



## **CITY COUNCIL MEETING**

**MUNICIPAL CENTER COUNCIL CHAMBERS**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**  
**MONDAY, SEPTEMBER 28, 2020**  
**6:30 P.M.**

### **CITY COUNCIL MEETINGS**

City Council meetings are held in person in the Council Chambers and are open to the public with social distancing restrictions. Meetings will continue to be broadcast and streamed online for viewers to watch from the safety of their homes.

**SEATING:** A limited number of attendees will be allowed in the Council Chambers to view live meetings. Seats are first-come first-serve. Due to the limited seating, overflow space will be available in the City Hall lobby and the Lobby Conference Rooms with screens playing the meeting live.

**PARTICIPATION:** Due to the limited seating in the Council Chambers, those wishing to speak in person during public input items must sign up prior to the start of the meeting and will be called up to the podium one at a time. People wishing to speak in person may email the City Clerk at [sbuecksler@wspmn.gov](mailto:sbuecksler@wspmn.gov) by 4:30 p.m. the day of the meeting (please include name, address and subject in email). In addition, sign-up sheets for each public input item will be available near the entrance of the Council Chambers at 4:30 p.m. the day of each meeting and collected by the City Clerk 5 minutes prior to the start of the meeting. Names will be called to approach the podium to address the Council. Those watching from overflow areas can enter the Chambers to speak when their name is called and then proceed back to the overflow area to continue viewing.

Viewers may also choose to call in via telephone to speak during public input items. A number will appear on screen during live broadcasts and streams when lines open for call-in speakers.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adopt the Agenda**
5. **OCWS Briefing**
6. **Citizen Comments - In Person**

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

*Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*
8. **Council Comments**
9. **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. List of Claims September 28, 2020

Documents:

[COUNCIL REPORT - 9.28.20 LIST OF CLAIMS.PDF](#)

B. CARES ACT Expenditure Plan Amendment

Documents:

[COUNCIL REPORT - CARES ACT COUNCIL 092820.PDF](#)  
[AMENDMENT TO STAFF COVID DUTES ON CARES EXPENDITURE PLAN.PDF](#)  
[COUNCIL REPORT - CARES ACT EXPENDITURE PLAN.PDF](#)  
[TREASURY OIG- CRF FAQs SEPTEMBER 2020 UPDATES PDF.PDF](#)

C. July Financial Report

Documents:

[COUNCIL REPORT - JULY FINANCIAL REPORTS.PDF](#)  
[JULY BANK REC REPORT.PDF](#)  
[JULY 2020 GENERAL FUND BUDGET TO ACTUAL.PDF](#)  
[UBS JULY.PDF](#)

D. 2021 Fee Schedule

Documents:

[COUNCIL REPORT - 2021 FEE SCHEDULE-2.PDF](#)  
[2021 FEE SCHEDULE PROPOSED.PDF](#)

E. Final Payment for the 2019-1020 Sanitary Lining Project CP 19-8

Documents:

[COUNCIL REPORT - FINAL PAYMENT CP 19-8.PDF](#)

F. EDA Special Levy

Documents:

[COUNCIL REPORT - 2021 SPECIAL EDA TAX LEVY CERTIFICATION.PDF](#)  
[RESOLUTION - EDA SPECIAL TAX LEVY.PDF](#)

G. Rental Licensing

Documents:

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

H. Recycling Grant Reimbursement Application, January-June 2020

Documents:

[COUNCIL REPORT - WASTE ABATEMENT GRANT REIMBURSEMENT,](#)

FIRST HALF 2020.PDF  
RESOLUTION - RECYCLING GRANT REIMBURSEMENT APPLICATION, JAN-  
JUN 2020.PDF  
RECYCLING GRANT - 2020 WSP FIRST HALF OF YEAR.PDF

I. Consultant Contract for 2022 Street Improvements Project 22-1

Documents:

COUNCIL REPORT - CONSULTANT CONTRACT CP 22-1.PDF

10. **Public Hearing**

A. Site Plan Review for the Expansion of an Existing Building at 1700 Marthaler Ln –  
Maureen Haggerty

Documents:

COUNCIL REPORT - SITE PLAN REVIEW FOR THE EXPANSION OF AN  
EXISTING BUILDING AT 1700 MARTHALER LN.PDF  
ATTACHMENTS - SITE PLAN REVIEW FOR THE EXPANSION OF AN  
EXISTING BUILDING AT 1700 MARTHALER LN.PDF  
RESOLUTION - SITE PLAN REVIEW FOR THE EXPANSION OF AN EXISTING  
BUILDING AT 1700 MARTHALER LN.PDF

B. Zoning Ordinance Amendment - First Reading, Regarding Lot Area per Dwelling Unit –  
City of West St. Paul

Documents:

COUNCIL REPORT - ZONING ORDINANCE AMENDMENT - FIRST READING -  
LOT AREA PER UNIT.PDF  
ORDINANCE - REDLINE ZONING ORDINANCE AMENDMENT - FIRST  
READING - LOT AREA PER UNIT.PDF

11. **New Business**

A. Order Preparation of Proposed Assessment and Call for Final Assessment Hearing for  
2020 Street Improvements Project 20-1

Documents:

COUNCIL REPORT - ORDER PREP OF PROPOSED ASSMT AND CALL FOR  
FINAL ASSMT HRG CP 20-1.PDF  
RESOLUTION - ORDER PREPARATION OF PROPOSED ASSMTS CP 20-  
1.PDF

B. Provisional Rental License - 1250 Charlton St

Documents:

COUNCIL REPORT - 1250 CHARLTON ST - PROVISIONAL RENTAL LICENSE  
REVIEW.PDF  
RESOLUTION - 1250 CHARLTON ST - APPROVAL OF PROVISIONAL  
LICENSE.PDF

12. **Old Business**

A. Awarding of Small Business Subsidy Grant

Documents:

13. **Adjourn**

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

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Char Stark, Finance Director**  
Date: **September 28, 2020**

## List of Claims

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### **BACKGROUND INFORMATION:**

Invoices to be paid

### **FISCAL IMPACT:**

\$1,103,148.12

### **STAFF RECOMMENDATION:**

Approve payment of the attached

**CITY OF WEST ST PAUL**

Summary of List of Claims

Council Meeting of September 28, 2020

**PAYROLL CHECK REGISTER:**

Payroll Period	9/7/20 - 9/20/20	
Date Paid	9/25/2020	
Direct Deposit		\$166,767.74

Payroll Period  
Date Paid  
Direct Deposit

**TOTAL NET PAYROLL**

**\$166,767.74**

**DISBURSEMENT CHECK REGISTER:**

Checks	133108 - 133191	\$926,303.15
EFTS	1009 - 1012	\$10,077.23

**TOTAL DISBURSEMENT CHECKS**

**\$936,380.38**

**TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS**

**\$1,103,148.12**

# Payment Register

From Payment Date: 9/15/2020 - To Payment Date: 9/28/2020

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
<u>Check</u>			
133108	09/24/2020	A B C RENTALS	\$101.80
133109	09/24/2020	ADS ON BOARD	\$550.00
133110	09/24/2020	ADVANTAGE SIGNS & GRAPHICS	\$186.88
133111	09/24/2020	ALL PRO LAWN CARE & SNOW	\$325.00
133112	09/24/2020	ANCHOR SOLAR INVESTMENTS	\$1,424.87
133113	09/24/2020	ARMOR SECURITY	\$85.50
133114	09/24/2020	ASTECH	\$57,812.40
133115	09/24/2020	BATTERIES PLUS BULBS	\$39.78
133116	09/24/2020	BAYCOM INC	\$230.00
133117	09/24/2020	BOYER FORD TRUCKS INC	\$64.99
133118	09/24/2020	BRAUN INTERTEC CORPORATION	\$3,103.00
133119	09/24/2020	CAR WASH PARTNERS, INC	\$94.14
133120	09/24/2020	CARLIN SALES CORPORATION	\$86.94
133121	09/24/2020	CENTURYLINK	\$402.60
133122	09/24/2020	CHINO, EDELMIRA	\$1,017.00
133123	09/24/2020	CINTAS CORPORATION	\$56.12
133124	09/24/2020	COMCAST	\$228.71
133125	09/24/2020	CORNERSTONE CONSTRUCTION &	\$500.00
133126	09/24/2020	CORPORATE MARK INC	\$465.00
133127	09/24/2020	CUB FOODS - WEST ST PAUL	\$7.78
133128	09/24/2020	DAKOTA COMMUNICATIONS CENTER	\$52,283.00
133129	09/24/2020	DAKOTA COUNTY FINANCIAL SERV	\$2,404.28
133130	09/24/2020	DAKOTA COUNTY TREASURE-	\$124.25
133131	09/24/2020	DAKOTA COUNTY WARRANTS	\$300.00
133132	09/24/2020	EHLERS & ASSOCIATES	\$31,000.00
133133	09/24/2020	EMERGENCY AUTOMOTIVE TECH	\$915.30
133134	09/24/2020	FOREMOST PROMOTIONS	\$15.00
133135	09/24/2020	GENERAL SECURITY SERVICES	\$59.85
133136	09/24/2020	GERTENS GREENHOUSE	\$1,025.78
133137	09/24/2020	GRAINGER INC	\$24.00
133138	09/24/2020	GRAYBAR	\$198.66
133139	09/24/2020	GUARDIAN SUPPLY LLC	\$159.95
133140	09/24/2020	I C C	\$407.95
133141	09/24/2020	INVER GROVE FORD	\$203.30
133142	09/24/2020	J R'S APPLIANCE	\$153.00
133143	09/24/2020	KENNEDY & GRAVEN	\$5,036.13
133144	09/24/2020	KREMER SERVICES, LLC	\$118.30
133145	09/24/2020	KUSTOM SIGNALS	\$7,626.00
133146	09/24/2020	LANGUAGE LINE SERVICES	\$82.76
133147	09/24/2020	LAWSON PRODUCTS INC	\$605.45
133148	09/24/2020	LEFFLER PRINTING COMPANY, INC	\$3,205.00
133149	09/24/2020	LEVANDER, GILLEN & MILLER	\$32,202.49

# Payment Register

From Payment Date: 9/15/2020 - To Payment Date: 9/28/2020

133150	09/24/2020	LHB, INC	\$1,500.00
133151	09/24/2020	LMCIT - CLAIMS	\$20,000.00
133152	09/24/2020	LMCIT - INS PREMIUMS	\$118,364.50
133153	09/24/2020	MADISON ENERGY INVESTMENTS I	\$18,128.83
133154	09/24/2020	MARCO TECHNOLOGIES LLC- LEASE	\$1,430.58
133155	09/24/2020	MCMULLEN INSPECTIONS, INC	\$2,585.60
133156	09/24/2020	MCNAMARA CONTRACTING INC	\$64,738.70
133157	09/24/2020	MENARDS	\$213.74
133158	09/24/2020	METROPOLITAN COUNCIL	\$181,986.26
133159	09/24/2020	METROPOLITAN COUNCIL	\$108,246.60
133160	09/24/2020	MID-NORTHERN SERVICES	\$13,267.68
133161	09/24/2020	MINT ROOFING	\$850.00
133162	09/24/2020	MYERS, ANDREW	\$780.00
133163	09/24/2020	NAPA AUTO PARTS	\$92.80
133164	09/24/2020	NATURE CALLS	\$801.50
133165	09/24/2020	NORTHDAL CONSTRUCTION	\$92,781.82
133166	09/24/2020	O'REILLY AUTOMOTIVE, INC	\$319.36
133167	09/24/2020	OFFICE DEPOT	\$385.09
133168	09/24/2020	OFFICE OF MNIT SERIVICES	\$291.40
133169	09/24/2020	POSTMASTER	\$240.00
133170	09/24/2020	RAMSEY COUNTY WARRANTS	\$200.00
133171	09/24/2020	RANGE SYSTEMS	\$1,743.00
133172	09/24/2020	SFDMG, LLC	\$5,365.79
133173	09/24/2020	SHERWIN WILLIAMS	\$51.43
133174	09/24/2020	SHORT ELLIOTT HENDRICKSON, INC	\$13,049.75
133175	09/24/2020	SOS OFFICE FURNITURE	\$670.00
133176	09/24/2020	SPRWS	\$9,961.43
133177	09/24/2020	STAPP MANUFACTURING CO. INC	\$31.85
133178	09/24/2020	SUDANESE COMMUNITY	\$830.20
133179	09/24/2020	SUNBELT RENTALS, INC	\$735.42
133180	09/24/2020	SUSSEL BUILDERS	\$1,000.00
133181	09/24/2020	T - MOBILE	\$3,410.97
133182	09/24/2020	TWIN CITY JANITOR SUPPLY	\$343.23
133183	09/24/2020	TWIST OFFICE PRODUCTS	\$417.48
133184	09/24/2020	ULINE SHIPPING SUPPLIES	\$96.97
133185	09/24/2020	VISU-SEWER , INC	\$4,333.09
133186	09/24/2020	VOYANT COMMUNICATIONS, LLC	\$1,775.50
133187	09/24/2020	W L HALL CO	\$41,125.00
133188	09/24/2020	WASTE MANAGEMENT	\$115.06
133189	09/24/2020	WATER HEATERS NOW INC	\$40.00
133190	09/24/2020	WSB & ASSOCIATES	\$3,270.25
133191	09/24/2020	XCEL ENERGY	\$5,799.31

Type Check Totals: \$926,303.15

## EFT

1009	09/28/2020	CLOVER	\$42.94
1010	09/28/2020	HIGHER STANDARDS INC	\$1,212.28

# Payment Register

From Payment Date: 9/15/2020 - To Payment Date: 9/28/2020

1011	09/28/2020	MN STATE TREASURER	\$3,880.00
1012	09/28/2020	US BANK CARDMEMBER SERVICES	\$4,942.01
Type EFT Totals:			<u>\$10,077.23</u>

TOTAL CHECKS & EFTS \$936,380.38

To: **Mayor and City Council**  
From: **Ryan Schroeder, City Manager**  
Date: **September 28, 2020**

## **Amendment to CARES ACT Expenditure Plan**

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### **BACKGROUND INFORMATION:**

On July 27, 2020 the City Council adopted an expenditure plan, enclosed, to provide guidance, policy and process regarding allocation of CARES ACT funds received from the State of Minnesota. Since adoption of the plan, Council has allocated expenditures on August 17 and August 31, 2020.

On September 10, 2020, the City received a communication from the League of Minnesota Cities alerting all members to Department of Treasury Office of Inspector General (OIG) guidance which included information contrary to that which had been previously disseminated by Treasury. Council was alerted on September 11, 2020 of the conflicts of the OIG submittal. Of greatest concern was interpretation of how public safety payroll would be treated.

On September 22, 2020, the City received a September 21 OIG update. This most recent OIG update is enclosed for Council review. The entire document is instructive and helpful. Regarding public safety payroll guidance, clarification is denoted within section 70 to terminus of the document. This clarification essentially confirms our understanding of payroll treatment at the July 27 plan consideration.

Due to the evolving requirements of the CARES ACT guidance statements, it was determined that amendments to the July 27 plan were appropriate. These amendments are enclosed for Council consideration and recommended approval.

Essentially, areas that are proposed for amendment include:

- Explanation of COVID impacts within the Police Department
- Provision of more detail in some cases of duty changes in non-public safety positions
- A minor explanation improvement regarding business grants
- Expansion from the prior plan regarding infrastructure investments

It is recommended that Council reaffirm the July 27 CARES ACT expenditure plan as amended herein.

### **STAFF RECOMMENDATION:**

By motion approve the amended CARES ACT Expenditure Plan.

## **Amendments to CARES Expenditure Plan Adopted on July 27, 2020 September 28, 2020**

### **Amendment to Communications Manager Duty Changes**

- Designed, printed and installed safety signage and guidance for public building and amenities.
- Worked with local television station to expand scope of public meetings broadcast on local cable channels and streamed online.
- Converted previously in-person activities and programs to digital, via video and web for multiple departments.
- Sourced, purchased and installed necessary safety products to keep employees and the public safe.
- Managed all digital platforms through the pandemic, including City website and multiple social media pages.

### **Amendment to Recreation Duty Changes**

#### **Recreation Programmer**

- Reassigned to fill the vacant Permit Clerk position, due to COVID-19 cancelling most recreation programs
- Research and development of safe, virtual programming
- Adaptation of the few in-person recreation programs, to minimize possible COVID-19 exposure of participants

#### **Amendment to Dome/Ice Arena and Contract Staff**

- During Ordered Closures personnel reassigned, contracted operating expense allocations

#### **Assistant Recreation/Park Director**

- Supervise the Recreation Programmer's adaptation and creation of recreation programs due to COVID-19

### **Amendment to Building Department Duty Changes**

#### **Building Maintenance**

- Has been doing an additional 3 hours a day cleaning above the normal scope between City Hall and Public Works Building. This commenced on June 6 payroll, which was not recorded, will be amended.

#### **Building Inspections**

- Inspector teleworking exclusively from 3/19/2020 to 5/12/2020.

### **Amendment to Police Department Duty Changes**

The COVID pandemic has changed the way we conduct daily business in a number of ways. Below are highlights of some of these areas.

- Beginning and end of shifts, employees are to clean and sanitize their work areas including squad cars.
- Wearing masks are mandatory when talking with or dealing with individuals.
- If we can take a report over the phone, we will do so.

- If feasible, we will ask an individual to meet the officer outside their home or business in order to take a report or communicate with them.
- Dispatch conducts COVID screenings for all calls and enters the outcome into CAD.
- When responding to a location with a positive COVID case, officers are required to upgrade their PPE wearing to include N95 masks and gloves. Gowns may also be worn depending on the circumstance.
- The anxiety of the pandemic has created an increase of mental health calls. Not each of these is coded as a mental health call as it may be ancillary to another condition. Mental health issues may cause a call classified as a disturbance. Same with drunkenness, domestics, trespassing, etc.
- Two support staff members continue to work from home. This causes additional phone calls, emails, etc.
- Many of our volunteers continue to be furloughed. Most of the older individuals that volunteer with our cart cops and reserves are not comfortable being out in the community, potentially being exposed to COVID 19. This has caused the officers to transport prisoner more, responding to more minor report calls, park checks, etc.
- Most classroom training has gone virtual, if it is even being offered. Hands on skills portions are reduced with COVID protocols in place, which in the Chiefs opinion weaken the training.
- Additional leaves are taking place in order to quarantine while COVID test results are being analyzed. Overtime has increased in order to cover those shifts left vacant with leaves.
- Childcare for employees is prevalent in one support staff person, which results in working from home more often than not.
- Community outreach efforts have slowed to a snail's pace.
- Obtaining and managing PPE supplies is almost a daily occurrence.
- The Chief attends several COVID weekly meetings.

#### **Amendment to Infrastructure Expenditures**

- Air Quality/Air Handling within Recreational Facilities and municipal structures to respond to or mitigate for SARS/COVID spread
- Utility bills and similar operating expense for facilities during the time ordered closed

#### **Amendment to Business Grant Expenditures**

- Budget expansion to clarify Council intent of partial Liquor License rebate

To: **Mayor and City Council**  
From: **Ryan Schroeder, City Manager**  
Date: **July 27, 2020**

## Acceptance of CARES ACT Funding and Expenditure Allocation Plan

### **BACKGROUND INFORMATION:**

In order for West St. Paul to appropriately allocate \$1,586,138 in CARES ACT funding (and any accrued interest), City staff has consulted with or attended meetings with the City Attorney, the City's Auditor, senior representatives of the League of Minnesota Cities, Metro Cities, representatives of Congressperson Craig's office, and City Managers/Administrators of area Cities and Dakota County. Upon the guidance received, a basis for the allocation of CARES ACT funding follows.

### **Background**

#### Timeline of Emergency Declarations and related actions:

- First Communication on Pandemic from the Mayor to the Public March 12, 2020
- First Communication on Pandemic from City Manager to the Staff March 12, 2020
- First Interagency COVID Management Meeting March 12, 2020
- Governor Walz Declares Peacetime Emergency March 13, 2020
- West St. Paul City Council Declares Pandemic State of Emergency March 20, 2020
- City Begins Teleworking/Offices Close End of Day March 27, 2020

#### Guidance from Minnesota Office of Management and Budget (MMB):

On July 1, 2020, the MMB provided guidance during a LMC Webinar. City Staff interpretation of this guidance follows:

- Document why in the opinion of the Chief Executive (City Manager) the expenditure is necessary as a COVID expense and how the determination was made
- Receive City Council approval even if City Manager is authorized
- Work with the City Auditor in preparation for the Single Audit
- Realize that Federal Guidance can change through this period
- On Public Safety expenses, no specific guidance received other than "work with auditor" and "the state is also working on Corrections interpretation"
- Expenditure Eligibility is for those expenses that have occurred or will occur between March 1 and November 15, 2020
- Can transfer funds to other governments such as South Metro Fire and need to verify that any sub-grantees also comply with 601(d)

The initial and largest question is whether Public Safety payroll and other expenditures are acceptable and appropriate expenditure allocations under the Act.

This is from the Federal Guidance for CARES Act funding:

*The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.*

*How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?*

*The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise*

Additionally, the South St. Paul City Administrator, on June 2, 2020 received the following email response in answer to a request for confirmation of intent of the CARES ACT regarding public safety expenditures as eligible expenditures under the ACT from the Senior Community Liaison, Morris Allen. Following is the relevant portion of that response.

On Jun 2, 2020 5:00 PM, "Allen, Morris" <[Morris.Allen@mail.house.gov](mailto:Morris.Allen@mail.house.gov)> wrote:

*“I checked with our legislative director and this was his answer:*

*Unless there are additional conditions placed by the Governor or legislature, my reading of this is that payroll for law enforcement would automatically qualify.”*

On July 9, 2020 staff emailed Mr. Morris to confirm that the above is still the Congressional office position on this topic. Following is the response:

*“I just received this from my legislative Director. HOPE THIS HELPS. Feel free to forward to your colleagues.*

*Guidance released by the Treasury updated on June 30<sup>th</sup>*

*(<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>) and FAQs updated as of July 8<sup>th</sup>*

*(<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>) continues to support that interpretation – that public safety payroll expenses are eligible.*

*The materials released by the Walz Administration on June 25<sup>th</sup> do not appear to impose any restrictions on that category of funding.”*

In addition to the above, enclosed please find memorandums from LeVander, Gillen & Miller, P.A., our legal counsel, and Abdo, Eick and Meyers, the firm which will conduct a Single Audit for the expenditure of federal funds. Both support that police/public safety expenditures are an appropriate allocation for payroll and benefit costs.

### **City Staff Conclusion**

Conclusion from the above is that published Federal guidance clearly states that police payroll and payroll for similar employees who are substantially dedicated to COVID response and mitigation are eligible expenditures. This clear reading of the guidance is also confirmed twice by the office of our US Congressperson, our legal counsel, and our audit firm (see attached and below).

On the same topic, we reviewed the common language to ascertain the “reasonable person” approach outside of legislative intent. City Staff intent is to ascertain the meaning of “substantially dedicated” within language and interpretation. It appears that the word “substantial” could not have been intended to mean anything other than as defined below which we conclude to mean “more than minimally.”

**Definition of “Substantially”**

1. Cambridge Dictionary: to a large extent
2. Dictionary.com: of a material nature; considerable amount
3. Webster: somewhat

**Antonyms of “Substantially”**

1. Webster: completely, entirely, thoroughly, absolutely, totally, wholly
2. Webster: barely, hardly, marginally, minimally, scarcely

The City’s legal Counsel provided an opinion on July 9. From that opinion, Staff explored passages of the opinion as follows. The entire opinion is also enclosed.

**LeVander July 9 Legal Opinion**

Opinion within the area discussing appropriate “Expenditures”

**Para 1:**

1. “necessary” (expenditures) will be construed broadly
2. In the reasonable judgement of government officials
3. “AND” must be used for actions taken to respond to the Public Health Emergency

**City Staff Conclusion**

Conclusion from above is that a determination by the responsible government officials are to be broadly, not narrowly, construed as it relates to expenditures related to response to the Public Health Emergency. It is adjudged, herein, that Government Officials would reasonably be defined as the City Manager in a Home Rule City Charter City Manager system. However, under a belt and suspenders theory, the decisions of the City Manager on allocated expenditures will be reviewed and affirmed by the policy board (City Council) which is the local body, which has declared the Public Health Emergency, which continues in effect.

**Para 2:**

1. Expenditures may be “incurred directly”
2. As well as expenditures incurred to respond to second order effects such as business interruptions
3. May be expended on payroll for public safety employees whose services are substantially dedicated to mitigating or responding to the COVID-19 crises
4. “including” public safety...and similar

**City Staff Conclusion**

Conclusion of the above is the determination that allocation of expenses in response to or mitigation of effects of the COVID-19 Public Health Emergency are appropriately both direct and indirect. Further, that any expense associated with the COVID-19 Public Health Emergency that resulted in a business interruption is an appropriate allocation. Finally, that payroll expenses for public safety employees are appropriately allocated so long as COVID-19 Public Health Emergency responses or mitigation impacts are more than minimal. It follows that “broadly construed” as denoted within the Federal guidance would necessarily include employees for which public safety employees rely upon for administrative support both inside and outside of the police department or South Metro Fire.

### **Para 3**

1. An allowed expense is one that is “substantially different” from expected use

#### **City Staff Conclusion**

Conclusion of the above is the determination that an expense that is substantially different from the intended expense, if related to the COVID-19 Public Health Emergency would be appropriate to allocate to the CARES ACT allocation.

#### **Conclusion From LeVander Memorandum**

Within guidance received on the CARES Act expenditures from the MMB, the LeVander law firm and published Treasury and other articles phrases such as “substantially dedicated” appear consistently. In viewing definitions of “substantially,” and especially in viewing antonyms of the word, it is apparent that the guidance does not interpret the word “substantially” to mean a significant amount. In fact, it is apparent that the reference is something more than “minimally” and something less than totally. In fact, Webster defines the word to mean “somewhat.” Therefore, it is apparent that if the government officials responsible for spending decisions regarding CARES funding can identify that the expense incurred beyond a minimal amount due to COVID-19, it must be an expense eligible for CARES funding. Further, as a matter of Administrative Convenience, the government may presume that public safety payroll costs are “substantially dedicated” to the responding to or mitigating the COVID-19 Public Health Emergency.

