



# South St. Paul

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**MAYOR/COUNCIL WORKSESSION**  
SSP City Hall  
125 3<sup>rd</sup> Avenue North

Monday, September 26, 2016  
7:00 p.m.

AGENDA:

1. Dakota County Presentation – Mississippi River Regional Trail Extension from Kaposia Landing to Harriet Island, St. Paul – *No Attachment*
2. Discussion - Twin City Tanning Building Addition/Site Plan (501 Malden St.)
3. Discussion – Danner PUD/IUP proposal (600 Verderosa)
4. Amendment to Ordinance for Right of Way Management Discussion
5. Seasonal/Variable Hour Pay Rate for 2017
6. Budget Discussion – CSCC and Airport Budgets
  - CSCC and Airport Budgets and CIP
  - Police Budget Modification
  - Other Budget Items and Discussion



## COUNCIL WORKSESSION REPORT

DATE: SEPTEMBER 26, 2016

DEPARTMENT: Community Development - Planning

ADMINISTRATOR: JPK

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### AGENDA ITEM: Twin City Tanning Building Addition – 501 Malden St.

#### **ACTION TO BE CONSIDERED:**

Review and discuss

#### **OVERVIEW:**

The City received plans from Gunderson Construction for a front setback variance for a 6,300 square foot building addition to the southwest corner of the Twin City Tanning (TCT) building at 501 Malden Street and for a parking setback variance for a new parking lot to replace the spots lost with the construction of the addition. Currently TCT has an existing collagen process within the building and the proposed addition would allow them to take the collagen process one step further rather than having that additional step performed at their client's site. The addition is a refrigerated space and with the airflow system there should not be odors produced from the processing in this addition.

#### **COMPREHENSIVE PLAN – PLANNED FUTURE LAND USE:**

The Comprehensive Plan shows the area as guided Industrial but also within the 494 Corridor Area where emphasis was placed on improving aesthetics, uses, and decreasing exterior storage for the area which most visible from 494. The Comprehensive Plan also directed the City to look at odor producing land uses and to work to improve odor issues in the area. The proposed use would be contained within a refrigerated building and the applicant has provided information from St. Croix Sensory stating that the proposed addition should not increase odors over ambient levels in the area. While not associated with the application, the applicants have noted that TCT is also looking at making improvements to the property which should help reduce odors.

#### **ZONING CONSIDERATIONS:**

Here are the zoning issues that would be addressed:

- (building variance) - Front setback less than the 30 feet required in the Industrial District.
- (parking variance) – the proposed parking lot at the SW corner of the property would have part of the parking lot very close to the property line rather than set back the required 20 feet.

#### **PLANNING COMMISSION RECOMMENDATION:**

The application was considered and recommended for approval (4-2) at the September 7, 2016 Planning Commission. The Planning Commissioners had questions about the process and odors from the facility as well as exterior storage that was noted in the staff report. The applicants provided information from St. Croix Sensory to explain that the proposed addition would not create odors. Additionally, the applicants noted that they are working on improving odor mitigation from the entire facility. Some of the commissioners noted that they were concerned about the exterior storage noted in the staff report. Staff met on site with the applicant to review the exterior storage and the applicants noted that they needed the storage as there was not space within the building.

Danner at Verderosa  
September 26, 2016  
Page 2 of 2

The proposed addition would accommodate the collagen processing and would not have adequate space to bring that exterior storage inside the building. The applicants have indicated that they will submit an application for some exterior storage pods to clear up the issue. Provided that the exterior storage is limited to the existing area by the building and contained inside the storage pods rather than stacked on or around the pods it seems to be a manageable issue.

**TIMELINE & SCHEDULE:**

The item would appear on the City Council's October 3, 2016 meeting. Construction would begin this fall with occupancy of the addition in 2017.

**SOURCE OF FUNDS:**

N/A

McGINLEY ASSOCIATES, P.A.



22 September 2016

Peter Hellegers, AICP  
City Planner  
City of South St. Paul  
125 Third Avenue North  
South St. Paul, Minnesota 55075  
FAX 651-554-3211  
peter.hellegers@southstpaul.org

RE: Twin City Tanning Collagen Room Addition & Odor Management

Dear Mr. Hellegers,

The proposed 5,000 sq ft. Collagen Room Addition will be refrigerated; maintained at 55°-60°F for storage and processing collagen. The interior space will be provided with a self-contained air scrubber that will clean the odors from the air within the space. The cleaning will be via water washing and filter media that is selected to remove ammonia and hydrogen sulfide vented from two rotating processing drums. This air circulation system will clean the air and return it back into the processing room. There will be no exhaust from the collagen room, therefore, there will be no odors exhausted. All the cleaned air will remain inside the Collagen Room Addition.

Please see the attached process schematic that illustrates the planned collagen storage and processing. The schematic includes the planned "Room-Air Filter" servicing the two rotating process drums. The rotating drums will discharge water that is used during the collagen processing. The discharged water will be routed to a sump and will be pumped to the existing tannery waste water treatment system prior to being discharged to the sewer system. The collagen process water will not increase the odors from the existing water treatment system.

To further act on Twin City Tanning's odor management strategy, the existing hydrogen sulfide scrubber will be rejuvenated to return it to the original design, which is two stages of air scrubbing and 15,000 cubic feet per minute exhaust capacity. The Tannery's existing exhaust system will be upgraded to include control valves that will optimize process venting from the existing tanning operations.

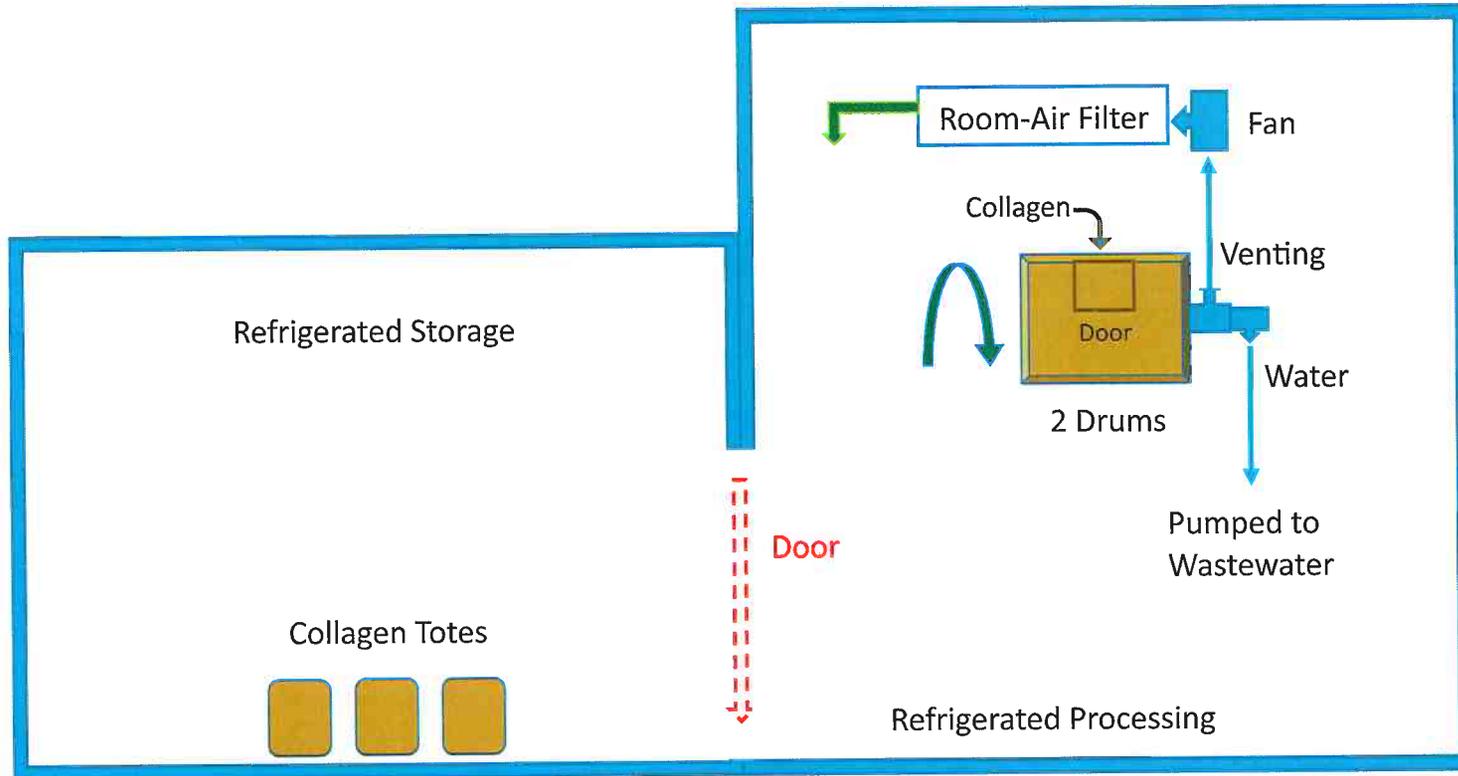
The rejuvenated scrubber and control valves will reduce overall Tannery odor emissions by 1/3<sup>rd</sup>.

