLAN APPLICATION

Filing Fee: $275.00

Escrow Amount: $1,300.00

Total Fees: $ 1575

**OFFICE USE ONLY**

Case No: PC 20-04

Date Received: 03/27/2020

Receipt No: 2020-0128

60 Day Date: 05/26/2020

Extended - 07/25/2020

Street Address of Parcel: 16XX Oakdale Avenue West St Paul, MN 55118

Name of Applicant: More Space LLC

Phone # 651-338-8785

Address of Applicant: 4813 Blaine Avenue
Inver Grove Heights, MN 55076

Email: Koland911@gmail.com

Name of Owner: DJJ HOLDINGS LLC

Phone # 612-850-6261

Address of Owner: 2910 Waters Rd Ste 170
Eagan, MN 55121

Email: djake@midwestamericom.com

## SITE INFORMATION

Legal/PID # of the Property Involved: 42-02000-78-060

Present Zoning: I-1 - Light Industrial

Proposed Use of Parcel: Self-Storage building with interior drive aisle for loading and unloading

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: There will be very minimal anticipated traffic conditions and no anticipated parking facilities on adjacent streets.

## EXHIBITS REQUIRED

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

a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
   i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
   ii. Building elevations, including finishes on all buildings on all sides,
   iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
   iv. Curb type and location on site, and
   v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.
c. Stormwater Management information, including:
   i. Modeling showing proposed rates are meeting the existing rates for the Atlas-14, 10- and 100-year storm events,
   ii. Existing and proposed drainage area maps,
   iii. Utility plan showing existing and proposed storm sewer (if applicable) to verify modeling,
   iv. Site grading plan,
   v. If proposing infiltration, soil borings should be submitted to confirm adequate separation,
   vi. If disturbing more than one acre, water quality modeling showing a 50% total phosphorus removal from runoff
   vii. If creating more than an acre of net new impervious, volume control calculations to show 1" over the net increase in impervious being infiltrated.

## 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.

| | |
|---|---|
| Dean Jakubowicz | 612-850-6261 |
| Signature of Owner (Required) | Phone Number |
| [illegible] | 651-775-7589 |
| 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 SITE PLAN:** An approved site plan 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 a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.

## FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the 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.

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# PLATTING APPLICATION

Filing Fee: $275 + $2 each lot

Escrow Amount: $600 (1-2 lots)

$1,600 (3 or more lots)

Total Fees: $ 877

**OFFICE USE ONLY**

Case No: PC 20-04

Date Received: 04/03/2020

Receipt No: 20-0590

60 Day Date: 06/02/2020

Extended - 08/01/2020

## CONTACT INFORMATION

Name of Applicant: MORE SPACE, LLC

Phone # 651-338-8785

Address of Applicant: Equitably Acquired Properties, LLC
4813 BLAINE AVE
IGH, MN 55076

Email: KOLAND911@GMAIL.COM

Name of Owner: DJJ Holdings LLC

Phone # 612-850-6261

Address of Owner: 2910 Waters Road
Eagan, MN 55121

Email: djake@midwestamericom.com

Name of Surveyor: Greg Gentz- Rehder & Associates

Phone # 651-337-6726

Address of Surveyor: 3440 Federal Drive, Suite 110
Eagan, MN 55122

Email: ggentz@rehder.com

Name of Engineer: Benton Ford- Rehder & Associates

Phone # 651-337-6730

Address of Engineer: 3440 Federal Drive, Suite 110
Eagan, MN 55122

Email: bford@rehder.com

## PLAT INFORMATION

Legal/PID # of the Property Involved: 42-02000-78-060

Total Acreage: 2.31

Proposed Number of Lots: 1

Proposed Name of Plat: MORE SPACE SELF STORAGE

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

**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.

| | |
|---|---|
| Signature of Owner (Required) | 612-850-6261<br>Phone Number |
| Signature of Applicant (If different) | 651-338-8785<br>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.

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

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, May 19, 2020 at 7:00 pm and a Public Hearing at the City Council Meeting Tuesday, May 26, 2020 at 6:30 pm:

**PC Case 20-04 – Site Plan, Preliminary and Final Plat Review to Allow a Climate Controlled Storage Building at 1665 Oakdale Ave – More Space LLC**

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

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For Informational Purposes Only – Not for Publication

Shirley R Buecksler
City Clerk

Published: May 3, 2020
Twin Cities Pioneer Press
Posted: May 1, 2020
City of West St. Paul

CITY OF WEST ST. PAUL

# Planning Commission Report

To: **Planning Commission**

From: **Melissa Sonnek, City Planner**

Date: **May 19, 2020**

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

### REQUEST:

Larry Koland, on behalf of More Space LLC, is requesting the review of site plan, preliminary, and final plat applications for the construction of a 122,739 square foot climate controlled storage building at 1665 Oakdale Avenue.

***Attachments:***
*Application*
*Notice*
*Submitted plans*
*Memos from the Env. Comm. & Engineering*
*Staff Presentation*

## CURRENT USES AND ZONING:

| | Use | Zoning |
|---|---|---|
| **Subject Property** | Vacant Lot | I1 – Light Industrial |
| **Properties to North** | Crawford Door Co. | I1 – Light Industrial |
| **Properties to East** | WSP Sports Complex | R4 – Multifamily Residential |
| **Properties to South** | Midwest Plastics Inc. | I1 – Light Industrial |
| **Properties to West** | Evolve Workplace | I1 – Light Industrial |

## 1) SITE PLAN ANALYSIS:

**Building Setbacks**
The I1 – Light Industrial district requires the below listed building setbacks.

| | Code Setbacks | Proposed Setbacks |
|---|---|---|
| **Front** (Adj. to R) | 100 ft. min | NE – 97 ft.<br>SE – 173 ft.<br>Average – 134 ft. |
| **Rear** | 20 ft. min | 44 ft. |
| **Side** (North) | 10 ft. min | 25 ft. |
| **Side** (South) | 10 ft. min | 32 ft. |

**Parking Setbacks**
The I1 – Light Industrial district requires the below listed parking setbacks. The proposed site plan details that all parking setbacks meet code requirements.

| | Code Setbacks | Proposed Setbacks |
|---|---|---|
| **Front** | 10 ft. min | Parking – 61.5 ft. *(average)*<br>Proof – 25 ft. |
| **Rear** | 10 ft. min | Parking – N/A<br>Proof – 10 ft. |
| **Side** (North) | 0 ft. | Parking – N/A<br>Proof – N/A |
| **Side** (South) | 0 ft. | Parking – N/A<br>Proof – 14 ft. |

**Parking Counts**
The applicant is proposing a total of 21 parking stalls (as well as 41 proof of parking) for this project, 12 surface stalls located at the front of the building and 9 stalls located within the building that will be used for loading and unloading. The applicant has stated that they see these stalls used the most, while only a few of the surface stalls are used at a time.

Code requires one parking stall per 2,000 sq. ft. of floor area, which for this site equates out to 61 stalls. The code does allow for proof of parking, which the applicant has agreed to provide in the future if/when the stalls are needed. For the time being, City Staff would much prefer to see the area occupied by additional trees and greenspace rather than un-used parking stalls.

**Drive Aisle and Parking Stall Dimensions**
The submitted plans show a two-way drive aisle width of 26 ft., parking stall depths of 20 ft., and stall width of 9ft. All are compliant with code minimums which are 22 ft., 20 ft., and 9ft. respectively. The

applicant has stated that based on the typical vehicle traveling in and around the site, they prefer to have larger drive aisles.

**Curbing**
The proposed parking lot will include B-6-12 curbing, as required by code.

**Lighting**
The submitted lighting plans do show a small amount of lighting at a few sections of the property line. Since code requires the lighting levels be zero foot-candles at the property lines, City Staff is recommending as a condition of approval that the lighting plan be revised so that the lighting levels do not exceed zero foot-candles at all abutting property lines, and no direct glare may extend into the public street, public open space, or neighboring properties.

**Landscaping**
The submitted plans detail the removal of 104 quality trees (740 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. For the proposed removal, the required caliper inches to be replaced equates out to 222 caliper inches (or 89 trees that measure 2.5 caliper inches). The submitted plan numbers fall just short of the required minimum while proposing a total of 210 caliper inches (see landscape plan for specifics). As a result, City Staff is recommending as a condition of approval that the applicant either increase the number of trees or caliper inches of the proposed trees to meet the 222 caliper inches needed to meet the minimum.

In addition, for development/redevelopment in commercial and industrial districts, the code requires one tree per 20 lineal ft. of property line, which for this property (1,398 lineal ft.) equates out to 70 trees. As shown in the attached plans, the applicant is proposing 50 deciduous trees, totaling to 210 caliper inches, as well as 30 shrubs, 70 perennials, and 61 ornamental grasses. Staff is comfortable with the lower number of trees since the proposed size of the trees is larger. Specifically the 14 evergreens located in the front yard that are expected to measure 30ft. in height.

**Environmental Committee Review**
The Environmental Committee held an informal review of the submitted plans since all committees that do not host public hearings have been temporarily suspended due to COVID-19. The Assistant Parks Director, Dave Schletty, distributed the plans to the committee and requested feedback on the submitted plans.

The Committee approved the proposed variety and number of trees for the site, they also liked the addition of the bio-retention pond. In addition to the proposed landscaping, the committee agreed that dark sky compliant lighting and a green roof would be a great addition to this development.

The Environmental Committee recommends approval of the plans with following additions for consideration:

- Strongly encourage the use of “pollinator friendly” native plants that were not treated with “neonicotinoids”,
- Recommend the addition of a green roof to treat stormwater onsite, and
- Encourage that all exterior lighting be Dark Sky compliant.

Staff is recommending as a condition of approval that the applicant consider the site plan additions recommended by the Environmental Committee detailed in the memo dated April 13, 2020.

**Screening**
Since the proposed development is across the street from a residential use, the code requires additional screening. According to code section 153.032 (E)4, screening can be accomplished through one or a combination of any of the following items: a decorative fence, masonry wall, or landscaping.

As mentioned previously, the applicant is proposing several substantial evergreens to screen the large building from the park across the street. City Staff is satisfied with this proposal.

**Construction Materials/Design**
The applicant is proposing a mixture of flat and raked precast aggregate paneling and glass for the building, all of which are considered to be primary building materials in the industrial district.

**Trash Enclosure**
The submitted plans do not include any specifics on trash enclosures. As such, City Staff is recommending as a condition of approval that any/all trash enclosures comply with section 153.032 (F)6 of the zoning code.

**Signage**
The proposed plans do not include signage specifics at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

**Engineering/Storm water Review**
The site plan was reviewed by an engineering consultant to specifically review storm water run-off, rate control, and filtration, as well as the proposed stormwater filtration pond.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm, drainage calculations, and other plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020.

In addition, Staff is recommending a condition of approval that prior to obtaining a building permit, the applicant enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

## PLAT ANALYSIS:

**Plat Summary**

Gross Acres – 2.14
Proposed Number of Lots – One
Total Easement Sq. Ft. ~ 7,797.80
Total Right-of-Way Sq. Ft. ~ 9,525

**Dakota County Plat Commission**

The Dakota County Plat Commission reviewed the proposed plat at their March 15th, 2020 meeting. The Plat Commission requested 50ft. of right-of-way along Oakdale Avenue (county road) as well as reducing the number of curb cuts down to one (as is shown on the included plans). As such, City Staff is recommending as a condition of approval that the applicant adhere to the items detailed in the Dakota County Plat Commission memo dated April 16th, 2020.

## STAFF RECOMMENDATION:

**Staff recommends APPROVAL of the SITE PLAN to allow for the construction of a climate controlled self-storage facility at 1665 Oakdale Ave. subject to the submitted plans and the following conditions:**

1. Council approval of the corresponding preliminary and final plat application,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement,
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance,
6. All signage must comply with section 153 of the zoning ordinance,
7. The applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020,
8. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020,
9. The applicant shall enter into a storm water management agreement prior to the application of a building permit, and
10. The applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020.

**Staff recommends the APPROVAL of the PRELIMINARY and FINAL PLAT for 1665 Oakdale Ave. subject to the following conditions:**

1. Council approval of the corresponding site plan application,
2. The applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020, and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

**TO:** City Planner
**THROUGH:** Asst. Parks & Recreation Dir.
**FROM:** Environmental Committee
**DATE:** April 13, 2020

---

**SUBJECT:**

CASE #20-04 – Site Plan Review for the Construction of a Climate Controlled Storage Building at 1665 Oakdale Ave – More Space Self Storage.

**BACKGROUND INFORMATION:**

Due to the current CoVid-19 crisis, the Environmental Committee (EC) meetings are suspended until further notice. That being said, the EC is still reviewing the landscaping for any submitted site plan remotely.

Members recently reviewed the Site Plan submitted by Larry Koland, for the construction of a three story, 120,186 sq. ft. climate controlled storage building in the industrial district just north of Midwest Plastics and Prime Design and west of the West St. Paul Sports Complex. Four of the seven Committee members submitted their comments regarding the plans.