#### **Similar Employees Substantially Dedicated**

It follows that City Staff related to public safety response or support of public safety response or pandemic response could reasonably be presumed “as a matter of administrative convenience” to also be an eligible payroll expense, so long as their time has been dedicated toward responding to or mitigating the COVID-19 Public Health Emergency. Regardless, each of the following positions and their job duties have been substantially impacted in that the job duties and tasks contemplated within the 2020 budget have been significantly altered from what was intended at adoption of the 2020 budget. In addition to the following list of Staff having duties substantially impacted are additional staff that “may be” substantially impacted but for whom level of impacts beyond “minimal” levels is not as clear. Included would be:

1. City Manager
  - Response Coordination
  - Assisting the Policy Board (City Council) in response
  - Communication/messaging to the public
  - Collaboration with other agencies throughout the County
  - Responding to Citizen concerns
  - Coordinating COVID-19 response team meetings
  - Managing CARES Funding including creation of small business grants
2. Human Resources Director
  - Participating with response team meetings
  - Managing organization wide employee safety
  - Working with employees on quarantine and contamination issues
  - Recruitment of employees with job duties related to COVID-19
  - Working with departments on reassigning employees
3. Finance Director
  - Participating with response team meetings
  - Managing the accounting for COVID-19 expenses
  - Managing Telework assets
  - Management of the accounting and administration of Small Business Grants

4. Communications Manager
  - Participating with response team meetings
  - Coordinating/writing messaging to the public on COVID-19 impacts and response
  - Working with IT on employee teleworking and Policy Board (Council) virtual meeting technology and meeting management and support
  - Assisting with and communicating small business grants and communicating waiver of code requirements for small businesses in response to Governor's COVID closures and partial openings
5. Chief Building Official
  - Participating with response team meetings
  - Charged with sanitizing general government portion of the building and management of asset/infrastructure improvements to public facilities
6. Assistant Parks Director
  - Participating with response team meetings
  - Mitigating to and responding to the need for recreational facilities closures, re-openings and sanitizing including park playgrounds, basketball courts, playfields, ice arena, splash pad, outdoor pool, sports dome
7. IT Manager
  - Participating with subject specific response team meetings
  - Charged with ensuring employee teleworking technology works
  - Purchasing of IT technology in response to pandemic
  - Lead on Policy Board (Council) virtual meeting creation and technology
8. City Clerk
  - Participating with response team meetings
  - Managing Elections impacted by the Public Health Emergency including acquisition of personal protection equipment (PPE) and coordinating with the County on absentee balloting due to the Public Health Emergency
9. Public Works/Parks Director
  - Participating with response team meetings
  - Supervising the Public Health Emergency actions of the Assistant Park Director

### **Expenditure Line Items**

Upon the above, our conclusion is the following are eligible CARES ACT expenditures:

1. Police Department payroll (wage and benefit) March 1 through November 15
2. South Metro Fire COVID-19 medical calls March 1 through November 15
3. Staff for departments outside Public Safety as per above
4. Seasonal and apportioned full time employees hired specifically for cleaning/sanitizing public facilities
5. Other employee wages when assigned specifically to respond to or mitigate impacts to the pandemic
6. Computer equipment purchased in order to facilitate teleworking and/or virtual meetings
7. Local cost share (25%) of FEMA grants received for the COVID-19 pandemic
8. Emergency sick leave, quarantines and FMLA leaves, medical leaves
9. PPE and sanitizing expense across the organization
10. Business grants in accordance with the Social Security Act 601(d)
11. Any other reasonably necessary expenditure that meets the criterion of 601(d) of the Social Security Act

**Ineligible expenses would include the following:**

- Anything covered by insurance
- Payroll expense for those not substantially dedicated to mitigating or responding to COVID
- Anything reimbursed by any other federal program
- Workforce bonuses other than hazard pay or overtime
- Reimbursement to donors
- Severance pay

**Allocation Approach**

- Upon guidance from the City's audit firm, it is intended that the City would first allocate Police Department payroll expenditures against CARES ACT funding
- Upon approval of the City Council, the City would create a Business Grant Program or provide funding to a Dakota County Community Development Agency (CDA) Business Grant Program to assist West St. Paul businesses with CARES ACT eligible expenses directly attributable to or in response to COVID-19
- As per the above, the City would allocate direct expenditures for PPE, sanitizing, teleworking/computer/server/telephone COVID-19 related expenditures
- To the extent funding would be available, the City would allocate Staff expense for those positions identified above, to the extent that these positions have been substantially dedicated to COVID-19 response or mitigation
- South Metro Fire is an eligible sub-grantee with direct COVID-19 expenditure which may be allocated

**Approval Approach**

1. Council approval of the Expenditure Plan
2. Council approval of the Small Business Grant Program and/or approach
3. Future Council approval of CARES ACT allocations
4. If Business Grant Program is approved, future Council approval of Individual Business Grants
5. Upon approval of the Federal Single Audit (spring/summer 2021), re-allocation of any residual revenue per adopted fund balance policy

**Appendix:**

1. Business grant (enclosed)
2. Specifics of Police Department impacts

Following is a compendium of Police Department direct and indirect impacts of the public health emergency and related impacts.

Year to date activity for 2020 compared to the same period from 2019 reveals:

- Crashes are down significantly (probably due to stay at home orders)
- Community policing activities down significantly (due to COVID)
- Mental Health calls up (Mental Health calls can be labeled Mental Health or are in other categories where mental health is the underlying contributor to the reason for Police response)
- Domestic / disturbances are up slightly
- Fireworks complaints up significantly (increases are up nationally)
- Order for Protection and Domestic Abuse No Contact Order violations are up significantly
- Ordinance violations are down dramatically due to lower number of Snow Emergencies the first part of the year
- Traffic stops are down significantly (due to COVID, Officers do not want to make unnecessary contact. This is nationally, as well.)

2019 versus 2018, larcenies were up 84 percent. This year, we are seeing it remaining steady. The increase in larcenies are attributed to the increase of people being caught stealing when using the self-checkouts at Wal-Mart and Target, which were put in place at the end of 2018 and beginning of 2019. They have 10 items and only ring up two.

Not all community outreach has ended. We have done some virtual meetings, outreach, etc. We will be having a virtual Safety Camp and in person youth activities with limited numbers of youth participating this summer. We are making great progress in the planning of a diversity outreach / recruitment effort next spring. This outreach effort is in partnership with the FBI / Department of Justice (DOJ) and the two of us are taking the lead in the organization of this event. Participants will not only include the DOJ and our Department but many other local, state, and federal law enforcement agencies, as well as private and public organizations. The event is called "Be the change you want to see...Pursue a career in Public Safety." The focus will be recruitment of more diversity in the Criminal Justice field and will not only be a career fair, but there will be several speakers and other activities. The event is April 10, 2020 at the University of Minnesota. This will be the second such event in the country.

The COVID-19 pandemic has caused several issues with moving forward with the Departmental Work Plan. However, progress has been made on the following:

- Additional data and information placed on website. Regular meetings and planning being done with the Social Media Committee.
- Several stories have been produced in conjunction with Town Square TV and West St. Paul Reader to promote activities within the Police Department.
- Body camera implementation completed with a community meeting via Facebook Live scheduled for next week.
- Informal discussions taking place reference web design/content. Issues exist with locating time availability.
- Review of Mission Statement taking place through our Policy Committee.
- Citizen Academy has been cancelled due to COVID.
- Every other week, communications are being sent out to the Department. Many times, this has occurred weekly. During the riots, looting, and emergency scheduling, daily updates were provided.
- All data requests being processed in a timely fashion.
- Initial IT meeting was conducted to address IT deficiencies in the Police Department.
- Rehab project in the Department is near completion.
- Had some discussion so far with Human Resources regarding training deficits and addressed them via line item additions in the 2021 budget request.
- Temporarily reconfigured Supervisory Staff to include an Administrative Sergeant position to enhance career development. Working with Human Resources to get this completed.
- Developed committees to provide employee feedback and involvement in the operations. This includes Social Media and Web Content, Community Events and Engagement, IT, Recruitment, Policy and, lastly, Facilities, Equipment and Maintenance.
- It has been suggested that recent nationwide rioting was influenced in part by economic and social impacts from the pandemic, in addition to the larger influencers associated with the unrest that was demonstrated.
- The Police Department has assisted South Metro Fire with COVID responses somewhat.
- Recruitment has ceased for the most part.

**FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

**STAFF RECOMMENDATION:**

Approval of the CARES ACT Expenditure Plan.



OFFICE OF  
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

September 21, 2020

OIG-CA-20-028

## Department of the Treasury Office of Inspector General Coronavirus Relief Fund Frequently Asked Questions Related to Reporting and Recordkeeping (Revised)

The Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund (CRF) payments as authorized by Title VI of the Social Security Act, as amended by Title V of Division A of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).<sup>1</sup> Treasury OIG was also assigned authority to recover funds in the event that it is determined a recipient of a CRF payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Recipient reporting and record retention requirements are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

Beginning September 1, 2020, the prime recipient of CRF payments will begin reporting Coronavirus Disease 2019 (COVID-19) related costs incurred from March 1, 2020 to December 30, 2020 in the GrantSolutions portal. This document addresses frequently asked questions (FAQ) from CRF prime recipients regarding their reporting and record keeping requirements and supplements Treasury OIG's memorandums *Coronavirus Relief Fund Recipient Reporting and Record Retention Requirements* (OIG-CA-20-021; July 2, 2020)<sup>2</sup> and *Coronavirus Relief Fund Reporting Requirements Update* (OIG-CA-20-025; July 31, 2020).<sup>3</sup>

### A. Prime Recipients

#### 1. *Who is a prime recipient?*

A prime recipient is an entity that received a CRF payment directly from Treasury in accordance with the CARES Act, including:

- All 50 States,
- Units of local governments with populations over 500,000 that submitted required certifications to Treasury,
- The District of Columbia,

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<sup>1</sup> P. L. 116 136 (March 27, 2020)

<sup>2</sup> <https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-021.pdf>

<sup>3</sup> <https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-025.pdf>

- U.S. Territories, and
- Tribal Governments

**2. *Who is a sub-recipient?***

For purposes of reporting in the GrantSolutions portal, a sub-recipient is any entity to which a prime recipient issues a contract, grant, loan, direct payment, or transfer to another government entity of \$50,000 or more.

**3. *The definition of a sub-recipient provided by Treasury OIG is different than the definition of a sub-recipient in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal, 2 CFR Part 200 (Uniform Guidance). Which definition is a prime recipient expected to comply with?***

The prime recipient must comply with the Treasury OIG definition. For purposes of reporting in the GrantSolutions portal, a prime recipient is to report on sub-recipients, as defined in Question 2 above. In addition, Treasury has issued guidance as described in Treasury's *Coronavirus Relief Fund Frequently Asked Questions* (FAQs),<sup>4</sup> noting that prime recipients are to monitor and manage sub-recipients as defined in 2 CFR sec. 200.330 through 200.332.

**4. *Who is responsible for reporting in the GrantSolutions portal, the prime or sub-recipient?***

Only the prime recipient is required to report COVID-19 related costs in the GrantSolutions portal.

**5. *If the prime recipient distributes funds to an agency or department within the prime recipient's government, is the agency or department considered the prime recipient or a sub-recipient when funds obligated are \$50,000 or more?***

The agency or department is considered part of the prime recipient as they are all part of the same legal entity that received a direct CRF payment from Treasury. Obligations and expenditures that the agency or department incurs with the CRF proceeds must be collected by and reported in the GrantSolutions portal by the prime recipient as if they were obligated or expended by the prime recipient.

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<sup>4</sup> <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

- 6. If the prime recipient obligates funds to an entity that provides a public service on behalf of the prime recipient but the prime recipient is not financially accountable of, is the entity considered the prime recipient or a sub-recipient when funds obligated are \$50,000 or more (e.g., discreetly presented component unit, quasi agency, etc.)?**

The entity is considered a sub-recipient of the prime recipient when funds obligated are \$50,000 or more. The prime recipient must report its obligations and expenditures related to the sub-recipient, including associated projects and expenditure categories, in the GrantSolutions portal. If the prime recipient obligated less than \$50,000, the prime recipient must report its obligations and expenditures related to the sub-recipient entity in aggregate in the GrantSolutions portal.

- 7. If a prime recipient enters into multiple obligations with an entity, each obligation being less than \$50,000 with no agreement (i.e., contract, grant, or loan), however, the total obligations to the entity is above \$50,000, is the entity considered a sub-recipient?**

The entity is considered a sub-recipient, however since the obligations are below \$50,000, the prime recipient must report the multiple obligations to the entity and related expenditures in the aggregate section of the GrantSolutions portal.

- 8. If a unit of local government received funds as both a prime recipient and as a sub-recipient do they have to track and report obligations and expenditures separately?**

Yes. For purposes of reporting in the GrantSolutions portal, the unit of local government is the prime recipient and must report obligations and expenditures related to the funds received directly from Treasury. As a sub-recipient of funds, obligations and expenditures related to the funds received from another prime recipient must be reported by the prime recipient in the GrantSolutions portal. It is recommended that the unit of local government, as a sub-recipient, report obligations and expenditure information to the prime recipient for its reporting purposes.

- 9. If a third party is hired to review and approve sub-recipient reimbursement requests and supporting documentation, can the prime recipient place reliance on the reviews performed by the third party or is the prime recipient still required to review and approve 100 percent of all costs?**

It is up to the prime recipient on how much it relies on third-party review of reimbursement requests. However, the prime recipient is responsible for maintaining documentation to support the use of CRF proceeds. Per Treasury's *Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments*, the direct

(or prime) recipient is ultimately responsible for compliance with the limitation on the use of payments from the CRF.<sup>5</sup>

## **B. System for Award Management (SAM.gov) Registration**

### **10. *Treasury OIG's memorandum, Coronavirus Relief Fund Reporting Requirements Update, states that "each prime recipient should ensure that any current or potential sub-recipients are registered in SAM.gov." Are all sub-recipients required to register in SAM.gov?***

No, all sub-recipients are not required to register in SAM.gov. This statement is a recommendation to help reduce the reporting burden on the prime recipient when entering sub-recipient details in the GrantSolutions portal. SAM.gov registration allows sub-recipient identifying and demographic details to be automatically populated in the portal after the prime recipient inputs a valid Data Universal Numbering System (DUNS) number assigned to the sub-recipient.<sup>6</sup>

### **11. *What are the identifying and demographic data elements that automatically populate in the GrantSolutions portal if a sub-recipient is registered in SAM.gov with a valid DUNS number?***

The following identifying and demographic data elements will automatically populate in the GrantSolutions portal if a sub-recipient is registered in SAM.gov with a valid DUNS number:

- Legal Name
- Address Line 1
- Address Line 2, if applicable
- Address Line 3, if applicable
- City Name
- State Code
- Zip + 4
- Congressional District
- Country Name
- Country Code
- Organization Type

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<sup>5</sup> <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<sup>6</sup> A DUNS number is a unique nine-character number used to identify an organization.

**12. If a sub-recipient does not have a DUNS number, can another unique identification number be used in the GrantSolutions portal to automatically populate sub-recipient details (e.g. Federal Employment Identification Number, Federal Tax Identification Number, etc.)?**

No. The DUNS number is the only unique identification number that the GrantSolutions portal can associate with a SAM.gov registration in order to automatically populate sub-recipient details.

**13. Where does a prime recipient direct a sub-recipient to obtain a DUNS number?**

If a sub-recipient does not already have a DUNS number, they can call 1-866-705-5711 or access <http://fedgov.dnb.com/webform> to get a DUNS number assigned for free.

**14. Where does a prime recipient direct a sub-recipient to register in SAM.gov?**

Refer the sub-recipient to <https://sam.gov>.

**15. What if a sub-recipient is not registered in SAM.gov?**

For each sub-recipient that is not registered in SAM.gov, the prime recipient will be responsible for manually entering the following data elements in the GrantSolutions portal:

- Legal Name
- Address Line 1
- Address Line 2, if applicable
- Address Line 3, if applicable
- City Name
- State Code
- Zip Code
- Country Name (selection menu)
- Organization Type (selection menu)

**16. If a sub-recipient is registered in SAM.gov, are they required to report any information on a quarterly basis in SAM.gov?**

No. There are no reporting requirements for a sub-recipient; the prime recipient is required to report in the GrantSolutions portal on behalf of the sub-recipient.

**17. *Is an entity that a prime recipient obligates a contract, grant, loan, direct payment, or transfer to another government entity of less than \$50,000 recommended to register in SAM.gov?***

No. Detailed information of an entity that the prime recipient obligates less than \$50,000 to will not be reported in the GrantSolutions portal. The obligations and related expenditure(s) to entities that the prime recipient obligates less than \$50,000 to will be reported in the aggregate.

**18. *Is an individual that a prime recipient obligates a contract, grant, loan, or direct payment recommended to register in SAM.gov?***

No. Detailed information of an individual that the prime recipient obligates any amount to will not be reported in the GrantSolutions portal; the obligations and related expenditure(s) to individuals will be reported in the aggregate.

**C. Terminology**

**19. *What is an obligation?***

For purposes of reporting in the GrantSolutions portal, an obligation is a commitment to pay a third party with CRF proceeds based on a contract, grant, loan, or other arrangement.

**20. *What is an expenditure?***

For purposes of reporting in the GrantSolutions portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). As outlined in *Treasury's Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments*, performance or delivery must occur between March 1 and December 30, 2020 in order for the cost to be considered incurred; payment of funds need not be made during that time (though it is generally expected that payment will take place within 90 days of a cost being incurred).

**21. *What is a project?***

A project is a grouping of related activities that together are intended to achieve a specific goal (e.g. building a temporary medical facility, offering an economic support program for small businesses, offering a housing support program, etc.)

**22. *What is a contract?***

A contract is an obligation to an entity associated with an agreement to acquire goods or services.

**23. What is a grant?**

A grant is an obligation to an entity that is associated with a grant agreement. A grant agreement is a legal instrument of financial assistance between the prime recipient and entity that is used to enter into a relationship to carry out a public purpose and does not include an agreement to acquire goods or services or provide a loan.

**24. What is the primary place of performance for a contract or a grant?**

The primary place of performance is the address where the predominant performance of the contract or grant will be accomplished.

**25. What is the period of performance start date and end date for a contract or a grant?**

The period of performance start date is the date on which efforts begin or the contract or grant is otherwise effective. The period of performance end date is the date on which all effort is completed or the contract or grant is otherwise ended.

**26. What is a transfer to another government entity?**

A transfer to another government entity is a disbursement or payment to a government entity that is legally distinct from the prime recipient. See the list of government entities in Question 26 below.

**27. For transfers to another government entity, what type of entity is considered another government entity?**

The following organization types are considered another government entity:

- State government
- County government
- City/Township Government
- Special District Government
- US Territory or Possession
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Designated Organization

**28. What is a direct payment?**

A direct payment is a disbursement (with or without an existing obligation) to an entity that is not associated with a contract, grant, loan, or transfer to another government entity. If the direct payment is associated with an obligation, then the obligation and expenditure should be reported. If the direct payment does not

involve a previous obligation, the direct payment will be recorded when the expenditure is incurred.

#### **D. Reporting**

***29. If a prime recipient received CARES Act funding from different Federal agencies, are all costs incurred related to CARES funding to be reported in the GrantSolutions portal, regardless of the funding source?***

No. The GrantSolutions portal is only for the reporting of costs incurred related to CRF proceeds received from Treasury. Financial assistance that a prime recipient may have received from other sources are not to be reported in this portal.

**30. Will CRF proceeds be subject to Federal Funding Accountability and Transparency Act (FFATA) reporting requirements? If so, what general information are recipients expected to report?**

No, FFATA reporting is not required since CRF payments are not grants.

***31. Are prime recipients required to report on an accrual or cash basis?***

The prime recipient should report on an accrual basis, unless the prime recipient's practice is traditionally to report on a cash basis for all its financial reporting.

***32. Are the reporting requirements different for lump sum payments versus payments made on a reimbursable basis?***

No. Reporting of obligations and expenditures related to lump sum payments and reimbursed payments are the same.

***33. How should a reimbursable payment to a sub-recipient be reported?***

The prime recipient should first report the total obligation to the sub-recipient. As reimbursements are made to the sub-recipient, the prime recipient should report the reimbursements as expenditures to the obligation by expenditure category.

***34. How should a lump sum payment to a sub-recipient be reported?***

The prime recipient must report the total obligation for the lump sum payment to the sub-recipient. As the sub-recipient uses the funds it received, the prime recipient is responsible for collecting and reporting on the uses as expenditures to the obligation by expenditure category.

**35. What level of sub-recipient data will prime recipients be required to report?**

The prime recipient is required to report on the first sub-recipient level only. For example: The prime recipient enters into a grant with Entity A to provide assistance to small businesses. For reporting purposes, the prime recipient must report the details of the grant with Entity A as an obligation. As Entity A provides assistance to small businesses, the prime recipient must report the assistance provided as expenditures to the obligation. However, details of the small businesses that received funding is not required.

**36. Is every obligation and expenditure required to be associated with a project?**

No. We understand that not all uses of funds will be associated with a project. If an obligation or expenditure is not associated with a project, in the GrantSolutions portal, the recipient would select "No Associated Project".

**37. How did Treasury OIG determine the \$50,000 reporting threshold?**

Sec. 15011 of the CARES Act states that any entity that receives large covered funds (or funds more than \$150,000) is considered a covered recipient. All prime recipients of CRF proceeds are covered recipients as no prime recipient received payment less than \$150,000. Sec. 15011 further requires that each covered recipient (in this case, prime recipient) should submit a report that contains, among other items, detailed information on subcontracts or subgrants awarded by the covered recipient allowing for aggregate reporting on awards below \$50,000.

**38. Is the \$50,000 threshold on a project basis?**

No. The \$50,000 threshold dictates the specific sub-recipients that must be identified by the prime recipient on a detailed basis rather than in an aggregate total for related obligations and expenditures, regardless of any projects.

**39. What is the reporting structure?**

The reporting structure is as follows:

- A. Projects
- B. Obligations of \$50,000 or more and related expenditures
  - a. Contracts of \$50,000 or more
    - i. Obligations (individually reported) and links to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - b. Grants of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable

- ii. Related expenditures (individually reported) and link to projects, if applicable
  - c. Loans of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - d. Transfers to other government entities of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - e. Direct Payments of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
- C. Aggregate obligations and expenditures of contracts, grants, loans, direct payments, and transfers to other government entities below \$50,000 (reported in total by obligation type)
- D. Aggregate obligations and expenditures to individuals, regardless of the amount (reported in total)

**40. If a prime recipient obligates funds to another government entity in the form of a grant, are the obligated funds to be reported as a transfer to another government entity or as a grant?**

If a grant agreement in place, the obligation should be reported as a grant.

**41. *Treasury OIG's reporting timeline indicates six reporting cycles with three cycles for reporting periods of January 1, 2021 through September 30, 2021. If costs related to CRF proceeds must be incurred by December 30, 2020, why are there reporting cycles after December 30, 2020?***

Treasury's *Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments* addresses the concept of incurred costs. Specifically, "for a cost to be considered to have been incurred, performance of services or delivery of goods must occur during the covered period (March 1, 2020 through December 30, 2020) but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred)." As a result, we determined to allow reporting through September 30, 2021 to ensure that the prime recipient has sufficient time to capture and report all expenditures incurred that were covered with CRF, including loan repayments, the related obligations of which must have occurred, and been reported, during the covered period. In addition, any final close out reconciliations and adjustments should occur during the time period before September 30, 2021.

**42. *Are forgivable loans to be reported as a grant or loan?***

The forgivable portion of a loan should be reported as a grant. If the forgiving of the loan is conditional, then the loan will originally be reported as a loan for the total amount. At the time that the conditions are met, the portion of the loan that is forgivable, will be removed from the loan section of the GrantSolutions portal and reported as a grant at that time.

**43. *For each reporting period, should a prime recipient report all costs that are eligible to be covered with CRF proceeds or only report costs for which the prime recipient has made a final determination to cover with CRF proceeds?***

The prime recipient should only report eligible costs for which obligations have been made with CRF payments or specific determinations have been made related to using CRF funds.

**44. *Do the expenditure categories apply to aggregate reporting?***

No. The only information collected during aggregate reporting are obligations (in total) and expenditures (in total) by obligation type (contract, grant, loan, transfer to another government entity, and direct payments) and for individuals.

**45. For aggregate reporting of obligations to individuals, what information is required to be reported about the individuals?**

None. The only information collected during aggregate reporting are obligations (in total) and expenditures (in total).

**46. Where can recipients and sub-recipients access training tools or archived training sessions to assist with reporting?**

The only entity responsible for reporting in the portal is the prime recipient. Training on the GrantSolutions portal will be provided to prime recipients by September 1, 2020.

**E. Reporting Corrections**

**47. If a prime recipient submitted information in its interim report of costs incurred as of June 30, 2020 and some information has changed, can we correct this information in the portal?**

Yes. Keep in mind that for purposes of meeting the interim reporting requirement, reporting estimated costs incurred was allowed. For the first quarterly reporting period (March 1, 2020 through June 30, 2020) beginning September 1, 2020, the prime recipient must report actual obligations and expenditures in the GrantSolutions portal. The amounts reported in the GrantSolutions portal and certified will be considered the official reporting.

**48. If an error is identified or an addition/modification needs to be made, is there an ability to amend the previous submitted data?**

Yes, if a prime recipient determines corrections or additions are necessary, the current GrantSolutions submission may be recalled, corrected, and resubmitted within the first 10 days after the quarter end. Also, changes to a previous quarterly submission may be made in a current reporting submission. If a Treasury OIG reviewer determines corrections or additions to the quarterly submission may be required, feedback and the submission will be returned to the prime recipient for resolution. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal. If an error is identified or a modification needs to be made after a report is already approved by the Treasury OIG, the prime recipient will need to make the modification or correction in the next quarterly reporting cycle.

**49. For forgivable loans originally reported as a grant, in a subsequent reporting period, if the recipient has not met the terms of forgiveness, should this obligation be changed to a loan in subsequent reporting period?**

See question 41 above. The loan should be recorded as a loan in total until the condition is met. Only at that time will the forgivable portion of the loan be removed and recorded as a grant.

**50. Is there a process to modify prior quarter numbers that change significantly due to the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Public Assistance reimbursement?**

Yes, if a prime recipient determines corrections or additions to a quarterly submission are necessary and the quarterly submission has already been approved by Treasury OIG, changes to a previous quarterly submission may be made in the subsequent reporting submission. The prime recipient will not be able to re-open the previous quarter, but instead will make necessary adjustments in the open quarter. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal.

**51. If a prime recipient reports a cost allocated to the CRF in one reporting cycle, but subsequently determines to allocate that cost to a different funding source, can the prime recipient remove the obligations and related expenditures from its CRF reporting submission?**

Yes, if a prime recipient determines corrections or additions to a quarterly submission are necessary and the quarterly submission has already been approved by Treasury OIG, changes to a previous quarterly submission may be made in the subsequent reporting submission. The prime recipient will not be able to re-open the previous quarter, but instead will make necessary adjustments in the open quarter. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal.

Keep in mind, if a prime recipient has not used funds it has received to cover costs that incurred between March 1, 2020 and December 30, 2020, as required by the statute, those funds must be returned to the Treasury.

**52. Do we need a budget set up for FEMA Cares Act monies received or just to track and report monies used?**

The prime recipient is required to report obligations and expenditures of CRF proceeds. It is at the discretion of the prime recipient to determine a budget setup related to CRF payments.

## F. Reporting Deadline

**53. *Can the CRF reporting submission deadline be modified to 30 days, opposed to 10 days, after the quarter end?***

We do not have the authority to change the quarterly recipient reporting deadline. Section 15011 of the CARES Act requires CRF reporting within 10 days after the end of each calendar quarter. Prime recipients' GrantSolutions data will be reported to the Pandemic Response and Accountability Committee (PRAC) for display on its website.

**54. *Can a prime recipient request extensions in filing their quarterly reports?***

Yes, requests to extend the quarterly reporting deadline should be sent to Treasury OIG at CARES@oig.treas.gov for extension approval/disapproval. These decisions will be made on a case-by-case basis and consider extenuating circumstances.

**55. *If a prime recipient does not close its records by 10 days after the reporting period ends, how should these costs be reported?***

Record closing times vary and may not align with the GrantSolutions reporting deadlines. If a prime recipient is not able to report within 10 days after the reporting period ends, the prime recipient is responsible for submitting the missing data in the GrantSolutions portal as part of the next quarter's reporting cycle.

## G. GrantSolutions Portal

**56. *Is the portal still on schedule for becoming available on September 1, 2020?***

Yes for most users. An upload feature will be available for select very high volume prime recipients. The upload feature will be available after September and timing of that schedule will be communicated to those select recipients.

**57. *If a prime recipient's designated users already have accounts with GrantSolutions, does the prime recipient still need to submit each user's name, title, email address, and phone number to Treasury OIG?***

Yes.

**58. *Can portal access be granted to users if they share the same email address?***

No. In order to grant portal access, each user must have a unique email address; users cannot have the same email address.

**59. Can a prime recipient designate more than two preparers?**

No. The GrantSolutions portal can only sustain up to three users per prime recipient: two preparers and one authorizing official.

**60. Can the authorizing official also be one of the preparers?**

No. The authorizing official cannot be both a designee/preparer and an authorizing official.

**61. What is the best way to import data from a large number of sub-recipients?**

Only the prime recipient is required to report CRF related obligations and expenditures in the GrantSolutions portal. We are currently working with GrantSolutions regarding a data upload feature. The upload feature will be available for certain prime recipients with the most sub-recipient activity. See question 55.