Respectfully submitted,

Charles M. McGinley, P.E.

# Twin City Tanning Processing Addition

No Exhaust – No Odor



|  |   |                                   |
|--|---|-----------------------------------|
| Planning Commission Meeting Date:<br><br><b>Wednesday, September 7, 2016</b> | <br><b>City of South St. Paul</b><br><b>Planning Commission Report</b> | PC Agenda Item:<br><br><b>3.E</b> |
|--|---|-----------------------------------|

|   |  |                          |
|---|--|--------------------------|
| <b>Project Name:</b>                        | <b>Twin City Tanning Building Addition</b>   |                          |
| <b>Site Address:</b>                        | 501 Malden St.   | <b>PID:</b> 360340001021 |
| <b>Applicant:</b>                           | Gunderson Construction (on behalf of Twin City Tanning)  |                          |
| <b>Request:</b>                             | Consider the request for a variance for a proposed 6,254 s.f. building addition  |                          |
| <b>Proceeding:</b>                          | Public Hearing / Planning Commission Recommendation  |                          |
| <b>Tentative City Council Meeting Date:</b> | September 19, 2016   |                          |
| <b>Deadline:</b>                            | <b>October 7, 2016*</b><br><small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small> |                          |
| <b>Exhibits:</b>                            | A. Location Map, previous approvals<br>B. <del>Correspondence from neighboring property owners (None)</del><br>C. Materials submitted by the applicant   |                          |

**BACKGROUND**

Twin City Tanning is proposing a 6,254 square foot addition to the southwest side of their existing building. The proposed addition would allow them to maintain an existing collagen operation that they have in the existing building but the building does not have the required clearance heights. The proposed addition would be 17.6 feet from the property line and thus would require a variance of 12.4 feet from the Industrial District setback requirements. In addition to the proposed addition the applicants are also proposing to build a 23 space parking lot at the southwest corner of the property that would replace parking currently in the area of the proposed addition. The proposed parking lot would require a setback variance for the southeasterly spaces.

| Subject Property Site Data  |  |
|-----------------------------|--|
| <b>Future Land Use Plan</b> | Light Industrial ("494 Corridor")  |
| <b>Existing Land Use</b>    | Industrial   |
| <b>Zoning</b>               | I: Industrial  |
| <b>Property Size</b>        | 6.16 acres (268,330 total square feet)                                     |
| <b>Topography</b>           | Generally flat, slight amount of slope from Malden Street down to property |

**ZONING SUMMARY:**

| <b>Bulk Requirements</b>                          | <b>Required</b>     | <b>Existing</b> | <b>Proposed</b> |
|---|---------------------|-----------------|-----------------|
| Setbacks:   |                     |                 |                 |
| Front yard  | 30 ft.              | 27.3 ft         | 17.6 ft         |
| Side yard (east/west)                             | 20 ft.              | 0 ft            | N/A             |
| Rear yard   | 20 ft.              | 0 ft            | N/A             |
| Building Height: (access. bldg.)                  | 35 ft max (w/o CUP) | 23 ft. appx.    | 26 ft           |
| <b>Site Design</b>                                | <b>Required</b>     | <b>Existing</b> | <b>Proposed</b> |
| Parking Standards:                                |                     |                 |                 |
| Parking stalls                                    | Appx. 43-59         | 23*             | 23              |
| Accessible parking stalls                         | 2-3                 | 1?              | ?**             |
| Parking Setbacks – to street-side property lines: | 20                  | 20              | 0               |
| Exterior Building Materials:                      |                     |                 |                 |
| <b>Other Critical Zoning Items</b>                |                     |                 |                 |
| Floodplain  |                     | Yes             |                 |
| Shoreland   |                     | No              |                 |
| MNRRRA  |                     | Yes             |                 |
| Utility easements                                 |                     | No              |                 |

*\*The existing parking lot has a space for car parking that generally accommodates 23 vehicles. Approximately the same number of cars park in the end of the Malden Street right of way which acts as another makeshift parking lot. It appears that some cars park in the large paved truck area near the existing parking lot.*

*\*\*ADA accessible parking spaces need to be striped and signed and include the required access aisle space. One space is required for parking lots with 25 spaces or less, 26 or more would require 2 accessible spaces, 51 would require 3.*

**EVALUATION OF THE REQUEST**

**A. VARIANCE**

Following are standards from the City's Zoning Code that apply to specifically to the application.

**1. Zoning / Land Use**

The property is guided for light industrial and is part of the "494 Corridor" which stresses an importance on aesthetics, reduced exterior storage, and commercial or light industrial uses representative of the positive development within the BridgePoint area over the last decade.

The property is zoned I: Industrial which allows manufacturing inside of a building as a permitted use. The building has some non-conforming setbacks but Code will allow additions to such structures provided the additions are consistent with Code (or they obtain variances to be deemed consistent). The property is not protected by the levee/floodwall and while over 2,200 feet away

from the river it may be subject to some flooding. The development will need to be consistent with the City's floodplain ordinance. There also is a fair amount of exterior storage just west of the building and east of the drive lane that would need to be removed.

2. Exterior materials

The exterior on the plans shows a precast concrete wall and some windows on the proposed addition. While the addition is under the size to be required to follow the architectural standards, the location in the "494 Corridor" and surrounding development highlight the need to review the aesthetics. Windows on the south side (street frontage) and architectural elements such as banding or texture variation are recommended.

3. Parking/Parking Surfaces

The City Code states that parking surfaces be paved and include curbing. The proposed parking lot is bituminous and is shown with curbing and gutter. Drainage from the parking lot would outlet to the landscaped area to the northwest. Parking for the use is currently in the area of the proposed addition and the dead end of Malden/Maltby functions as a second parking lot area which cannot be used toward parking requirements since it is in the right-of-way. Functionally there should be little impact to the parking situation as the displaced parking spaces would be replaced and the existing parking would continue out in the street. However, since Code considers the parking spaces on the property the City should consider "proof of parking" in the area north of the proposed parking lot where additional parking could be accommodated.

In addition the plans show a 6-foot sidewalk in the Malden Street right-of-way to connect the proposed parking with the front of the TCT building addition. Since this is a private sidewalk it should be kept within the property lines to prevent confusion that it is a public sidewalk. The large existing concrete driveway apron near the proposed parking lot will also need to be removed.