Overall, Members liked the stormwater plan and the addition of the bio-retention pond, as well as the variety and selection of plantings. Members did not like the great loss of mature trees on the site and the fact that full required replacements are not being met, but understand there is limited space for new trees. Other comments by Members included the addition of Dark Sky compliant lighting, a green or white roof, and additional screening along Oakdale due to the destination park across the street.

Members are recommending approval of the plans with the following recommendations:

- They strongly encourage the developer to use "pollinator friendly" native plants that were not treated with "neonicotinoids",
- The addition of a green roof to treat stormwater onsite or white roof to reduce urban heat island effect, and
- Strongly encourage all exterior lighting to be Dark Sky compliant.

**RECOMMENDATION:**

Environmental Committee members approve the Construction of a Climate Controlled Storage Building at 1665 Oakdale Ave, with the recommendations listed above.

# Memorandum

To: Ross Beckwith, PE
Melissa Sonnek

From: Kendra Fallon, EIT

Date: May 12, 2020

Re: More Space Self Storage Stormwater Review
WSB Project No. 013770-000

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The following documents were submitted May 6, 2020 by Rehder and Associates and were reviewed for compliance with the City of West St. Paul (City), Lower Mississippi River Watershed Management Organization (LMRWMO), and MPCA Engineering Guidelines:

- More Space – Revised City Submittal 5-6-20
- Soil Borings GME Report
- Storm Water Management Report_5-6-20

The project will disturb over an acre and creates more than one acre of new impervious which requires a NPDES permit and triggers water quality, volume control and rate control requirements. The following comments should be addressed as the project moves forward:

General

1. Because a NPDES permit is required due to the project disturbing more than one acre, a SWPPP must be provided.
2. Because the project disturbs more than one acre, LMRWMO water quality rules are triggered. Applicant shall submit water quality modeling to confirm 50% TP removal requirement is being met. It is recommended the applicant use the MPCA MIDS program to show removal requirements are being met.
3. A maintenance agreement including an operations and maintenance plan for the biofiltration basin should be included in future submittals.

Plans

1. A callout should be added to the proposed pipe connecting into the catch basin along Oakdale Avenue to confirm its size, slope and material.
2. A sump should be added to CB 1 to provide pretreatment.
3. The elevation and location of the emergency overflow for the biofiltration basin should be added to the plan.
4. The corners of the bottom contours in the biofiltration basin should be smoothed out to make them constructible.
5. It is recommended additional storm sewer be added to pick up the runoff from the swales and route it to the biofiltration basin to reduce the amount of runoff running in the gutters.

We request the applicant respond with how each comment above has been addressed. Please reach out with any questions concerning the comments provided in this memo.

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

CITY OF WEST ST. PAUL

# Engineering/Public Works Report

To: **Planning Commission**

Through: **Melissa Sonnek, Asst. Comm. Dev. Director**

From: **Cody Joos, Engineering Tech. II**

Date: **March 31st, 2020**

## Site Plan Review – More Space Self-Storage; Oakdale Avenue

### REVIEW:

Cody Joos reviewing environmental site plans.

### STAFF RECOMMENDATION:

1; This project will require a NPDES permit. I would request a note indicating that a co-inspection with a city employee be performed every two-weeks.

2; This project will trigger a need for a maintenance agreement for their storm water pond with the city.

# More Space Self-Storage

1777 Oakdale Avenue
West St. Paul, MN

Planning Review Summary

**Site Statistics:**

| | |
|---|---|
| Site Area | 92,853 SF |
| | 2.13 Acre |
| Property Zoned | I-1 - Light Industrial |
| Allowed Use | Storage |
| Proposed Use | Storage (Climate Controlled Self-Storage) |

**Setback Statistics:**

| | |
|---|---|
| Building Setback - Street Right of Way (Oakdale Ave) | 100 Feet |
| Buiilding Setback - Side Yard | 10 Feet |
| Building Setback - Rear Yard | 20 Feet |
| Parking Setback - Street Right of Way (Oakdale Ave) | 10 Feet |

**Building Area Statistics:**

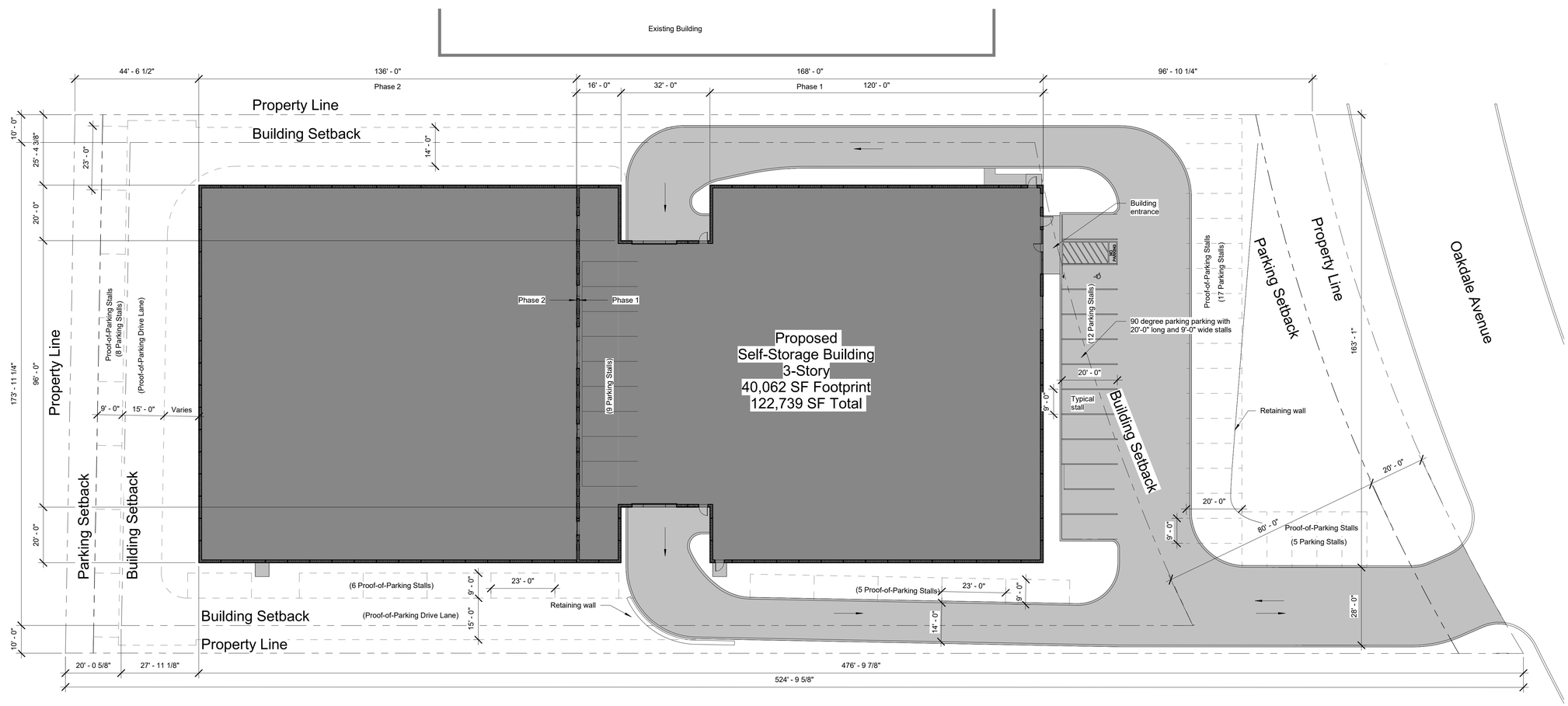
| | |
|---|---|
| Proposed Building Footprint | 40,062 SF |
| Proposed Building Total Gross Floor Area (GFA) | 122,739 SF |
| Proposed Building Area Percentage | 43.1% |
| Maximum Allowed Builing Area Percentage | 50.0% |

**Lot Coverage Statistics:**

| | |
|---|---|
| Total Site Impervious Area - Parking / Sidewalk | 17,791 SF |
| Total Proposed Building Area | 40,062 SF |
| Total Proposed Landscape Coverage | 35,000 SF |
| Total Proposed Landscape Percentage | 38% |

**Parking Statistics:**

| | |
|---|---|
| Parking Proposed (Self-Service Storage) 1 stall per 2,000 SF GFA | 122,739 GFA / 2000 = 61 |
| Parking Provided | |
| Exterior | 12 Stalls |
| Exterior Proof of Parking | 41 Stalls |
| Interior (Parking Along one-way Aisle) | 9 Stalls |
| Total Stalls Provided | 62 Stalls |




A1 / CS01 Site Plan
1" = 20'-0"

NOT FOR CONSTRUCTION

C:\Users\enelsen\Documents\19122 - More Space - West St.Paul_ENelsen.rvt
5/5/20 12:58:10 PM

CNH ARCHITECTS

7300 WEST 147TH STREET, SUITE 504 APPLE VALLEY, MN 55124-7580 (952) 431-4433

© COPYRIGHT BY CNH ARCHITECTS, INC.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: Quinn S. Hutson

SIGNATURE: Quinn S. Hutson

DATE: 5/5/20 LIC. NO.: 21234

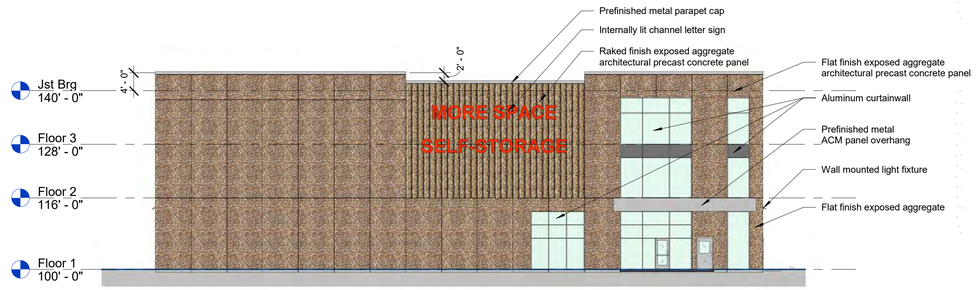
CNH NO.: 19122
DATE: 5/6/2020
REVISIONS:

More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Site Plan

CS01

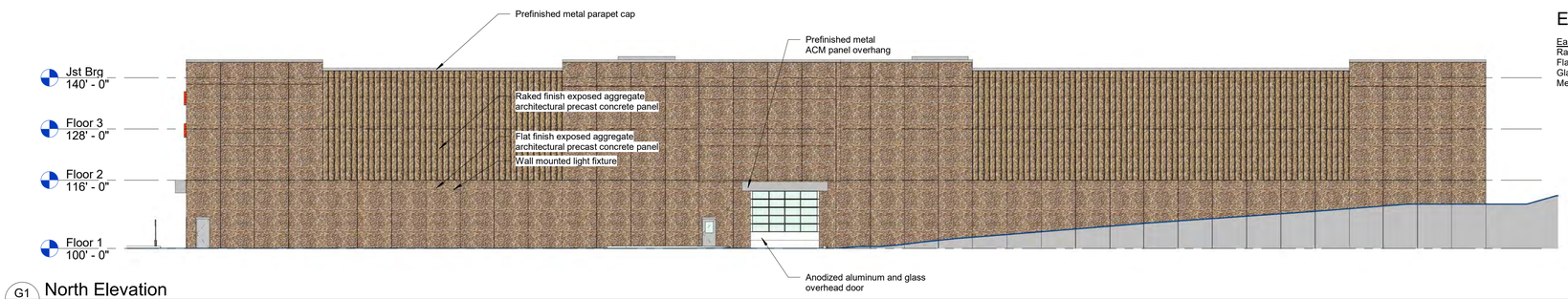



K1 / CS02 **East Elevation**
1/16" = 1'-0"

## Exterior Finish Table

East Elevation

| | |
|---|---|
| Raked exposed aggregate precast | 17.6% |
| Flat exposed aggregate precast | 65.6% |
| Glass | 15.3% |
| Metal panel | 1.5% |

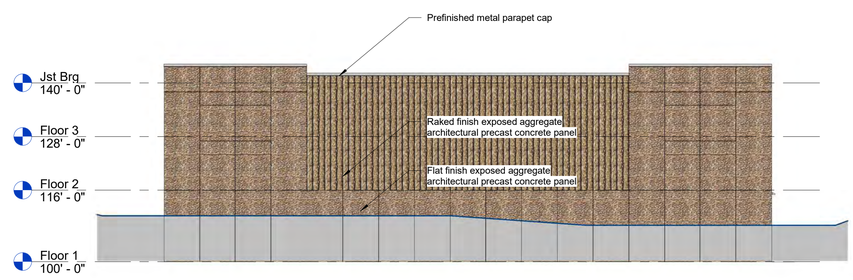



G1 / CS02 **North Elevation**
1/16" = 1'-0"

## Exterior Finish Table

East Elevation

| | |
|---|---|
| Raked exposed aggregate precast | 28.7% |
| Flat exposed aggregate precast | 69.8% |
| Glass | 1.1% |
| Metal panel | 0.4% |