**62. Will the portal provide a cumulated view of obligations and expenditures a prime recipient has reported?**

Yes.

**H. Record Retention/Audit**

**63. According to Treasury's FAQs, for administrative convenience, a State can presume that all payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency and, thus, can be covered by CRF. Will Treasury OIG or the PRAC ever question the applicability of this presumption in the audit context? If so, under what circumstances?**

During its reviews and audits, Treasury OIG will allow the use of the administrative accommodation made in accordance Treasury's FAQs. See responses to related questions 69, 70, and 71.

**64. How far down will the audit cascade?**

The CARES Act provides that Treasury OIG is responsible for monitoring and oversight of the receipt, disbursement, and use of CRF payments. As such, all CRF payments received by the prime recipient are subject to audit. In this regard, an audit will be at the prime recipient level and may involve reviewing the prime's sub-recipients. In the event that it is determined the prime recipient failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), those funds will be recouped by Treasury OIG.

**65. *If providing Small Business Assistance, do we have to receive actual documentation of the expense or business interruption? If we provide thousands of grants to small businesses and are audited, what would be need to provide to satisfy an audit?***

The prime recipient of CRF payments must maintain and make available to Treasury OIG upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)). Records include, but are not limited to, general ledger and subsidiary ledgers used to account for (a) the receipt of CRF payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19. The prime recipient is responsible for determining the level and detail of documentation needed from the sub-recipient of Small Business Assistance to satisfy these requirements, however, there would need to be some proof that the small business was impacted by the public health emergency and was thus eligible for the CRF funds.

**66. *Is there an audit plan at this point? For example, will there be interim audits, or only after Dec 30 or final reporting? Also, do you have criteria upon which you will decide which awards to audit?***

Treasury OIG will perform monitoring of the prime recipient's receipt, disbursements, and uses of CRF payments and has developed procedures for this purpose. There are procedures for monitoring, reviewing, and approving prime recipient's quarterly GrantSolutions submissions. Treasury OIG will also conduct desk reviews, for which other procedures have been developed, to further evaluate the prime recipient's documentation supporting the reported uses of CRF proceeds, as well as, results of other audits (i.e. Single Audit), among other things. The desk review may result in a site visit to the prime recipient for a more in-depth review. Based on results of the quarterly monitoring, desk reviews, site reviews, and our risk assessments, Treasury OIG will determine the need for a more in-depth audit. In addition to ongoing monitoring, Treasury OIG will initiate audits as deemed necessary based on other referrals and ongoing risk assessments of the prime recipients.

**67. *Will Treasury OIG audit the sub-recipient as part of its prime recipient audit?***

Treasury OIG may audit the sub-recipient as part of its audit of the prime recipient.

**68. *What cost principles will Treasury OIG be applying to determine allowability of costs during audit if Subpart E of 2 CFR 200 is not applicable to this funding?***

The CARES Act and the Treasury guidance and FAQs will be used as criteria for allowability of costs. According to Treasury's FAQs, provisions of the Uniform

Guidance, 2 C.F.R. sec. 200.303 regarding internal controls, 2 C.F.R. sec. 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements are applicable to CRF payments. Subpart E is not applicable.

**69. How does the CRF audit relate to Single Audit?**

CRF payments are considered to be Federal financial assistance subject to the Single Audit Act (31 U.S.C. sec. 7501-7507). The related provisions of the Uniform Guidance, 2 C.F.R. sec. 200.303 regarding internal controls, sec. 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements provides detailed information. The results of a prime recipient's Single Audit will be evaluated as part of the Treasury OIG's desk reviews and any audits initiated.

**70. To what level of documentation will a government be held to support the reimbursement of public health and safety payroll that was "presumed" to be substantially dedicated to mitigating the emergency?**

The recipient of CRF payments must maintain and make available to Treasury OIG upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)). Documents/records include payroll records for the covered period March 1 through December 30, 2020. Records include, but are not limited to (1) general and subsidiary ledgers used to account for the receipt of CRF payments and subsequent disbursements; and (2) payroll, time, and human resource records to support costs incurred for payroll expenses. Please refer to the Treasury OIG memorandum, Coronavirus Relief Fund Reporting and Record Retention Requirements (OIG-20-021; July 2, 2020). These document requirements apply to supporting payroll reimbursement amounts using CRF proceeds and not to support the presumption that public health and safety payroll is substantially dedicated to mitigating the emergency.

**a. Will a government have to demonstrate/substantiate that a public health or public safety employee's function/duties were in fact substantially dedicated to mitigating the emergency?**

No, the government will not have to demonstrate/substantiate that a public health or public safety employee's function/duties were substantially dedicated to mitigating the emergency but must maintain records and documentation supporting payroll amounts reimbursed using CRF proceeds. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or

equivalent) of the relevant government determines that specific circumstances indicate otherwise. Treasury's FAQs add that entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020.

- b. For payroll that was accounted for in the FY2020 budget but was then "presumed" to be substantially dedicated to mitigating the emergency, will the government have to demonstrate/substantiate that a public health or public safety employee's function was a substantially different use?***

No, the government will not have to demonstrate/substantiate that a budgeted public health or public safety employee's function was a substantially different use. As stated in Treasury's Guidance, within the category of substantially different uses, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. The Treasury OIG does require the government to maintain budgetary records to support the fiscal years 2019 and 2020 budgets.

- 71. Is the government required to perform any analysis or maintain documentation of the "substantially dedicated" conclusion for payroll expenses of public safety, public health, health care, and human service employees?***

No, the government is not required to perform an analysis or maintain documentation of the substantially dedicated conclusion for payroll expenses of public safety, public health, health care, and human service employees. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. Please refer to response to question 69.

- 72. Treasury's FAQs indicate a "State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise."***

- a. What level of documentation needs to be maintained to indicate the chief executive did not determine "specific circumstances indicate otherwise?"***

No documentation of the negative assurance of the chief executive (or equivalent) is required.

***b. Is the absence of documentation indicating “specific circumstances indicate otherwise” sufficient, or does an affirmative decision need to be documented?***

See previous responses.

***73. Are CRF funds required to be accounted for in a separate fund of the government? At least one state thinks it should be.***

These are individual management decisions, however, the documentation required above should be easily understandable by the auditors.



# City Council Report

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Charlene Stark, Finance Director**  
Date: **September 28, 2020**

## Financial Information-July

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### **BACKGROUND INFORMATION:**

Attached for Council review July financial reports:

- Bank statement reconciliation-July
- Investment statement-July UBS Stmt
- General Fund-Budget to Actual report for July 31, 2020

### **FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

### **STAFF RECOMMENDATION:**

Accept the July financial reports as presented.

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

**Old National BANK BALANCE:**

Ending Balance - Checking Account	1,154,950.95
Deposits in Transit	4,075.21
Outstanding Disbursements & Checks	(376,689.70)
Check clearing err	(645.66)
Petty Cash	1,850.00
<b>RECONCILED BALANCE</b>	<b>783,540.80</b>

**BANK & TREASURER**      **BANK & ACCOUNT**  
(0.01)                                      (0.01)

(0.00)

**CITY TREASURER'S BALANCE:**

Previous Month's <b>Reconciled</b> Balance	166,544.48
Daily Receipts Posted	\$5,940,036.95
Disbursement Checks Issued	(\$2,760,431.75)
Payroll Direct Deposits	(\$526,531.25)
Cash Journal Entries (net)	(\$2,030,802.22)
Reverse Prior Months	(4,949.51) xxx
Credit card returns	.
	.
check cleared and was voided	(250.00)
CC return-entered twice?	130.00
EFT-	(101.30)
CC return	(105.00)
	.
	.
3/13 Deposit adjustment	0.41 xxx
<b>RECONCILED BALANCE</b>	<b>783,540.81</b>

**CASH ACCOUNT BALANCE:**

Petty Cash	\$782,016.70
Adjustments:	1,850.00
	(325.89)
<b>RECONCILED BALANCE</b>	<b>783,540.81</b>

# General Fund Income Statement

Through 7/31/2020  
Summary Listing



Organization	Organization Description	Adopted budget Amount	July Actual Amount	2020-YTD Actual Amount	Remaining YTD Actual	% of budget- Spent	
<b>REVENUE</b>							
30000	Revenues	15,083,361.00	4,206,994.95	9,458,156.19	5,625,204.81	63%	CARES Aid was received and final tax settlement for 1st half
<b>REVENUE TOTALS</b>		<b>\$15,083,361.00</b>	<b>\$4,206,994.95</b>	<b>\$9,458,156.19</b>	<b>\$5,625,204.81</b>	<b>63%</b>	
<b>EXPENSE</b>							
41110	Mayor and Council	152,054.00	13,285.00	73,109.23	78,944.77	48%	
41120	Charter Commission	1,500.00	.00	462.00	1,038.00	31%	
41320	City Manager / City Clerk	705,932.00	69,224.19	373,248.25	332,683.75	53%	Payroll expenses moved to disaster planning for COVID 19
41350	Marketing and Communications	159,927.00	11,603.09	77,904.39	82,022.61	49%	One less newsletter/time moved to disaster planning-COVID 19
41410	Elections	60,348.00	3,394.44	20,585.67	39,762.33	34%	General election held in Nov.
41520	Finance	374,936.00	41,767.45	221,455.53	153,480.47	59%	Payroll expenses moved to disaster planning for COVID 19
41610	Legal	362,000.00	25,071.07	152,648.19	209,351.81	42%	
41910	Planning & Community Development	437,560.00	38,787.89	184,329.63	253,230.37	42%	One position unfilled
41915	Recycling Dept.	67,701.00	6,021.82	32,893.95	34,807.05	49%	No spring programs.
41920	Information Technology	474,124.00	23,723.54	274,547.69	199,576.31	58%	
41940	City Hall Building	229,910.00	44,733.50	131,524.84	98,385.16	57%	
41945	PW Facility	73,745.00	4,408.90	45,597.79	28,147.21	62%	
42100	Police	6,068,118.00	592,982.74	3,504,250.91	2,563,867.09	58%	
42200	Fire	2,582,003.00	.00	1,899,887.00	682,116.00	74%	3 qtrs. paid for
42401	Building Inspections	397,525.00	51,343.46	238,720.37	158,804.63	60%	
42500	Civil Defense	18,580.00	695.00	13,941.53	4,638.47	75%	Annual payments
43000	Engineering	196,089.00	18,346.83	100,894.54	95,194.46	51%	Payroll expenses moved to disaster planning for COVID 19
43100	Streets	1,397,597.00	134,991.44	843,345.46	554,251.54	60%	
43160	Street Lighting	143,125.00	11,055.47	58,157.00	84,968.00	41%	Summer months low usage
44140	Human Resources	137,003.00	9,341.71	35,691.76	101,311.24	26%	No spring programs.
45000	Parks and Recreation	1,043,584.00	90,048.83	498,814.44	544,769.56	48%	Reduced seasonal hiring, no Spring programs-Reduced Summer programs; Sharing Rec programmer with Building and Inspections
49200	Unallocated	.00	.00	.00	.00	0%	
49999	Disaster Plan/Recovery	.00	18,953.69	104,627.03	(104,627.03)		No budget; To be reimbursed with CARES
<b>EXPENSE TOTALS</b>		<b>\$15,083,361.00</b>	<b>\$1,209,780.06</b>	<b>\$8,886,637.20</b>	<b>\$6,196,723.80</b>	<b>59%</b>	
<b>Fund 101 - General Fund Totals</b>							
<b>REVENUE TOTALS</b>		<b>15,083,361.00</b>	<b>4,206,994.95</b>	<b>9,458,156.19</b>	<b>5,625,204.81</b>	<b>63%</b>	
<b>EXPENSE TOTALS</b>		<b>15,083,361.00</b>	<b>1,209,780.06</b>	<b>8,886,637.20</b>	<b>6,196,723.80</b>	<b>59%</b>	
Fund 101 - General Fund	Net Gain (Loss)	\$0.00	(\$1,213,786.35)	\$571,518.99	(\$571,518.99)		



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

# Business Services Account

July 2020

CNQ7003345097 0720 X1 RP 0

**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](http://www.ubs.com/financialservices)

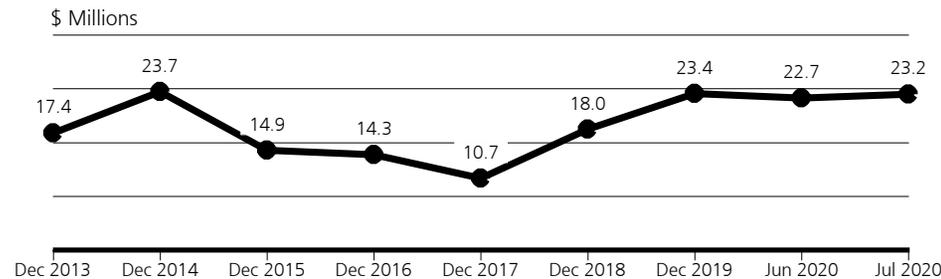
CITY OF WEST SAINT PAUL  
CUSTODY ACCOUNT  
ATTN: CHARLENE STARK  
1616 HUMBOLDT AVE  
WEST SAINT PAUL MN 55118-3905

## Value of your account

	on June 30 (\$)	on July 31 (\$)
Your assets	22,690,070.48	23,230,489.78
Your liabilities	0.00	0.00
<b>Value of your account</b>	<b>\$22,690,070.48</b>	<b>\$23,230,489.78</b>
Accrued interest in value above	\$72,711.81	\$87,399.91

As a service to you, your portfolio value of \$23,230,489.78 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	-\$1,000,000.00
Your investment return:	
Dividend and interest income	\$195,867.94
Change in value of accrued interest	\$33,255.27
Change in market value	\$620,447.92

**Value of your account on Jul 31, 2020** **\$23,230,489.78**



## Your account balance sheet

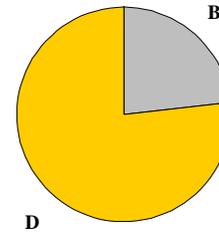
The value of your account includes assets held at UBS and certain assets held away from UBS. See page 1 for more information.

### Summary of your assets

	Value on July 31 (\$)	Percentage of your account
<b>A</b> Cash and money balances	0.00	0.00%
<b>B</b> Cash alternatives	5,370,436.37	23.12%
<b>C</b> Equities	0.00	0.00%
<b>D</b> Fixed income	17,860,053.42	76.88%
<b>E</b> Non-traditional	0.00	0.00%
<b>F</b> Commodities	0.00	0.00%
<b>G</b> Other	0.00	0.00%
<b>Total assets</b>	<b>\$23,230,489.78</b>	<b>100.00%</b>

**Value of your account** **\$23,230,489.78**

### Your current asset allocation



### Eye on the markets

Index	Percentage change	
	July 2020	Year to date
S&P 500	5.64%	2.38%
Russell 3000	5.68%	2.01%
MSCI - Europe, Australia & Far East	2.35%	-8.97%
Barclays Capital U.S. Aggregate Bond Index	1.49%	7.72%

### Interest rates on July 31, 2020

3-month Treasury bills: 0.10%  
One-month LIBOR: 0.15%



## Change in the value of your account

	July 2020 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$22,690,070.48</b>	<b>\$23,380,918.65</b>
Deposits, including investments transferred in	1,700,000.00	8,900,000.00
Withdrawals and fees, including investments transferred out	-1,250,000.00	-9,900,000.00
Dividend and interest income	19,937.40	195,867.94
Change in value of accrued interest	14,688.10	33,255.27
Change in market value	55,793.80	620,447.92
<b>Closing account value</b>	<b>\$23,230,489.78</b>	<b>\$23,230,489.78</b>

## 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.

	July 2020 (\$)	Year to date (\$)
Taxable dividends	667.46	8,739.67
Taxable interest	19,269.94	193,137.98
Taxable accrued interest paid	0.00	-6,298.11
Tax-exempt interest	0.00	7,560.00
Tax-exempt accrued interest paid	0.00	-7,308.00
<b>Total current year</b>	<b>\$19,937.40</b>	<b>\$195,831.54</b>
Prior year adjustment	0.00	36.40
<b>Total dividend &amp; interest</b>	<b>\$19,937.40</b>	<b>\$195,867.94</b>
Return of capital/principal	5,546.48	14,318.94

## Summary of gains and losses

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

	Realized gains and losses		Unrealized gains and losses (\$)
	July 2020 (\$)	Year to date (\$)	
Short term	0.00	17,768.00	360,123.26
Long term	0.00	43,990.00	406,068.96
<b>Total</b>	<b>\$0.00</b>	<b>\$61,758.00</b>	<b>\$766,192.22</b>



## 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.

	July 2020 (\$)	Year to date (\$)
<b>Opening balances</b>	<b>\$0.00</b>	<b>\$302,480.34</b>
<i>Additions</i>		
Deposits and other funds credited	1,700,000.00	8,900,000.00
Dividend and interest income	19,937.40	195,867.94
Proceeds from investment transactions	1,500,143.74	18,259,408.08
<b>Total additions</b>	<b>\$3,220,081.14</b>	<b>\$27,355,276.02</b>
<i>Subtractions</i>		
Other funds debited	-1,250,000.00	-9,900,000.00
Funds withdrawn for investments bought	-1,970,081.14	-17,757,756.36
<b>Total subtractions</b>	<b>-\$3,220,081.14</b>	<b>-\$27,657,756.36</b>
<b>Net cash flow</b>	<b>\$0.00</b>	<b>-\$302,480.34</b>
<b>Closing balances</b>	<b>\$0.00</b>	<b>\$0.00</b>

## UBS Bank USA Deposit Account APY

Interest period Jun 5 - Jul 7

Opening UBS Bank USA Deposit balance Jun 5	\$7,835.12
Closing UBS Bank USA Deposit balance Jul 7	\$0.00
Number of days in interest period	33
Average daily balance	\$2,332.99
Interest earned	\$0.00
Annual percentage yield earned	0.00%

## UBS FDIC-Insured Dep Pgm Account APY

Interest period Jun 5 - Jul 7

Opening UBS FDIC-Insured Dep Pgm balance Jun 5	\$0.00
Closing UBS FDIC-Insured Dep Pgm balance Jul 7	\$0.00
Number of days in interest period	33
Average daily balance	\$1,490.82
Interest earned	\$0.00
Annual percentage yield earned	0.00%

## 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

Holding	Opening balance on Jul 1 (\$)	Closing balance on Jul 31 (\$)	Price per share on Jul 31 (\$)	Average rate	Dividend/Interest period	Days in period
Cash	-498,982.10	0.00				
UBS FDIC INSURED DEP PGM	498,982.10	0.00				
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>				

#### UBS FDIC-Insured Deposit Program

Priority	Bank Name	Closing balance on Jul 31 (\$)	Status
1	UBS Bank USA	0.00	
2	Citibank, N.A.	0.00	(1)
3	State Street Bank and Trust	0.00	
4	Wells Fargo Bank, N.A.	0.00	(1)
5	HSBC Bank USA, N.A.	0.00	(1)
6	East West Bank	0.00	
7	BBVA USA	0.00	
8	Ameris Bank	0.00	
9	Citizens Bank, N.A.	0.00	
10	Centennial Bank	0.00	
	<b>Total</b>	<b>\$0.00</b>	

#### Status

(1) - Client has opted out of this bank



Your assets (continued)

**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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Investment return (\$)	Holding period
UBS SELECT PRIME INSTITUTIONAL FUND	5,368,289.055				1.0004	5,370,436.37			

EAI: \$7,516 Current yield: 0.14%

**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 and posted dividends per qualifying account and per credit union, in accordance with NCUA rules. Yankee CDs are not insured by FDIC or NCUA.

Holding	Trade date	Total face value at maturity (\$)	Purchase price (\$)	Adjusted cost basis (\$)	Price on Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
WORLD'S FOREMOST B NE US RATE 02.3000% MAT 08/06/2020 FIXED RATE JUMBO CD ACCRUED INTEREST \$315.06 CUSIP 9159919E5	Jul 28, 15	200,000.000	100.000	200,000.00	100.203	200,406.00	406.00	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
CAPITAL ONE NA VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST \$440.33 CUSIP 14042RFE6 EAI: \$2,511 Current yield: 2.03%	Dec 22, 16	245,000.000	100.000	245,000.00	100.820	247,009.00	2,009.00	LT
CAPITAL ONE BANK N VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST \$440.33 CUSIP 140420S43 EAI: \$2,511 Current yield: 2.03%	Dec 22, 16	245,000.000	100.000	245,000.00	100.820	247,009.00	2,009.00	LT
SYNCHRONY BK UT US RATE 02.1000% MAT 12/09/2021 FIXED RATE CD ACCRUED INTEREST \$732.99 CUSIP 87164XPB6 EAI: \$5,145 Current yield: 2.05%	Dec 06, 16	245,000.000	100.000	245,000.00	102.663	251,524.35	6,524.35	LT
SALLIE MAE BK UT US RATE 02.3500% MAT 03/22/2022 FIXED RATE CD ACCRUED INTEREST \$2,024.20 CUSIP 795450ZW8 EAI: \$5,640 Current yield: 2.27%	Mar 15, 17	240,000.000	100.000	240,000.00	103.605	248,652.00	8,652.00	LT
PRIVATEBANK & TR IL US RATE 02.0000% MAT 05/05/2022 FIXED RATE CD ACCRUED INTEREST \$1,167.93 CUSIP 74267GVX2 EAI: \$4,900 Current yield: 1.94%	Dec 10, 18	245,000.000	96.000	235,200.00	103.244	252,947.80	17,747.80	LT
COMENITY BANK DE US RATE 02.4000% MAT 06/21/2022 FIXED RATE JUMBO CD ACCRUED INTEREST \$368.22 CUSIP 981996RH6 EAI: \$4,800 Current yield: 2.32%	Jun 16, 17	200,000.000	100.000	200,000.00	103.540	207,080.00	7,080.00	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
BARCLAYS BK DE US RATE 02.2000% MAT 07/19/2022 FIXED RATE CD ACCRUED INTEREST \$177.20 CUSIP 06740KKJ5 EAI: \$5,390 Current yield: 2.12%	Jul 11, 17	245,000.00	100.000	245,000.00	104.001	254,802.45	9,802.45	LT
ALLY BK SANDY UT US RATE 01.8500% MAT 08/29/2022 FIXED RATE CD ACCRUED INTEREST \$1,899.92 CUSIP 02007GLJ0 EAI: \$4,533 Current yield: 1.79%	Aug 27, 19	245,000.00	100.000	245,000.00	103.480	253,526.00	8,526.00	ST
BMW BK OF NA NA UT US RATE 01.8000% MAT 11/22/2022 FIXED RATE CD ACCRUED INTEREST \$845.76 CUSIP 05580ATC8 EAI: \$4,410 Current yield: 1.74%	Nov 19, 19	245,000.00	100.000	245,000.00	103.722	254,118.90	9,118.90	ST
WELLS FARGO NATL B NV US RATE 01.8000% MAT 12/13/2022 FIXED RATE CD ACCRUED INTEREST \$217.48 CUSIP 949495AA3 EAI: \$4,410 Current yield: 1.73%	Dec 11, 19	245,000.00	100.000	245,000.00	103.802	254,314.90	9,314.90	ST
MERCANTIL COMM BAN NJ US RATE 02.3000% MAT 12/16/2022 FIXED RATE CD ACCRUED INTEREST \$694.72 CUSIP 58733ADQ9 EAI: \$5,635 Current yield: 2.19%	Dec 06, 16	245,000.00	100.000	245,000.00	105.010	257,274.50	12,274.50	LT
MEDALLION BK UT US RATE 03.3000% MAT 12/19/2022 FIXED RATE CD ACCRUED INTEREST \$287.94 CUSIP 58404DCZ2 EAI: \$8,085 Current yield: 3.07%	Dec 04, 18	245,000.00	100.000	245,000.00	107.397	263,122.65	18,122.65	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
MERRICK BK UT US RATE 03.4000% MAT 01/20/2023 FIXED RATE CD ACCRUED INTEREST \$251.05 CUSIP 59013J4X4 EAI: \$8,330 Current yield: 3.15%	Nov 15, 18	245,000.000	100.000	245,000.00	107.899	264,352.55	19,352.55	LT
DISCOVER BANK DE US RATE 03.3000% MAT 10/03/2023 FIXED RATE CD ACCRUED INTEREST \$2,635.93 CUSIP 254673UL8 EAI: \$8,085 Current yield: 3.01%	Sep 25, 18	245,000.000	100.000	245,000.00	109.675	268,703.75	23,703.75	LT
GOLDMAN SACHS BANK NY US RATE 03.5500% MAT 11/21/2023 FIXED RATE CD ACCRUED INTEREST \$1,691.84 CUSIP 38148P2H9 EAI: \$8,698 Current yield: 3.20%	Nov 15, 18	245,000.000	100.000	245,000.00	110.859	271,604.55	26,604.55	LT
CITIBANK, NA DE US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST \$1,644.19 CUSIP 17312QW47 EAI: \$8,698 Current yield: 3.20%	Nov 15, 18	245,000.000	100.000	245,000.00	110.883	271,663.35	26,663.35	LT
MORGAN STANLEY PRV NY US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST \$1,644.19 CUSIP 61760ASL4 EAI: \$8,698 Current yield: 3.20%	Nov 15, 18	245,000.000	100.000	245,000.00	110.883	271,663.35	26,663.35	LT
MORGAN STANLEY BK UT US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST \$1,644.19 CUSIP 61690UBN9 EAI: \$8,698 Current yield: 3.20%	Nov 15, 18	245,000.000	100.000	245,000.00	110.883	271,663.35	26,663.35	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
AMER EXPRESS NATL UT US RATE 03.5500% MAT 12/04/2023 FIXED RATE CD ACCRUED INTEREST \$1,358.23 CUSIP 02589AA28 EAI: \$8,698 Current yield: 3.20%	Nov 26, 18	245,000.00	100.000	245,000.00	110.963	271,859.35	26,859.35	LT
WELLS FARGO BK NA SD US RATE 03.5500% MAT 12/14/2023 FIXED RATE CD ACCRUED INTEREST \$405.08 CUSIP 949763VU7 EAI: \$8,698 Current yield: 3.21%	Dec 04, 18	245,000.00	100.000	245,000.00	110.701	271,217.45	26,217.45	LT
HSBC BANK USA NA VA US RATE 02.0000% MAT 09/23/2024 FIXED RATE CD CALLABLE 09/23/2020 @ 100.0000 ACCRUED INTEREST \$1,745.20 CUSIP 44329MAX1 EAI: \$4,900 Current yield: 1.99%	Sep 16, 19	245,000.00	100.000	245,000.00	100.262	245,641.90	641.90	ST
ENERBANK UT US RATE 02.0000% MAT 09/27/2024 FIXED RATE CD ACCRUED INTEREST \$53.70 CUSIP 29278TLX6 EAI: \$4,900 Current yield: 1.87%	Sep 17, 19	245,000.00	100.000	245,000.00	106.729	261,486.05	16,486.05	ST
STATE BK INDIA NY US RATE 02.0500% MAT 11/27/2024 FIXED RATE CD ACCRUED INTEREST \$894.42 CUSIP 856285RS2 EAI: \$5,023 Current yield: 1.91%	Nov 12, 19	245,000.00	100.000	245,000.00	107.055	262,284.75	17,284.75	ST

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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 Jul 31 (\$)	Value on Jul 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 \$816.21								
CUSIP 05581W5Q4								
EAI: \$4,655 Current yield: 1.90%	Feb 19, 20	245,000.000	100.000	245,000.00	100.129	245,316.05	316.05	ST
<b>Total</b>		<b>\$6,030,000.000</b>		<b>\$6,020,200.00</b>		<b>\$6,369,244.00</b>	<b>\$349,044.00</b>	
<b>Total accrued interest: \$24,396.31</b>								
<b>Total estimated annual income: \$146,434</b>								