4. Odors

The proposed addition would be refrigerated space to accommodate an additional process to the collagen processing that TCT currently handles at the site. The process does not involve any burning/cooking and would only have odors when the drums where the materials are stored would be opened. The applicants had St. Croix Sensory and American Engineering Testing to monitor the odor from the process. Air handling/filtering systems in the new refrigerated areas will have filters that will limit potential release of odors and those filters will need occasional replacement.

5. Correspondence from Neighboring Property Owners

Staff had not received any correspondence from neighboring property owners prior to the writing of this report.

6. Variations Proposed in the Application

The City's Zoning Code (Sec. 118-129) requires a front yard setback of 30 feet where the proposed addition has only 17.6 feet leaving a variance of 12.4 feet. Parking setbacks of 20 feet are required from property lines for any frontage on a street. Also of note; parking required for an industrial building of this size would be 43-59 parking spaces where only 23 spaces are provided. The applicant will need to either construct additional off-street parking for up to an additional 36 parking spaces within the property lines or show proof of parking for the same number of spaces. ADA parking spaces will be required and will need to be signed and striped accordingly.

7. Variance Findings

In variance cases the City is required to make findings in regard to practical difficulties as used in connection with the granting of a variance as defined by State Statute 462.357, subd. 6 and in City Code Section 118-39. The City must make the following findings in considering approval of a variance:

- a. *The variance is in harmony with the general purpose and intent of the ordinance*
- b. *The terms of the variance are consistent with the Comprehensive Plan, and*
- c. *The applicant for the variance establishes that there are practical difficulties in complying with the ordinance. (Economic considerations alone do not constitute practical difficulties). Practical difficulties as used in connection with the granting of a variance means that:*
  - i. *The property owner proposes to utilize the property in a reasonable manner.*
  - ii. *The plight of the property owner is due to circumstances unique to the property that were not created by the property owner, and*
  - iii. *The variance will not alter the essential character of the neighborhood.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, and as an existing building has adequate ingress and egress.

**ALTERNATIVES**

**The Planning Commission has the following actions available on the proposed application:**

A. **Approval.** If the Planning Commission has review the application and determined that the application is consistent with the Variance findings (see p. 4 of this report) and the Conditional Use Permit findings (see p.5 of this report), then staff would recommend the following conditions for a *recommendation* for approval:

- **(Step 1) Findings:** The Planning Commission would need to include findings (see the section above) that the proposed Variance would not have an adverse impact on other properties and the general area or that potential impacts would be mitigated through specific conditions. Additionally, the Commission would need to include findings for the Variances to consider whether there is practical difficulty that would apply.
- **(Step 2) Recommendation for Approval:** Approval of the **Variances** of 12.5 feet for a front yard setback for the building, and 20-feet for the parking lot setback for the property located at 501 Malden Street, subject to the following conditions:

1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:

- a) **Application / Narrative (Pope Architects) dated 08/08/2016**
- b) **Site, Building and Landscape Plans (Pope/Loucks) dated 08/08/2016**

2) **Building Permits Required.** Building permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.

3) **Parking and ADA Accessible Parking.** The applicant shall stripe the parking spaces and shall sign and stripe the parking lot to provide ADA accessible parking spaces at the building site.

4) **Revised Landscaping Plans.** The applicant shall submit revised landscaping plans to ensure that the landscaping does not encroach on the corner visibility area.

5) **Screening.** Dumpsters shall be screened in accordance with City Code, such screening is subject to the review and approval of the City Planner.

6) **Remove Exterior Storage.** The applicant shall remove the exterior storage just west of the existing building, east of the drive lane, and north of the proposed addition.

7) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.

8) **Termination of the Variances.** The Variance will terminate if improvements have not substantially begun within 1-year from the date of approval of the Variances. The violation of any condition of approval shall terminate the Variances.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

- o **Recommendation for Denial:** Denial of the proposed **Variiances** for the property located at 501 Malden Street for the following reasons:

1) \_\_\_\_\_

**STAFF RECOMMENDATION**

Staff recommends **approval** of the proposed Variances for the property located at 501 Malden Street subject to the conditions listed in this report.