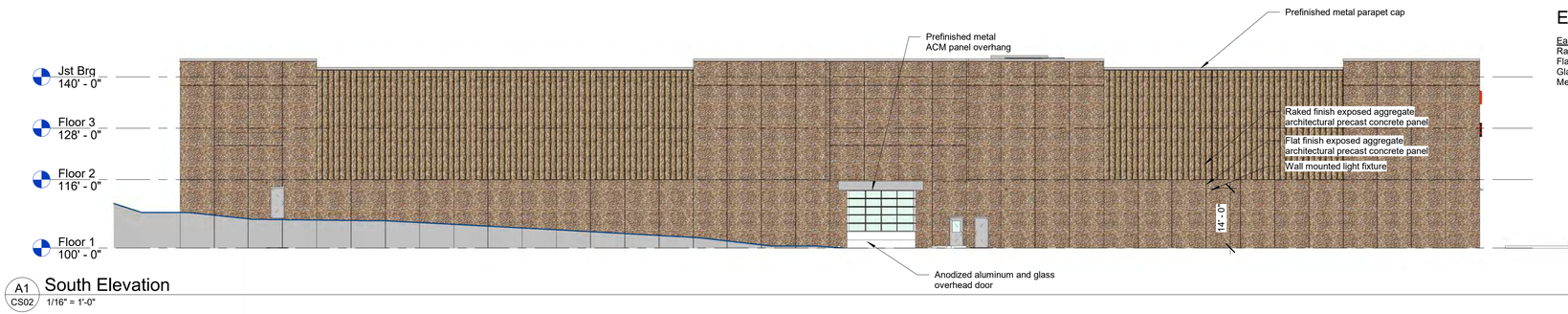



D1 / CS02 **West Elevation**
1/16" = 1'-0"

## Exterior Finish Table

East Elevation

| | |
|---|---|
| Raked exposed aggregate precast | 32.2% |
| Flat exposed aggregate precast | 67.8% |




A1 / CS02 **South Elevation**
1/16" = 1'-0"

## Exterior Finish Table

East Elevation

| | |
|---|---|
| Raked exposed aggregate precast | 28.7% |
| Flat exposed aggregate precast | 69.8% |
| Glass | 1.1% |
| Metal panel | 0.4% |

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5/5/2020 1:25:26 PM

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PRINT NAME: Quinn S. Hutson
SIGNATURE:
DATE: 5/5/20
LIC. NO.: 21234

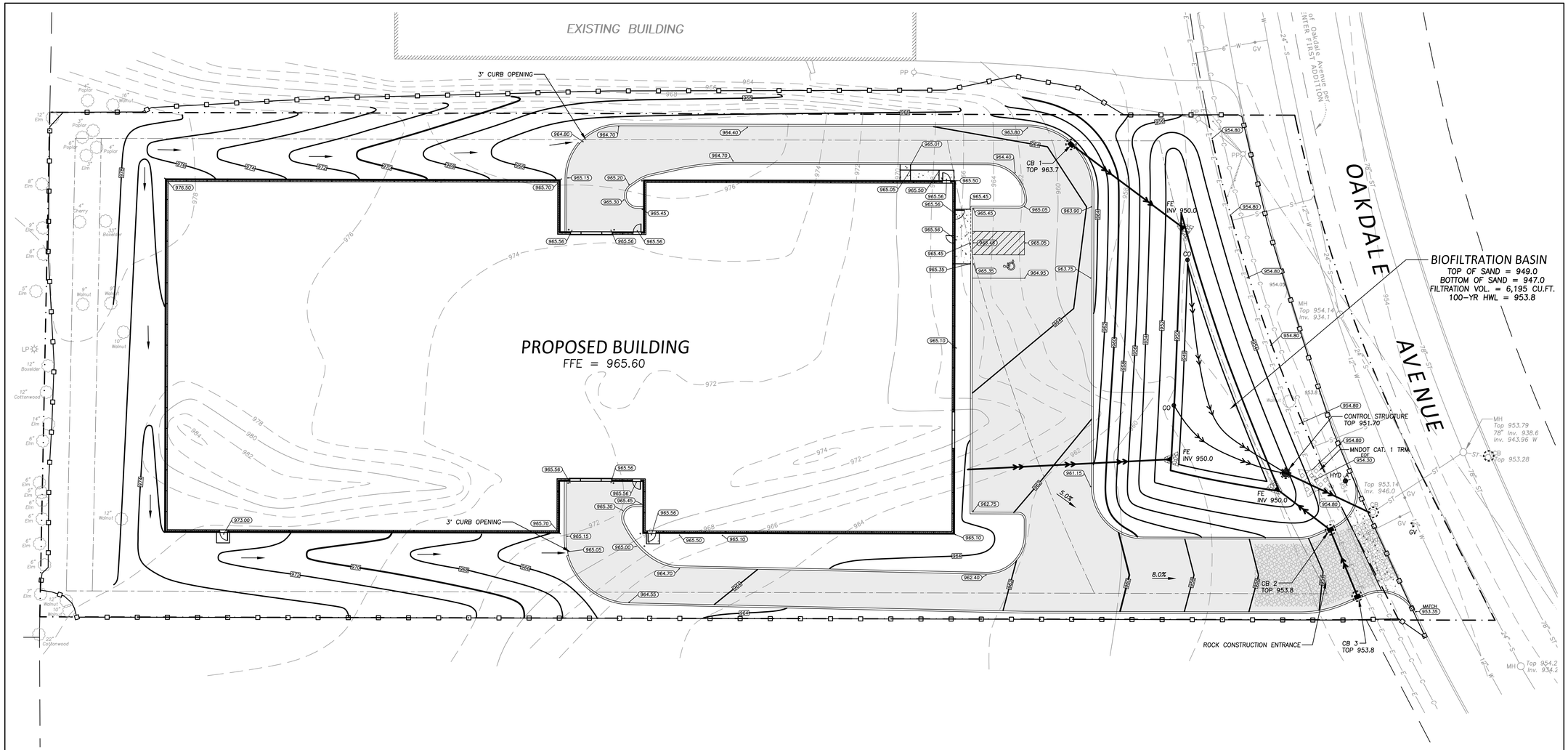
CNH NO.: 19122
DATE: 5/6/2020
REVISIONS:

# More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Exterior Elevations

CS02




## GRADING NOTES

1 – All elevations shown are to final surfaces.

2 – Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

## EROSION CONTROL NOTES

1 – No construction may begin until erosion and sediment controls are in place and approved by the City.

2 – All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.

3 – Sweep paved public streets as necessary where construction sediment has been deposited.

4 – Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.

5 – Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.

6 – Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

7 – Spring/summer temporary turf establishment: seed shall be MNDOT Mixture 21–111 @ 100 lbs/acre and mulch shall be MNDOT Type 1.
Winter temporary turf establishment: seed shall be MNDOT Mixture 21–112 @ 100 lbs/acre and mulch shall be MNDOT Type 1.

## POLLUTION PREVENTION MANAGEMENT

– All solid waste must be disposed of off–site per the MPCA disposal requirements.

– All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

## INSPECTION AND MAINTENANCE

– The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

– Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.

– All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.

– All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.

– Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.

– Construction site vehicle exit locations must have sediment removed from off–site paved surfaces within 24 hours of discovery.

## LEGEND

| | |
|---|---|
| PROPOSED MANHOLE | SILT FENCE |
| PROPOSED CLEANOUT | INLET PROTECTION DEVICE |
| PROPOSED CATCH BASIN | BOUNDARY/ROW/BLOCK LINE |
| PROPOSED HYDRANT | BUILDING/PARKING SETBACK LINE |
| PROPOSED GATE VALVE | DRAINAGE ARROW |
| PROPOSED FLARED END | W EXISTING WATERMAIN |
| PROPOSED STORM SEWER | S EXISTING SANITARY SEWER |
| PROPOSED CONCRETE | ST EXISTING STORM SEWER |
| PROPOSED BITUMINOUS | E EXISTING BURIED ELECTRIC LINE |
| PROPOSED MNDOT CAT. 1 TRM | C EXISTING BURIED TELEPHONE LINE |
| 1020 PROPOSED CONTOUR | 980 EXISTING CONTOUR |
| 1023.54 PROPOSED ELEVATION | x 995.50 EXISTING ELEVATION |

N

0 10 20 40 60
Scale in Feet

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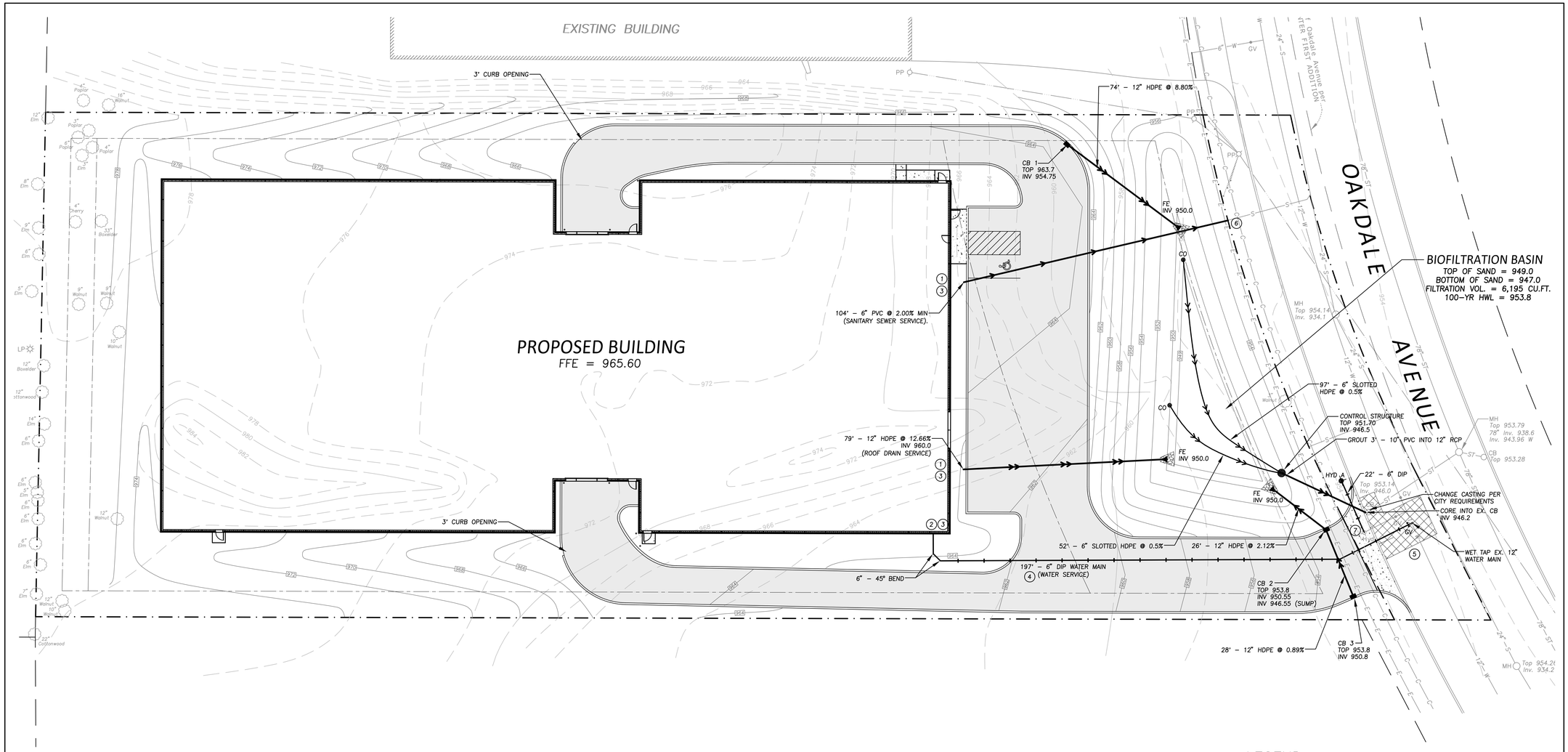
# More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Grading, Drainage & Erosion Control Plan

C1




## UTILITY NOTES

1. All sewer services to extend to a point 5' from proposed building.
2. Bring water main into proposed building and cap at the floor.
3. Verify all service locations and inverts with mechanical engineer before construction.
4. All watermain to have a minimum of 7.5' of cover.
5. Repair curb, gutter and bituminous matching existing pavement sections.
6. Connect to existing sanitary sewer service. Verify size depth and material of service before construction.
7. Remove and relocate existing hydrant.