**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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
GNMA PL MA6445M								
RATE 02.5000% MATURES 02/20/35								
CURRENT PAR VALUE 483,053								
ACCRUED INTEREST \$1,006.35								
CUSIP 36179VES5								
EAI: \$12,076 Current yield: 2.39%	Mar 05, 20	500,000.000	104.325	503,945.04	104.591	505,229.96	1,284.92	ST



Your assets ▸ **Fixed income** (continued)

**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 Jul 31 (\$)	Value on Jul 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 \$2,350.00 CUSIP 084203WV6 Moody: Aa1 S&P: AA EAI: \$5,640 Current yield: 2.27% Original cost basis: \$242,767.20	Oct 02, 17	240,000.000	100.566	241,359.64	103.319	247,965.60	6,605.96	LT
NEW YORK NY CITY TRANSI TAX A-2 RV BE/R/ RATE 01.850% MATURES 05/01/23 ACCRUED INTEREST \$2,312.50 CUSIP 64971WJ43 Moody: Aa1 S&P: AAA EAI: \$9,250 Current yield: 1.79%	Jun 16, 17	500,000.000	97.814	489,070.00	103.501	517,505.00	28,435.00	LT
NYS MTGE AGY HOMEOWNER AMT RV BE/R/ RATE 02.800% MATURES 04/01/24 ACCRUED INTEREST \$5,039.98 CUSIP 6498833S2 Moody: Aa1 EAI: \$15,120 Current yield: 2.61%	Mar 23, 20	540,000.000	99.281	536,117.40	107.106	578,372.40	42,255.00	ST
UNIV KY GEN RCPTS RV TAX SR B OID99.123 BE/R/ RATE 02.500% MATURES 04/01/24 ACCRUED INTEREST \$3,333.32 CUSIP 914378KW3 Moody: Aa2 S&P: AA EAI: \$10,000 Current yield: 2.38%	Feb 23, 17	400,000.000	99.505	398,020.00	105.176	420,704.00	22,684.00	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
LEXINGTON-FAYETTE URBAN TAX SR B BE/R/ RATE 02.500% MATURES 06/01/25 ACCRUED INTEREST \$1,000.00 CUSIP 52908EM83 Moody: Aa2 S&P: AA EAI: \$6,000 Current yield: 2.36% Original cost basis: \$241,231.20	Sep 21, 17	240,000.00	100.333	240,801.25	105.877	254,104.80	13,303.55	LT
NEW YORK NY CITY TRANSI TAX B-2 RV BE/R/ RATE 02.400% MATURES 08/01/25 ACCRUED INTEREST \$5,100.00 CUSIP 64971WP61 Moody: Aa1 S&P: AAA EAI: \$10,200 Current yield: 2.24% Original cost basis: \$432,097.50	Nov 04, 19	425,000.00	101.465	431,226.98	106.982	454,673.50	23,446.52	ST
NEW YORK NY GO BDS TAX BE/R/ RATE 01.890% MATURES 10/01/25 ACCRUED INTEREST \$2,425.50 CUSIP 64966QEH9 Moody: Aa1 S&P: AA EAI: \$7,277 Current yield: 1.80%	Nov 04, 19	385,000.00	99.260	382,151.00	104.940	404,019.00	21,868.00	ST
PHILADELPHIA PA AUTH FOR ASSUR TAX RV BE/R/ RATE 00.000% MATURES 04/15/26 DATED DATE 02/03/99 CUSIP 71781LBU2 Moody: A2 S&P: AA Original cost basis: \$431,885.00	Jan 07, 20	500,000.00	87.390	436,951.44	86.100	430,500.00	-6,451.44	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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
WISC ST GEN FD APP 2003 TAX SR A RV BE/R/ RATE 02.383% MATURES 05/01/26 ACCRUED INTEREST \$3,276.62 CUSIP 977100DC7 Moody: Aa2 S&P: AA- EAI: \$13,107 Current yield: 2.24%	Aug 17, 17	550,000.00	97.600	536,800.00	106.270	584,485.00	47,685.00	LT
CALIFORNIA ST FOR PREVIO TAX BE/R/ RATE 02.375% MATURES 10/01/26 ACCRUED INTEREST \$3,958.35 CUSIP 13063DRD2 Moody: Aa2 S&P: AA- EAI: \$11,875 Current yield: 2.17% Original cost basis: \$512,625.00	Jan 22, 20	500,000.00	102.338	511,691.35	109.537	547,685.00	35,993.65	ST
PEMBROKE RESOURCES CORP TAX RV BE/R/ RATE 02.500% MATURES 07/01/27 ACCRUED INTEREST \$624.99 CUSIP 70643QHA9 S&P: AA EAI: \$7,500 Current yield: 2.45% Original cost basis: \$302,046.00	Dec 31, 19	300,000.00	100.632	301,898.91	101.923	305,769.00	3,870.09	ST
NEW YORK N Y TAX B-2 BE/R/ RATE 02.090% MATURES 10/01/27 ACCRUED INTEREST \$1,741.67 CUSIP 64966QEK2 Moody: Aa1 S&P: AA EAI: \$5,225 Current yield: 1.95%	Nov 04, 19	250,000.00	98.846	247,115.00	107.033	267,582.50	20,467.50	ST
TEXAS A&M UNIV PERM FD TAX RV BE/R/ RATE 02.260% MATURES 07/01/28 ACCRUED INTEREST \$941.65 CUSIP 8821176F6 Moody: Aaa S&P: AAA EAI: \$11,300 Current yield: 2.11%	Dec 18, 19	500,000.00	99.691	498,455.00	106.929	534,645.00	36,190.00	ST

continued next page



Your assets › Fixed income › Municipal securities (continued)

Holding	Trade date	Total face value at maturity (\$)	Purchase price(\$)	Adjusted cost basis (\$)	Price on Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
LYNWOOD CA UNI SCH ST BUILD TAX OID99.119BE/R/ RATE 01.750% MATURES 08/01/28 DATED DATE 03/17/20 ACCRUED INTEREST \$4,852.85 CUSIP 551800JG1 S&P: AA EAI: \$13,038 Current yield: 1.75%	Mar 18, 20	745,000.000	94.189	701,708.05	99.863	743,979.35	42,271.30	ST
PEMBROKE PINES FL COMMU BUILD TAX RV BE/R/ RATE 04.152% MATURES 10/01/28 CALLABLE 10/01/24 @ 100.00 ACCRUED INTEREST \$3,806.00 CUSIP 70643UCX5 S&P: AA EAI: \$11,418 Current yield: 3.83%	Jun 03, 20	275,000.000	109.598	301,394.81	108.347	297,954.25	-3,440.56	ST
UNIV OF AL AT BIR MINGHA TAX SR D RV BE/R/ RATE 02.350% MATURES 10/01/28 ACCRUED INTEREST \$4,699.98 CUSIP 914745GC2 Moody: Aa2 S&P: AA EAI: \$14,100 Current yield: 2.26%	Dec 11, 19	600,000.000	100.370	602,224.53	103.790	622,740.00	20,515.47	ST
WEST HOLLYWOOD CA PUB FI TAX SR B OID98.405 BE/R/ RATE 02.000% MATURES 04/01/29 DATED DATE 06/11/20 ACCRUED INTEREST \$3,611.14 CUSIP 95332RDM8 S&P: AA+ EAI: \$26,000 Current yield: 1.94%	May 29, 20	800,000.000	100.785	806,283.11	103.045	824,360.00	18,076.89	ST
	May 29, 20	500,000.000	100.675	503,375.13	103.045	515,225.00	11,849.87	ST
Security total		1,300,000.000		1,309,658.24		1,339,585.00	29,926.76	

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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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
NEWPORT MESA CAL UNI SCH CAV6.16 BE/R/ RATE 00.000% MATURES 08/01/29 DATED DATE 06/08/11 CUSIP 652113WF4 Moody: Aaa S&P: AA+ Original cost basis: \$250,365.15	Mar 25, 20	315,000.000	80.055	252,174.21	90.781	285,960.15	33,785.94	ST
VIRGINIA ST HSG DEV AUTH TAX SR D RV BE/R/ RATE 02.529% MATURES 06/01/30 DATED DATE 05/27/20 ACCRUED INTEREST \$4,496.00 CUSIP 92812VD45 Moody: Aa1 S&P: AA+ EAI: \$25,290 Current yield: 2.39% Original cost basis: \$1,059,940.00	Jun 03, 20	1,000,000.000	105.905	1,059,056.70	105.786	1,057,860.00	-1,196.70	ST
<b>Total</b>		<b>\$9,565,000.000</b>		<b>\$9,477,874.51</b>		<b>\$9,896,089.55</b>	<b>\$418,215.04</b>	

Total accrued interest: **\$53,570.55**

Total estimated annual income: **\$202,340**

**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 Jul 31 (\$)	Value on Jul 31 (\$)	Unrealized gain or loss (\$)	Holding period
FFCB BOND RATE 2.3700% MATURES 09/23/26 ACCRUED INTEREST \$8,426.70 CUSIP 3133EKR24 EAI: \$23,700 Current yield: 2.37% Original cost basis: \$1,005,000.00	Sep 30, 19	1,000,000.000	100.444	1,004,441.74	100.209	1,002,090.00	-2,351.74	ST



Your assets (continued)

Your total assets

		Value on Jul 31 (\$)	Percentage of your account	Cost basis (\$)	Estimated annual income (\$)	Unrealized gain or loss (\$)
<b>Cash alternatives</b>	<b>* Money market funds</b>	<b>5,370,436.37</b>	<b>23.12%</b>		<b>7,516.00</b>	
<b>Fixed income</b>	Certificates of deposits and share certificates	6,369,244.00		6,020,200.00	146,434.00	349,044.00
	Asset backed securities	505,229.96		503,945.04	12,076.00	1,284.92
	Municipal securities	9,896,089.55		9,477,874.51	202,340.00	418,215.04
	Government securities	1,002,090.00		1,004,441.74	23,700.00	-2,351.74
	Total accrued interest	87,399.91				
	<b>Total fixed income</b>	<b>17,860,053.42</b>	<b>76.88%</b>	<b>17,006,461.29</b>	<b>384,550.00</b>	<b>766,192.22</b>
<b>Total</b>		<b>\$23,230,489.79</b>	<b>100.00%</b>	<b>\$17,006,461.29</b>	<b>\$392,066.00</b>	<b>\$766,192.22</b>

\* Missing cost basis information.

Account activity this month

	Date	Activity	Description	Amount (\$)
<b>Deposits and other funds credited</b>	Jul 7	Deposit	FEDERAL FUNDS DEPOSIT BY CITY OF WEST ST PAUL AT OLNAUS44	1,700,000.00
			<b>Total deposits and other funds credited</b>	<b>\$1,700,000.00</b>
<b>Dividend and interest income</b>				
<i>Taxable dividends</i>	Jul 31	Dividend	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	667.46
			<b>Total taxable dividends</b>	<b>\$667.46</b>
<i>Taxable interest</i>	Jul 1	Interest	PEMBROKE RESOURCES CORP TAX RV BE/R/2.500 070127 DTD 110719 PAID ON 300000 CUSIP: 70643QHA9	3,750.00
	Jul 1	Interest	TEXAS A&M UNIV PERM FD TAX RV BE/R/2.260 070128 DTD 120119 PAID ON 500000 CUSIP: 8821176F6	6,089.44
	Jul 6	Interest	COMENITY BANK DE US RT 02.4000% MAT 06/21/22FIXED RATE JUMBO CD PAID ON 200000AS OF 07/03/20 CUSIP: 981996RH6	394.52

continued next page



Account activity this month (continued)

	Date	Activity	Description	Amount (\$)
<b>Dividend and interest income</b> (continued)				
<i>Taxable interest (continued)</i>				
	Jul 13	Interest	WELLS FARGO NATL B NV US RT 01.8000% MAT 12/13/22FIXED RATE CD PAID ON 245000 CUSIP: 949495AA3	362.47
	Jul 14	Interest	WELLS FARGO BK NA SD US RT 03.5500% MAT 12/14/23FIXED RATE CD PAID ON 245000 CUSIP: 949763VU7	714.86
	Jul 16	Interest	WORLD'S FOREMOST B NE US RT 02.3000% MAT 08/06/20FIXED RATE JUMBO CD PAID ON 200000AS OF 07/06/20 CUSIP: 9159919E5	378.08
	Jul 20	Interest	GNMA PL MA6445M 02.5000DUE 02/20/35 FACTOR 0.966105560000PAID ON 500000 CUSIP: 36179VES5	1,017.92
	Jul 20	Interest	MERRICK BK UT US RT 03.4000% MAT 01/20/23FIXED RATE CD PAID ON 245000 CUSIP: 59013J4X4	684.66
	Jul 20	Interest	MEDALLION BK UT US RT 03.3000% MAT 12/19/22FIXED RATE CD PAID ON 245000 AS OF 07/18/20 CUSIP: 58404DCZ2	664.52
	Jul 20	Interest	BARCLAYS BK DE US RT 02.2000% MAT 07/19/22FIXED RATE CD PAID ON 245000 CUSIP: 06740KKJ5	2,672.85
	Jul 21	Interest	FLAGSTAR BK FSB MI US RT 01.7500% MAT 07/21/20FIXED RATE CD PAID ON 245000 CUSIP: 33847EY76	2,137.88
	Jul 27	Interest	ENERBANK UT US RT 02.0000% MAT 09/27/24FIXED RATE CD PAID ON 245000 CUSIP: 29278TLX6	402.74
		<b>Total taxable interest</b>		<b>\$19,269.94</b>
		<b>Total dividend and interest income</b>		<b>\$19,937.40</b>
<b>Other funds debited</b>				
	Jul 1	Withdrawal	FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK	-500,000.00
	Jul 30	Withdrawal	FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK	-750,000.00
		<b>Total other funds debited</b>		<b>-\$1,250,000.00</b>



Account activity this month (continued)

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 (\$)
Jul 1	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-499,800.080			500,000.00		
Jul 7	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	1,709,550.140				-1,710,233.96	
Jul 20	Return Of Principal	GNMA PL MA6445M 02.5000 DUE 02/20/35 FACTOR 0.966105560000 PAID ON 500000 CUSIP: 36179VES5				5,546.48		
Jul 21	Call Redemption	FLAGSTAR BK FSB MI US RT 01.7500% MAT 07/21/20 FIXED RATE CD CUSIP: 33847EY76	-245,000.000			245,000.00		
Jul 24	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	259,076.090				-259,179.72	
Jul 30	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-749,297.541			749,597.26		
Jul 31	Reinvestment	UBS SELECT PRIME INSTITUTIONAL FUND DIVIDEND REINVESTED AT 1.00 NAV ON 07/31/20 SYMBOL: SELXX	667.193				-667.46	
<b>Total</b>						<b>\$1,500,143.74</b>	<b>-\$1,970,081.14</b>	

	Date	Activity	Description	Amount (\$)
<b>Money balance activities</b>	<b>Jun 30</b>	<b>Balance forward</b>		<b>\$498,982.10</b>
	Jul 1	Withdrawal	UBS FDIC INSURED DEPOSIT PGM AS OF 06/30/20	-498,982.10
	Jul 2	Deposit	UBS FDIC INSURED DEPOSIT PGM	9,839.44
	Jul 7	Deposit	UBS FDIC INSURED DEPOSIT PGM	1,700,000.00
	Jul 7	Deposit	UBS FDIC INSURED DEPOSIT PGM	394.52
	Jul 8	Withdrawal	UBS FDIC INSURED DEPOSIT PGM AS OF 07/07/20	-1,710,233.96
	Jul 14	Deposit	UBS FDIC INSURED DEPOSIT PGM	362.47
	Jul 15	Deposit	UBS FDIC INSURED DEPOSIT PGM	714.86
	Jul 17	Deposit	UBS FDIC INSURED DEPOSIT PGM	378.08

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Account activity this month (continued)

	Date	Activity	Description	Amount (\$)
<b>Money balance activities</b> (continued)	Jul 21	Deposit	UBS FDIC INSURED DEPOSIT PGM	10,586.43
	Jul 22	Deposit	UBS FDIC INSURED DEPOSIT PGM	247,137.88
	Jul 27	Withdrawal	UBS FDIC INSURED DEPOSIT PGM AS OF 07/24/20	-259,179.72
	Jul 28	Deposit	UBS FDIC INSURED DEPOSIT PGM	402.74
	Jul 31	Withdrawal	UBS FDIC INSURED DEPOSIT PGM AS OF 07/30/20	-402.74
	<b>Jul 31</b>	<b>Closing UBS FDIC-Insured Deposit Program</b>		<b>\$0.00</b>

## 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.

## Long-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 (\$)
FLAGSTAR BK FSB MI US RT 01.7500% MAT 07/21/20 FIXED RATE CD	FIFO	245,000.000	Jul 11, 17	Jul 21, 20	245,000.00	245,000.00			

# 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](http://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](http://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](http://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](http://www.ubs.com/accountdisclosures).

## Important information about your statement (continued)

### 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](http://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

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Charlene Stark, Finance Director**  
Date: **September 28, 2020**

## **2021 Fee Schedule**

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### **BACKGROUND INFORMATION:**

Attached is the proposed 2021 fee schedule. Changes are in red. At the Open Council Workshop on August 17 and September 28<sup>th</sup> the following changes were discussed:

- Added the Tobacco sales to underage fees to this schedule.
- Added a no refund policy to the life time pet licenses
- Increase to Horseshoe League fees. Increase of \$10.00 for Residential and Non Resident fee.
- General ROW fee. Increase of \$10.00
- Sewer fees per utility study of 2016
- Stormwater fees per utility study of 2016
- Erosion Control Inspection fee-This is a new fee.

We currently do not recoup any funds to pay for our erosion control inspections, which occur after every 0.5” rainfall event that occurs within 24 hours (MPCA guidelines)

#### **Erosion Control Fees**

Commercial/Industrial/Multi-Family/Single Family \$800 **per site acre** with a \$250 minimum. That way single-family home would hit the \$250 mark, which is what Cody has found to be an average cost of his time spent on them.

*This is in addition to the escrow that Dennis collects with the building permit. That erosion control escrow is for violations where we fine them \$500 per incident. Request to increase this from \$1,000 to \$2,000 for the single-family permit.*

#### **1. Sewer Permit changes**

- Single family home flat fee of \$175 plus \$1 state surcharge
- Multi-Family (3 or more units), Commercial, Industrial Sewer Permit would be charged 1.5% of the (sewer) project value plus 0.0005% state surcharge.

- **Storm Water Review Escrow**-this is a \$10,000 cash escrow to be paid by any developer doing work in the City which impacts storm water. The escrow reimburses third party review of storm sewer and storm water treatment systems to ensure they are designed in accordance with the City’s Surface Water Management Plan. Typically, there is computer modeling involved in these storm water designs. The City is currently being reimbursed for this third party storm water review. Adding this to the fee schedule makes it more transparent. Unused escrow is returned to the developer.
- **Vacations**-all costs to process the vacation of a property (survey, legal, etc.) is charged back to the recipient of the vacated property.

**FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

**STAFF RECOMMENDATION:**

Adopt the 2021 fee schedule.

West St. Paul-2021 Fees

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

\* statutory limits

**BUSINESS LICENSE FEES**

**Liquor, Wine & Beer:**

**Intoxicating Liquor**

Off-Sale (MS 340A.408 Subd 3 (a)(3)) *	380.00	380.00	-	1,400.00	100.00
On-Sale (MS 340A.408 Subd 2 (a)(b))					
Category 1	7,500.00	7,500.00	-	1,400.00	100.00
Category 2 (formerly tavern)	7,500.00	7,500.00	-	1,400.00	100.00
On-Sale Installment Option					
Due December 15	3,750.00	3,750.00	-		
Due June 15 (includes \$25 Admin Fee)	3,775.00	3,775.00	-		
On-Sale Outside Service	205.00	205.00	-	100.00	100.00
Sunday Sale (MS 340A.408) *	200.00	200.00	-	100.00	100.00
On-Sale Temporary - per application	50.00	50.00	-	100.00	-
Wine (MS 340A.408 Subd 2©)	1,500.00	1,500.00	-	1,400.00	100.00

**3.2% Malt Liquor**

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

**Brewpub/Taproom**

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

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

\* per application

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

**Under Age Sales Violations-tobacco**

First Violation					
License Holder	300.00	300.00	-		
Employee	50.00	50.00	-		
Second Violation in 36 months					
License Holder	600.00	600.00	-		
Employee	50.00	50.00	-		
Third Violation in 36 months					
License Holder	1,000.00	1,000.00	-		
Employee	50.00	50.00	-		

These fees had been in ordinance to this fee

**Special Events**

Consumption and Display Permit (Annual)	300.00	300.00	-	100.00	100.00
Consumption and Display Permit (One-Day)	25.00	25.00	-	100.00	-
Live Entertainment (Annual)	350.00	350.00	-	100.00	100.00
Live Entertainment (Additional, Similar Events)	50.00	50.00	-	100.00	100.00
Live Entertainment (Additional, but Significantly Different Events)^	150.00	150.00	-	100.00	100.00

^ events requiring staff to revisit site

**Amusement & Amusement Devices:**

Carnival - per week	2,750.00	2,750.00	-	135.00	100.00
Gambling (MS 349.213)					
Gambling - annual license *	NA	NA		100.00	100.00
Gambling - one day license *	NA	NA		25.00	25.00

**Commercial & Service Activities:**

Adult Use (Sexually-Oriented Business)	7,250.00	7,250.00	-	1,450.00	100.00
<i>Massage Therapy</i>					
Business	95.00	95.00	-	150.00	100.00
Personal	95.00	95.00	-	150.00	100.00
Pawnbroker	7,100.00	7,100.00	-	1,450.00	100.00

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
<b>Pawn Transaction Fees</b>					
Modem Transmissions	2.00	2.00	-		
Manual Transmissions	5.00	5.00	-		
<i>Peddlers, Solicitors and Transient Merchants</i>					
License	95.00	95.00	-	135.00	100.00
Registration	85.00	85.00	-		
Photo ID Badge	14.00	14.00	-		
Precious Metals Dealer	1,925.00	1,925.00	-	175.00	100.00
Rubbish Hauler (commercial and residential)	625.00	625.00	-		
Truck Sticker	50.00	50.00	-		
Roll Off Sticker	50.00	50.00	-		
Second Hand Dealer	280.00	280.00	-		
Tattoo/Body Art - Business	1,925.00	1,925.00	-	135.00	100.00
<b>Firework Sales</b>					
Permit (MS624.20-624.25) *	25.00	25.00	-		
Inspection Fee (goes to SMFD)	75.00	75.00	-		
Tobacco	500.00	500.00	-	1,400.00	100.00
<b>Building, Construction, Mechanical and Related Trades:</b>					
<b>Motor Vehicle Related Business:</b>					
Motor Vehicle Sales and Rentals	92.00	92.00	-		
Motor Vehicle Related Business	92.00	92.00	-		
New & Used Motor Vehicle Dealer/Broker	180.00	180.00	-		
<b>Residential Rental License</b>					
Residential Rental Dwellings					
Residential Rental Dwellings - per Unit > 1					
Category A					
Base Fee	35.00	35.00	-	100.00	

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Per Unit	8.00	8.00	-		
Category B					
Base Fee	40.00	40.00	-	100.00	
Per Unit	10.00	10.00	-		
Category C					
Base Fee	50.00	50.00	-	100.00	
Per Unit	15.00	15.00	-		
Late Payment of Application Fee					
Rental Housing Inspection					
Base Fee	150.00	150.00	-		
Per Unit	20.00	20.00	-		
Reinspection	50.00	50.00	-		

**Other Businesses:**

Courtesy Benches - each	35.00	35.00	-		
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**NON-BUSINESS LICENSE FEES**

**Animals:**

Cats-Life Time <b>NO REFUNDS</b>	30.00	30.00	-		
Spayed or Neutered	25.00	25.00	-		
Duplicate License	5.00	5.00	-		
Dogs-Life Time <b>NO REFUNDS</b>	30.00	30.00	-		
Spayed or Neutered	25.00	25.00	-		
Duplicate License	5.00	5.00	-		
Potentially Dangerous Animal	210.00	210.00	-		
Dangerous Animal (including warning symbol and tag)	420.00	420.00	-		
Exotic Animal Permit	200.00	200.00	-		
Special Permit - Exceeding Number of Animals Allowed	200.00	200.00	-		
Renewal of Special Permit-Exceeding Number of Animals Allowed	100.00	100.00	-		

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Animal Impoundment - plus boarding fees (by contract)	25.00	25.00	-		

**Building Permits:**

For all Building Permits the City follows the MN Statutes: Building Permit Fee Schedule (includes general contracting, sheetrock, fences, and parking lots)					
Residential Contractor License Verification	5.00	5.00	-		
Contractor Lead Certification Verification	5.00	5.00	-		
Investigation Fee: equal to the value based permit fee			-		
Residential Roofing permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Residential Window permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Residential Siding permit (Fixed fee + St. Surcharge)	95.00	95.00	-		
Penalty for Working without a Permit	Permit Fee Doubles	Permit Fee Doubles			

**Solar PV System Permit**

0 watts to and including 5,000 watts	90.00	90.00			
5,001 watts to and including 10,000 watts	150.00	150.00			
10,001 watts to and including 20,000 watts	225.00	225.00			
20,001 watts to and including 30,000	300.00	300.00			
30,001 watts to and including 40,000 watts	375.00	375.00			
40,001 watts to and including 1,000,000. \$25.00 for each additional 10,000 watts over 40,000 watts	375.00	375.00			
1,000,001 watts to 5,000,000 watts and \$15.00 for each additional 10,000 watts over 1,000,000 watts	3,975.00	3,975.00			

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
5,000,001 watts and larger and \$10.00 for each additional 10,000 watts over 5,000,001 watts	12,975.00	12,975.00			
<b>State Surcharge - Value Based Permits:</b>					
\$1,000,000 or less - Valuation x .0005 (50 cents per \$1000)					
\$1,000,001 to \$2,000,000 - \$500 + .0004 x (value - \$1,000,000)					
\$2,000,001 to \$3,000,000 - \$900 + .0003 x (value - \$2,000,000)					
\$3,000,001 to \$4,000,000 - \$1200 + .0002 x (value - \$3,000,000)					
\$4,000,001 to \$5,000,000 - \$1,400 + .0001x (value - \$4,000,000)					
Greater than \$5,000,000 - \$1,500 + .00005 x (value - \$5,000,000)					
<b>State Surcharge - Fixed Fee Permits:</b>					
Permit fee less than \$10,000	1.00	1.00	-		
Permit fee more than \$10,000 fee x .0005					
<b>Plumbing Permits:</b>					
<b>Commercial</b>					

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Greater of 1.5% of total value of work or minimum \$50 fee (plus the state surcharge as required)	min 50.00	min 50.00	-		
<b>Residential</b>					
For <b>existing buildings</b> there will be a base fee of \$50 (plus the state surcharge of \$5) - this includes on fixture. Each additional fixture will add \$10 for the fee.					
Plumbing Fixtures - each	10.00	10.00	-		
<b>Mechanical Permits:</b>					
<b>Commercial</b>					
HVAC - Commercial Project					
Greater of 1.5% of total value of work or minimum \$50 fee	min 50.00	min 50.00	-		
<b>Residential</b>					
New Single Family Dwelling HVAC Systems	200.00	200.00	-		
Furnace	10.00	10.00	-		
Air Conditioner	10.00	10.00	-		
Boiler	10.00	10.00	-		