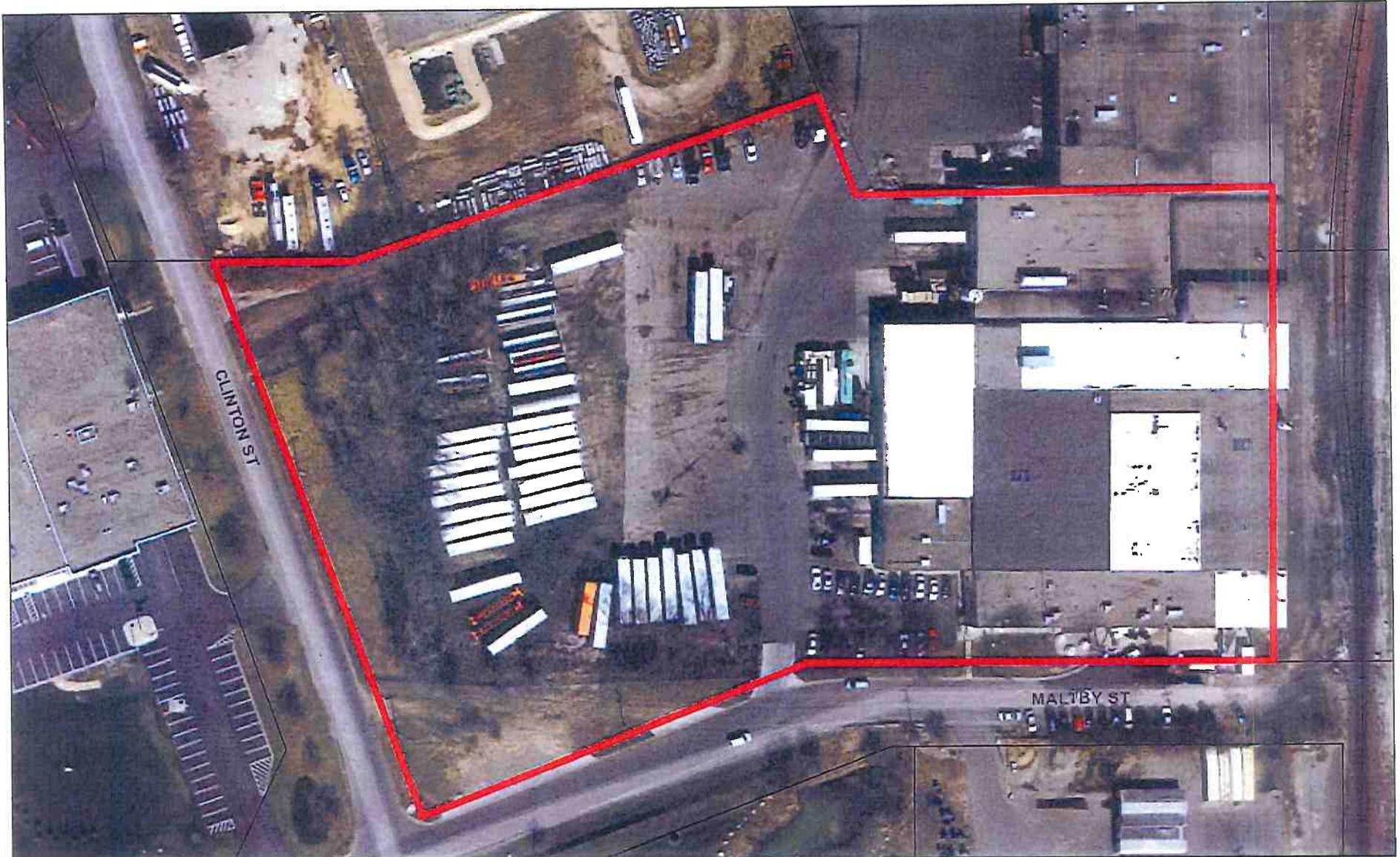
Respectfully Submitted,

*Peter Hellegers*

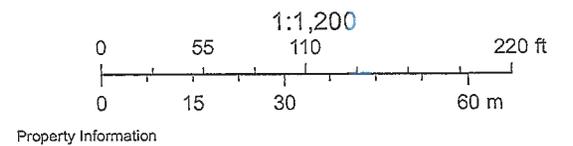
Peter Hellegers, City Planner



# 501 Malden St



September 1, 2016



# 501 Malden St



03/15/2015

A3

August 08, 2016



City of South St. Paul

125 Third Avenue North

South St. Paul, MN 55075

Re: S.B. Foot Tanning Co. Processing Addition Variance Request

S.B. Foot Tanning is requesting a building setback variance for their new 6,254 sq. ft. collagen processing addition. The proposed addition is to be built adjacent to the southwest corner of the existing building along Maltby / Malden Street to the south. The project will also include a new entrance vestibule for the existing offices, and replacement of employee parking that will be lost with the new addition.

The existing building is approximately 27.3' from the south property line along Maltby / Malden Street. The owner is requesting that the new addition be granted a variance for a 17.6' setback (a difference of 2.4' from the existing setback) from the south property line, along the length of the new addition.

We believe the proposed variance is consistent with the standard for granting a variance, as outlined in City Code section 118-39. The variance is in harmony with the general purpose and intent of the ordinance.

The terms of the variance are consistent with the Comprehensive Plan; the use of the new addition will enhance & improve the existing industrial use on the site, and represents the first of many future enhancements planned for this facility.

The existing building and site have created practical difficulties in complying with the ordinance;

1. The addition is located in the only logical place to support & expand the owner's existing activities; we have reviewed many other options, but without this addition the owner will lose this key business growth opportunity to a competitor somewhere outside of Minnesota.
2. The collagen processing activities that will occur within the addition have an internal clearance requirement that will create a building that is taller than the existing facility. The height difference will create significant snow loading on the existing structure, which would require extensive alterations to the existing building that are cost prohibitive, and would also disrupt the owner's current operations significantly.
3. The collagen processing addition footprint is situated on the site to maximize the efficiency of the owner's business.

The requested setback variance does not alter the essential character of the neighborhood, and in face the new building addition will serve to improve the aesthetics of the facility as well as provide improvements to the site that will be a benefit to the City and the owner.

**POPE ARCHITECTS, INC.**

1295 BANDANA BOULEVARD N, SUITE 200  
ST. PAUL, MN 55108-2735  
(651) 642-9200 | FAX (651) 642-1101

[www.popearch.com](http://www.popearch.com)











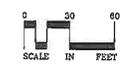
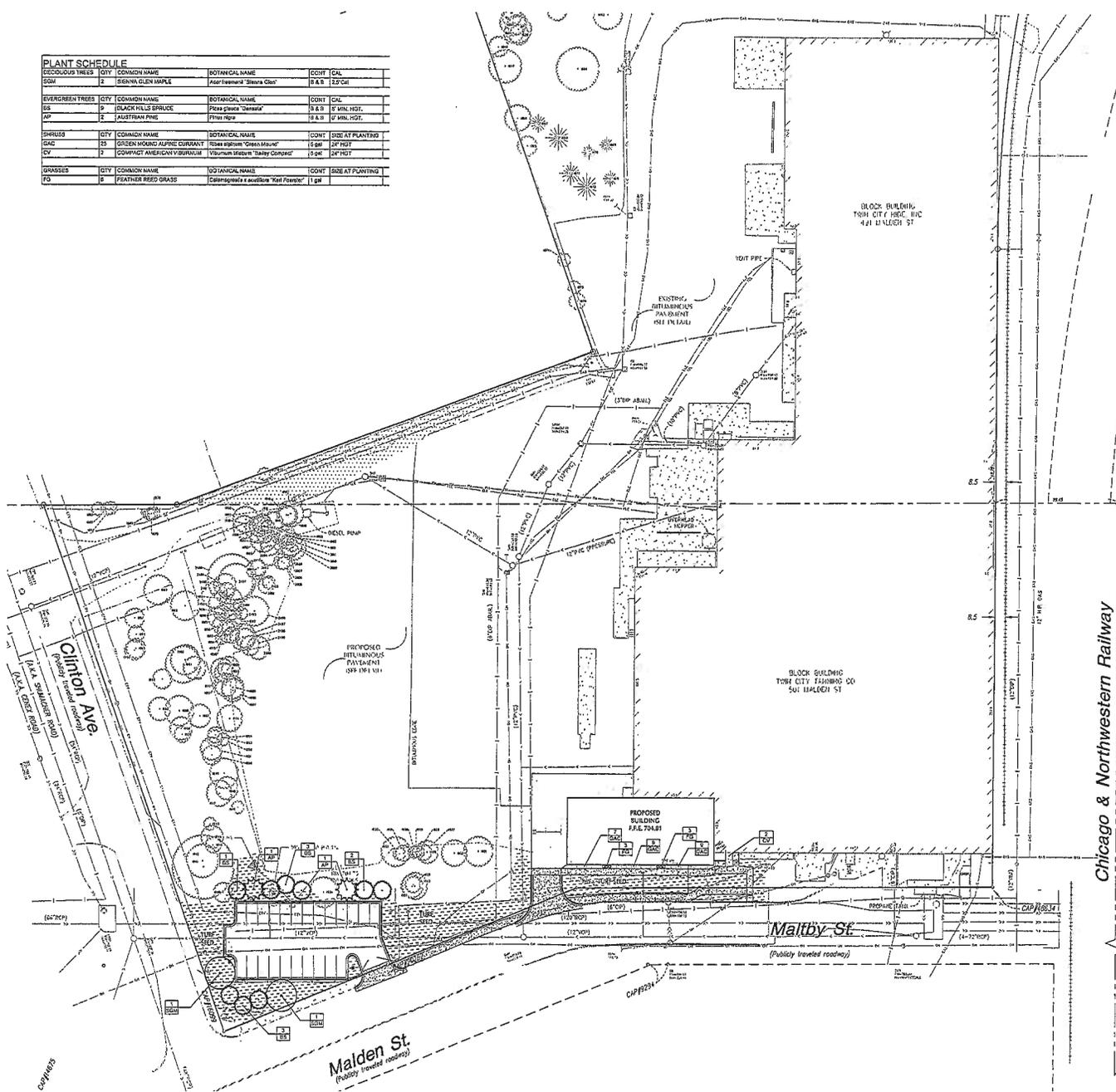








| PLANT SCHEDULE  |             |                           |                                       |                  |              |
|-----------------|-------------|---------------------------|---------------------------------------|------------------|--------------|
| ECOLOGICAL TREE | QTY         | COMMON NAME               | BOTANICAL NAME                        | CONT.            | CALL         |
| SQM             | 2           | BENNA GLEN MAPLE          | Acer Freemanii "Benna Glen"           | 8 & 8            | 25' Cal      |
| EVERGREEN TREES |             |                           |                                       |                  |              |
| CITY            | COMMON NAME | BOTANICAL NAME            | CONT.                                 | CALL             |              |
| BS              | 5           | BLACK HILLS SPRUCE        | Picea prostrata "Densata"             | 8 & 8            | 8' MIN. HGT. |
| AP              | 2           | AUSTRIAN PINE             | Pinus Nipa                            | 8 & 8            | 8' MIN. HGT. |
| SHRUBS          |             |                           |                                       |                  |              |
| CITY            | COMMON NAME | BOTANICAL NAME            | CONT.                                 | SIZE AT PLANTING |              |
| GAG             | 25          | GREEN HOOD ALPINE CURBANT | Ribes alpinum "Green Hood"            | 16 gal           | 24" HGT      |
| CT              | 2           | COMPACT AMERICAN YEWBURN  | Yewburn nana "Misty Clump"            | 12 gal           | 24" HGT      |
| GRASSES         |             |                           |                                       |                  |              |
| CITY            | COMMON NAME | BOTANICAL NAME            | CONT.                                 | SIZE AT PLANTING |              |
| FD              | 5           | FEATHER REED GRASS        | Calamagrostis Aleutica "Soft Feather" | 1.0m             |              |