## HYDRANT SCHEDULE

| HYDRANT NO. | BREAKOFF FLANGE |
|---|---|
| HYD A | 954.25 |

## CATCH BASIN/MANHOLE SCHEDULE

| STRUCTURE NO. | BARREL SIZE | NEENAH CASTING NO. |
|---|---|---|
| CB 1 | 48" | R-3067V |
| CB 2 | 48" | R-3067V |
| CB 3 | 24" X 36" | R-3067V |
| CONTROL STRUCTURE | 48" | SEE DETAIL 9/C3 |

## LEGEND

- PROPOSED CONTROL STRUCTURE
- PROPOSED CLEANOUT
- PROPOSED CATCH BASIN
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- PROPOSED CONCRETE
- PROPOSED BITUMINOUS
- PROPOSED CONTOUR
- BOUNDARY/ROW/BLOCK LINE
- BUILDING/PARKING SETBACK LINE
- W — EXISTING WATERMAIN
- S — EXISTING SANITARY SEWER
- ST — EXISTING STORM SEWER
- E — EXISTING BURIED ELECTRIC LINE
- C — EXISTING BURIED TELEPHONE LINE
- 980 — EXISTING CONTOUR

N

0 10 20 40 60
Scale in Feet

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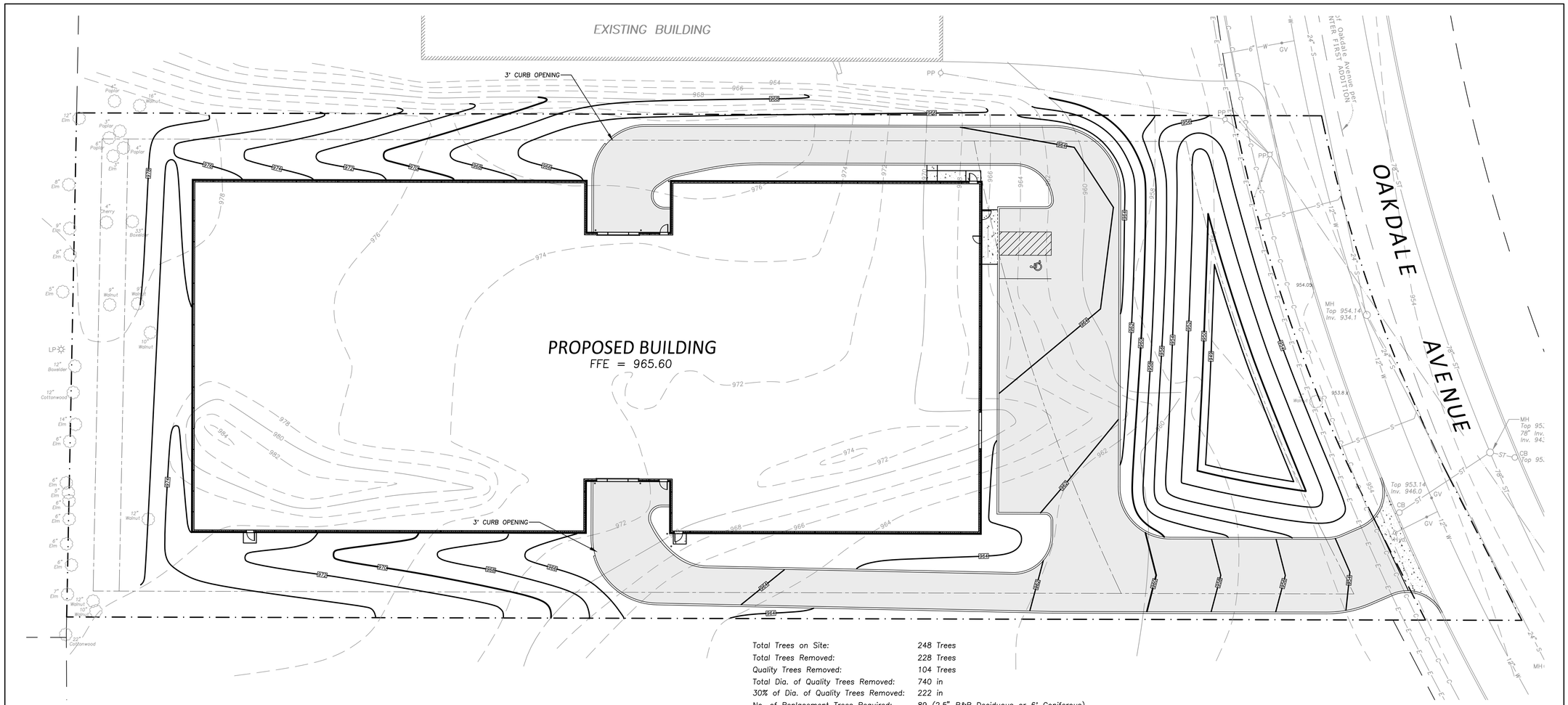
# More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN 55188

Utility Plan

C2




| | |
|---|---|
| Total Trees on Site: | 248 Trees |
| Total Trees Removed: | 228 Trees |
| Quality Trees Removed: | 104 Trees |
| Total Dia. of Quality Trees Removed: | 740 in |
| 30% of Dia. of Quality Trees Removed: | 222 in |
| No. of Replacement Trees Required: | 89 (2.5" B&B Deciduous or 6' Coniferous) |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1032 | Walnut | 1 | 3 | Save |
| 1033 | Elm | 5 | 5 | Remove |
| 1034 | Elm | 5 | 6 | Remove |
| 1035 | Elm | 5 | 5 | Remove |
| 1036 | Elm | 1 | 3 | Remove |
| 1051 | Box | 1 | 4 | Remove |
| 1052 | Walnut | 1 | 9 | Remove |
| 1053 | Elm | 1 | 5 | Remove |
| 1054 | Elm | 1 | 5 | Remove |
| 1055 | Cherry | 1 | 12 | Remove |
| 1056 | Cherry | 1 | 4 | Remove |
| 1057 | Elm | 1 | 5 | Remove |
| 1058 | Walnut | 1 | 14 | Remove |
| 1059 | Box | 1 | 6 | Remove |
| 1060 | Walnut | 1 | 6 | Remove |
| 1061 | Elm | 1 | 13 | Remove |
| 1062 | Box | 5 | 6 | Remove |
| 1063 | Walnut | 1 | 5 | Remove |
| 1064 | Walnut | 1 | 9 | Remove |
| 1065 | Walnut | 1 | 6 | Remove |
| 1067 | Walnut | 1 | 9 | Remove |
| 1068 | Cherry | 1 | 3 | Remove |
| 1069 | Cherry | 1 | 4 | Remove |
| 1070 | Cherry | 1 | 3 | Remove |
| 1071 | Walnut | 1 | 4 | Remove |
| 1073 | Oak | 1 | 37 | Remove |
| 1074 | Cherry | 1 | 3 | Remove |
| 1075 | Cherry | 1 | 7 | Remove |
| 1076 | Cherry | 1 | 4 | Remove |
| 1077 | Cherry | 1 | 4 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1078 | Cherry | 1 | 3 | Remove |
| 1079 | Cherry | 1 | 3 | Remove |
| 1080 | Elm | 5 | 5 | Remove |
| 1082 | Walnut | 1 | 4 | Remove |
| 1083 | Walnut | 1 | 17 | Remove |
| 1084 | Walnut | 1 | 16 | Remove |
| 1086 | Walnut | 1 | 15 | Remove |
| 1088 | Cherry | 1 | 5 | Remove |
| 1091 | Box | 1 | 12 | Remove |
| 1110 | Walnut | 1 | 9 | Remove |
| 1111 | Elm | 1 | 3 | Remove |
| 1112 | Walnut | 1 | 3 | Remove |
| 1113 | Walnut | 1 | 8 | Remove |
| 1114 | Walnut | 1 | 6 | Remove |
| 1116 | Walnut | 1 | 5 | Remove |
| 1117 | Walnut | 2 | 14 | Remove |
| 1118 | Walnut | 1 | 10 | Remove |
| 1119 | Walnut | 1 | 5 | Remove |
| 1120 | Oak | 1 | 10 | Remove |
| 1121 | Cherry | 1 | 3 | Remove |
| 1122 | Cherry | 1 | 3 | Remove |
| 1123 | Oak | 1 | 13 | Remove |
| 1125 | Box | 1 | 4 | Remove |
| 1126 | Walnut | 1 | 4 | Remove |
| 1127 | Walnut | 1 | 4 | Remove |
| 1128 | Walnut | 1 | 12 | Remove |
| 1129 | Box | 1 | 5 | Remove |
| 1130 | Box | 1 | 4 | Remove |
| 1131 | Walnut | 1 | 4 | Remove |
| 1133 | Walnut | 1 | 6 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1135 | Box | 1 | 7 | Remove |
| 1136 | Box | 1 | 6 | Remove |
| 1137 | Box | 1 | 5 | Remove |
| 1138 | Box | 1 | 5 | Remove |
| 1139 | Box | 1 | 5 | Remove |
| 1140 | Box | 1 | 5 | Remove |
| 1141 | Box | 1 | 5 | Remove |
| 1142 | Box | 1 | 5 | Remove |
| 1143 | Cherry | 1 | 3 | Remove |
| 1144 | Walnut | 1 | 5 | Remove |
| 1145 | Box | 1 | 5 | Remove |
| 1146 | Box | 1 | 6 | Remove |
| 1147 | Walnut | 1 | 15 | Remove |
| 1148 | Walnut | 1 | 5 | Remove |
| 1149 | Walnut | 1 | 4 | Remove |
| 1154 | Box | 5 | 10 | Remove |
| 1155 | Box | 1 | 7 | Remove |
| 1156 | Box | 5 | 12 | Remove |
| 1157 | Cherry | 1 | 5 | Remove |
| 1158 | Box | 1 | 5 | Remove |
| 1159 | Walnut | 1 | 9 | Remove |
| 1160 | Box | 1 | 5 | Remove |
| 1161 | Walnut | 1 | 9 | Remove |
| 1162 | Walnut | 1 | 8 | Remove |
| 1163 | Box | 1 | 7 | Remove |
| 1164 | Box | 1 | 5 | Remove |
| 1165 | Box | 1 | 13 | Remove |
| 1166 | Walnut | 1 | 4 | Remove |
| 1167 | Walnut | 1 | 14 | Remove |
| 1206 | Walnut | 1 | 9 | Save |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1207 | Walnut | 1 | 9 | Save |
| 1208 | Walnut | 1 | 10 | Save |
| 1209 | Box | 1 | 11 | Remove |
| 1210 | Walnut | 1 | 8 | Remove |
| 1211 | Walnut | 1 | 5 | Remove |
| 1212 | Walnut | 1 | 12 | Save |
| 1214 | Walnut | 1 | 10 | Save |
| 1215 | Walnut | 1 | 12 | Save |
| 1217 | Elm | 1 | 7 | Save |
| 1218 | Elm | 1 | 3 | Save |
| 1220 | Elm | 1 | 6 | Save |
| 1221 | Elm | 1 | 6 | Save |
| 1226 | Elm | 1 | 14 | Save |
| 1227 | Cotton | 1 | 12 | Save |
| 1228 | Box | 1 | 12 | Save |
| 1232 | Elm | 1 | 6 | Remove |
| 1233 | Elm | 1 | 6 | Remove |
| 1234 | Cherry | 1 | 3 | Remove |
| 1235 | Maple | 1 | 4 | Remove |
| 1236 | Maple | 1 | 8 | Remove |
| 1237 | Box | 1 | 5 | Remove |
| 1238 | Box | 1 | 8 | Remove |
| 1239 | Walnut | 1 | 9 | Remove |
| 1240 | Walnut | 1 | 14 | Remove |
| 1242 | Elm | 1 | 3 | Remove |
| 1243 | Cherry | 1 | 3 | Remove |
| 1244 | Elm | 1 | 3 | Remove |
| 1245 | Elm | 1 | 9 | Remove |
| 1247 | Box | 1 | 5 | Remove |
| 1249 | Elm | 1 | 10 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1250 | Box | 1 | 30 | Remove |
| 1251 | Box | 1 | 5 | Remove |
| 1252 | Box | 1 | 4 | Remove |
| 1253 | Walnut | 1 | 3 | Remove |
| 1254 | Walnut | 1 | 10 | Remove |
| 1255 | Walnut | 1 | 15 | Remove |
| 1256 | Elm | 1 | 5 | Remove |
| 1257 | Elm | 1 | 4 | Remove |
| 1258 | Elm | 1 | 4 | Remove |
| 1259 | Walnut | 1 | 8 | Remove |
| 1260 | Cherry | 1 | 3 | Remove |
| 1261 | Elm | 1 | 7 | Remove |
| 1262 | Elm | 1 | 5 | Remove |
| 1263 | Elm | 1 | 12 | Remove |
| 1264 | Box | 1 | 9 | Remove |
| 1265 | Box | 1 | 8 | Remove |
| 1266 | Ash | 1 | 9 | Remove |
| 1267 | Box | 1 | 5 | Remove |
| 1268 | Box | 1 | 3 | Remove |
| 1269 | Box | 1 | 8 | Remove |
| 1270 | Box | 1 | 8 | Remove |
| 1271 | Box | 1 | 3 | Remove |
| 1272 | Box | 1 | 3 | Remove |
| 1273 | Box | 1 | 5 | Remove |
| 1274 | Box | 1 | 2.5 | Remove |
| 1275 | Box | 1 | 4 | Remove |
| 1276 | Box | 1 | 8 | Remove |
| 1277 | Walnut | 1 | 11 | Remove |
| 1278 | Box | 1 | 10 | Remove |
| 1279 | Box | 1 | 5 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1280 | Box | 1 | 8 | Remove |
| 1281 | Cherry | 1 | 3 | Remove |
| 1282 | Walnut | 1 | 10 | Remove |
| 1283 | Elm | 1 | 6 | Remove |
| 1284 | Walnut | 1 | 8 | Remove |
| 1285 | Box | 1 | 9 | Remove |
| 1286 | Box | 1 | 10 | Remove |
| 1287 | Box | 1 | 12 | Remove |
| 1288 | Box | 1 | 8 | Remove |
| 1289 | Walnut | 1 | 10 | Remove |
| 1290 | Walnut | 1 | 8 | Remove |
| 1291 | Elm | 1 | 6 | Remove |
| 1292 | Elm | 1 | 4 | Remove |
| 1293 | Elm | 1 | 3 | Remove |
| 1295 | Box | 1 | 17 | Remove |
| 1296 | Box | 1 | 8 | Remove |
| 1297 | Box | 1 | 15 | Remove |
| 1298 | Walnut | 1 | 9 | Remove |
| 1299 | Box | 1 | 9 | Remove |
| 1300 | Box | 1 | 10 | Remove |
| 1302 | Cherry | 1 | 2.5 | Remove |
| 1303 | Elm | 1 | 4 | Remove |
| 1304 | Box | 1 | 7 | Remove |
| 1305 | Box | 1 | 8 | Remove |
| 1306 | Box | 1 | 9 | Remove |
| 1307 | Ash | 1 | 7 | Remove |
| 1308 | Ash | 1 | 8 | Remove |
| 1309 | Box | 1 | 7 | Remove |
| 1310 | Box | 1 | 7 | Remove |
| 1311 | Box | 1 | 5 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1312 | Box | 1 | 3 | Remove |
| 1313 | Box | 1 | 4 | Remove |
| 1314 | Box | 1 | 5 | Remove |
| 1315 | Box | 1 | 6 | Remove |
| 1316 | Elm | 1 | 5 | Remove |
| 1318 | Box | 1 | 6 | Remove |
| 1319 | Box | 1 | 3 | Remove |
| 1320 | Box | 1 | 4 | Remove |
| 1321 | Box | 1 | 4 | Remove |
| 1322 | Cherry | 1 | 3 | Remove |
| 1323 | Box | 1 | 4 | Remove |
| 1324 | Elm | 1 | 5 | Remove |
| 1325 | Cherry | 1 | 2.5 | Remove |
| 1326 | Cherry | 1 | 4 | Remove |
| 1327 | Elm | 1 | 3 | Remove |
| 1328 | Cherry | 1 | 2.5 | Remove |
| 1329 | Cherry | 1 | 2.5 | Remove |
| 1330 | Box | 1 | 12 | Remove |
| 1331 | Box | 1 | 15 | Remove |
| 1332 | Cherry | 1 | 3 | Remove |
| 1333 | Cherry | 1 | 4 | Remove |
| 1334 | Cherry | 1 | 3 | Remove |
| 1335 | Elm | 1 | 3 | Remove |
| 1336 | Elm | 1 | 4 | Remove |
| 1337 | Cherry | 1 | 4 | Remove |
| 1339 | Box | 1 | 5 | Remove |
| 1340 | Cherry | 1 | 3 | Remove |
| 1341 | Box | 1 | 16 | Remove |
| 1342 | Cherry | 1 | 3 | Remove |
| 1343 | Cherry | 1 | 2.5 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1344 | Cherry | 1 | 4 | Remove |
| 1345 | Cherry | 1 | 3 | Remove |
| 1346 | Walnut | 1 | 11 | Remove |
| 1347 | Cherry | 1 | 4 | Remove |
| 1348 | Cherry | 1 | 3 | Remove |
| 1349 | Box | 1 | 5 | Remove |
| 1352 | Walnut | 1 | 6 | Remove |
| 1353 | Elm | 1 | 7 | Remove |
| 1354 | Box | 1 | 6 | Remove |
| 1360 | Cherry | 1 | 4 | Save |
| 1362 | Box | 1 | 33 | Save |
| 1363 | Box | 1 | 14 | Remove |
| 1364 | Box | 1 | 6 | Remove |
| 1365 | Box | 1 | 10 | Remove |
| 1366 | Walnut | 1 | 12 | Remove |
| 1367 | Walnut | 1 | 12 | Remove |
| 1368 | Box | 1 | 5 | Remove |
| 1369 | Box | 1 | 5 | Remove |
| 1370 | Box | 1 | 5 | Remove |
| 1371 | Walnut | 1 | 14 | Remove |
| 1372 | Walnut | 1 | 11 | Remove |
| 1373 | Cherry | 1 | 2.5 | Remove |
| 1374 | Elm | 1 | 4 | Remove |
| 1375 | Walnut | 1 | 13 | Remove |
| 1376 | Cherry | 1 | 2.5 | Remove |
| 1377 | Cherry | 1 | 3 | Remove |
| 1378 | Box | 1 | 12 | Remove |
| 1379 | Walnut | 1 | 6 | Remove |
| 1380 | Walnut | 1 | 14 | Remove |
| 1381 | Cherry | 1 | 3 | Remove |