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
In Floor Heat	10.00	10.00	-		
Air Exchanger	10.00	10.00	-		
Fireplace	10.00	10.00	-		
Garage Heater / Unit Heater	10.00	10.00	-		
Exhaust Fans	10.00	10.00	-		
Radon System	10.00	10.00	-		
Heat Pump	10.00	10.00	-		
Duct Work Only / Duct Extension	10.00	10.00	-		
Energy Recovery Ventilator	10.00	10.00	-		
Gas Appliance	10.00	10.00	-		
Miscellaneous / Other	10.00	10.00	-		
Gas Piping	40.00	40.00	-		
Solar Heating Systems - greater of 1.5% of total value or fee					
<b>Electrical Permits:</b>					
<b>Electrical Permits:</b>					
Service/Power Supply 0-400 Amp	40.00	40.00	-		
Service/Power Supply 401-800 Amp	67.00	67.00	-		
Service/Power Supply Over 800 Amp	112.75	112.75	-		
New/Extend Circuits up 200 Amp - each	7.10	7.10	-		
New/Extend Circuits above 200 Amp - each	17.50	17.50	-		
Multi-Family Units Up To 10 Circuits 2 Inspections (\$40 per inspection)	80.00	80.00	-		
<b>Reattachment of Electrical Components (Multiples)</b>			-		
Each unit has PID & Separate Service - each	40.00	40.00	-		
Building has 1 PID & 1 Service - base & each	40.00	40.00	-		
Building has 1 PID & 1 Service - each	23.00	23.00	-		
Street or Parking Lot Light Standards - each	5.75	5.75	-		
Transformer Up To 10 KVA - each	17.00	17.00	-		
Transformers Above 10 KVA - each	34.00	34.00	-		
Outdoor Signs/Outline Power Supply/Electric & LED Signs/Transformers Power Supplies - each	6.05	6.05	-		

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Carnivals/Fairs/Transient Projects Minimum Plus Power Supplies & Units	174.00	174.00	-		
Special Inspection Fee - Per Trip	40.00	40.00	-		
<b>OVER 250 VOLTS</b>					
Service/Power Supply 0-400 Amp	80.00	80.00	-		
Service/Power Supply 401-800 Amp	134.00	134.00	-		
Service/Power Supply Over 800 Amp	225.50	225.50	-		
New/Extend Circuits up 200 Amp - each	14.20	14.20	-		
New/Extend Circuits above 200 Amp - each	35.00	35.00	-		
Tech Circuits/Fire & Temp Control/Alarm Communication Remote Control/Signal Circuits (0-50 V) - each	0.95	0.95	-		
Commercial Remodels Min of 2 Inspections	80.00	80.00	-		
Commercial Remodels With Ceiling 3 Inspections	120.00	120.00	-		
Separate Bonding Inspections For Swimming Pools & Equipotential Planes - Per Trip	40.00	40.00	-		
Furnace/Air Conditioner or Combination - Per Trip	40.00	40.00	-		
Luminaire Retrofit Modifications - Per Fixture	0.32	0.32	-		
Concrete-Encased Electrode Inspection - Per Trip	40.00	40.00	-		
Investigative \$78 Total Fee Doubled, Whichever Is Greater up to \$1,000	78.00	78.00	-		
Permit Fee Minimum per Inspection	40.00	40.00	-		
State Surcharge	1.00	1.00	-		
<b>Environmental Compliance</b>					
Environmental Permit - All construction requiring ground disturbance activity for residential, commercial, and industrial	XXX	\$800 Per Acre (\$250 Minimum)			
ESCROW for Environmental Compliance - Single Family (2 Units or Less)	XXX	\$2,000.00			

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
ESCROW for Environmental Compliance - Multi-Family (3 or more units), Commercial, Industrial	XXX	\$3,000 Per Acre			

**Sign Permits:**

Temporary Signs per permit	25.00	25.00	-
Other Signs-value based			

**PLANNING, ZONING AND COMMUNITY DEVELOPMENT FEES**

**Zoning Request:**

Rezoning			
Fee	325.00	325.00	-
Escrow Deposit	800.00	800.00	-
Variance			
Residential - Fee	100.00	100.00	-
Residential - Escrow Deposit (single variance)	400.00	400.00	-
Residential - Escrow Deposit (multiple variance)	500.00	500.00	-
Commercial - Fee	200.00	200.00	-
Commercial - Escrow Deposit (single variance)	600.00	600.00	-
Commercial - Escrow Deposit (multiple variance)	700.00	700.00	-
Interim Use Permit			
Fee	175.00	175.00	-
Escrow Deposit - no deposit required			
Conditional Use Permit			
Residential - Fee	275.00	275.00	-
Residential - Escrow Deposit	400.00	400.00	-
Commercial - Fee	275.00	275.00	-
Commercial - Escrow Deposit	800.00	800.00	-
Proposed Preliminary Plat - Fee	275.00	275.00	-
Preliminary Plat - Fee (additional per lot)	2.00	2.00	-
Preliminary Plat - Escrow Deposit (1-2 lots)	600.00	600.00	-
Preliminary Plat - Escrow Deposit (3+ lots)	1,600.00	1,600.00	-

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Vacation of Rights of Way - Fee	175.00	175.00	-		
Vacation of Rights of Way - No Deposit Required			-		
Special Meetings of the Planning Commission	275.00	275.00	-		
Special Meetings - No Deposit Required			-		
Site Plan Approval - Fee	275.00	275.00	-		
Site Plan Approval - Escrow Deposit	1,300.00	1,300.00	-		
Zoning Letter					
Standard	100.00	100.00	-		
Detailed	200.00	200.00	-		

## PARKS & RECREATION FEES

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

## Regional Athletic Center (Sports Dome):

<b>November - April</b>					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					
Field 1, per hour	180.00	180.00	-		
Field 2, per hour	180.00	180.00	-		
Field 3, per hour	155.00	155.00	-		
Late Night - after 10 pm, any day, any field, per hour	100.00	100.00	-		
<b>May - October</b>					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Fields 1 and 2 together, per hour	77.00	77.00	-		
Field 3, per hour	26.00	26.00	-		
*All other times - rates may be adjusted per contract or for seasonal marketing purposes					
Batting Cages, per hour (1 batting cage is included with field rates above)	30.00	30.00	-		
<b>Ice Arena</b>					
Ice Arena (per hour + tax)	205.00	205.00	-		
Multi Purpose – 2 hr. minimum					
Two Hours - Resident	20.00	20.00	-		
Two Hours - Non-Resident	30.00	30.00	-		
Each Adel Hour	5.00	5.00	-		
Damage Deposit	50.00	50.00	-		
<b>Softball</b>					
<b>Leagues</b>					
Fast pitch					
Fast pitch - Non-Resident additional	100.00	100.00	-		
Slow-pitch (E)					
Slow-pitch (E) Non-Resident additional	100.00	100.00	-		
Slow-pitch (C/D)					
Slow-pitch (C/D) Non-Resident additional	100.00	100.00	-		
<b>Fields</b>					
<b>Tournaments</b>					
One Day	300.00	300.00	-		
Weekend	550.00	550.00	-		
Per hour , any field	35.00	35.00	-		
Lights at Sports Complex	50.00	50.00	-		

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

**Picnic Shelters**

**Marthaler and Garlough**

Resident Full Day (plus tax)	80.00	80.00	-
Non-Resident Full Day (plus tax)	100.00	100.00	-

**Harmon Park Neighborhood Center**

Resident per hour (plus tax)	50.00	50.00	-
Non-Resident per hour (plus tax)	60.00	60.00	-
Non-Profit, per hours (plus tax)	30.00	30.00	-
Alcohol Add-on Fee	50.00	50.00	-

**Oakdale, South view, & Sports Complex**

Resident per hour (plus tax)	40.00	40.00	-
Non-Resident per hour (plus tax)	50.00	50.00	-

**Thompson Park Activity Center**

Resident per hour (plus tax)	50.00	50.00	-
Non-Resident per hour (plus tax)	60.00	60.00	-
Non-Profit, per hours (plus tax)	30.00	30.00	-
Alcohol Add-on Fee	50.00	50.00	-

**NOTE: Park Shelter fees are waived for bonafide military service organizations and may be waived for other non-profit organizations at the City Manager's discretion.**

**Youth Sports (All Organized Local Youth Sports Clubs)**

**Tournaments**

Football/Soccer - per weekend	225.00	225.00	-
Baseball/Softball - per weekend	350.00	350.00	-

**Individual Fees**

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Baseball/Softball (Per player per season)	7.00	7.00	-		
Football/Soccer (Per player per season)	7.00	7.00	-		
<b>Concession Fees</b>					
Ice Arena, per month	230.00	230.00	-		
Sports Complex, per month	230.00	230.00	-		
Harmon Park	230.00	230.00	-		
<b>Horseshoe League</b>					
Resident Fee - per member	20.00	30.00	10.00		
Non-Resident Fee - per member	30.00	40.00	10.00		
<b>PUBLIC WORKS FEES</b>					
<b>Right-of-way permits:</b>					
General Work in Right-of-Way (up to 500-ft) - after 500-ft, \$0.20/ft.	150.00	160.00	10.00		
Right-of-Way Obstruction	55.00	55.00	-		
Delay Penalty for ROW Permit/per day fee	50.00	50.00	-		
<b>Sewer Permits:</b>					
Singe Family Homes (2-Units or Less)		175 + 1\$ State Surcharge			
Multi-Family (3 or more units), Industrial, Commercial		1.5% Project Valuation + .0005% State Surcharge			

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

**New Sewer Connection Charge**

Residential (Single and Multi Family)		\$250 per Unit	
Commercial & Industrial		\$250 per 1000 sq ft	

**Pipes:**

<del>Exterior Drain Pipe Work on Private Property:</del>			
<del>Permit—each</del>	<del>55.00</del>	<del>55.00</del>	<del>—————</del>
<del>House drain connections from building to property line, including clean-out(s)—each 100 ft.</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Manholes and Catch Basins</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Sanitary Sewer—each 100 ft.</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Storm Sewer—each 100 ft.</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Drain Pipe Work in Public Easement or Right-of-Way:</del>			
<del>Permit—each</del>	<del>55.00</del>	<del>55.00</del>	<del>—————</del>
<del>House drain connections from easement or property line to public main—each 100 ft.</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Manholes, Catch Basins, and cut in connections to same—each</del>	<del>30.00</del>	<del>30.00</del>	<del>—————</del>
<del>Minnesota State Surcharge As Required</del>			
<del>Connection Charges for Sewer:</del>			
<del>Single family dwelling</del>	<del>225.00</del>	<del>225.00</del>	<del>—————</del>
<del>Two family dwelling</del>	<del>445.00</del>	<del>445.00</del>	<del>—————</del>

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
<del>Multiple dwelling</del>					
<del>Structures having three or more dwelling units – each unit cost</del>	<del>225.00</del>	<del>225.00</del>	<del>_____</del>		
<b>Storm Water Review Escrow</b>					
New development Escrow for third party consultant fees	-	10,000.00	10,000.00		
<b>Vacations</b>					
All costs to process the vacation of a property	-	TBD			
<b>Inspection fee</b>					
I&I Inspection fee-no show	50.00	50.00			
<b>Traffic Control Signs:</b>					
Street or Traffic Signs Requested	Actual costs				
Permit Parking signs/per sign	200.00	200.00	-		
Permit Parking stickers (1st sticker no charge)	15.00	15.00	-		
1 day sticker/each (limit of 15 stickers per request)	1.00	1.00	-		
<b>Rental Rates for Radio Equipment, Marie Ave Tower :</b>					
Conventional Radio Equipment					
Single User - per month	330.00	330.00	-		
Community Repeater - per month	435.00	435.00	-		
Multi-Use System (cellular, paging, etc.)					
Per Antenna					
Radio Common Carrier - per month	550.00	550.00	-		
Microwave Relays					
Per Antenna - per month	550.00	550.00	-		
800 MHZ Trunking System and E-SMR					

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Per month each Transmitter	112.00	112.00	-		
Per month each Receiver	112.00	112.00	-		
Per month each Antenna	112.00	112.00	-		
Per month each Standard, 2x2 floor space	112.00	112.00	-		
Deposit fee for Technical Review of Applications					
Single User, Cellular or Trunking E-SMR					
Per Frequency Pair	1,095.00	1,095.00	-		
Per Application	2,185.00	2,185.00	-		
<b>Erosion Control Inspection fee</b>					
Permit	-	800.00	800.00		
Escrow-for inspection costs	-	10% of project	new		
<b>POLICE DEPARTMENT FEES</b>					
CD	9.00	9.00	-		
Clearance Letter	12.00	12.00	-		
Drug Lab Clean-up Actual Cost of Clean-up + 10% City Admin Fee					
Public Crash Data for commercial requestors, annual fee per organization (provides weekly reports to each requestor)	50.00	50.00	-		
Reports - per 8-1/2 x 11 page (MS 13.03 Subd 3-c)	0.25	0.25	-		
General Police Services:					
1 officer plus vehicle/per hour	150.00	150.00	-		
False Alarms					
0-3 Alarms per year					

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
4-6 Alarms per year	130.00	130.00	-		
7-10 Alarms per year	190.00	190.00	-		
More than 10 Alarms per year	300.00	300.00	-		
Fingerprinting (Residents Only)	17.00	17.00	-		
Abandoned Property Storage					
On-site (per item)	7.50	7.50	-		
Off-site (per item)	Actual Cost + \$25	Actual Cost + \$25	-		
Firearm Storage Fee					
Intake of Firearm	50.00	50.00	-		
Removal of Firearm	50.00	50.00	-		
Daily Storage Fee	0.50	0.50	-		
<b>PUBLICATIONS AND OTHER SERVICES</b>					
Abatement Fee			-		
Admin Fee	21.00	21.00	-		
Annual Budget Book	93.00	93.00	-		
Annual Financial Statements	93.00	93.00	-		
City Code Book	220.00	220.00	-		
Copies per 8-1/2 x 11 copy (MS 13.03 Subd 3-c)	0.25	0.25	-		
Filing Fee *Per City Charter	20.00	20.00	-		
Notary Fee (when not performed with other fee-based service)	1.00	1.00	-		
Precinct Map	1.00	1.00	-		
Property Assessment Search	20.00	20.00	-		
Zoning Book	155.00	155.00	-		
Staff Costs					
<b>UTILITY RATES-SEWER</b>					

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Base Rate	29.90	31.40	1.50		
Volume Rates			-		
Residential (per CEF)-Winter Qtr. Use	5.76	5.76	-		
All Other-(per CEF)	6.35	6.67	0.32		
City SAC admin fee Per SAC Unit	50.00	50.00	-		
<b>UTILITY RATES-STORMWATER</b>					
Flat Rates					
Residential (per quarter)	12.75	13.39	0.64		
All Other-(per month)	4.38	4.60	0.22		
<b>ADMINISTRATIVE CITATIONS</b>					
Building Code - All violations except otherwise noted	200.00	200.00	-		
Building Code - All violations involving hazardous conditions	500.00	500.00	-		
Public Health - All violations except otherwise noted	200.00	200.00	-		
Public Health - All violations involving hazardous conditions	500.00	500.00	-		
All animal violations except otherwise noted	100.00	100.00	-		
All animal license violations	55.00	55.00	-		
All violations of the Dangerous Dog regulations	500.00	500.00	-		
All violations involving business licenses, except rental	500.00	500.00	-		
All parking violations	20.00	20.00	-		
All misdemeanor violations, except as otherwise stated	200.00	200.00	-		
Except as otherwise stated herein, all violations of the City Code or Zoning Ordinance	200.00	200.00	-		

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					
Repeat violations within 12 months	Double the amount of the scheduled fine for a previous violation, up to a maximum of 2,000.00	Double the amount of the scheduled fine for a previous violation, up to a maximum of 2,000.00			
Rental license violations			-		
First Violation			-		
Level 2 Star	250.00	250.00	-		
Level 1 Star	350.00	350.00	-		
No Star participation	500.00	500.00	-		
Second Violation within 12 months			-		
Level 2 Star	500.00	500.00	-		
Level 1 Star	700.00	700.00	-		
No Star participation	1,000.00	1,000.00	-		
Third Violation within 12 months			-		
Level 2 Star	1,000.00	1,000.00	-		
Level 1 Star	1,400.00	1,400.00	-		
No Star participation	2,000.00	2,000.00	-		
<b>REPEAT NUISANCE SERVICE CALLS</b>					
1-2 nuisance service call(s) within 12 months	n/a	n/a			
3rd nuisance service call within 12 months	200.00	200.00	-		
4th nuisance service call within 12 months	400.00	400.00	-		
5th nuisance service call within 12 months	800.00	800.00	-		
6th nuisance service call within 12 months	1,600.00	1,600.00	-		
7th nuisance service call within 12 months and all subsequent nuisance service calls within 12 months	2,000.00	2,000.00	-		

***Unless otherwise required by the Code, a late fee of 1.5% shall be applied to all invoices that are not paid in a timely manner.***

Fee Description	2020 Adopted Fees	2021 Proposed Fees	change	Background NEW *	Background RENEWAL
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local					

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**  
Date: **September 28, 2020**

## **Final Payment for the 2019-1020 Sanitary Lining Project CP 19-8**

### **BACKGROUND INFORMATION:**

All work on the 2019-2020 Sanitary Lining Project has been completed in accordance with the plans and specifications. The contractor, Visu-Sewer, has submitted all necessary paperwork and a request for final payment.

### **FISCAL IMPACT:**

The original contract amount for this project was \$221,142.50. The total amount of work completed on the contract was \$216,654.35. The final payment to the contractor will be \$4,333.09.

### **STAFF RECOMMENDATION:**

Staff recommends that the City Council approve payment 3 and final for the 2019-2020 Sanitary Lining Project, City Project 19-8 in the amount of \$4,333.09 to Visu-Sewer.



# City Council Report

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Charlene Stark, Finance Director**  
Date: **September 28, 2020**

## EDA Special Tax Levy for 2021

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### **BACKGROUND INFORMATION:**

In 2018, the City authorized a separate EDA tax levy to begin in 2019. It was later decided, to fore go utilizing this tax levy going forward. The ability to do so does still exist. Because of that, Dakota County would like to have documentation that the City authorized a zero special levy. At the least meeting on September 14, the City adopted the preliminary but I missed the resolution for the separate special EDA tax levy. In the future, as part of the annual adoption of the City levy a separate adoption of the EDA special tax levy will be presented.

### **FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

### **STAFF RECOMMENDATION:**

Staff recommends approving the 2021 preliminary EDA levy of zero dollars and certification to the county auditor.

Attachments:

Resolution for adopting the Preliminary EDA Levy

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

**RESOLUTION NO. 20-**

**RESOLUTION ADOPTING THE ECONOMIC DEVELOPMENT AUTHORITY  
PRELIMINARY 2021 TAX LEVY**

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

**WHEREAS**, the City Council also has the authority to issue a separate EDA special levy for Fiscal Year 2021 beginning January 1, 2021 and ending December 31, 2021; and

**WHEREAS**, the Council has forgone the use of the special taxing authority; and

**WHEREAS**, the Council is proposing the special EDA tax levy of \$ 0.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council the following EDA special tax levy are hereby adopted:

1. Total 2021 Special EDA tax levy is \$ 0.00

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

Adopted by the City Council of the City of West St. Paul, Minnesota, this 28th day of September 2020.

Attest:

\_\_\_\_\_  
David J. Napier, Mayor

\_\_\_\_\_  
Shirley R Buecksler, City Clerk

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Melissa Sonnek, City Planner**  
Date: **September 28, 2020**

## **Rental Licensing**

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### **BACKGROUND INFORMATION:**

2020 rental license(s) – background required

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

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

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

### **APPLICATION(S) FOR APPROVAL:**

142 Annapolis Street East (Duplex – Renewal)  
1455 Oakdale Ave (Single Family – New)

### **FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>	<b>101</b>	
<b>Department:</b>	<b>30000</b>	
<b>Account:</b>	<b>32170</b>	<b>\$ 340</b>

### **STAFF RECOMMENDATION:**

Staff recommends City Council approve the rental license applications.

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Shirley Buecksler, City Clerk**  
Date: **September 28, 2020**

## **Recycling Grant Reimbursement Application for January to June 2020**

### **BACKGROUND INFORMATION:**

The City of West St. Paul is part of a Joint Powers Agreement between Dakota County and the Cities of South St. Paul, Mendota Heights, Sunfish Lake, Lilydale and West St. Paul for waste abatement activities. As part of this agreement, each City is required to submit an application to the County for reimbursement.

Attached for Council approval is an Application for Community Waste Abatement Grant Reimbursement from Dakota County for the period January through June 2020.

### **FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		
<b>Department:</b>		
<b>Account:</b>		

### **STAFF RECOMMENDATION:**

By motion, approve the attached resolution for Community Waste Abatement Grant Reimbursement for the period of January through June 2020.

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

**RESOLUTION NO. 20-**

**RESOLUTION APPROVING THE APPLICATION FOR  
COMMUNITY WASTE ABATEMENT GRANT REIMBURSEMENT  
FROM DAKOTA COUNTY FOR THE PERIOD JANUARY THROUGH JUNE 2020**

**WHEREAS**, the City of West St. Paul has received annual funding assistance from Dakota County for waste abatement activities in support of the City of West St. Paul's basic recycling services since 1989; and

**WHEREAS**, a Joint Powers Agreement approved by the City Council on September 9, 2019, is an agreement between Dakota County and the Cities of South St. Paul, Mendota Heights, Sunfish Lake, Lilydale, and West St. Paul; and

**WHEREAS**, as part of the Joint Powers Agreement, each City is required to establish a recycling budget, submit a grant application for waste abatement funding, as well as submit request for reimbursement from Dakota County.

**NOW, THEREFORE, BE IT RESOLVED** that the West St. Paul City Council approves the application for funding reimbursement from Dakota County and hereby authorizes the Mayor to execute such agreements as are necessary to receive and use funding for the City of West St. Paul recycling program.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 28<sup>th</sup> day of September 2020.

Attest:

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David J. Napier, Mayor

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Shirley R Buecksler, City Clerk

## Dakota County Community Waste Abatement Grant Program 2020 Application

**Application Deadline: September 15, 2019**

<b>Municipality:</b>	City of West St. Paul
<b>Application Submittal Date:</b>	10/28/19
<b>Funding Period:</b>	January 1, 2020- December 31, 2020
<b>2019 Report and Reimbursement Request Due Dates:</b>	July 15, 2020 for January-June 2020 January 15, 2021 for July-December 2020
<b>2019 Annual Report Due Date:</b>	January 15, 2021

<b>Authorized Representative</b>			
Name:	Dave Napier	Title:	Mayor
E-mail:	dnapier@wspmn.gov	Phone:	(612) 562-9773
<b>Municipality Primary Contact</b>			
Designated Liaison:	Cassandra Johnson	Title:	Recycling Coordinator
E-mail:	cjohnson@wspmn.gov	Phone:	651-552-4118
Mailing Address:	1616 Humboldt Ave, West St. Paul, MN 55118		
<b>Municipality Secondary Contact</b>			
Designated Back-up:	Shirley Buecksler	Title:	City Clerk
E-mail:	sbuecksler@wspmn.gov	Phone:	651-552-4102
<b>Municipality Communications Contact</b>			
Name:	Dan Nowicki	Title :	Marketing and Communications Manager
E-mail:	dnowicki@wspmn.gov	Phone:	651-552 -4117

Budget Summary	Fund Eligibility	Fund Request
<b>Part 1: Base Funding Request (Required)</b>		
1. Administration	\$9,000	\$7,187
2. Residential Communications	\$4,500	\$3,370
3. Municipal Facilities Verification and Education	\$1,200	\$1,199
4. Special Collections	\$6,795	\$5,168
<i>Subtotal</i>	\$21,495	\$16,924
<b>Part 2: Supplemental Funding Request (Optional)</b>		
1. Multifamily Recycling	\$6,795	\$4,319
2. Municipal Facilities Infrastructure	\$4,530	\$4,313
3. In-Person Education+ Event Recycling and Organics	\$4,530	\$2,234
4. Gap Funding	\$906	\$894
<i>Subtotal</i>	\$16,761	\$11,760
<b>Total Eligible Grant Funding</b>	<b>\$38,256</b>	<b>-</b>
<b>Total Grant Funding Request</b>	<b>-</b>	<b>\$28,684</b>
<b>Total Grant Match/In-Kind Funding (25%)</b>		<b>\$7,280</b>
<b>Total Cost of Proposed Activities (Request+ Match)</b>		<b>\$35,964</b>
<b>Total Grant Diversion Potential (Tons)</b>		<b>48 tons</b>

## A. Application Instructions

1. Complete all pages of the Application, excluding grey areas for reporting. Please refer to Dakota County Community Waste Abatement Grant Program 2020 Guidelines.
2. Sign Application and submit by the application deadline to Dakota County for approval. Email to: [gena.gerard@co.dakota.mn.us](mailto:gena.gerard@co.dakota.mn.us).
3. Obtain Grant Agreement from Dakota County.
4. Obtain city council approval of Grant Agreement.
5. Provide a copy of official resolution or minutes of the proceedings to Dakota County.