**GENERAL NOTES**

CONTRACTOR SHALL NOT SEE PRIOR TO SUBMITTING AID. HE SHALL VISIT THE SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LOCUS AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN OR INTEREST OF THE PROJECT'S CLIENT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES, CURBOUTLETS, SEALS, TREES, LIVING AND THE EXISTING EXTERIOR FINISHES. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GROUND UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION (MANUAL INSTALLATION REQUIRED MINIMUM 18" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE Labeled SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

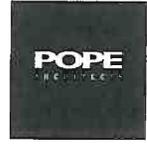
EXISTING CONTROLS, TRAILS, VENTILATION, CURBOUTLETS AND OTHER EXISTING UTILITIES BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHER. CONTRACTOR SHALL VERIFY ANY AND ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKWAYS, TRAILS AND ROADS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MAINTAIN THE BEHAVIOR AND DRAINAGE. ANY CHANGE BY ADJUSTMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

**IRRIGATION/WATERING NOTES**

IRRIGATION IS NOT PLANNED FOR THIS SITE. FOR THE HEALTH AND SURVIVAL OF ALL PROPOSED PLANTINGS, REGULAR WATERING OF THE PLANTINGS IS RECOMMENDED.

FOR ESTABLISHMENT OF PLANTINGS, THE CONTRACTOR IS TO REGULARLY WATER NEWLY INSTALLED PLANTINGS DURING THE CONSTRUCTION CONTRACTOR TO PROVIDE OWNERS WITH WATERING RECOMMENDATIONS OR WATERING CONTRACT FOR THE 1 YEAR WARRANTY PERIOD.



POPE ARCHITECTS, INC.  
1326 SANDHILL ROAD SUITE 200  
ST. PAUL, MN 55108-3735  
612.643.8200 | FAX 612.643.1103  
www.popearch.com



S.B. FOOT TANNING CO.  
PROCESSING ADDITION  
SOUTH ST. PAUL, MN

NOT FOR CONSTRUCTION - FOR REFERENCE ONLY

**LANDSCAPE PLAN**

- 1. CITY SUBMITTAL 07/28/16
- 2. CITY SUBMITTAL 07/28/16
- 3. CITY SUBMITTAL 08/08/16

|             |             |
|-------------|-------------|
| Project No. | 4591        |
| Date        |             |
| Scale       | 7/25-1/67/3 |
| Author      | DDL         |
| Checker     | DDL         |
| Shade       | DDL         |
| SHEET       |             |

CALL BEFORE YOU DIG  

**Gopher State One Call**  
 THIS CITY AREA: 612-643-8200  
 TOLL FREE: 1-800-332-1683

**WARNING:**  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND COLOR INDICATION OF LINES.  
 THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 612-643-8200 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATION OF ALL UNDERGROUND WIRE, CABLE, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER SIZED STRUCTURES BEFORE



## COUNCIL WORKSESSION REPORT

DATE: SEPTEMBER 26, 2016

DEPARTMENT: Community Development - Planning

ADMINISTRATOR: SPK

3

### AGENDA ITEM: Danner PUD/IUP for development of the vacant parcel on Verderosa Ave.

#### **ACTION TO BE CONSIDERED:**

Review and discuss

#### **OVERVIEW:**

The City received plans from Danner, Inc. which would relocate their operation to a vacant 6.8-acre property on Verderosa Avenue. This relocation would make way for the sale and redevelopment of the current 30 acre Danner site at 843 Hardman Avenue. The Verderosa site has extensive soil contamination that will need to be remediated to accommodate building at that location. Danner would build a building with a 16,000 s.f. building with gas and diesel sales on the western 1/3 of the property and would leave the eastern 2/3 of the property for exterior storage and a temporary concrete/rock crushing use. This item was previously reviewed at a City Council work session on August 8<sup>th</sup>.

#### **DEVELOPMENT CONCEPT:**

The development concept would have a 16,000 square foot building footprint (with 3,000 s.f. basement for storage) on the west 265 feet of the property in the area behind the Pomp's Tire building. The north side of the building would have a fuel island with gas pumps catering to pickups and passenger vehicles while the east side of the building would have a larger diesel canopy to serve large trucks. The remaining 5 acres of property to the east would be exterior storage including storage for vehicles and stockpiling and concrete crushing. The stockpiling and crushing operations are temporary and would be governed by a 4-year IUP.

#### **COMPREHENSIVE PLAN – PLANNED FUTURE LAND USE:**

The Comprehensive Plan shows the area as guided Industrial but also within the 494 Corridor Area where emphasis was placed on improving aesthetics, uses, and decreasing exterior storage for the area which most visible from 494. The proposed land use if allowed to remain as just the applicant's building and storage area would have a majority of the site as exterior storage which is inconsistent with the future land use guided for the property. However, as mentioned above the applicant is proposing that the stockpiling and rock crushing operations would be there for a 4-year term which is the amount of time necessary to crush the concrete material pulled from the site and stockpile the fill material necessary for remediation of the site. Additionally, the applicant has indicated that their interest is seeing the eastern portion of the property developed as well so they would not want to have the storage uses there in perpetuity either. Provided that the eastern 2/3 of the property is developed and is not left as exterior storage then the uses of the property should be consistent with the Comprehensive Plan.

#### **ZONING / SUBDIVISION CONSIDERATIONS:**

Staff met with the applicant a few times about development of the site and the application process. Staff's recommendation is that the application be handled through a PUD for overall

development of the site and an IUP for the temporary rock-crushing operation. The initial application and narrative referenced the CUP/IUP process and apparently had not been updated. The applicant has submitted a revised narrative and some references on the site plan to provide a better indication of the location for uses on the eastern 2/3 of the property.

Here are the underlying zoning issues that would be addressed through the PUD/IUP:

- (PUD/IUP) - The property is zoned I: Industrial. Exterior storage and exterior processing are listed as conditional uses for certain properties south of 494 but are not permitted uses north of 494 (except for exterior storage and processing of wood chips – that is a conditional use throughout the Industrial zone). However the following is listed as a conditional use: “temporary on-site rock crushing operation when used for surcharging the land as an integral part of a land reclamation plan approved by the City Engineer.”
- (PUD) - The use of the building would fall under truck/vehicle repair and office space. Vehicle repair is a conditional use in the Industrial district and office is a permitted use.
- (PUD) - Truck stops (truck fueling station) are a conditional use in the Industrial district.
- (PUD) - If developed on its own the proposed building would cover approximately 6% of the site where the recently approved minimum FAR would call for 20%. If the property is divided into thirds it could accommodate two other similarly sized parcels with space to develop two other similarly sized buildings which would bring the overall development site close to the minimum FAR.
- (PUD/Plat) – The property should be platted to allow for the development of the eastern 2/3 of the property
- (PUD) - Danner states that initially the surface for the exterior storage area would be dirt, etc. but eventually the surface would be paved.
- (PUD) - Screening of exterior storage – the applicant is proposing to screen the exterior storage area with a wood privacy fence along the Verderosa side (north) of the property and would use coniferous trees (mostly Arborvitaes) along the south property line abutting the ramp to 494.