| Point # | Species | Stems | Size | Remove/Save |
|---|---|---|---|---|
| 1383 | Box | 1 | 8 | Remove |
| 1384 | Cherry | 1 | 4 | Remove |
| 1385 | Poplar | 1 | 10 | Remove |
| 1387 | Elm | 1 | 12 | Save |
| 1394 | Poplar | 1 | 3 | Save |
| 1395 | Poplar | 1 | 6 | Save |
| 1396 | Elm | 1 | 3 | Save |
| 1397 | Poplar | 1 | 4 | Save |
| 1398 | Poplar | 1 | 6 | Remove |
| 1399 | Poplar | 1 | 6 | Remove |
| 1400 | Poplar | 1 | 5 | Remove |
| 1401 | Poplar | 1 | 4 | Remove |
| 1402 | Poplar | 1 | 8 | Remove |

## LEGEND

TREE TO BE REMOVED

TREE TO REMAIN

N

0 10 20 40 60

Scale in Feet

NOT FOR CONSTRUCTION

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More Space - West St. Paul

1777 Oakdale Avenue
West St. Paul, MN

Tree Preservation Plan

C4

## PLANT SCHEDULE

| SYMBOL | COMMON NAME | BOTANICAL NAME | QTY. | CONT. | SPACING | NOTES |
|---|---|---|---|---|---|---|
| **EVERGREEN TREES + SHRUBS** | | | | | | |
| TOT | TECHNY ARBORVITAE | THUJA OCCIDENTALIS 'TECHNY' | 6 | 6' BB | 12' OC | 12-15'H x 6-8'W |
| PG | BLACK HILLS SPRUCE | PICEA GLAUCA DENSATA | 14 | 6' BB | 10' OC | 30'H x 20'W |
| **DECIDUOUS TREES + SHRUBS** | | | | | | |
| QB | SWAMP WHITE OAK | QUERCUS BICOLOR | 12 | 3" BB | | 50-60' H x 40-50'W |
| CO | HACKBERRY | CELTIS OCCIDENTALIS | 7 | 3" BB | 40' OC | 50-75'H x 50'W |
| AR | ARMSTRONG GOLD MAPLE | ACER RUBRUM 'JFS-KW78' | 3 | 3" BB | 15' OC | 40'H x 12'W |
| GT | IMPERIAL HONEYLOCUST | GLEDITSIA TRIACANTHOS VAR. INERMIS 'IMPCOLE' | 2 | 3" BB | | 30-35'H x 30-35'W |
| CC | FIRESPIRE AMERICAN HORNBEAM | CARPINUS CAROLINIANA 'J.N. UPRIGHT' | 6 | 3" BB | 20' OC | 20'H x 10'W |
| DS | BUTTERFLY BUSH HONEYSUCKLE | DIERVILLA SESSILIFOLIA 'BUTTERFLY' | 18 | #5 CONT | 4' OC | 3-5'H x 3-4'W |
| HA | ANNABELLE HYDRANGEA | HYDRANGEA ARBORESCENS 'ANNABELLE' | 12 | #5 CONT | 3' OC | 4-5'H x 3-5'W |
| **PERENNIALS + ORNAMENTAL GRASSES** | | | | | | |
| NF | WALKER'S LOW CATMINT | NEPETA FAASSENII 'WALKERS LOW' | 70 | #1 CONT | 2' OC | 24-30"H x 30"W |
| SS | STANDING OVATION LITTLE BLUESTEM | SCHIZACHYRIUM SCOPARIUM 'STANDING OVATION' | 61 | #1 CONT | 2' OC | 42"H |

## LEGEND

NATIVE SEED MIX

MULCH

TURF

DECIDUOUS OVERSTORY TREE

CONIFEROUS OVERSTORY TREE

CONIFEROUS UNDERSTORY TREE

DECIDUOUS UNDERSTORY TREE

PERENNIALS + ORNAMENTAL GRASSES

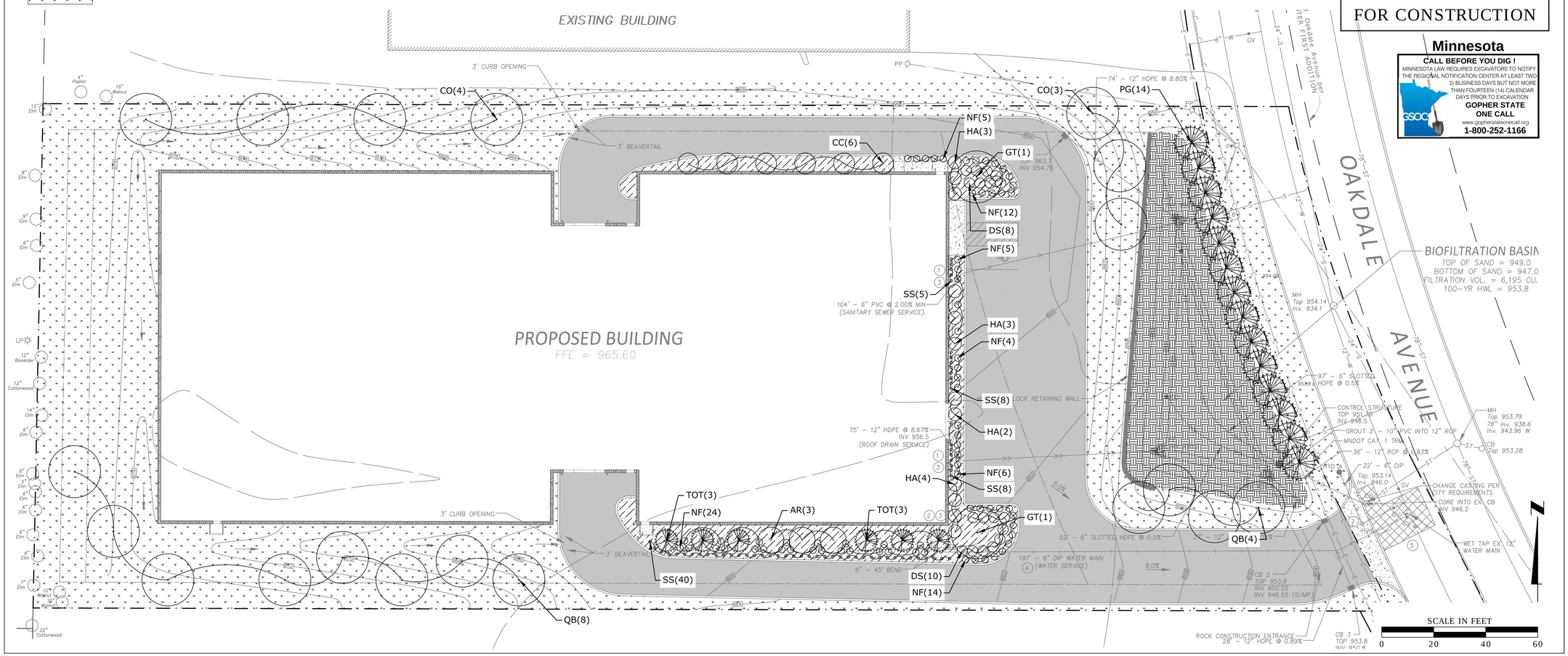
## CODE REQUIREMENTS

| CODE REQUIREMENTS FOR I-1 LIGHT INDUSTRIAL DISTRICT | TOTAL REQUIRED | TOTAL PROVIDED |
|---|---|---|
| **LANDSCAPING REQUIREMENTS PER CODE 153.032(E)(2) AND (3)** | | |
| WITHIN PROTECTIVE BUFFER AREA : 1 'QUALITY' TREE PER 20 LINEAL FEET OF PROPERTY | 11 | 14 PROVIDED + 1 EXISTING |
| (STREET FRONTAGE = 208.9'. 208.9' / 20' = 10.4) | | |
| WITHIN CURBED ISLANDS : 1 'QUALITY' TREE PER CURBED ISLAND | 2 | 2 |
| **TREE REMOVAL REQUIREMENTS PER CODE 153.032 (E)(7)** | | |
| PROVIDE 30% OF TOTAL CALIPER INCHES OF 'QUALITY' TREES REMOVED | 213 CALIPER INCHES | 190 CALIPER INCHES |
| **SCREENING REQUIREMENTS PER CODE 153.032(E)(4) : INDUSTRIAL USE ACROSS FROM R USE** | | |
| LANDSCAPE SCREEN SHALL BE 6-FEET IN HEIGHT AND 95% OPAQUE SCREENING ALONG OAKDALE AVENUE | | EVERGREEN TREE SCREENING ALONG OKADALE AVENUE |