## B. Application Budget

### Part 1: Base Funding Request (Required)

1. Administration	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #1	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 212 hours = 0.1274039FTE	\$6,890	164 hours = \$5,330	
Salary hours	LSWS meetings	3 hours			
Salary hours	refer residents to County programs	5 hours			
Salary hours	Support County MP	40 hours			
Salary hours	planning efforts	24 hours			
Salary hours	reimbursement and reporting	20 hours			
Salary hours	training/webinars	12 hours			
Salary hours	website verification	1 hour			
Salary hours	residential inquiries	52 hours			
Salary hours	Miscellaneous tasks	40 hours			
Training for funded activities	RAM conference, ARM membership, events	\$205 (50% of RAM/SW ANA conference), \$35 ARM membership+ yearly workshop	\$240	\$27.24 ARM conference	
Mileage	Mileage for July, Sept, Nov LSWS meetings	\$0.58 x 48 miles	\$28	July meeting done via web	
Mileage	Other mileage for meetings not yet thought of for 2020	\$0.58 x 50 miles	\$29	\$22.95 (Jan mileage)	
Other:					
<i>Subtotal</i>	-	-	\$7,187	\$5,380.19	
<i>Matching Funds</i>	Shirley Buecksler's supervisory time	\$60/hr x 80 hours	\$4,800		
<i>Description of Activity</i>	Attend LSWS meetings and RAM conference, ARM meetings, manage reporting, planning, resident inquiries, referrals to County programs, MUD meetings, verify website links and support County Master Plan				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Outcomes</i>	Effective planning, coordination, implementation, reporting; information sharing at LSWS meetings; residents connected to County services/info				
<i>Activity Report: Jan-Jun</i>	Attended meetings mainly via WebEx and Zoom due to COVID. Verified website links are active. Referred residents to applicable County programs when need arose and supported County Master Plan.				
<i>Activity Report: Jul-Dec</i>					

2. Residential Communications	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #2	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 76 hours = 0.456731 FTE	\$2,470	38 hours = \$1,235	
Salary hours	newsletter	24 hours			
Salary hours	social media	52 hours			
Article expense (% of cost)	4 articles on required topics	\$450 for 1 full-color page in the newsletter, which includes printing and postage x 2 pages for the year (each article requiring 1/2 page)	\$900	\$414.06	
Other:					
<i>Subtotal</i>	-	-	\$3,370	\$1,649.06	
<i>Matching Funds</i>	Communications staff time with social media + newsletter	\$40/hr x 30 hours	\$1,200		
<i>Description of Activity</i>	Four required newsletter articles on: Curbside recycling, The Recycling Zone, Organics drop sites, and local reuse opportunities for residents, using County toolkits and standardized messaging. Provide social media posts to Communications staff member.				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Outcomes</i>	Increased knowledge of recycling, organics, reuse opportunities and The Recycling Zone.				
<i>Activity Report : Jan-Jun</i>	Newsletters were mailed out to 11,121 households with County-provided materials. Website links verified and updated. Responded to residential inquiries as they arose.				
<i>Activity Report : Jul-Dec</i>					

3. Municipal Facilities Verification and Education	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #3	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 36 hours = 0.0216346 FTE	\$1,170	24 hours = \$780	
Salary hours	employee education	12 hours			
Salary hours	18 parks in the City	18 hours			
Salary hours	building verification City Hall/ Police/Fire & Public Works	3 hours			
Salary hours	inputting data into Municipal Tracking Tool	3 hours			
Education materials for employees					
Other :	Mileage	\$0.58 x 50 miles	\$29	\$13.4 (Mar/Apr & April mileage)	
<i>Subtotal</i>	-	-	\$1,199	\$793.4	
<i>Matching Funds</i>					
<i>Description of Activity</i>	Verify facilities under the municipality's control collect at least three recyclable materials wherever trash is collected. Ensure collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Out comes</i>	All buildings and parks verified; all city employees educated on recycling in the workplace				
<i>Activity Report : Jan-Jun</i>	Verified facilities under the municipality's control collect at least three recyclable materials wherever trash is collected. Ensured collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility through city contracts. Municipal facilities logged through online tracking tool.				
<i>Activity Report : Jul-Dec</i>					

4. Special Collections	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #4	Cassandra Schueller, Recycling Coordinator	\$32.5/ staff time x 20 hours = 0.01201924 FTE	\$650	6 hours = \$195	

Salary hours	Clean Up Day	5 hours			
Salary hours	Spring paper shred	5 hours			CXL due to COVID
Salary hours	Pumpkin recycling	5 hours			
Salary hours	Holiday lights recycling	5 hours			
Staff: FTE to assist recycling 3 materials below on clean-up day					
Vendor services: paper shredding	Paper shredding and recycling	3 trucks, 3 hours w/transport	\$3,000		
Vendor services: mattresses	Mattress collection, recycling	\$25/piece x 70 estimated mattresses collected	\$1,750		
Vendor services: pumpkins	Pumpkin collection, recycling	organics dumpster	\$450		
Vendor services: carpet	Carpet collection	\$300 for WSP's share of carpet costs for joint Clean Up Day with IGH	\$300		
Promotion expense	Flyers	\$0.25/colored flyer X 200	\$50		
Other: mileage	Mileage to and fro events	\$0.58 x 30 miles	\$18		
<i>Anticipated Revenue</i>	<i>Mattress fee</i>	\$15/ piece x 70 estimated mattresses collected	(\$1,050)		
<i>Subtotal (Deduct Revenue)</i>	-	-	\$5,168	\$195	
<i>Matching Funds</i>					
<i>Description of Activity</i>	Coordinator assist with arranging vendors to collect and recycle confidential paper and mattresses at Fall Cleanup Day with Inver Grove Heights 9/26/20; Facilities assist collection of these materials; Print flyers to advertise events. Ensure materials are delivered to a reuse location or to a licensed recycling facility; Promote to all single-family and multifamily residents.				
<i>Diversion Potential (Tons)</i>	13 tons of paper from Spring shred event+ 2 tons of pumpkins+ 4 tons of mattresses= 22 tons				
<i>Other Outcomes</i>					
<i>Activity Report: Jan-Jun</i>	Due to COVID, spring events and Clean Up Days have all been postponed until the Fall. Hours spent on these activities were for rescheduling and contacting vendors with explanations, after they were originally scheduled.				
<i>Activity Report: Jul-Dec</i>					

<b>Total Base Funding Request</b>	\$16,924	\$8,017.65	
<b>Total Base Diversion Potential</b>	22 tons		

### Part 2: Supplemental Funding Request (Optional)

1. Multifamily Recycling	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #1	Cassandra Schueller-, Recycling Coordinator	\$32.5/staff time x 132 hours = 0.0793269 FTE	\$4,290	66 hours = \$2,145	
Salary hours	40 hours/ site x 3 sites	120 hours			
Salary hours	monthly property owners meetings and communications	12 hours			
Other:	Mileage	\$0.58 x 50 miles	\$29		
<i>Subtotal</i>	-	-	\$4,319	\$2,145	
<i>Matching Funds</i>	Laura Vaughn's salary	\$45/hr x 12 hours	\$540		

<i>Description of Activity</i>	Attend Rental Owners Meetings with police department liaison. Estimate of 40 hours per site plus 1 hour per month for rental owners meeting and follow up with Police Crime Prevention Specialist, Laura. Provide technical assistance to 3 multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices, following Guidelines requirements. Conduct outreach to engage and refer property managers to the Dakota County Multifamily Recycling Program
<i>Diversion Potential (Tons)</i>	Using County's estimate: 8 tons per site per year on average for a total of 24 tons.
<i>Other Outcomes</i>	Increased recycling awareness
<i>Activity Report: Jan-Jun</i>	Due to COVID, Rental Owners Meetings were temporarily suspended. Currently there are 3 properties interested in the MUD Grant program, with 2 on hold due to COVID. Research and outreach were conducted to find properties who were interested in participating, and to reach out managers to begin the process. Interested properties were implemented into the grant with numerous emails, phone calls and a couple site visits.
<i>Activity Report: Jul-Dec</i>	

2. Municipal Facilities/Parks Infrastructure	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #2	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 5 hours = 0.00300481 FTE	\$163	1 hour = \$32.5	
Containers	Recycling containers/lids for parks recycling containers at Garlough and Orme, along with Ice Arena locker rooms	\$70/lid X 10 lids	\$700		
Containers	Purchase new containers for areas where a 1:1 ratio has not yet been achieved, such as the Ice Arena locker rooms	\$100 x 10 basic \$245 x 10 metal body	\$3,450		
Optional : Funding shift to other categories, per the Guidelines	(Insert category for funding shift; describe activity below)	(Insert cost basis for funding shift )			
<i>Subtotal</i>	-	-	\$4,313	\$32.5	
<i>Matching Funds</i>	Public Works/Parks staff assistance	\$50/hr x 10 hours	\$500		
<i>Description of Activity</i>	Provide remediation as needed to ensure recycling is collected where trash is collected, setting out containers, reconfiguring containers, and adding signage to ensure that all recycling and trash containers are paired, and all recycling and trash containers are labeled with County-supplied signage				
<i>Diversion Potential (Tons)</i>			1 ton		
<i>Other Outcomes</i>	Cleaner, better-condition lids that have workable swing doors; labeled for use.				
<i>Name of Responsible Parks/Facilities Manager</i>					
<i>Activity Report : Jan-Jun</i>	Due to COVID much of this has been on hold; Parks and Public Works staff have been asked if they require any new containers this year which they are looking into.				
<i>Activity Report: Jul-Dec</i>					

3. In-Person Education*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff : FTE salary to administer Grant Requirements for Supplemental #3	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 37 hours = 0.22 FTE.	\$1,203	12 hours = \$390	
Salary hours	Celebrate WSP Days	15 hours		CxI due to COVID	
Salary hours	Night to Unite	5 hours			
Salary hours	COPS in the Park	5 hours			
Salary hours	Pancake breakfast	10 hours		CxI due to COVID	
Salary hours	Royal Princess Ball	2 hours		CxI due to lack of participants	
Printing/copying	Color flyers	\$0.25 x 200	\$50		
Mileage:	Mileage to and from events	\$0.58 x 30	\$18		
Event/booth fees	Farmers market booths, community gathering booths	N/A	\$0		
Other: <b>Eco Promo</b>	County-approved promotional items that create minimal waste	\$500	\$500	\$457.04	

<i>Subtotal</i>	-	-	\$1,771	\$847.04	
<i>Matching Funds</i>	Shirley Buecksler's supervisory time	\$60/hr x 4 hour	\$240		
<i>Description of Activity</i>	Host farmers market booth and booth at Celebrate West St. Paul Days, Night to Unite, COPS in the Park, Pancake Breakfast and Royal Princess Ball to distribute information to residents on one or more required topics, using County toolkits and standardized messaging, along with passing out promotional items preapproved by County. Attend meetings leading up to Celebrate WSP Days with other WSP staff for planning. Provide in-person waste abatement education for adults and youth through face-to-face interactions at community gatherings to educate 1% or more of the city's population (211 people) through a direct learning experience.				
<i>Diversion Potential (Tons)</i>	0 tons unless the promotional items offset disposables in the future				

<i>Other Outcomes</i>	1% of residents (211) directly educated on curbside recycling, drop sites, RZ, and reuse options				
<i>Activity Report: Jan-Jun</i>	Promotional items were purchased at the beginning of the year. Unfortunately many spring events were cancelled due to COVID-19. Time was spent scheduling events and attending meetings for events, and then later rescheduling and canceling.				
<i>Activity Report: Jul-Dec</i>					

4. Event Recycling and Organics*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #4	Cassandra Schueller, Recycling Coordinator	\$32.5/ staff time x 9 hours= 0.05408 FTE	\$293	3.5 hours = \$113.75	
Salary hours	Review permits to require recycling at events	6 hours			
Salary hours	Coordinate with small-events coordinators and offer Xframes, possibly help recruit MRC volunteers	3 hours			
Other: grabbers	Grabber to pull out contamination out of recycling, trash or organics containers	\$20 on Amazon	\$20		
Other: clear stream recycling bags	Clear Stream bags for Xframes	\$50/case x 2 cases+ shipping	\$150		
<i>Subtotal</i>	-	-	\$463	\$113.75	
<i>Matching Funds</i>					
<i>Combined Subtotal for #3 and #4*</i>			\$2,234	\$960.79	
<i>Description of Activity</i>	Provide recycling and/or organics collection at City events. Staff time to review and update permits to require recycling with best waste management practices at events/festivals in the City to possibly add requirements for recycling at large events. Ensure that front-of-house organics collection is permitted only if all vendors are required to provide customers with compostable products only and use only compostable products that are BPI-certified				
<i>Diversion Potential (Tons)</i>	1 ton				
<i>Other Outcomes</i>	Increased awareness of recycling, organics and reuse opportunities, and strengthening event recycling requirements.				
<i>Activity Report: Jan-Jun</i>	Permits reviewed. With most events cancelled due to COVID, there were no event organizers to reach out to, or need for MRC volunteers.				
<i>Activity Report: Jul-Dec</i>					

\*Supplemental Funding categories #3 and #4 share one funding allocation; combined subtotals may not exceed maximum fund eligibility.

5. Gap Funding	Description of Expense	Cost -Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
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Staff: FTE salary to administer Grant Requirements for Supplemental #5	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 27.5 hours = 0.00300481 FTE	\$894	\$0	
Other: Salary hours	Multi-Unit Recycling possible 4 <sup>th</sup> site	27.5 hours			
<i>Subtotal</i>	-	-	\$894	\$0	
<i>Description of Activity</i>	Gap funding will be used for an additional Multi-Unit Property if a fourth site is identified. Activities would include: Provide technical assistance to one multifamily property enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices, following Guidelines requirements. Conduct outreach to engage and refer property managers to the Dakota County Multifamily Recycling Program				
<i>Diversion Potential (Tons)</i>	Unknown at this time, but if another site was found, possibly 8 tons.				
<i>Other Outcomes</i>					
<i>Activity Report: Jan-Jun</i>	Currently a fourth property has not been identified.				
<i>Activity Report: Jul-Dec</i>					
<b>Total Supplemental Funding Request</b>			\$11,760	\$3,138.29	

**Total Supplemental Diversion Potential**

**26 tons**

Salary and benefits for Cass = **\$10,221.25 total reported here**

Salary and benefits for Cass billed by WSP and paid by WSP = \$8,218.71 (**\$2,002.54 under reported totals above**)

**WSP Billed from WSP:**

Q1: \$4,518.25

Q2: \$3,700.46

=

**\$10,221.25 in wages** = 314.5 hours worked

\$27.24 ARM membership/annual conference

+

\$36.35 total mileage

+

\$414.06 newsletter expenses

=

**\$8,696.36**

### C. Application Signature

I, the undersigned, certify that this application was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge. I certify that all activities proposed in this Application will be implemented as planned and support Dakota County waste abatement activities. I certify that a mid-year report will be submitted to Dakota County by July 15, 2020, and a final report will be submitted to Dakota County by January 15, 2021, to demonstrate compliance with this application.

**Authorized Representative:** Dave Napier

**Title:** Mayor

**Signature (electronic signature acceptable):**

**Date:**

### D. Reporting and Reimbursement

Sign below and submit to Dakota County for approval. Email to: [gena.gerard@co.dakota.mn.us](mailto:gena.gerard@co.dakota.mn.us).

#### Report and Reimbursement Request for January 1, 2020 - June 30, 2020\*

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.

<b>Authorized Representative:</b>	Dave Napier
<b>Title:</b>	Mayor
<b>Signature:</b>	
<b>Date:</b>	
<b>Total Reimbursement Request:</b>	<b>\$8,696.36</b>

**Due: July 15, 2020**

#### Report and Reimbursement Request for July 1, 2020 - December 31, 2020\*

**Due: January 15, 2021**

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.

<b>Authorized Representative:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Total Reimbursement Request:</b>	

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**  
Date: **September 28, 2020**

## **Consultant Contract for 2022 Street Improvements Project 22-1**

### **BACKGROUND INFORMATION:**

The 2022 Street Improvements Project includes reconstruction of Crusader Avenue from Bidwell Street to Robert Street and Humboldt Avenue (cul-de-sac off Crusader Avenue). The full street reconstruction will include new watermain per St. Paul Regional Water Services.

The feasibility report will explore options for adding sidewalk to one side of Crusader Avenue. The reason this project is starting earlier than usual is that the sidewalk feasibility may show that property acquisition (permanent or temporary) is required. This will give us ample time to navigate that process if it becomes necessary.

### **FISCAL IMPACT:**

Staff recently solicited Request for Proposals (RFP) from three consulting engineering firms for design services. All three firms submitted proposals. The consulting services will include topographic surveying, geotechnical investigation, preparation of the feasibility study, project design, plan/specification preparation, bidding, construction staking and as-built drawings.

Proposals were evaluated on project understanding, team, experience and cost as shown below.

Consulting Firm	Proposal Amount
SEH, Inc.	\$114,697
Bolton & Menk, Inc.	\$119,829
Kimley-Horn & Assoc., Inc.	\$125,000

Based on the proposals, staff is recommending SEH, Inc. be awarded the contract. SEH is currently under contract for design of the 2021 Street Improvements Project on Moreland Avenue.

### **STAFF RECOMMENDATION:**

Staff recommends that City Council award a contract to SEH, Inc. for engineering services for City Project 22-1 in the amount of \$114,697.

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
**Jim Hartshorn, Comm. Dev. Director**  
From: **Melissa Sonnek, City Planner**  
Date: **September 28, 2020**

## **Site Plan Review for the Expansion of an Existing Building at 1700 Marthaler Ln – Maureen Haggerty**

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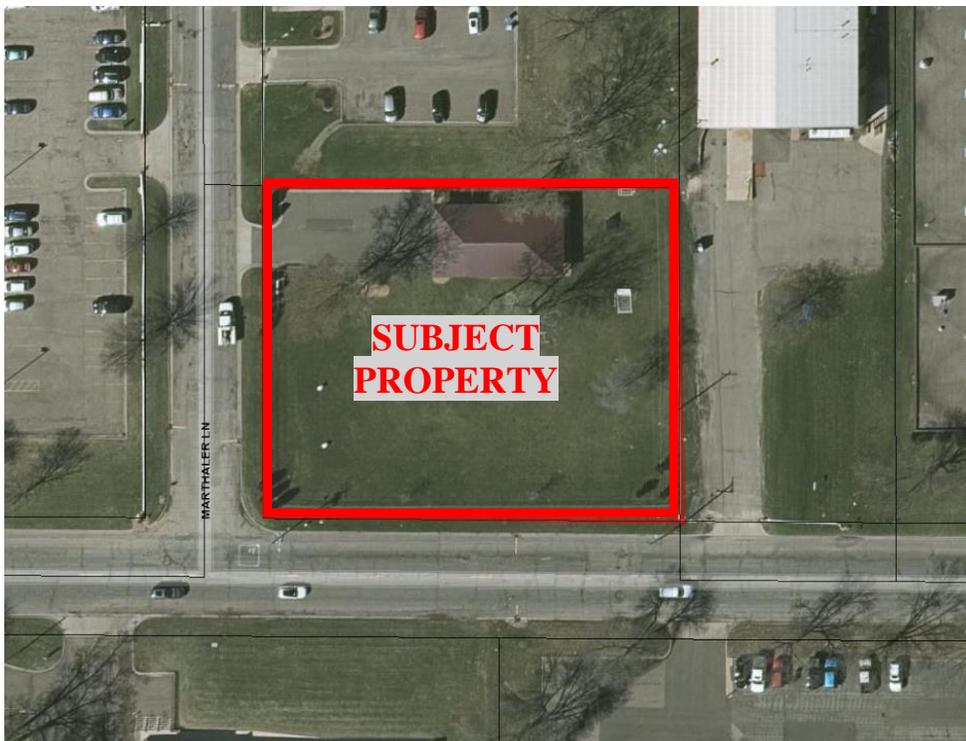
### **BACKGROUND INFORMATION:**

Maureen Haggerty, owner of The Canine Coach, has submitted a site plan application for the expansion of an existing building at 1700 Marthaler Lane. The current facility is 1,984 square feet, most of which is open with just a roof covering. The expansion will create an additional 1,596 square feet as well as enclose the existing structure to allow for dog training courses to be held year round rather than just during the warmer months of the year.

For more specifics on the proposal, please refer to the Planning Commission memo dated September 15, 2020.

### **ATTACHMENTS:**

*Application and Public Notice*  
*Planning Commission Report*  
*Submitted Plans*  
*Resolution*



### **PLANNING COMMISSION:**

The Planning Commission met in regular session on Tuesday, September 15<sup>th</sup>, reviewed the submitted plans and held a public hearing. No one from the public wished to speak on the item.

The Planning Commission voiced no concerns about the project and voted 7-0 recommending approval of the proposed site plan, subject to the conditions recommended by City Staff.

### **STAFF RECOMMENDATION:**

Staff recommends that the Council hold a public hearing and approve of the site plan application for the expansion of an existing building at 1700 Marthaler Ln, subject to the submitted plans and the following conditions:

1. The applicant shall apply for and obtain all applicable building and sign permits,
2. The applicant shall restripe the parking lot to delineate the parking stalls,
3. The applicant shall 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 shall plant at least one tree measuring 4 caliper inches as well as new shrubs/planter boxes along the front (west) building façade,
5. The applicant shall incorporate visual relief measures to the north and south elevations to meet the minimum requirements,
6. All signage must comply with section 153 of the zoning ordinance, and
7. The applicant is to consider the additions made by the Environmental Committee as detailed in the memo dated September 8, 2020.



City Hall  
 1616 Humboldt Avenue  
 West St. Paul, MN 55118  
 651-552-4100  
 FAX 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

## SITE PLAN APPLICATION

Filing Fee: \$275.00  
 Escrow Amount: \$1,300.00  
 Total Fees: \$ 1,575

OFFICE USE ONLY	
Case No: <u>PC 20-10</u>	
Date Received: <u>08/20/2020</u>	
Receipt No: <u>2020-1155</u>	
60 Day Date: <u>10/19/2020</u>	

Street Address of Parcel: 1700 Marthaler Ln

Name of Applicant: Maureen Haggerty Phone # 651-470-5386  
 Address of Applicant: 565 Midwest Trl N Email: highmarkdobes@gmail.com  
Lake Elmo, MN 55042

Name of Owner: Maureen Haggerty Phone # 651-470-5386  
 Address of Owner: same Email: same

### SITE INFORMATION

Legal/PID # of the Property Involved: 427580001010

Present Zoning: I-1 Light Industrial

Proposed Use of Parcel: Same as current use: private 1 hour dog training classes, but year-round with an enclosed building, like our other locations. Currently we only have a pavillion structure so classes are only offered 5 months of the year, outdoors, and dependent on weather.

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: No effect. Exact same business. We offer private 1-hour classes of up to 8 clients led by 1 instructor/employee. We currently offer classes end of May to early October. We would like a building to offer our classes year round like our other Twin Cities locations.

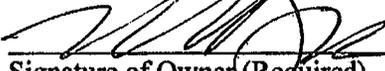
**EXHIBITS REQUIRED**

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.

  
Signature of Owner (Required)

651-470-5386  
Phone Number

\_\_\_\_\_  
Signature of Applicant (If different)

\_\_\_\_\_  
Phone Number

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

**LAPSE OF 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.

**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, September 15, 2020 at 6:30 pm and a Public Hearing at the City Council Meeting Monday, September 28, 2020 at 6:30 p.m.:

**PC Case 20-10 – Site Plan Review for the Expansion of an Existing Building at 1700  
Marthaler Lane – Maureen Haggerty**

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 Buecksler  
City Clerk

Published: September 2, 2020  
Twin Cities Pioneer Press

Posted: September 3, 2020  
City of West St. Paul

To: **Planning Commission**  
From: **Melissa Sonnek, City Planner**  
Date: **September 15, 2020**

**Case 20-10 – Site Plan Review for the Expansion of an Existing Building at 1700 Marthaler Ln – Maureen Haggerty**

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**REQUEST:**

Maureen Haggerty, owner of The Canine Coach, has submitted a site plan application for the expansion of an existing building at 1700 Marthaler Lane. The current facility is 1,984 square feet, most of which is open with just a roof covering. The expansion will create an additional 1,596 square feet as well as enclose the existing structure to allow for dog training courses to be held year round rather than just during the warmer months of the year.

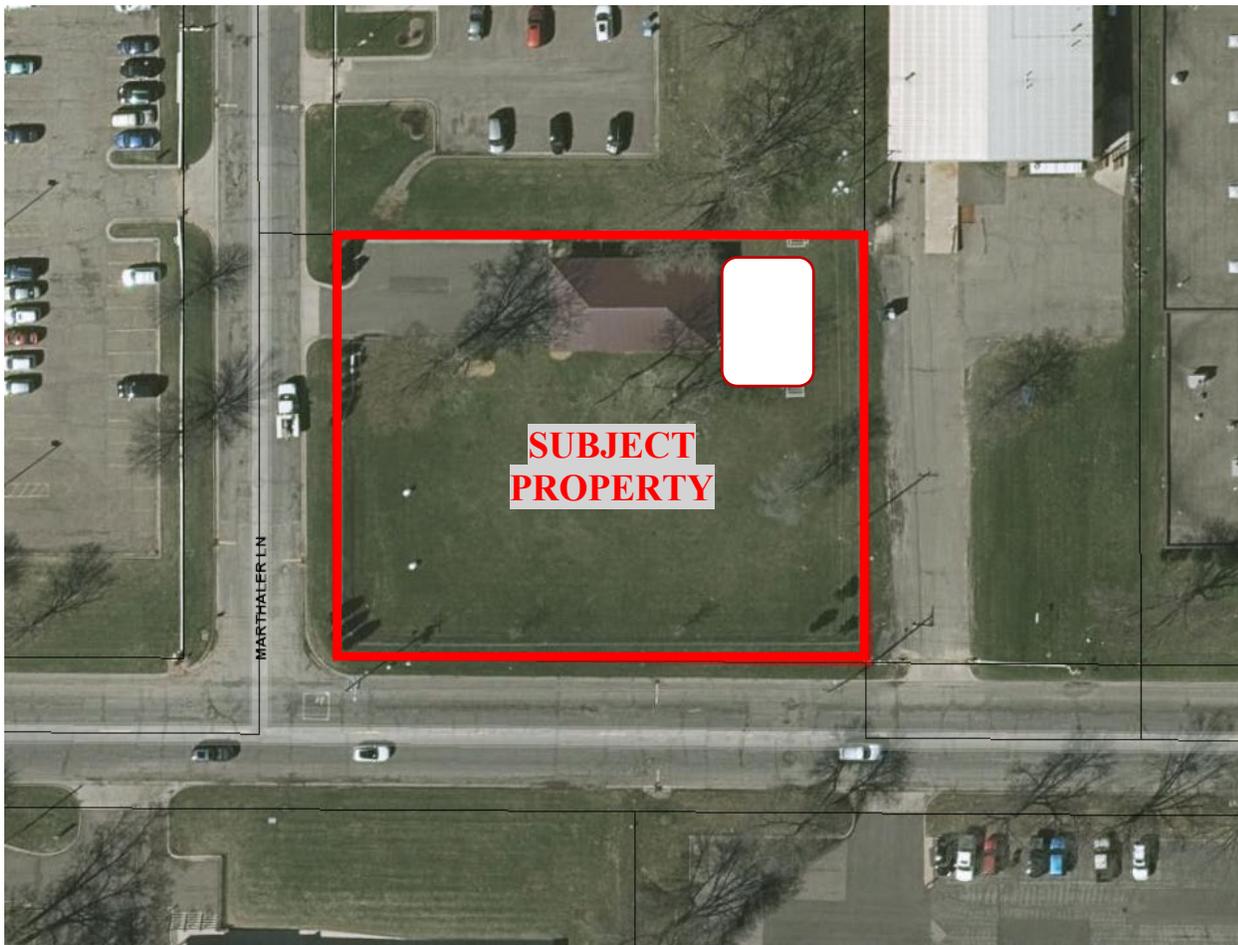
***Attachments:***

*Application*

*Notice*

*Memo from Env. Comm.*

*Submitted plans*



**CURRENT USES AND ZONING:**

	<b>Use</b>	<b>Zoning</b>
<b>Subject Property</b>	Dog Training Facility	I1 – Light Industrial
<b>Properties to North</b>	Office – Enterprise Freight	I1 – Light Industrial
<b>Properties to East</b>	Office – Century Link	I1 – Light Industrial
<b>Properties to South</b>	Pharmaceutical Lab - Tapemark	I1 – Light Industrial
<b>Properties to West</b>	Office - Tapemark	I1 – Light Industrial

**1) SITE PLAN ANALYSIS:**

**Setbacks**

The proposed site plan complies with all of the parking and building setbacks as detailed by the code.

*Building*

	<b>Code Setbacks</b>	<b>Proposed Setbacks</b>
<b>Front (w)</b>	20 – 90ft	89ft
<b>Rear (e)</b>	20ft min.	20.2ft
<b>Side (n)</b>	10ft min.	10ft
<b>Side (s)</b> <i>Adj to Street</i>	20ft min.	127.8ft

*Parking – Existing*

	<b>Code Setbacks</b>	<b>Proposed Setbacks</b>
<b>Front (w)</b>	10ft min.	10ft
<b>Rear (e)</b>	10ft min.	120.2ft
<b>Side (n)</b>	0ft	2ft
<b>Side (s)</b> <i>Adj to Street</i>	20ft min.	127.8ft

**Parking Counts**

The parking lot will remain unchanged as the intensity of the use will not change, but rather allow for year round use. The existing parking lot contains eight parking stalls, this number was approved with the original site plan approval in 2010.

The existing parking lot is in good condition, however, the striping has wore off. As a condition of approval, City Staff is recommending that the applicant repaint the parking lot to designate the 7 traditional and 1 handicap stall.

**Drive Aisle and Parking Stall Dimensions**

The existing drive aisle (22 ft.) and parking stalls (20 ft. depth & 9 ft. width) are complaint with code requirements.

**Curbing**

The existing parking lot includes B612 curbing as required by code.

## **Lighting**

The submitted lighting plans do not contain information on lighting levels or foot-candles. Therefore, City Staff is requiring as a condition of approval that all lighting levels must 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 1 cottonwood tree (12 caliper inches). The zoning ordinance requires that whenever the removal of quality trees occurs, a minimum of 30 percent must be replaced. Which for this site would be 4 caliper inches.

City Code also states that for every 20 feet of lineal property line, one quality tree is required on site. This site measures 763.69 lineal feet of property line, which would require 38 trees or 95 caliper inches. The site currently has (minus the one removal) 24 trees on site totaling to 133.5 caliper inches. While the total number of trees is not met, City Staff is comfortable with the existing landscaping since the caliper inches portion of the requirement is met.