**OTHER CONSIDERATIONS:**

The City’s Pedestrian and Bicycle Master Plan looked at the possibility of having another sidewalk/trail connection via Verderosa Avenue to connect Hardman Avenue back to the DNR boat launch site. Staff recommends that the City work with the developer of the site to reserve the right to extend a trail in front of this space and the Pomp’s space on the south side of Verderosa and then connecting back to the trail extension to the 494 bridge. An easement along the far eastern side of the property may be necessary as the remaining ROW along that side is quite limited. The new trail connection would cross Verderosa at the intersection of Hardman / Verderosa and then again at the existing crossing of Verderosa for the trail connection to the 494 bridge.

**PLANNING COMMISSION RECOMMENDATION:**

The application was considered and recommended for approval (6-0) at the September 7, 2016 Planning Commission. The Planning Commissioners had questions about the process and the term of the IUP noting that the IUP on the applicant’s existing site had been extended several times. The applicant noted that they feel they can get the work done in 4 years and that they want the

eastern 2/3 of the property to be developed as well. The questions that staff posed about the development proposal are mainly related to the eastern 2/3 of the property where the plans have not yet been developed. The PUD process would include conditions to require the applicant to come back to the City for approval of the Civil, Landscaping, and Stormwater plans which should address those concerns.

**TIMELINE & SCHEDULE:**

The applicant has indicated that the scheduled closing for the property is to occur on October 5<sup>th</sup> and that they need to get through the approval process prior to that point. The tentative City Council meeting for this item is October 3, 2016 which should still allow that to occur.

**SOURCE OF FUNDS:**

N/A

To City Council Members,

We are requesting a PUD for redevelopment of the site at 600 Verderosa Avenue including the exterior storage of equipment, trucks and a fueling station and an IUP for a 4-year temporary rock/concrete crushing use.

We need this application to be considered at the September Council meeting so that we can close on the property by October 5<sup>th</sup>. We are currently in the process of selling our property at 843 Hardman Avenue to be redeveloped and are requesting the PUD to accommodate our use on the Verderosa site.

We are planning on a 15,600 sft prefabricated building for garage/shop area and a 3600 sft office space. The building will consist of concrete with brick and glass on the front of the building facing the street. At this time the building will be smaller than the 20% minimum size for the property, in the future we are planning to parcel it off to be able to have development on the into 3 parcels.

Clean up will consist of digging down whatever is needed and filling in with the material that will be on site (class 5 and sand). We will have to import and stockpile more material on the site before we start to remove the material. Phase 1 environmental study has already been done and a Phase 2 study is being done the week of September 20, 2016. When we have those results we will present to it to South St Paul City Council.

Phase 1: We will submit plans for the clean-up of the site and beginning clean-up/construction in the spring with the western portion of the site for the building. We will also haul in and stockpile material to be used at a later date.

Phase 2: Start or complete building for garage and office space and prep site around for future landscaping, storing equipment, trucks, etc.

Phase 3: Clean-up eastern portion for future development.

We will need the PUD to follow these phases due to the cost to redevelop the site due to the soil correction.

We will be placing the crusher and the screener on the eastern portion of the site at the beginning of the phase. We will also stockpile black dirt (BD), Class 5 (C5), Sand (S) and concrete rubble (Conc). We will eventually move those stockpiles so we can clean up the eastern portion when the middle portion is cleaned up. Our stockpiles will be no more than 35'.

Phase 4: We will clean up the eastern section for future development/building.

We will temporarily store trucks and heavy equipment on the eastern section until we can clean-up the western & middle sections for permanent storage.

We will also be building a 4-10' wall along the walking path with a 6' fence on top of the wall for more security.

The storm water and the landscaping will be figured out at a later time. Some landscaping will be done as the sections are complete. The storm water will need to be figured out after the site is cleaned-up and complete.

We would ask if we could send revised civil, storm water and landscaping plans to be reviewed and submitted later this fall.

The signage would be the same as on the existing property.  
I hope this gives you a little better idea of what I plan on doing on the property.

I will be glad to answer any more questions.

Sincerely,

Marley Danner



|  |   |                                   |
|--|---|-----------------------------------|
| Planning Commission Meeting Date:<br><br><b>Wednesday, September 7, 2016</b> | <br><b>City of South St. Paul</b><br><b>Planning Commission Report</b> | PC Agenda Item:<br><br><b>3.D</b> |
|--|---|-----------------------------------|

|   |   |  |
|---|---|--|
| <b>Project Name:</b>                        | <b>Danner, Inc. - Verderosa</b>   |  |
| <b>Site Address:</b>                        | 600 Verderosa (also shown as 587 Verderosa)   | <b>PID's:</b> 360260025020<br>360260062017<br>360260065010 |
| <b>Applicant:</b>                           | Danner Family Limited Partnership   |  |
| <b>Request:</b>                             | Consider the request for variances for minimum building size, conditional use permits for gas/diesel station and exterior storage, and an Interim Use Permit for temporary rock crushing operation  |  |
| <b>Proceeding:</b>                          | Public Hearing / Planning Commission Recommendation   |  |
| <b>Tentative City Council Meeting Date:</b> | September 19, 2016  |  |
| <b>Deadline:</b>                            | <b>October 11, 2016*</b><br><small>*The City must act on this request by this 60-day review period deadline unless the city provides the applicant with written reasons for why additional time, up to a maximum of 120 days, is required. The City may extend the review period beyond the 120 days but only with the applicant's consent.</small> |  |
| <b>Exhibits:</b>                            | A. Location Map, previous approvals<br>B. <del>Correspondence from neighboring property owners</del> (None)<br>C. Materials submitted by the applicant  |  |

**BACKGROUND**

| Surrounding Area            |   |               |                                  |
|-----------------------------|---|---------------|----------------------------------|
| Direction                   | Future Land Use Plan                                | Zoning        | Existing Land Use                |
| North                       | Light Industrial ("494 Corridor")                   | I: Industrial | Light Industrial: United Rentals |
| South                       | Interstate 494                                      | N/A           | Interstate 494                   |
| East                        | River / trail                                       | N/A           | River / trail                    |
| West                        | Light Industrial ("494 Corridor")                   | I: Industrial | Light Industrial: Pomp's         |
| Subject Property Site Data  |   |               |                                  |
| <b>Future Land Use Plan</b> | Light Industrial ("494 Corridor")                   |               |                                  |
| <b>Existing Land Use</b>    | Vacant  |               |                                  |
| <b>Zoning</b>               | I: Industrial                                       |               |                                  |
| <b>Property Size</b>        | 9.25 acres [effectively 6.81 acres] - (296,576 s.f) |               |                                  |
| <b>Topography</b>           | Moderate slope                                      |               |                                  |