## LANDSCAPE NOTES:

1. CONTRACTOR IS RESPONSIBLE FOR FINISH GRADING AND POSITIVE SURFACE DRAINAGE IN ALL LANDSCAPE AREAS.
2. ALL PLANT MATERIALS ARE TO CONFORM WITH STATE AND LOCAL CONSTRUCTION STANDARDS & THE CURRENT ADDITION OF THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS. ALL PLANT MATERIALS ARE TO BE HEALTHY, HARDY STOCK, AND FREE FROM ANY DISEASES, DAMAGE, AND DISFIGURATION.
3. QUANTITIES OF PLANTS LISTED ON THE PLAN ARE TO GOVERN ANY DISCREPANCY BETWEEN THE QUANTITIES SHOWN ON THE PLANT SCHEDULE AND PLAN. PLACE PLANTS IN PROPER SPACING FOLLOWING LAYOUT FIGURES.
4. MAINTAIN (30) INCHES CLEARANCE AROUND PARKING STALLS TO ALLOW OVERHANG OF PARKED CARS.
5. APPLY FOUR (4) INCH DEPTH OF SHREDDED HARDWOOD BARK MULCH IN FOUR (4) FOOT DIAMETER RING AROUND ALL TREES IN TURF AREA.
6. APPLY PRE-EMERGENT TO MULCH IN PLANTING AREAS TO PROHIBIT WEED GROWTH, APPLICATION RATE TO BE PER MANUFACTURER'S RECOMMENDATIONS. IF WEEDS APPEAR IN TREATED AREAS DURING THE FIRST YEAR, LANDSCAPE CONTRACTOR TO REMOVE ALL WEEDS AT NO ADDITIONAL COST.
7. PLANTING SOIL FOR LANDSCAPED AREAS SHALL BE MINIMUM SIX (6) INCHES IN DEPTH. PLANTING SOIL SHALL BE WELL-GRADED SOIL, FRIABLE AND FERTILE, FREE OF HARDPACK SUBSOIL, STONES AND NOXIOUS WEEDS, AND HAVE A PH BETWEEN 6.5 AND 7.5. PLANTING SOIL TO BE A MIXTURE OF SELECTED TOPSOIL BORROW (MNDOT 3877 TYPE B) PEAT MOSS OR COMPOSTED YARD WASTE AND FERTILIZER, MIXING PROPORTIONS SHALL BE ACCORDING TO LOOSE VOLUME RATIO AND HAVE A COMPOSITE ORGANIC CONTENT AT NO LESS THAN 15% AND NO GREATER THAN 20%. FERTILIZER SHALL BE SLOW RELEASE COMMERCIAL FERTILIZER AND ADDED IN SUFFICIENT QUANTITY TO PROVIDE 0.05 POUND OF TOTAL NITROGEN PER CUBIC YARD OF PLANTING SOIL.
8. FOLLOW LANDSCAPE DETAILS FOR ALL INSTALLATION, UNLESS OTHERWISE NOTED.
9. LANDSCAPE CONTRACTOR TO MAINTAIN PLANTS AND SOD IN HEALTHY CONDITION THROUGHOUT ONE YEAR WARRANTY PERIOD. THE WARRANTY PERIOD SHALL BEGIN UPON INSPECTION AND ACCEPTANCE BY CITY STAFF.
10. FOR EROSION AND SEDIMENT CONTROL, REFER TO CIVIL PLANS.

PRELIMINARY - NOT FOR CONSTRUCTION

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MINNESOTA LAW REQUIRES EXCAVATORS TO NOTIFY THE REGIONAL NOTIFICATION CENTER AT LEAST TWO 2) BUSINESS DAYS BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS PRIOR TO EXCAVATION
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CNH ARCHITECTS
7300 WEST 147TH STREET SUITE 504 APPLE VALLEY, MN 55124-7580 (952) 431-4433


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HANSEN THORP PELLINEN OLSON, Inc.
Engineering • Surveying
Landscape Architecture
7010 Bass Lake Road Minneapolis, MN 55428
952-429-0700 • 952-429-7808 fax


COMM: 19122
DATE: 5/5/20

REVISIONS:

More Space - West St. Paul

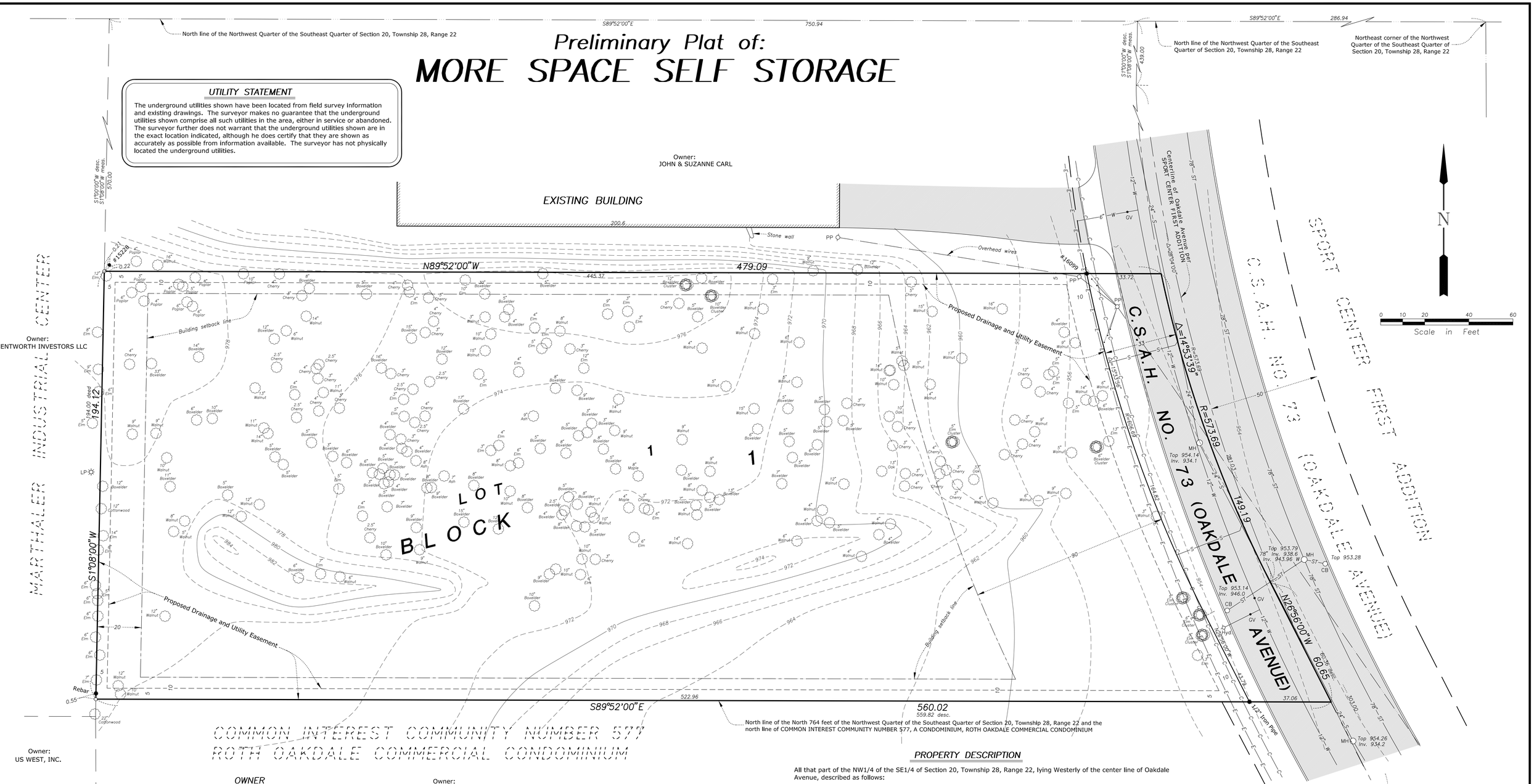
Oakdale Avenue
West St. Paul, MN

Landscape Plan

L-1

P:\2020\20-004 - More Space Self Storage\CAD\DWG\PLANSHEETS\CIVIL\20-004_LAN-PLN.dwg
DATE PLOTTED: 05/05/2020

# Preliminary Plat of:
# MORE SPACE SELF STORAGE




## UTILITY STATEMENT

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

## OWNER

DJJ Holdings, LLC
2910 Waters Road
Suite 170
Eagan, Minnesota 55121

## DEVELOPER

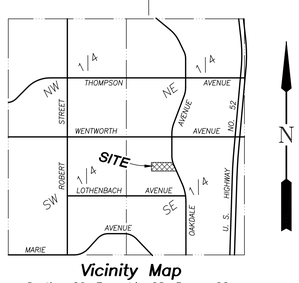
Equitably Acquired Properties, Inc.
4813 Blaine Avenue
Inver Grove Heights, Minnesota 55076
Phone: 651-338-8785
Attention: Larry Koland

## ARCHITECT

CNH Architects
7300 West 147th Street
Suite 504
Apple Valley, Minnesota 55124
Phone: 952-997-4583
Attention: Quinn Hutson

## SURVEYOR/ENGINEER

Rehder & Associates, Inc.
3440 Federal Drive
Suite 110
Eagan, Minnesota 55122
Phone: 651-452-5051
Attention: Ben Ford




**Vicinity Map**
Section 20, Township 28, Range 22
No Scale

## NOTES

* Bearings shown are based on the Dakota County Coordinate System.
* Utilities shown are from information furnished by the City of West St. Paul and respective utility companies in response to Gopher State One Call Ticket No. 200570854 and are verified where possible.
* Contact Gopher State One Call for utility locations before any construction shall begin. Phone 651-454-0002.
* Areas: Total Area = 99,775 square feet (2.29 acres).
  Lot 1 = 92,872 square feet (2.13 acres).
* Zoning: I-1 (Light Industrial).
* This property is located in Flood Zone X (area of minimal flood hazard) per Flood Zone Map No. 27037C0036E dated December 2, 2011.
* Matters of record taken from Old Republic National Title Insurance Company Commitment Number 604743 dated January 31, 2020.

## LEGEND

- Iron Monument Found
- Iron Monument Set
- S — Sanitary Sewer
- ST — Storm Sewer
- W — Watermain
- Hyd. — Hydrant
- GV — Gate Valve
- MH — Manhole
- CB — Catch Basin
- Inv. — Invert Elevation
- PP — Power Pole
- LP — Light Pole
- C — Communications Pedestal
- Concrete Surface
- Bituminous Surface
- C — Buried Communications
- E — Buried Electric
- Guy Wire

## PROPERTY DESCRIPTION

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, lying Westerly of the center line of Oakdale Avenue, described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20, thence South 1°00' West a distance 439.0 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet, thence along the curve a distance of 281.03 feet to the point of tangent, thence along the tangent 303.0 feet to the beginning of a curve to the South central angle 26°38' tangent 226.14 feet, radius 955.37 feet, thence along the curve a distance of 444.09 feet to the point of tangent. Point of tangent being 94.83 feet South of the Southeast corner of said NW1/4 of the SE1/4, Section 20 being the East line of said NW1/4 of the SE1/4; Beginning at a point 750.94 feet west of the NE corner of the said NW1/4 of the SE1/4 of Section 20, thence South 1°00' West a distance of 570.0 feet, being the point of beginning, thence South 1°00' West a distance of 194.0 feet, thence East to the center line of Oakdale Avenue a distance of 559.82 feet, thence North 27°04' West 60.36 feet to the beginning of a curve to the right, radius 573.69 feet thence along the curve 149.19 feet, thence West 479.09 feet to the point of beginning.

and also described as:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, Dakota County, Minnesota, lying Westerly of the center line of Oakdale Avenue, said center line being described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20; thence South 1°00' West a distance of 439.00 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet; thence along the curve a distance of 281.03 feet to the point of tangent; thence along the tangent 303.0 feet to the beginning of a curve to the south, central angle 26°38', tangent 226.14 feet, radius 955.37 feet; thence along the curve 444.09 feet to the point of tangent, point of tangent being 94.83 feet South of the Southeast corner of the said NW1/4 of the SE1/4, Section 20, being the East line of said NW1/4 of the SE1/4 and said center line there terminating,

Said property being described as commencing at the NE corner of said NW1/4 of the SE1/4; thence on an assumed bearing of West, along the North line of said NW1/4 of the SE1/4 a distance of 750.94 feet; thence South 1°00' West a distance of 570.00 feet to the point of beginning; thence continue South 1°00' West a distance of 194.00 feet; thence East to the center line of Oakdale Avenue a distance of 559.82 feet; thence North 27°04' West along the center line, 60.36 feet to the beginning of a curve to the right, radius 573.69 feet; thence along the curve, also being along said center line, 149.19 feet; thence West 479.09 feet to the point of beginning.