City Staff recommends as a condition of approval that the applicant plant a replacement tree measuring a minimum of 4 caliper inches as well as plant new shrubs in the front of the building since the ones currently on site are in poor condition

## **Environmental Committee Review**

The Environmental Committee reviewed the proposed landscape plan at their September 2<sup>nd</sup>, 2020 meeting. The committee discussed and reviewed the plan and were in favor of the Staff recommended conditions of the one tree replacement planting, measuring at least 4 inches in diameter, as well as replacing the shrubs in front of the building with planter boxes as detailed below.

Members are recommending approval of the plans with following additions:

- Minimum replacement of one tree measuring four caliper inches,
- Replace existing mulch and plantings in the front of the building with planter boxes, and
- All annuals/perennials planted on site to be pollinator friendly and not treated with neonicotinoids.

Staff is recommending as a condition of approval that the applicant consider the additions of the Environmental Committee as detailed in the memo dated September 8, 2020.

## **Construction Materials/Design**

Code requires that at least 60% of a building be primary materials, such as stucco, brick, glass, or other comparable material; and that no more than 40% per comprised of secondary materials such as colored block, composite wood, or metal paneling. The applicant is proposing a combination of brick (primary), glass (primary), and metal (secondary).



*West (Front) Building Elevation*

The code also requires visual relief for any building walls that are longer than 60 ft. in length, both the north and south elevations have walls that stretch longer than 60ft. The visual relief requirement can be met by incorporating two of the following items:

- Divide the façade architecturally with different materials or textures;
- Create horizontal offsets of at least two feet in depth;
- Create vertical offsets in the roof line of at least two feet; and/or
- Construction of windows on the first floor that are recessed horizontally at least one foot.

City Staff is recommending as a condition of approval that the applicant incorporate visual relief measures to the north and south elevations.

### **Signage**

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

### **STAFF RECOMMENDATION:**

**Staff recommends APPROVAL of the SITE PLAN for the expansion of an existing building at 1700 Marthaler Ln. subject to the submitted plans and the following conditions:**

1. The applicant shall apply for and obtain all applicable building and sign permits,
2. The applicant shall restripe the parking lot to delineate the parking stalls,
3. The applicant shall 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 shall plant at least one tree measuring 4 caliper inches as well as new shrubs/planter boxes along the front (west) building façade,
5. The applicant shall incorporate visual relief measures to the north and south elevations to meet the minimum requirements,
6. All signage must comply with section 153 of the zoning ordinance, and
7. The applicant is to consider the additions made by the Environmental Committee as detailed in the memo dated September 8, 2020.



**GENERAL NOTES AND SPECIFICATIONS**

- The materials and labor shown on these plans that are provided by Cleary Building Corp. are limited to those materials and labor as defined by the Cleary Building Corp. contract. Additional materials or accessories that are not being provided by Cleary Building Corp. may be shown on plans for context or building code compliance.
  - This building is designed in accordance with the following codes and specifications:  
2020 Minnesota Building Code  
2018 Edition Of "National Design Specifications for Wood Construction"
- Use Group(s) Classification: \_\_\_\_\_ B  
 Building Use: \_\_\_\_\_ Dog Training Facility  
 Type of Construction: \_\_\_\_\_ Type VB  
 Building Addition Square Footage: \_\_\_\_\_ 1596 Sq. Ft.  
 Existing Building Square Footage: \_\_\_\_\_ 1984 Sq. Ft.  
 Building Gross Square Footage: \_\_\_\_\_ 3580 Sq. Ft.
- Building Design Loads:  
 Design Snow Load: \_\_\_\_\_ 50 PSF Ground Snow Load ( $P_g$ )  
 \_\_\_\_\_ 35 PSF (for balanced roof snow load)  
 Design Wind Speed: \_\_\_\_\_ 115 MPH (Exp C)  
 Seismic Use Group: \_\_\_\_\_ I  
 Seismic Design Category: \_\_\_\_\_ A
- Maximum Considered Earthquake Ground Motion for:  
 0.2 Second Spectral Response ( $S_s$ ): \_\_\_\_\_ 4.8%g  
 1.0 Second Spectral Response ( $S1.0$ ): \_\_\_\_\_ 2.8%g
- All lumber, unless noted otherwise, shall be S4S #2 SPF or better. All lumber embedded in the ground shall be treated with Chromated Copper Arsenate to a retention level of .60 lbs. per cubic foot.
  - Grading should be such that the surface water is drained away from the foundation. Minimum grade would be six inches of vertical drop per ten feet of horizontal away from the foundation (5%).
  - Fill used for concrete floor slab sub grade, if present, shall be reasonably graded granular material. Fill used in columns holes shall be the excavated soil unless noted otherwise. All fill shall be free from debris, stones over 4"Ø and frozen material.
  - Electrical work is not a part of this drawing and shall be installed as per applicable codes.
  - Heating, ventilating, and air conditioning work is not a part of this drawing and shall be installed as per applicable codes.
  - Plumbing work is not a part of this drawing and shall be installed as per applicable codes.
  - All nails are to be threaded hardened steel unless otherwise noted.
  - This design is based on a building site with sand, silty sand, clayey sand, silty gravel, clayey gravel soil. As per the IBC building code and Referenced Table 1806.2, an assumed soil bearing design value of 2000 psf has been used in this design. If information is discovered before or during construction contrary to this, the building designer should be contacted.

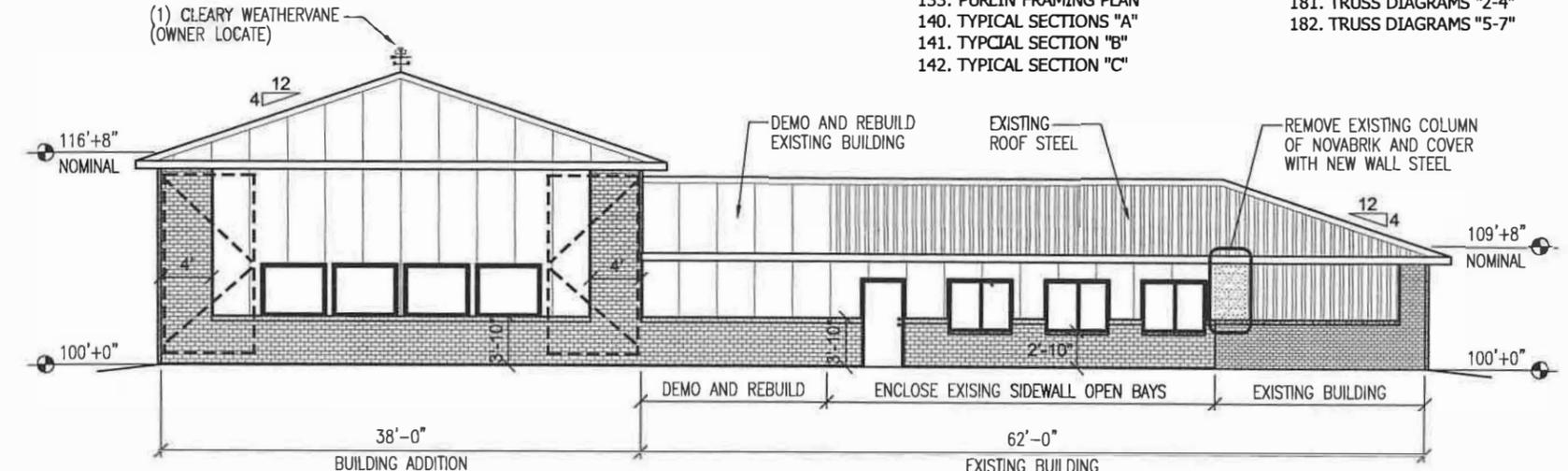
**NOTE:**  
This building, as depicted, must be constructed 10 feet or more from any and all lot lines and 20 feet or more from any other buildings on the same lot. See IBC code and/or the local building official for exceptions.

**NOTE:**  
This document, as presented and sealed, is not intended to be, nor should it be construed as such, a complete building design. It is intended to represent just the building itself. The design of the electrical, mechanical, plumbing, as well as the floor, footings, and foundation walls, are excluded from this plan. It should also be noted that the designer makes no representation as to the soil bearing capacity or condition of the soil at the building site. It is the understanding of both Cleary Building Corp. and the designer that the client is contracting with other design professionals who will prepare a complete design of the concrete floor, footing and foundation base on an existing site conditions.

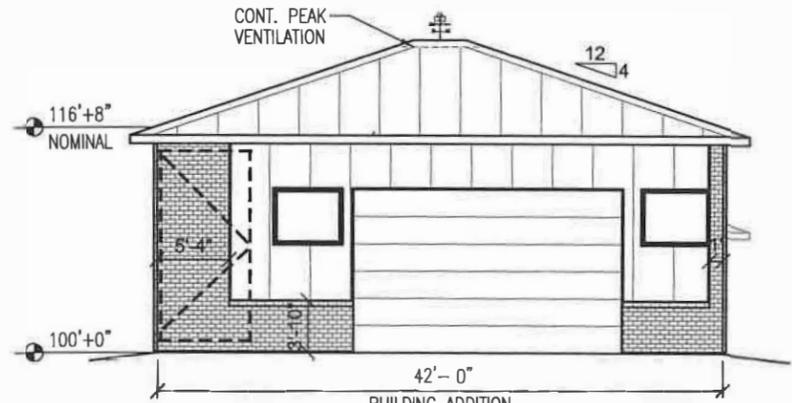
**NOVABRIK NOTE:**  
USE THE HORIZONTAL DIMENSIONS ON THIS SHEET TO LOCATE THE NOVABRIK/STEEL TRANSITIONS. DIMENSIONS DO NOT INCLUDE THE CORNER BLOCKS.

**TABLE OF CONTENTS**

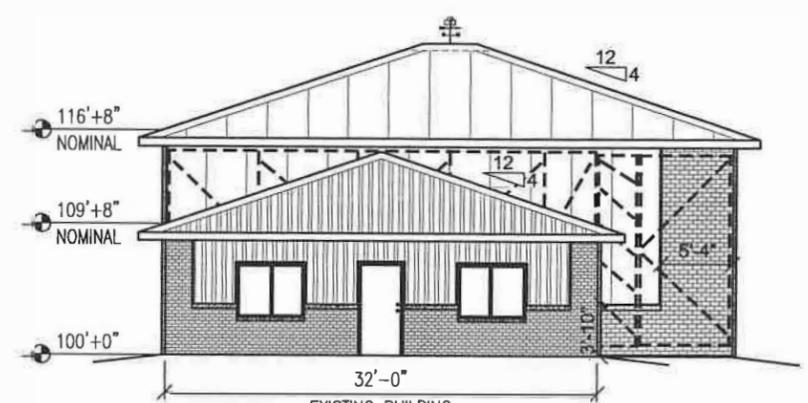
- 110. ELEVATIONS
- 111. FACADE MATERIAL ELEVATIONS
- 120. CONCRETE FOUNDATION PLAN
- 121. CONCRETE FOUNDATION DETAILS
- 122. CONCRETE BRACKET DETAILS
- 130. COLUMN PLAN
- 131. ROOF FRAMING PLAN
- 132. ROOF FRAMING DETAILS
- 133. PURLIN FRAMING PLAN
- 140. TYPICAL SECTIONS "A"
- 141. TYPICAL SECTION "B"
- 142. TYPICAL SECTION "C"
- 143. TYPICAL SECTION "D"
- 150. HEADER DETAILS "OVERHEAD DOOR"
- 160. SHEAR TRUSS DETAILS "A-B"
- 161. SHEAR TRUSS DIAGRAMS "A-B"
- 162. SHEAR TRUSS DETAILS "C"
- 163. X-BRACING DETAILS
- 170. DIAPHRAGM ACTION and MISC. DETAILS
- 180. TRUSS DIAGRAMS and COMM CHECK
- 181. TRUSS DIAGRAMS "2-4"
- 182. TRUSS DIAGRAMS "5-7"



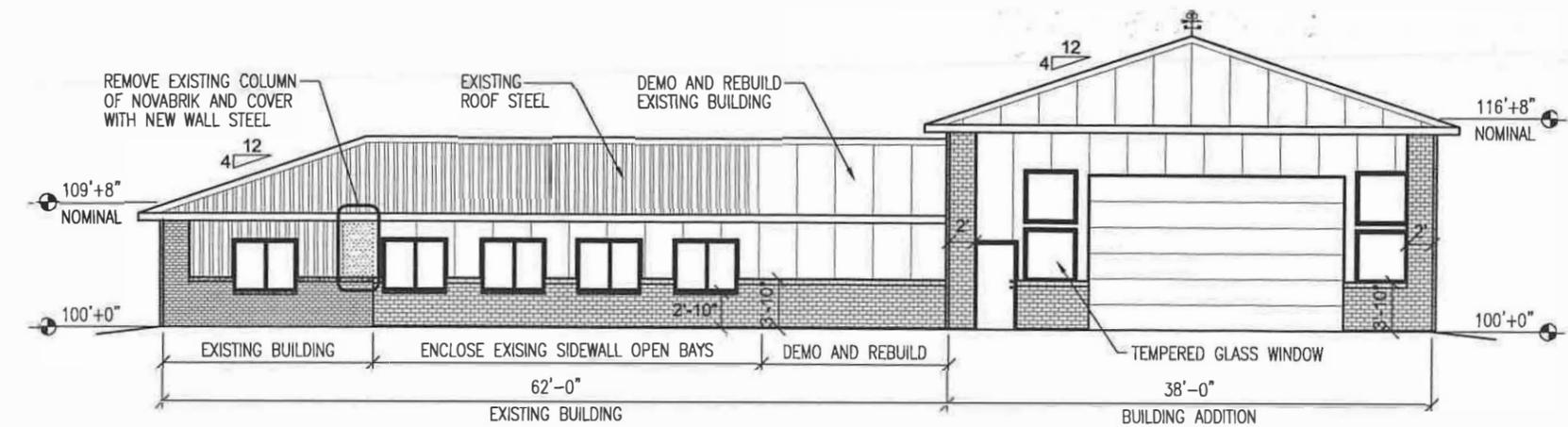
**NORTH ELEVATION**



**EAST ELEVATION**



**WEST ELEVATION**



**SOUTH ELEVATION**



190 PAOLI STREET / P.O. BOX 930220  
VERONA, WI 53593 / (800) 373-5550

**DRAWN BY: R. BURKARD**

**DATE DRAWN: 02/27/2020**

**PLAN REVISIONS:**

NUMBER	DATE	BY
1	7/2/20	RB
2		
3		
4		

**PROJECT NAME: HAGGERTY, MAUGREEN**  
**PROJECT SITE ADDRESS: 1700 MARTHALLER LANE SAINT PAUL, MN - DAKOTA COUNTY**  
**BUILDING SIZE: 42'-0" x 48'-0" x 16'-8"**  
**SHEET NAME: ELEVATIONS**

**PROJECT NUMBER: 2020100379**

**SHEET NUMBER: 110**

**SHEET SCALE: NONE**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.

Signature: *[Signature]* Date: 7/9/20  
**Karl H. Lemmenes / License #26764**  
 Printed Name:

My license renewal date is: 6/30/2020



190 PAOLI STREET / P.O. BOX 930220  
VERONA, WI 53593 / (800) 373-5550

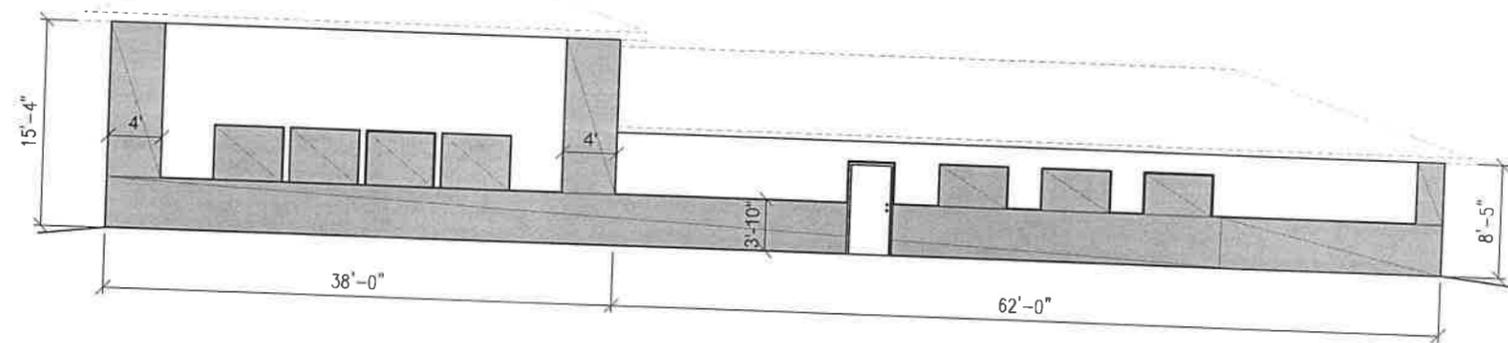
DRAWN BY: dy

DATE DRAWN: 7/7/2020

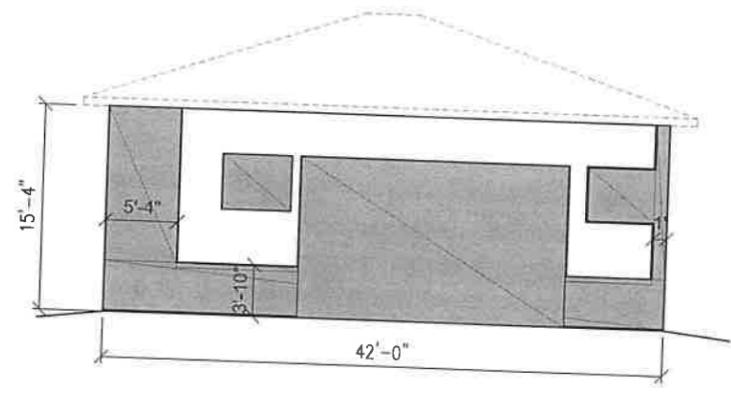
PLAN REVISIONS:

NUMBER	DATE	BY
1		
2		
3		
4		

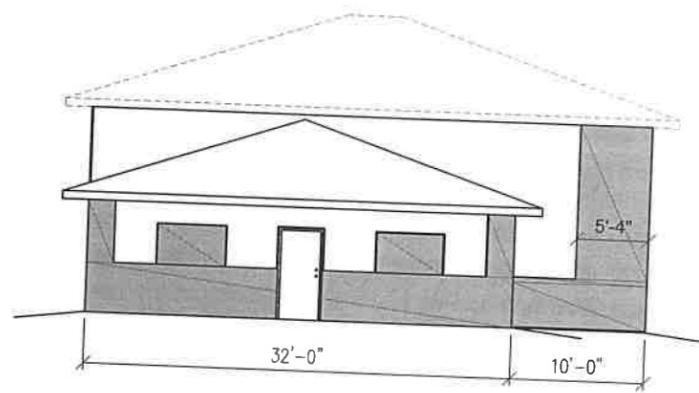
 PRIMARY WALL MATERIALS  
 SECONDARY WALL MATERIALS



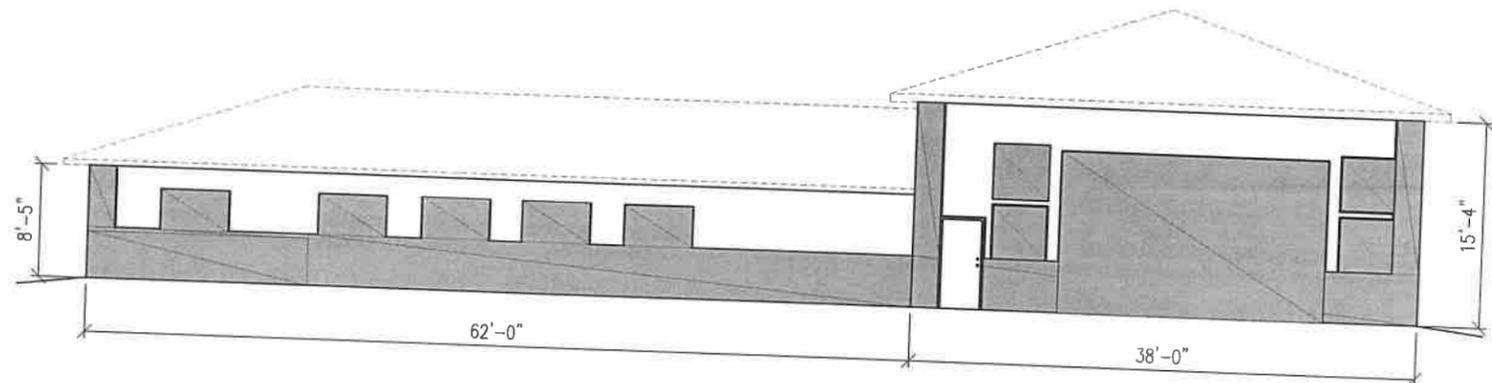
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



SOUTH ELEVATION

Primary Materials (SF)	North	South	East	West	Total
	597	727	437	256	2017
Secondary Materials					
	508	378	206	261	1353
total wall area	1105	1105	643	517	3370
% Primary	54.0%	65.8%	68.0%	49.5%	60%

PROJECT NAME: **HAGGERTY, MAUGEEN**  
PROJECT SITE ADDRESS: 1700 MARTHALLER LANE  
SAINT PAUL, MN - DAKOTA COUNTY  
BUILDING SIZE: 42'-0" x 48'-0" x 16'-8"  
SHEET NAME: FACADE MATERIALS ELEVATIONS

PROJECT NUMBER: **2020100379**  
SHEET NUMBER: **111**  
SHEET SCALE: NONE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Signature:   
Date: 7/9/20  
Karl H. Lemmenes / License #26764  
Printed Name:

My license renewal date is: 6/30/2020

File Name and Path: \\CLEARYSHARES\Eng\Commercial\Roy\_Burkard\2020100379\2020100379-120-CONC-PLAN-1.dwg  
 Printed By: Derek R. Yoerger Date Printed: 7/8/2020 8:30 AM

**CLEARY**  
BUILDING CORP.

190 PAOLI STREET / P.O. BOX 930220  
 VERONA, WI 53593 / (800) 373-5550

DRAWN BY: R. BURKARD  
 DATE DRAWN: 02/27/2020

PLAN REVISIONS:

NUMBER	DATE	BY
1	7/2/20	RB
2		
3		
4		

**HAGGERTY, MAUGEEN**

PROJECT SITE ADDRESS:  
 1700 MARTHALLER LANE  
 SAINT PAUL, MN - DAKOTA COUNTY

BUILDING SIZE:  
 42'-0" x 48'-0" x 16'-8"

SHEET NAME:  
 CONCRETE FOUNDATION PLAN

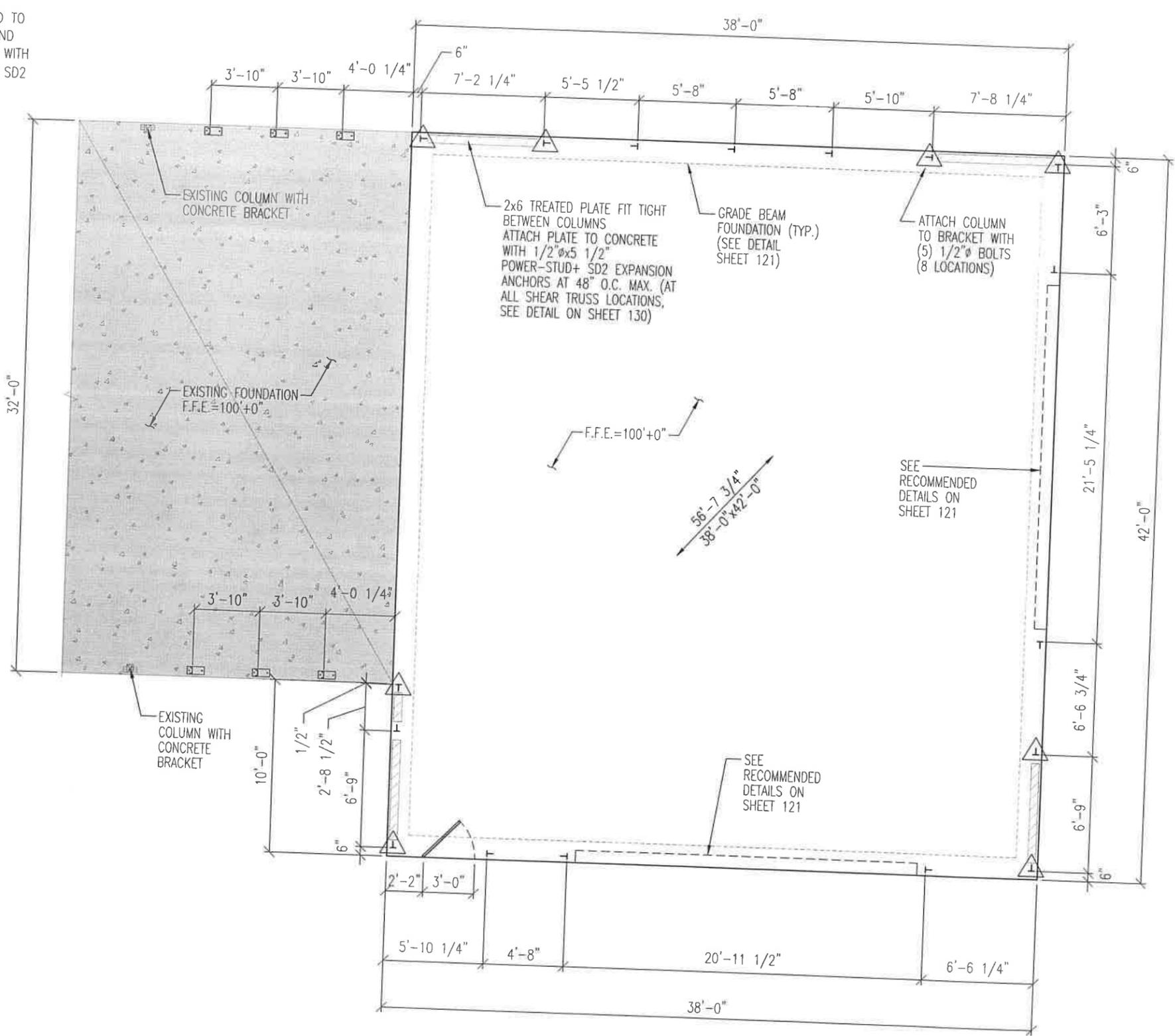
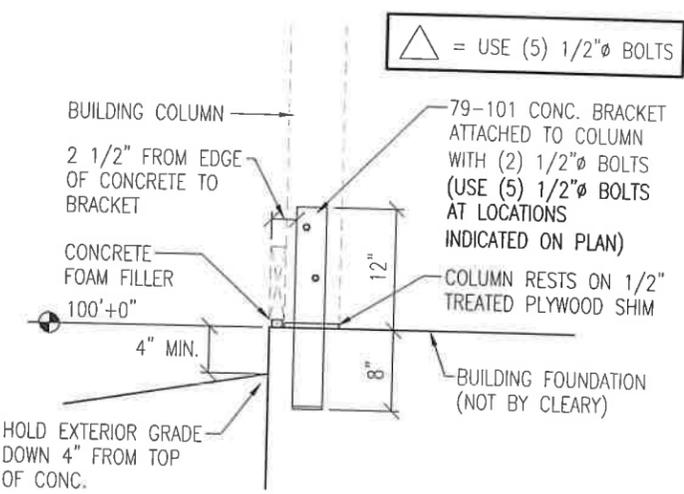
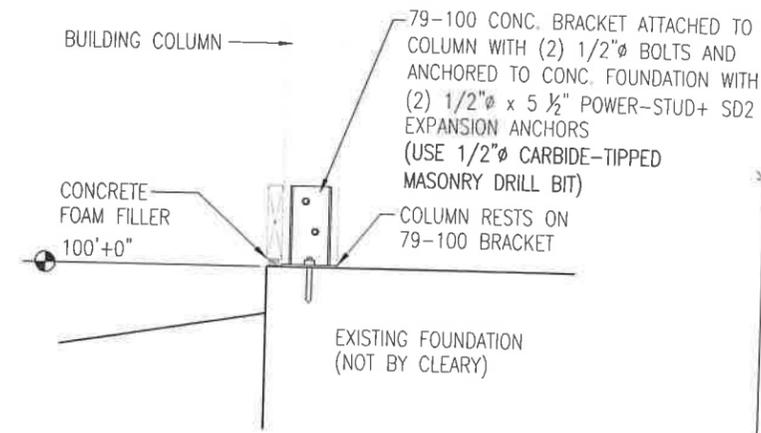
PROJECT NUMBER:  
**2020100379**