**ZONING SUMMARY:**

| <b>Bulk Requirements</b>           | <b>Required</b>  | <b>Proposed</b>               |
|------------------------------------|--|-------------------------------|
| <b>Setbacks:</b>                   |  |                               |
| Front yard                         | 30 ft.   | 80 ft<br>50 ft to fuel canopy |
| Side yard (east/west)              | 20 ft.   | 67 ft.                        |
| Rear yard                          | 20 ft.   | N/A                           |
| Building Height: (access. bldg.)   | 35 ft max (w/o CUP)  | 25.66 ft                      |
| <b>Site Design</b>                 | <b>Required</b>  | <b>Proposed</b>               |
| <b>Parking Standards:</b>          |  |                               |
| Parking stalls                     | 61   | 61*                           |
| Accessible parking stalls          | 1**  | 2                             |
| <b>Parking Setbacks:</b>           |  |                               |
| Street-side                        | 20   | 20                            |
| Interior side                      | 10   | 10                            |
| Exterior Building Materials:       | Precast concrete – painted banding, brick veneer accent on street side, windows primarily on office area but shown throughout. |                               |
| <b>Other Critical Zoning Items</b> |  |                               |
| Floodplain                         | No (behind levee)  |                               |
| Shoreland                          | Yes  |                               |
| MNRRRA                             | Yes  |                               |
| Utility easements                  | No   |                               |

*\*The plan notes that 37 of the service staging stalls are provided in the exterior storage area which would not meet the City Code for approved hard surface parking area.*

*\*\*ADA accessible parking spaces need to be striped and signed and include the required access aisle space. One space is required for parking lots with 25 spaces or less, 26 or more would require 2 accessible spaces.*

**EVALUATION OF THE REQUEST**

The applicant is proposing to relocate their operation from 843 Hardman Avenue to the undeveloped site at 600 Verderosa. The proposal would require extensive soil remediation which would occur in phases going from west to east. The western portion of the property would accommodate a 19,317 square foot building including approximately 3,500 square feet of office space. The building would include truck service and would have a lower level parts storage area under the office space. In addition, the western portion of the property would include fueling stations for gas and diesel. The building would face north toward Verderosa Avenue. The eastern portion of the property would be a screened exterior storage area and would also house a temporary concrete crushing operation and stockpiling. The concrete crushing and stockpiling would coincide with the removal of concrete material currently buried on a portion of the site which would then be crushed on site. The concrete crushing and stockpiling is anticipated to last for 4 years. Screening would be provided by either fences or trees depending on the location.

## A. VARIANCE/ CONDITIONAL USE PERMIT/ INTERIM USE PERMIT

Following are standards from the City's Zoning Code that apply to specifically to the application.

### 1. Zoning / Land Use

The property is guided for light industrial and is part of the "494 Corridor" which stresses an importance on aesthetics, reduced exterior storage, and commercial or light industrial uses representative of the positive development within the BridgePoint area over the last decade. The proposed repair use could be considered light industrial but the exterior storage, concrete crushing, and stockpiling run counter to the goals of the "494 Corridor". The site is tucked up against the Interstate 494 right of way which is significantly higher than the site and may help to hide the site to an extent except where traffic exits for Hardman Avenue which would look right into the back of the site. The applicant has proposed a mixture of fence and coniferous trees to help screen the site.

The property is zoned I: Industrial which allows office as a Permitted Use, truck and vehicle repair as a Conditional Use, and exterior storage as a Conditional Use, and temporary on-site rock crushing (when used for surcharging the land as an integral part of a land reclamation approved by the City Engineer) as a Conditional Use.

Another zoning issue is the size of the building which at just over 19,000 square feet is only 6.5% of the usable parcel size (6.86 acres) where the Code would require a minimum building size of approximately 60,000 square feet. Since the concrete crushing and stockpiling on the eastern portion of the site are interim uses it is possible that portion of the site could eventually be developed using similar size site to that of the proposed repair building then there should be space to accommodate an additional 1-2 principal buildings. If that were to occur, it would bring the building coverage on the site to be consistent with Code requirements otherwise a significant variance for minimum building size would be required and findings to support the variance would be needed. Additionally, platting the property to accommodate development on the site as 2-3 parcels would also be advisable.

### 2. Exterior materials

The exterior on the plans shows precast concrete with painted banding as the primary building material. The building design includes a brick veneer on the front face of the building facing Verderosa Avenue and also has many windows on that side of the building. Windows are also used on the east and west sides of the building in the truck service area. A metal canopy is used as an accent material around the entries to the office areas.

3. Parking/Parking Surfaces / Stormwater Treatment

The site plan shows 24 designated parking spaces while the notes indicate that another 37 spaces would be in the exterior storage area. Unfortunately, those are not shown on the plan but there certainly is space to accommodate them. There is also additional space around the building, along the fence line and elsewhere on the developed portion of the site to provide more parking while allowing space for future redevelopment of the land further east on the site. The civil plans will need to be revised to show the location of the parking or "proof of parking" along with surfaces and landscape islands.

The City Code states that parking surfaces be paved and include curbing. The narrative indicates that the exterior storage area would be bituminous (which would be consistent with exterior storage requirements for surfaced area) however the plans do not show that the parking lot would be bituminous (just assumed), where curbing is located, landscaped planting islands and how stormwater treatment would be handled. If over 1 acre of impervious is disturbed with the development (which appears to be the case) then stormwater ponding or alternative means would be required for dealing with the stormwater.

Revised civil plans would be required showing the parking lot area and stormwater treatments. These plans will be subject to the review and approval of the City Engineer.

4. Odors

The proposed use as a truck repair facility with exterior storage is not expected to create odors which would impact the area. It is not known whether excavation would release odors due to the history of the site as a location of ponch manure from the former meat packing plants, but those odors would occur due to the excavation no matter what the end use would be.

5. Building Design and Architectural Standards / Height Requirements

The proposed building is predominantly precast concrete with some painted banding and some brick veneer and glass on the front face of the building. Additional windows are shown on the east and west sides of the building providing some natural light into the space and helping to break up the look of the building. The overhead doors for the service area are on the east and west sides so they do not face the street. The site also has a metal fuel service canopy in front of the building for the gas fueling area and diesel fueling canopy to the east side of the building.

Industrial district requirements call for no structure to exceed 35 feet without a Conditional Use Permit. The proposed building would be no taller than 26 feet. The site is also in the MNRRA/MRCCA overlay zone area and the height requirement of 35 feet would also need to be adhered to for the stockpiling proposed on the eastern portion of the site.

6. Correspondence from Neighboring Property Owners

Staff had not received any correspondence from neighboring property owners prior to the writing of this report.

7. Landscaping

Landscaping standards for the Industrial district require at least 15% of the site to be landscaped. The landscaping plan and impervious area, mentioned earlier are incomplete. Revised landscaping and civil plans will be required. A list of landscape plantings has been included that shows a mixture of deciduous and coniferous trees show planted around the site. Generally, the south side of the site, facing 494, would include coniferous trees which would serve the dual purpose of landscaping and also screening the exterior storage area.

8. Variances Proposed in the Application

Minimum building size of 20% of the site is required where the application contemplates only 6.5%, a variance of 13.5% from the standard for the Industrial District.

9. Variance Findings

In variance cases the City is required to make findings in regard to practical difficulties as used in connection with the granting of a variance as defined by State Statute 462.357, subd. 6 and in City Code Section 118-39. The City must make the following findings in considering approval of a variance:

- a. *The variance is in harmony with the general purpose and intent of the ordinance*
- b. *The terms of the variance are consistent with the Comprehensive Plan, and*
- c. *The applicant for the variance establishes that there are practical difficulties in complying with the ordinance. (Economic considerations alone do not constitute practical difficulties). Practical difficulties as used in connection with the granting of a variance means that:*
  - i. *The property owner proposes to utilize the property in a reasonable manner.*
  - ii. *The plight of the property owner is due to circumstances unique to the property that were not created by the property owner, and*

iii. *The variance will not alter the essential character of the neighborhood.*

Staff has reviewed the proposal and while the site has some unique attributes and practical difficulty that may dictate granting a variance the amount of the variance necessary would be far too large. Revising the plans to contemplate the future development of the eastern portion of the site and perhaps amending the application to be a Planned Unit Development (PUD) would be advisable. That would allow the City to consider the development as a whole rather than piece by piece for each Variance, CUP, IUP, etc.