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 3rd day of April, 2020

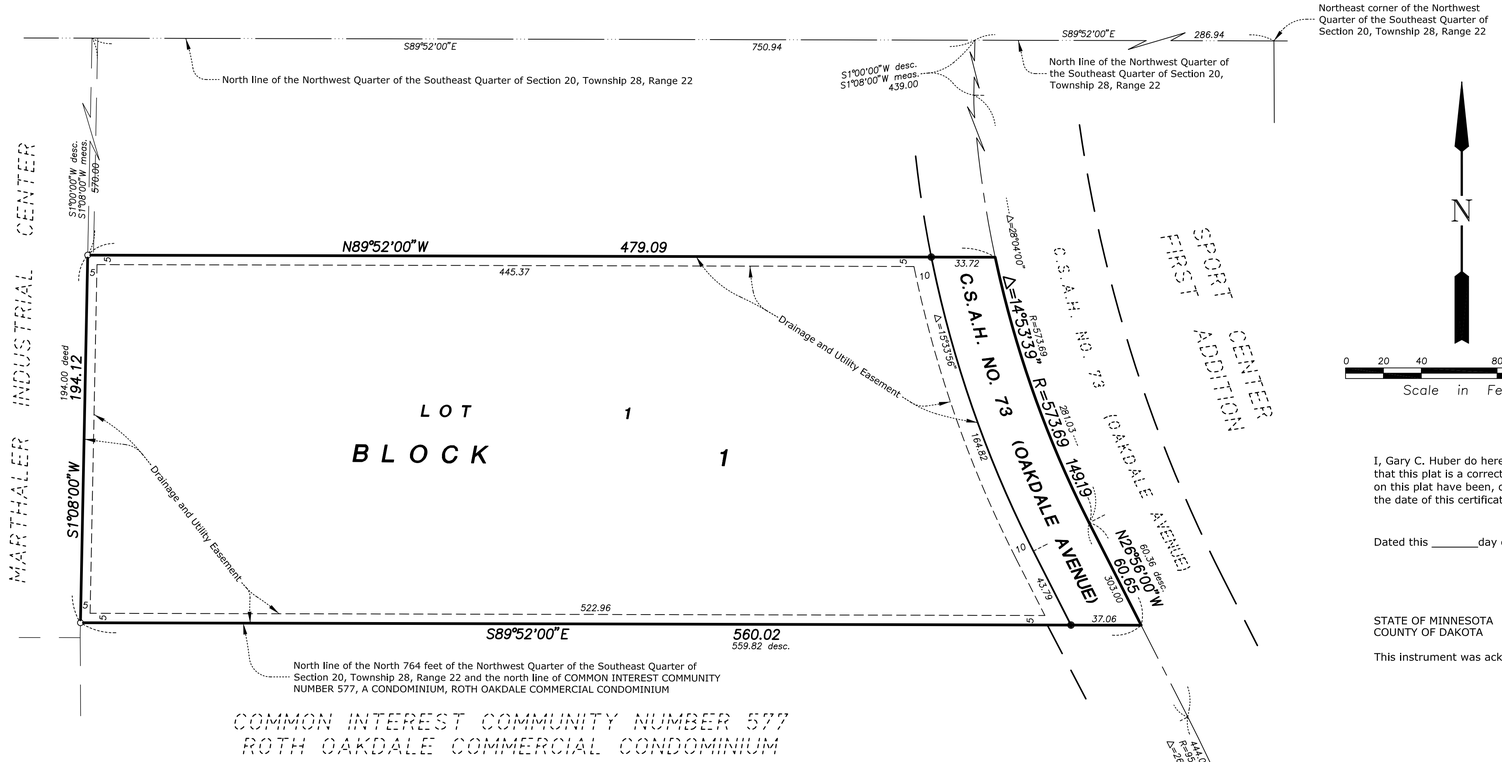
REHDER & ASSOCIATES, INC.

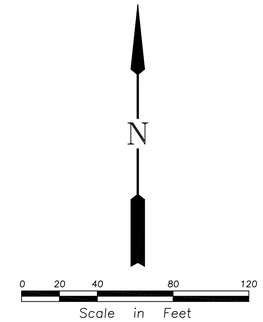
Gary C. Huber, Land Surveyor
Minnesota License No. 22036


Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051


JOB: 204-1671.028

# MORE SPACE SELF STORAGE




The North line of the Southeast Quarter has a bearing of S89°52'00"E.

● Denotes found iron monument.

○ Denotes 1/2 inch by 14 inch iron monument set and marked by Minnesota License No. 22036.

**Vicinity Map**
*Section 20, Township 28, Range 22*
*No Scale*

I, Gary C. Huber 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 _____ , 2020.

_____
Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22036

STATE OF MINNESOTA
COUNTY OF DAKOTA

This instrument was acknowledged before me on _____ , 2020, by Gary C. Huber.

Signature _____
Printed _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

KNOW ALL PERSONS BY THESE PRESENTS: That Equitably Acquired Properties, LLC, a Minnesota limited liability company, fee owner of the following described property:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, lying Westerly of the center line of Oakdale Avenue, described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20, thence South 1°00' West a distance 439.0 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet, thence along the curve a distance of 281.03 feet to the point of tangent, thence along the tangent 303.0 feet to the beginning of a curve to the South central angle 26°38' tangent 226.14 feet, radius 955.37 feet, thence along the curve a distance of 444.09 feet to the point of tangent. Point of tangent being 94.83 feet South of the Southeast corner of said NW1/4 of the SE1/4, Section 20 being the East line of said NW1/4 of the SE1/4; Beginning at a point 750.94 feet west of the NE corner of the said NW1/4 of the SE1/4 of Section 20, thence South 1°00' West a distance of 570.0 feet, being the point of beginning, thence South 1°00' West a distance of 194.0 feet, thence East to the center line of Oakdale Avenue a distance of 559.82 feet, thence North 27°04' West 60.36 feet to the beginning of a curve to the right, radius 573.69 feet thence along the curve 149.19 feet, thence West 479.09 feet to the point of beginning.

and also described as:

All that part of the NW1/4 of the SE1/4 of Section 20, Township 28, Range 22, Dakota County, Minnesota, lying Westerly of the center line of Oakdale Avenue, said center line being described as follows:

Beginning 286.94 feet West of the Northeast corner of the said NW1/4 of the SE1/4, Section 20; thence South 1°00' West a distance of 439.00 feet to the beginning of a curve to the Southeast, central angle 28°04', a tangent 143.4 feet, radius 573.69 feet; thence along the curve a distance of 281.03 feet to the point of tangent; thence along the tangent 303.0 feet to the beginning of a curve to the south, central angle 26°38', tangent 226.14 feet, radius 955.37 feet; thence along the curve 444.09 feet to the point of tangent, point of tangent being 94.83 feet South of the Southeast corner of the said NW1/4 of the SE1/4, Section 20, being the East line of said NW1/4 of the SE¼ and said center line there terminating,

Said property being described as commencing at the NE corner of said NW1/4 of the SE1/4; thence on an assumed bearing of West, along the North line of said NW1/4 of the SE1/4 a distance of 750.94 feet; thence South 1°00' West a distance of 570.00 feet to the point of beginning; thence continue South 1°00' West a distance of 194.00 feet; thence East to the center line of Oakdale Avenue a distance of 559.82 feet; thence North 27°04' West along the center line, 60.36 feet to the beginning of a curve to the right, radius 573.69 feet; thence along the curve, also being along said center line, 149.19 feet; thence West 479.09 feet to the point of beginning.

Has caused the same to be surveyed and platted as MORE SPACE SELF STORAGE and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Equitably Acquired Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____ , 2020.

Equitably Acquired Properties, LLC

_____
Lawrence M. Koland, Chief Manager

State of Minnesota
County of _____

This instrument was acknowledged before me on _____ , 2020, by Lawrence M. Koland, Chief Manager of Equitably Acquired Properties, LLC, a Minnesota limited liability company, on behalf of the company.

Signature _____
Printed _____
Notary Public, _____ County, Minnesota
My Commission Expires _____

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

This plat was approved by the City Council of West St. Paul, Minnesota, this _____ day of _____ , 2020 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 _____ , 2020.

_____
Todd B. Tollefson, Dakota County Surveyor

COUNTY BOARD, COUNTY OF DAKOTA, STATE OF MINNESOTA

We do hereby certify that on the 27th day of March, 2018, the Board of Commissioners of Dakota County, Minnesota, approved this plat of MORE SPACE SELF STORAGE, 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.

_____
Chair County Board

Attest: _____
Dakota 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 2020 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 _____ , 2020.

_____
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 MORE SPACE SELF STORAGE was filed in the office of the County Recorder for public record on this _____ day of _____ , 2020 at _____ o'clock ___.M., and was duly filed in Book _____ of Plats, Page _____ , as Document Number _____.

_____
Amy A. Koethe
County Recorder

Rehder and Associates, Inc.

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

**RESOLUTION NO. 20-**

**RESOLUTION APPROVING A SITE PLAN FOR**
**THE CONSTRUCTION OF A SELF-STORAGE FACILITY**
**AT 1665 OAKDALE AVENUE - MORE SPACE, LLC**

**WHEREAS,** a Site Plan application has been submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

**WHEREAS,** a Public Hearing concerning the Site Plan was held before the West St. Paul Planning Commission on May 19, 2020; and

**WHEREAS,** the West St. Paul Planning Commission has recommended that the City Council approve the Site Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council that the Site {lan for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application;
2. The Applicant shall apply for and obtain all applicable building and sign permits;
3. The Applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties;
4. The Applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement;
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance;
6. All signage must comply with section 153 of the zoning ordinance;
7. The Applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020;
8. The Applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020;

9. The Applicant shall enter into a storm water management agreement prior to the application of a building permit;
10. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020;
11. The Applicant shall work with City Staff to reduce the number of parking stalls to proof of parking along the front building façade to incorporate more trees; and
12. The Applicant shall work with City Staff to address the soil and elevation concerns mentioned by an adjacent property owner.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

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

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

**RESOLUTION NO. 20-**

**RESOLUTION APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A SELF-STORAGE FACILITY AT 1665 OAKDALE AVENUE – MORE SPACE, LLC**

**WHEREAS,** a Site Plan application has been submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

**WHEREAS,** a Public Hearing concerning the Site Plan was held before the West St. Paul Planning Commission on May 19, 2020; and

**WHEREAS,** the West St. Paul Planning Commission has recommended that the City Council approve the Site Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council that the site plan for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding preliminary and final plat application;
2. The Applicant shall apply for and obtain all applicable building and sign permits;
3. The Applicant shall revise the lighting plan to ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties;
4. The Applicant revise plans to either increase the number of trees or increase the caliper inches of the proposed trees to meet the 222 caliper inches minimum requirement;
5. Any/all trash enclosures comply with section 153.032 (F)6 of the zoning ordinance;
6. All signage must comply with section 153 of the zoning ordinance;
7. The Applicant shall consider the recommendations of the Environmental Committee per the attached memo dated April 13, 2020;
8. The Applicant shall adhere to all items outlined in the WSB Engineering Memo dated May 12, 2020;

9. The Applicant shall enter into a storm water management agreement prior to the application of a building permit; and
10. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission dated March 16, 2020.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

_____ _____

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

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

**RESOLUTION NO. 20-**

**RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR 1665 OAKDALE AVENUE – MORE SPACE, LLC**

**WHEREAS,** Preliminary and Final Plat applications were submitted to the City for property currently legally described as:

CURRENT:

PT OF NW 1/4 OF SE 1/4 COM 750.94 FT W & 570 FT S OF NE COR S 194 FT E 559.82 FT TO CEN OAKDALE N ON RD 209.55 FT W 479.09 FT TO BEG

PROPOSED PLAT:

LOT 1, BLOCK 1 OF MORE SPACE SELF STORAGE

**WHEREAS,** a Public Hearing concerning the Preliminary and Final Plat was held before the West St. Paul Planning Commission on May 19, 2020; and

**WHEREAS,** the West St. Paul Planning Commission has recommended that the City Council approve the Preliminary and Final Plat.

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council that the Preliminary and Final Plat for 1665 Oakdale Avenue, requested by More Space, LLC, is hereby approved subject to the submitted plans and the following conditions:

1. Council approval of the corresponding site plan application;
2. The Applicant shall adhere to all items outlined in the Dakota County Plat Commission memo dated March 16, 2020; and
3. The plat shall be recorded with Dakota County within one year of approval and prior to the application of a building permit.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 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: **May 26, 2020**

# Final Reading of Ordinance – Unbuilt Right-of-Way Vacation South of Crusader Avenue and West of Stryker Avenue

## BACKGROUND INFORMATION:

As a result of the recent approvals for the expansion of the Net Ministries building, the City has taken steps to vacate a portion of unbuilt right-of-way south of Crusader Avenue and west of Stryker Avenue.