SHEET NUMBER:  
**120**

SHEET SCALE: NONE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Signature:  Date: 7/8/20  
 Karl H. Lemmenes / License #26764  
 Printed Name: Karl H. Lemmenes  
 My license renewal date is: 6/30/2020



NORTH

COLUMNS	COLUMN SIZE	HOLE DEPTH	HOLE DIAMETER	FOOTING SIZE	NUMBER OF COLUMNS REQUIRED
(A) SIDEWALL	3-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	6
(B) SIDEWALL	4-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	3
(C) DOOR	4-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	1
(D) SIDEWALL	5-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	1
(E) CORNER	5-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	1
(F) SIDEWALL	6-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	1
(G) CORNER	3-PLY 2x6x16'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	4
(H) SIDEWALL	3-PLY 2x6x9'-8"	----	----	ON CONCRETE (F.F.E.=100'+0")	6

- NOTES:**
1. FIELD VERIFY ALL DOOR AND WINDOW ROUGH OPENING SIZES PRIOR TO INSTALLING FRAME-OUTS
  2. ATTACH ALL ROOF, SIDE, END AND GABLE STEEL WITH PAINTED SCREWS
  3. 2x6 STANDARD DIAGONAL CORNER BRACING AT ALL CORNERS (UNLESS OTHERWISE NOTED)
  4. (X) = BAYS WITH 2x4 ROOFLINE X-BRACING (SEE DIAPHRAGM ACTION and MISC. DETAILS SHEET)

BUILDING COLORS		BUILDING ACCESSORIES
ROOF:	CLASSIC BURGUNDY	(1) CLEARY WEATHERVANE (OWNER LOCATE)
SIDES/GABLES:	HICKORY MOSS	TYVEK HOUSE WRAP AT ENTIRE PERIMETER WALLS
NOVABRIK:	WALNUT - R.F.	BUILDING ON CONCRETE WITH DRY-SET BRACKETS
TRIM (TYP.):	CLASSIC BURGUNDY	CONCRETE FOAM FILLER AT ENTIRE BUILDING, LESS DOORS
		STEEL TO 100'+0" WITH SPECIAL PERIMETER INSULATION BASE TRIM



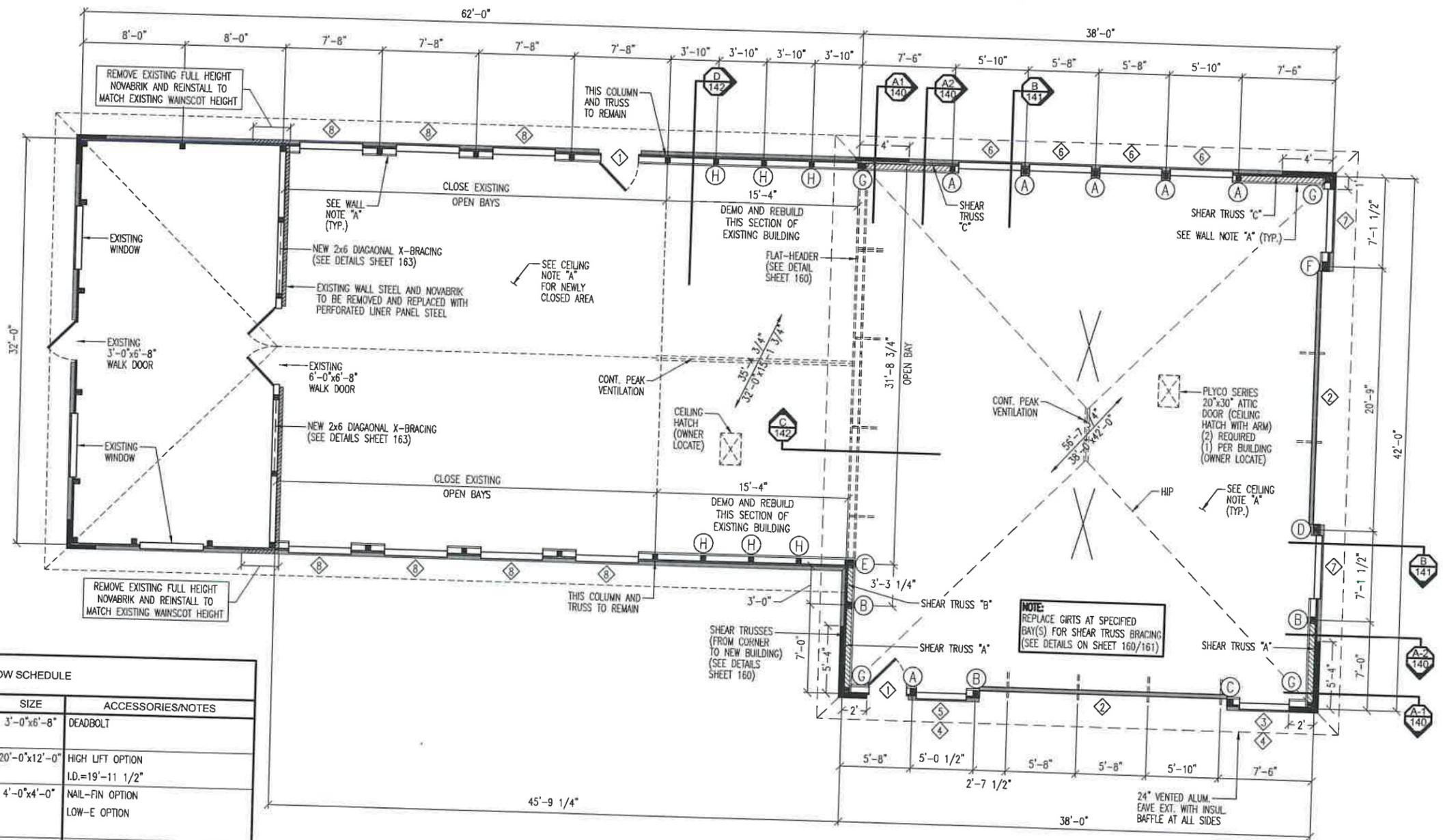
190 PAOLI STREET / P.O. BOX 930220  
 VERONA, WI 53593 / (800) 373-5550

**DRAWN BY:** R. BURKARD  
**DATE DRAWN:** 02/27/2020

PLAN REVISIONS:		
NUMBER	DATE	BY
1	7/2/20	RB
2		
3		
4		

**CEILING NOTE "A"**  
 ENTIRE CEILING WITH PERFORATED LINER PANEL STEEL WITH (3) MIL POLY, 2x4 CEILING NAILED AT 48" O.C. AND R-50 BLOWN-IN INSUL. (INSUL. BY CLEARY SUB)

**WALL NOTE "A"**  
 PERIMETER WALLS WITH PERFORATED LINER PANEL STEEL WITH BOTTOM TRIM, FIRE BLOCKING, 2x4 INTERIOR NAILED AT 36" O.C. AND R-25 BATT INSUL. WITH FLAME RET. POLY, ASTM E-84: FLAME SPREAD IDX. ≤25, SMOKE DEV. IDX. ≤450 (INSUL. BY CLEARY SUB) B.E.=100'+0"



DOOR AND WINDOW SCHEDULE				
B.E.	QTY.	TYPE	SIZE	ACCESSORIES/NOTES
1	100'+0"	2	PLYCO SERIES 20 STEEL CLAD WALK DOOR	3'-0"x6'-8" DEADBOLT
2	100'+0"	2	OVERHEAD DOOR FRAME-OUT (DOOR BY CLEARY SUB)	20'-0"x12'-0" HIGH LIFT OPTION I.D.=19'-11 1/2"
3	103'+10"	1	PLYCO SERIES CTW550 FIXED LITE WINDOW	4'-0"x4'-0" NAIL-FIN OPTION LOW-E OPTION
4	103'+10"	1	PLYCO SERIES CTW550 FIXED LITE WINDOW	4'-0"x4'-0" NAIL-FIN OPTION LOW-E OPTION TEMPERED GLASS OPTION
5	103'+10"	4	PLYCO SERIES CTW550 FIXED LITE WINDOW	5'-0"x4'-0" NAIL-FIN OPTION LOW-E OPTION
6	108'+0"	2	PLYCO SERIES CTW550 HORIZONTAL SLIDE WINDOW	5'-0"x4'-0" NAIL-FIN OPTION LOW-E OPTION



**PROJECT NAME:** HAGGERTY, MAUGEEN  
**PROJECT SITE ADDRESS:** 1700 MARTHALLER LANE SAINT PAUL, MN - DAKOTA COUNTY  
**BUILDING SIZE:** 42'-0" x 48'-0" x 16'-8"  
**SHEET NAME:** COLUMN PLAN

**PROJECT NUMBER:** 2020100379  
**SHEET NUMBER:** 130  
**SHEET SCALE:** NONE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Signature: *[Signature]* Date: 7/8/20  
 Kar H. Lemmenes / License #26764  
 Printed Name:

My license renewal date is: 6/30/2020

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

**RESOLUTION NO. 20-**

**RESOLUTION APPROVING A SITE PLAN FOR  
THE EXPANSION OF AN EXISTING BUILDING  
AT 1700 MARTHALER LN – MAUREEN HAGGERTY**

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

CURRENT: Lot 1, Block 1, The Canine Coach Playground

**WHEREAS**, a public hearing concerning the site plan was held before the West St. Paul Planning Commission on September 15, 2020;

**WHEREAS**, the West St. Paul Planning Commission recommended the City Council approve the site plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the West St. Paul City Council that the site plan for 1700 Marthaler Ln., requested by Maureen Haggerty, is hereby approved subject to the submitted plans and following conditions:

1. The applicant shall apply for and obtain all applicable building and sign permits,
2. The applicant shall restripe the parking lot to delineate the parking stalls,
3. The applicant shall 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 shall plant at least one tree measuring 4 caliper inches as well as new shrubs/planter boxes along the front (west) building façade,
5. The applicant shall incorporate visual relief measures to the north and south elevations to meet the minimum requirements,
6. All signage must comply with section 153 of the zoning ordinance, and
7. The applicant is to consider the additions made by the Environmental Committee as detailed in the memo dated September 8, 2020.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 28<sup>th</sup> day of September, 2020.

Attest:

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David J. Napier, Mayor

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Shirley R Buecksler, City Clerk

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
**Jim Hartshorn, Comm. Dev. Dir.**  
From: **Melissa Sonnek, City Planner**  
Date: **September 28, 2020**

## **Zoning Ordinance Amendment – Lot Area per Dwelling Unit – City of West St. Paul**

---

### **BACKGROUND:**

The West St. Paul City Council formally adopted the 2040 Comprehensive Plan on September 9<sup>th</sup>, 2019. Compared to the 2030 Comp Plan, where most multi-family developments (R3 and R4) were 18-21 units per acre and condos with up to 35 units per acre, the 2040 plan is slightly denser estimating an average of 20-40 units per acre.

In order to align the zoning ordinance with the 2040 Comp Plan, the zoning language must be updated to reflect this change in density. More specifics on this change can be found in the Planning Commission report dated September 15<sup>th</sup>, 2020.

### **PLANNING COMMISSION:**

The Planning Commission met in regular session to review the proposed change and held a public hearing on the item. No one from the public wished to speak on the item. The Commission voted 7-0 to recommend approval of the amendment, with one minor change in the language to further clarify the intent of the amendment.

The added change recommended by the Planning Commission is as follows –

Units per acre: ~~Lot area per dwelling unit: 5,500 sq. ft.~~

- (a) **Minimum: 20**
- (b) **Maximum: 40;**

This recommended change has been incorporated into the proposed amendment.

### **RECOMMENDATION:**

City Staff made the error of publishing the public hearing on the night of the first reading, therefore is recommending the Council continue the public hearing to the final reading on October 12<sup>th</sup> as to be consistent with other ordinance amendments.

City Staff is also requesting that the council review the proposed ordinance amendment and approve of the first reading.

### **ATTACHMENT:**

Draft Ordinance

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

**ORDINANCE NO. 20-**

**AN ORDINANCE AMENDING  
WEST ST. PAUL ZONING ORDINANCE  
SECTION 153.113 AND 153.128 REGARDING  
LOT AREA PER DWELLING UNIT**

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

**SECTION 1. AMENDMENT 1.** West St. Paul Zoning Ordinance Section 153.113 is hereby amended as follows:

153.113 LOT AREA, HEIGHT, LOT WIDTH AND YARD REQUIREMENTS.

(A) No limit shall be placed on height of buildings in this R-3 Zone, except that buildings over 35 feet shall have front, side and rear yards not less than one-half of the height of the building.

(B) The following minimum requirements shall be observed subject to additional requirements, exceptions and modifications as set forth elsewhere in this chapter:

- (1) Units per acre: ~~Lot area per dwelling unit: 5,500 square feet;~~
  - (a) Minimum: 20
  - (b) Maximum: 40;
- (2) Lot width: 100 feet;
- (3) Yard, building setback:
  - (a) Front: 30 feet;
  - (b) Side: ten feet adjacent to another lot, 20 feet adjacent to street, except where the lot in question abuts any R-1 District where the side yard setback shall conform to the established setback or 30 feet, whichever is greater; and
  - (c) Rear: 30 feet or 20% of average lot depth, whichever is greater.
- (4) Distance between principal structures: 30 feet.

**SECTION 2. AMENDMENT 2.** West St. Paul Zoning Ordinance Section 153.128 is hereby amended as follows:

153.128 LOT AREA, HEIGHT, LOT WIDTH AND YARD REQUIREMENTS.

(A) The following minimum requirements shall be observed subject to additional requirements, exceptions and modifications as set forth elsewhere in this chapter. Minimum requirements for three or more dwelling units:

- (1) Units per Acre: ~~Lot area per dwelling unit: 3,500. For dwelling units with more than two bedrooms, an additional 1,750 square feet is required;~~
  - (c) Minimum: 20
  - (d) Maximum: 40;

- (2) Lot width: 200 feet;
- (3) Yard, building setback:
  - (a) Front: 50 feet, plus one foot per foot of building height over 50 feet;
  - (b) Side: 40 feet, plus one-half foot per foot of building height over 50 feet; and
  - (c) Rear: 40 feet, plus one-half foot per foot of building height over 50 feet.
- (4) Distance between principal structures: 50 feet.

**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 12<sup>th</sup> day of October, 2020.

Attest:

---

David J. Napier, Mayor

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Shirley R Buecksler, City Clerk

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Ross Beckwith, Public Works & Parks Director/City Engineer**  
Date: **September 28, 2020**

## **Order Preparation of Proposed Assessment and Call for Final Assessment Hearing for 2020 Street Improvements Project 20-1**

### **BACKGROUND INFORMATION:**

In order to assess any portion of the project, the City Council must declare the amount to be assessed. Council is also requested to call the assessment hearing for the 2020 Street Improvements Project for October 26, 2020. Per state statute, the City Council must call the assessment hearing and publish the hearing date at least two weeks before the assessment hearing. Staff will notice the hearing by publishing in the October 11, 2020 Pioneer Press. This schedule provides over two weeks' time between the assessment hearing and the publication date. In addition, notices will be sent to all affected properties at least two weeks prior to the hearing.

### **STAFF RECOMMENDATION:**

Staff recommends that the City Council approve resolutions ordering preparation of the proposed assessment and setting October 26, 2020 as the final assessment hearing date for the 2020 Street Improvements Project 20-1.

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

**RESOLUTION NO. 20-**

**RESOLUTION ORDERING PREPARATION  
OF PROPOSED ASSESSMENTS  
FOR 2020 STREET IMPROVEMENTS PROJECT 20-1**

**WHEREAS**, a contract has been let for the 2020 Street Improvements Project which included reconstruction of the alley south of Bernard Street, east of Stryker Avenue and a mill and overlay of Marie Avenue from Robert Street to Oakdale Avenue.

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

1. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specifically assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in the City Office for public inspection.
2. The City Clerk shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 28<sup>th</sup> day of September 2020.

Attest:

\_\_\_\_\_  
David J. Napier, Mayor

\_\_\_\_\_  
Shirley R Buecksler, City Clerk

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**  
**Jim Hartshorn, Comm. Dev. Director**

From: **Melissa Sonnek, City Planner**

Date: **September 28, 2020**

## **Provisional Rental License – 1250 Charlton Street**

---

### **BACKGROUND INFORMATION:**

Mr. David Busch Sr. was granted the first rental license for the single family property at 1250 Charlton St. in August of 2017. With the exception of the past 12 months, the property has remained just below the threshold of requiring a provisional license review, with 3 city service calls each year. The threshold for a provisional license review for a single family rental is 4 or more calls.

### **PROVISIONAL RENTAL ORDINANCE:**

According to the Rental Dwelling Ordinance, 150.041 Subd. B, rental renewal applications that meet the definition of a Category C license may be administratively issued a provisional license and are subject to a provisional license fee set by the City Council.

The qualifications for a Category C are as follows:

- Rental properties with 1-3 units: over 3 validated city service calls/code violations in a preceding 12-month period.

### **Qualifying city service calls and/or code violations**

City service calls and code violations that are used to determine the appropriate tiered fee system category include the following types of calls or events:

- Violation of any of the following laws and ordinances
  - Building Code
  - International Property Maintenance Code
  - Animal Regulations
  - Fire Prevention Code
  - Parked or Stored Motor Vehicles
  - Public Nuisance Regulations
- City service calls or events categorized as part one crimes in the uniform crime reporting system, including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.
- City service calls or events categorized by the Police Department: miscellaneous juvenile status crimes, liquor offenses or curfew violations; disturbing the peace or harassing communications; property damage; criminal damage to property or trespass; domestic incidents (except as provided in Chapter 150.014 Subd. C2); public disturbance or disorderly conduct; loud party or noise complaints; disorderly juveniles; assault in the fifth degree or non-domestic related assaults.

**PROPERTY/LICENSE DETAILS:**

	<b>Total Number of Police Calls</b>	<b>Number of Valid Police Calls</b>	<b>Property Maintenance Code Violations</b>
<b>2017-18 License Term</b>	7	0	3
<b>2018-19 License Term</b>	6	0	3
<b>2019-20 License Term</b>	10	5	0

*\*Note – Valid police calls are considered nuisance calls, therefore not all police calls can be counted against the property.*

As can be seen above, the property has previously had police calls for the property, but were never counted as “valid” (nuisance) calls. Previous violations were exclusively property maintenance issues, such as overgrown grass and weeds or unsheltered storage/discarded items on the property. No citations were issued to the property since the violations were corrected after receiving a compliance notice.

<b>2020 City Service Call Log</b>	
<b>Date</b>	<b>Nature of Police Call</b>
03/14/2020	Parking Violation
05/09/2020	Disorderly Conduct/Disturbance
05/16/2020	Disorderly Conduct/Disturbance
05/20/2020	Disorderly Conduct/Disturbance
06/16/2020	Marijuana Found During an Unrelated Call
07/22/2020	Domestic/Dispute in Progress

During this most recent license term, the City has seen an increase in the total number of calls as well as the number of valid calls. City Staff is therefore recommending that the property be placed on a provisional rental license under the condition that the property owner work with City Staff to establish a mitigation plan to reduce the number of future calls. Additionally, under typical circumstances, this property would have the interior the property inspected by a City Housing and Code Inspector; however, with the COVID-19, all rental inspections are on hold. As such, City Staff is recommending as a condition of the license, that the property be inspected by City Staff prior to the renewal of the 2021 rental license, pending pandemic status.

City Staff, Community Development and Police, have had initial contact and introductory conversations around the requirements of a provisional license. The Police Dept. will continue to work with the property owner and the tenants to correct any issues at the property.

**STAFF RECOMMENDATION:**

Typically, with provisional licenses, City Staff recommends a comprehensive mitigation plan to accompany the provisional license. However, since the property’s violations are strictly police related items, City Staff believes mitigation needs to involve the Police Department to determine the best course of action. The condition of approval for the provisional license requires the property owner to meet with the Police Department and develop a mitigation plan to address the nuisance activity within 30 days of the council meeting. Additionally, a provisional license fee of \$500 has been previously proposed to cover necessary additional staff time, with this condition 3 has been added to incorporate a \$500 provisional license fee.

Therefore, City Staff recommends that City Council approve the provisional rental license with the following conditions:

1. The property owner shall work with the Police Department to create a mitigation plan within 30 days of this meeting to address the activity at the property,

- a. Property owner must supply City Staff with a copy of said mitigation plan to be formally approved.
2. The property shall be inspected by a West St. Paul Inspector and receive a passing rating prior to the 2021 rental renewal deadline of September 1<sup>st</sup>, 2021, and
3. The property owner shall pay a \$500 provisional license fee.

**ATTACHMENTS:**

Resolution Approving Provisional License

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

**RESOLUTION NO. 20-**

**RESOLUTION RENEWING THE RENTAL LICENSE FOR  
1250 CHARLTON ST. AS A PROVISIONAL LICENSE**

**WHEREAS**, David Busch Sr. (the “Owner”) owns a single family rental property located at 1250 Charlton St. (the “Property”);

**WHEREAS**, due to an excessive number of city service calls to the property, the City is concerned about the Owner’s ability to manage the property;

**WHEREAS**, on August 21, 2020, the City provided notice to the Owner that due to the excessive number of city service calls, pursuant to City Code Section 150.040 the Council could consider action against the Owner’s rental license application, including suspension, denial, conversion to a provisional license with conditions, or other reasonable actions;

**WHEREAS**, on September 28, 2020, the City Council held a meeting and considered the license under the ownership of David Busch Sr., during which the City presented its evidence and the Owner was given an opportunity to be heard; and

**WHEREAS**, following the hearing, after considering all evidence presented, the Council desires to convert the license at 1250 Charlton St. to a provisional license until the Property’s next renewal deadline in 2021 and adopt an appropriate mitigation plan; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council converts the rental dwelling license under the ownership of David Busch Sr. at 1250 Charlton St. to provisional license with the following conditions:

1. The property owner shall work with the Police Department to create a mitigation plan within 30 days of this meeting to address the activity at the property,
  - a. Property owner must supply City Staff with a copy of said mitigation plan to be formally approved.
2. The property shall be inspected by a West St. Paul Inspector and receive a passing rating prior to the 2021 rental renewal deadline of September 1<sup>st</sup>, 2021, and
3. The property owner shall pay a \$500 provisional license fee.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 28<sup>th</sup> day of September, 2020.

Attest:

---

David J. Napier, Mayor

---

Shirley R Buecksler, City Clerk

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Charlene Stark, Finance Director**  
Date: **September 28, 2020**

## **Business Subsidy Grant Program: Award Grants**

### **BACKGROUND INFORMATION:**

The City of West St. Paul created a Small Business Subsidy Grant program with the City's CARES grant. This grant program was created to help the City's small business cover costs incurred during required closures as well as costs that are necessary to ensuring the safety of employees and customers due to the COVID-19 pandemic.

The following events has led to loss of business for many of our small businesses here in West St. Paul:

- Executive Order 20-4 closes Restaurants, Bars, and Other Places of Public Accommodation on March 17, 2020 along with the extensions through June 1.
- Executive Order 20-63 on May 27 begins allowing opening of restaurants/bard for carry out services and outdoor dining.
- Executive Order 20-70 Authorized outdoor and indoor dining at 50% to begin June 3.

These events resulted in loss of business for several months as well as caused business's to reinvest in their business operations in order to reopen their doors safely.

The City of West St. Paul received an allocation from the State of Minnesota from the Federal government's CARES program. On July 27, the City Council adopted an allocation of \$150,000 of CARES money for the West St. Paul Small Business Subsidy program. The WSP Small Business Subsidy Grant was developed with several Tiers for allocating the grants.

- TIER 1**-Restaurants & Bars of any six with four or fewer business locations under the same ownership  
**TIER 2**-Any retail, office, industrial or not for profit 501 © (3) business below \$1 million in 2019 annual revenue and fewer than 20 FTE employees as of March 1, 2020.  
**Tier 3**- Any retail, office, industrial or not for profit 501 © (3) business below \$2 million in 2019 annual revenue and fewer than 30 FTE employees as of March 1, 2020.  
**Tier 4**- Any retail, office, industrial or not for profit 501 © (3) business below \$3 million in 2019 annual revenue and fewer than 40 FTE employees as of March 1, 2020.  
**TIER 5**- Any retail, office, industrial or not for profit 501 © (3) business below \$10 million in 2019 annual revenue and fewer than 40 FTE employees as of March 1, 2020.

Tier 2-5 are broken down into sub-tiers A & B. Sub-tier A indicates the business has not received Dakota County Small Business Relief Program funds. Sub-tier B indicates the business has received Dakota County Small Business Relief Program funds.

The City's Small Business Subsidy program resulted in 27 business's applying for the up to \$10,000 grants. Several applicant's applications were incomplete and upon several attempts to receive the proper documentation in a timely manner, the City had to eliminate six from the grantee pool. Below is the grant awards by each tier.

**Tier One Grant Requests (Marty's withdrew)**

- Tai Pepper: \$10,000.00
- Tappers \$10,000.00
- Lucky China: \$10,000.00
- Dunham's: \$10,000.00
- Blvd Bar and Grill: \$10,000.00
- Food Smith: \$10,000.00

**Total: \$60,000**

**Tier Two A to Four A qualified (Smith Insur no invoices, Sola and PayDay/Pawn beyond a 5 (multiple locations under same ownership)**

- Upper Midwest JEA: 2A \$10,000.00
- Smith Liquors: 3A \$10,000.00
- Modern Day Music: 2A \$ 8,700.00
- Dodge Nature Center: 4A \$10,000.00
- Garcia's Professional/Insurance: 2A \$ 4,000.00
- Tailoring by Norma: 2A \$ 6,000.00
- DARTS: 4A \$ 4,020.73
- ProTec: 2A \$ 3,285.00
- St George Antiochian Orthodox Church \$ 9,862.38

**Total: \$65,868.11**

**Tier Two B to Four B qualified**

- Sandy & Company: 2B \$ 7,143.00
- Studio Aria Hair Salon: 2B \$ 7,929.84
- Wooden Tub: 2B \$ 1,000.00
- Twin Cities Magic: 2B \$10,000.00

**Total: \$26,072.84**

**Tier Five A/B**

- Itasca Corporation: 5A \$10,000.00
- Adjustable Bedding \$10,000.00

**Total: \$20,000**

In addition to the Business Subsidy Grant's the City staff proposes to rebate license fees for the 3 months (\$1,875) to the Licensed Liquor holders in the City of West St. Paul

**Liquor License Rebates of 3 months (for local 4 or under establishments)**

Marty's  
Dunhams  
Boulevard  
Tappers

Food Smith  
 5-8  
 Beirut  
 Carbone's  
 El Nuevo  
 Fireside  
 Gallagher's  
 Cherokee/Jamesons  
**Total: \$22,500**

**Summary:**

**Tier One Liquor Fee:**       \$ 22,500.00  
**Tier One Grant:**           \$ 60,000.00  
**Tier 2-4 A:**                 \$ 65,868.11  
**Tier 2-4 B:**                 \$ 26,072.84  
**Tier 5:**                        \$ 20,000.00  
**Total**                         \$ 194,440.95

**FISCAL IMPACT:**

		<b>Amount</b>
<b>Fund:</b>		<b>\$194,440.95</b>
<b>Department:</b>		
<b>Account:</b>		

**STAFF RECOMMENDATION:**

Adopt the Business Subsidy Grants and Liquor license rebate and increase the allocation from \$150,000.00 to \$194,440.95.