Right-of-way and alley vacations must be adopted as an ordinance, which requires two readings with one Public Hearing. The City Council heard and approved the first reading at the May 11, 2020 City Council meeting. A Public Hearing for the final reading tonight was publicly noticed in the paper.

## FISCAL IMPACT:

| | | Amount |
|---|---|---|
| **Fund:** | | **N/A** |
| **Department:** | | |
| **Account:** | | |

## STAFF RECOMMENDATION:

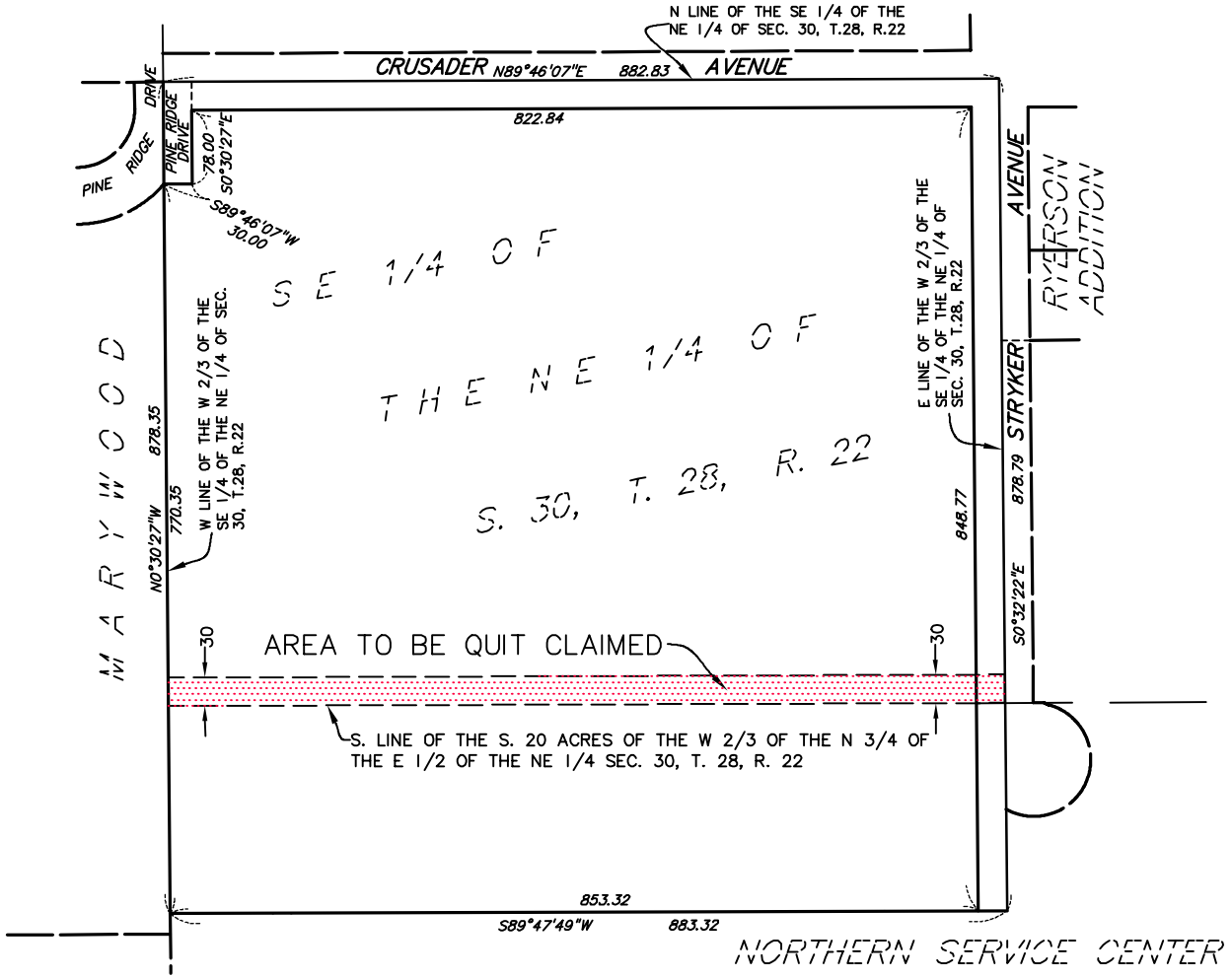
Staff recommends that Council hold a Public Hearing, review and approve Ordinance No. 20-007 Approving the Sale of Property Located Within the City of West St. Paul, Minnesota, to Net Ministries, Inc.

## ATTACHMENTS:

Map of Area
Proposed Ordinance

# DESCRIPTION OF PROPERTY TO BE QUIT CLAIMED FROM THE CITY OF WEST ST. PAUL TO NET MINISTRIES, INC.

The South Thirty (S. 30) feet of the South Twenty (S. 20) acres of the West Two-thirds (W. 2/3) of the North Three-quarters (N. 3/4) of the East Half of the Northeast Quarter (E 1/2 of NE 1/4) of Section Thirty (30), Township Twenty-eight (28) North, Range Twenty-two (22) West, Dakota County, Minnesota.




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

Dated this 19th day of March, 2020

SUNDE LAND SURVEYING, LLC.

By: Leonard F. Carlson

Leonard F. Carlson, P.L.S. Minn. Lic. No. 44890


SUNDE LAND SURVEYING
9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)
www.sunde.com


2000-012-A 1044/14 T.28, R.22, S.30
2000212A-VACATION DESC.dwg NDN

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

**ORDINANCE NO. 20-007**

**AN ORDINANCE APPROVING THE SALE OF PROPERTY LOCATED WITHIN THE CITY OF WEST ST. PAUL, MINNESOTA TO NET MINISTRIES, INC.**

The City of West Saint Paul does ordain:

**SECTION 1.** Pursuant to West St. Paul City Charter § 12.05, the City Council may dispose of real property within the City by Ordinance; and

**WHEREAS**, the City desires to sell real property to NET Ministries, Inc. ("NET Ministries"), situated in Dakota County, Minnesota, legally described as follows:

> The South Thirty (S. 30) feet of the South Twenty (S. 20) acres of the West Two-thirds (W. 2/3) of the North Three-quarters (N. 3/4) of the East Half of the Northeast Quarter (E 1/2 of NE 1/4) of Section Thirty (30), Township Twenty-eight (28) North, Range Twenty-two (22) West, Dakota County, Minnesota.
>
> Abstract Property
> PID: 42-03000-09-012

("Property"); and

**WHEREAS**, the Property is located south of Crusader Avenue West and west of Stryker Avenue and is unbuilt right-of-way that is impeding orderly development; and

**WHEREAS**, on May 26, 2020, the City held a Public Hearing on the sale of the Property and the City considered all of the information presented at the Public Hearing.

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

> The sale of the Property to NET Ministries is in the public interest of the City and its people; and the appropriate officials are authorized to take such action so as to effectuate such sale.

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

The ordinance allows the City to convey property to NET Ministries, Inc. The property is unbuilt right-of-way, generally located south of Crusader Avenue West and west of Stryker Avenue, in West St. Paul, MN.

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

Passed by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

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|---|---|
| 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: **May 26, 2020**

# Granting a Temporary Waiver of Business Code and Zoning Requirements to Allow for Expansion of Dining and Business Activities Impacted by the COVID-19 Pandemic

## BACKGROUND INFORMATION:

On March 13, 2020, Governor Walz declared a statewide emergency in order to effect measures to slow the community transmission of the novel coronavirus known as COVID-19. This emergency declaration, while not negatively affecting every business within the community, did affect the vast majority of small businesses throughout West St. Paul. More recently, the Governor's latest amendment of emergency orders allows for a reopening of business activity but with requirements that challenge business operators due to continuing guidance on limits on customer interactions, customer counts and the like. However, within the gubernatorial orders, there is an opportunity for cities to assist their businesses by a temporary waiver of existing code and zoning requirements in order to allow for expanded customer count opportunities over what would be possible absent assistance from the City. Enclosed is a proposed temporary policy change, intended to expire before year end 2020 adoption of which would allow restaurants to expand outdoor dining, to allow for consideration of expansion of the licensed premises for those with on sale liquor licenses, and allow for expansion of sales area for other business that have been impacted by the COVID-19 pandemic.

Under the Governors executive orders, bars and restaurants have been ordered closed since late March. Other businesses have been similarly ordered closed during a substantial period of the emergency declaration. It is these businesses that this proposed resolution is intended to assist.

Essentially, the proposed temporary policy allows business activity to expand to outdoor patio and similar spaces so long as a plan is in place that addresses safety and related issues. The policy allows that the Community Development Department would be granted the authority, during the term of this rules waiver, to review and permit such business expansion. However, for business activities under which a Liquor License would govern, expansion of the licensed premises can only be approved through an application for review and consideration by the City Council. By way of explanation, if a restaurant, with a Liquor License, desires to expand into an outdoor dining area, that can be permitted by City Staff under this policy. However, should that same restaurant desire to serve liquor within that expansion area, authority for such an approval is vested only with the City Council and that authority cannot be delegated.

Given the above, we are notifying that portion of the business community that holds a valid Liquor License of this proposed policy change. Further, we are informing these businesses that should they

submit a request for an expansion of their licensed premises prior to the Council meeting (this or any future meeting) and Staff will bring that request to the Council for consideration that same evening. Hence, Council should anticipate that requests might be brought forward at your table.

This same or similar action is being considered by Cities throughout the state. At present in Dakota County, we are aware of similar policy adoptions during the past week or so in Apple Valley, Farmington, Lakeville, Hastings, Eagan, and Burnsville.

## FISCAL IMPACT:

None

| | | Amount |
|---|---|---|
| **Fund:** | | |
| **Department:** | | |
| **Account:** | | |

## STAFF RECOMMENDATION:

By motion, approve the enclosed resolution.

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

**RESOLUTION NO. 20-**

**A RESOLUTION APPROVING TEMPORARY WAIVER OF CITY CODE PERMIT AND ZONING REQUIREMENTS TO PROMOTE BUSINESS ACTIVITIES DURING THE COVID-19 HEALTH PANDEMIC**

**WHEREAS,** on March 13, 2020, Minnesota Governor Tim Walz issued Executive Order 20-01 declaring a Peace Time Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19; and

**WHEREAS,** in response, on March 20, 2020 the West St. Paul City Council adopted the Local Emergency declaration and invoked the city emergency plan and authorized appropriate response strategies to the pandemic; and

**WHEREAS,** the West St. Paul City Council recognizes the continued risk and threat of community spread of the COVID-19 virus and the negative impact it has had on local business and further recognizes the potential negative impact that may continue upon reopening absent the ability of businesses to provide appropriate distancing between its patrons and its employees while operating profitably; and

**WHEREAS,** in furtherance of the federal, state and local government response, there is a need to provide multiple, additional, or alternative customer service areas on commercial sites within the city in order to limit forward-facing exchanges between customers and employees and to promote physical and social distancing between patrons of a business and persons engaged in business activities.

**NOW, THEREFORE,** be it resolved that the City Council of the City of West St. Paul does hereby authorize the following:

1. A business located in a commercial or industrial zone may establish drive-up or drive- through areas, customer ordering, waiting or pick-up areas, or customer seating or service areas on its property to facilitate safe commercial activity conducted consistent with federal and state orders or health and safety guidelines, in accordance with the administrative approval of the Community Development Department, which shall develop performance standards.

2. Other than an amendment to a liquor license, no zoning, conditional use, or any other West St. Paul permit shall be required provided the Community Development Department's performance standards are met.

3. Any business that desires to take advantage of such opportunity must complete an application form prepared by the Community Development Department.

4. The Community Development Director or designee shall have the authority to review and approve or deny a permit for any proposed temporary structure or operation

related to customer service, waiting or dining seating areas, or on-site signage and storage, or other temporary outdoor use that is proposed to occur outside of the business establishment in accordance with the established performance standards.

5. Any on-sale liquor establishment shall be required to obtain City Council approval to amend its service area, which approval shall not be denied as long as it complies with the Community Development Department's performance standards.

6. The authority granted to the Community Development Director hereunder shall not otherwise allow any use or operation that is not in compliance with any federal laws or regulations, Minnesota statutes and regulations, including State Building and Fire Codes, and the Minnesota liquor licensing regulations.

7. The City reserves the right to revoke, terminate or modify permission of any drive-up or drive-through areas, customer ordering, waiting or pick-up areas, or customer seating or service areas if it is in the interest of the public health, safety and welfare, as determined by the Police Chief or City Manager.

8. This Resolution is effective immediately, subject to federal and state laws or orders relative to the permissibility of business operations and unless terminated earlier by the Council, shall be in effect through November 1, 2020.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 26th day of May 2020.

Attest:

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