10. Conditional Use Permit Findings:

The applicant is seeking a Conditional Use Permit (CUP) for a gas/diesel fueling station on the site and for exterior storage (not the stockpiling/rock crushing that will be considered as an Interim Use Permit on the subject property at 600 Verderosa Avenue. The Council may grant a Conditional Use Permit, if the following criteria can be met:

- ✓ *The proposed conditional use conforms to the general purpose and intent of the zoning code.*
- ✓ *The conditional use will not substantially diminish or impair property values within the neighborhood, and in consideration of this question the comparison of the use shall be with respect to uses that are permitted without a Conditional Use Permit in the district which the use is located.*
- ✓ *The conditional use will not impede the normal and orderly development and improvement of property in the neighborhood for uses permitted in the district affected.*
- ✓ *Adequate utilities, access roads, streets, drainage, and other necessary facilities have been provided.*
- ✓ *Adequate measures have been or will be taken to provide ingress and egress in such a manner as to minimize traffic congestion and hazards in the public streets.*

Staff has reviewed the proposal and determined that the use conforms to the general purpose of the Zoning Code and with conditions should not substantially diminish or impair property values, will not impede the normal and orderly development of property in the neighborhood, already has adequate utilities, ingress and egress are not impacted.

11. Interim Use Permit Findings

The applicant is seeking an Interim Use Permit (IUP) to have stockpiling and rock crushing on the site for a four-year period that would expire on December 31, 2020. City Code Section 118-41, states that the City Council may grant an interim use permit for the interim use of property, if the following criteria can be met:

Interim Use Permit Criteria:

- ✓ *The use conforms to the zoning regulations.*
- ✓ *The date or event that will terminate the use can be identified with certainty.*
- ✓ *Permits for the use will not impose additional costs on the City, if it is deemed necessary for the City to take the property in the future; and.*
- ✓ *The user agrees in writing to any conditions that the City Council deems appropriate for permission of the interim use.*

City staff has determined that the proposed interim use would meet the criteria. First, the proposed use would allow for development of a site that will need significant soil remediation. The Interim Use would allow the crushing of concrete from a portion of the site and stockpiling dirt for use in the cleanup of the site which would allow for development of the remainder of the site. Second, the use will terminate after December 31, 2020. Third, the permit would not impose additional costs should it be necessary to acquire the property, the site is not a site that the City is planning to acquire in the future. Finally, the conditions are listed in staff's recommendation and would be incorporated into the resolution to approve the Interim Use Permit.

## **ALTERNATIVES**

### **The Planning Commission has the following actions available on the proposed application:**

- A. **Approval.** If the Planning Commission has review the application and determined that the application is consistent with the Variance findings (see p. 4 of this report) and the Conditional Use Permit findings (see p.5 of this report), then staff would recommend the following conditions for a *recommendation* for approval:
- **(Step 1) Findings:** The Planning Commission would need to include findings (see the section above) that the proposed Conditional Use Permits, Interim Use Permit, and Variance would not have an adverse impact on other properties and the general area or that potential impacts would be mitigated through specific conditions. Additionally, the Commission would need to include findings for the Variances to consider whether there is practical difficulty that would apply.
  - **(Step 2) Recommendation for Approval:** Approval of the **Variances** of 13.5 % for the minimum building size, a **Conditional Use Permit** for a gas/diesel fueling station, a **Conditional Use Permit** for exterior storage of equipment, and an **Interim Use Permit** for temporary concrete/rock crushing and stockpiling feet for the property located at 600 Verderosa Avenue, subject to the following conditions:
    - 1) **Compliance with Plan Submittals.** The site shall be utilized in substantial conformance, in the reasonable opinion of the City Council, with the application, narratives, and with the following plans on file with the Engineering Department:
      - a) **Application / Narrative (Danner, Inc.)** **dated 08/02/2016**
      - b) **Site, Building and Landscape Plans (Lampert Architects)** **dated 07/27/2016**

- 2) **Building Permits Required.** Building permits are required for the proposed improvements. All building plans and specifications are subject to the review and approval of the City Building Official and South Metro Fire Marshal.
- 3) **Parking and ADA Accessible Parking.** The applicant shall stripe the parking spaces and shall sign and stripe the parking lot to provide ADA accessible parking spaces at the building site.
- 4) **Revised Civil and Landscaping Plans.** The applicant shall submit revised landscaping plans showing the location of paved surfaces, curbing, and landscaping. Plans will also need to indicate how stormwater would be treated to comply with Code.
- 5) **Approvals from other agencies.** The applicant shall obtain all necessary approvals from other applicable agencies such as Mender, MnDOT, and Dakota County.
- 6) **Revised Site Plans.** The applicant shall submit revised site plans showing specific locations for exterior storage of equipment, concrete/rock crushing and stockpiling.
- 7) **Screening/Fencing.** Dumpsters shall be screened in accordance with City Code, such screening is subject to the review and approval of the City Planner. Exterior storage shall be screened behind wood, vinyl, or composite privacy fence or coniferous trees and shrubs. Barbed wire security fence is prohibited.
- 8) **Stormwater Maintenance Agreement.** The applicant will need to maintain their stormwater system to ensure that it functions properly. A stormwater maintenance agreement will be required which will explain steps to proper stormwater system maintenance.
- 9) **Compliance with Laws and Approvals.** The property must remain compliant with all federal, state, and local laws and ordinances and all prior City approvals.
- 10) **Term of the Interim Use Permit.** The Interim Use Permit for concrete/rock crushing and stockpiling shall run for a term of 4 years, expiring on December 31, 2020. This interim use shall be limited to the eastern portion of the property as shown on the revised site plan.
- 11) **Termination of the Variance, Conditional Use Permit, and Interim Use Permit.** The Variance, Conditional Use Permit, and Interim Use Permit will terminate if improvements have not substantially begun within 1-year from the date of approval of the Variance, Conditional Use Permit and Interim Use Permit. The violation of any condition of approval shall terminate the Variance, Conditional Use Permit, and Interim Use Permit.

B. **Denial.** If the Planning Commission does not favor the proposed application or portions thereof, the above requested should be recommended for denial. If the Planning Commission recommends denial, then findings of the basis for denial should be given.

- **Recommendation for Denial:** Denial of the proposed **Conditional Use Permit, Interim Use Permit, and Variance** for the property located at 600 Verderosa Avenue for the following reasons:

1) \_\_\_\_\_

#### **STAFF RECOMMENDATION**

The application involves a number of different requests and would require 2 Conditional Uses, a variance for the building size and an Interim Use Permit for the temporary rock crushing and stockpiling. There are a number of plans that need to be revised to account for requirements and the current proposal does little to discuss potential future development of the eastern portion of the site. Since part of the application is for an Interim Use it would seem only prudent to also have a discussion about the longer term plan for the proposed site. Staff believes that the best way to address these issues would be for the applicant to withdraw the application in its current format and resubmit the application as a Planned Unit Development (PUD) and plat. The PUD would allow the City to review the site as one development rather than several piecemeal items and would provide better flexibility in dealing with things like the longer development timeline for the eastern portion of the site.

The proposed use of the site for exterior storage, stockpiling, and concrete/rock crushing is contrary to the vision for properties in the "494 Corridor" from the City's current Comprehensive Plan which looked to lessen exterior storage and improve aesthetics adjacent to 494. However, the site has substantial soil issues that and the proposed use would provide an opportunity to create future development opportunities on the site. The property is also large enough that it could be split into another two development parcels. Based on the proposed use of the site as a repair facility and the adjacent repair facility it is likely that any additional development on the site would be drawn to that site for similar use.

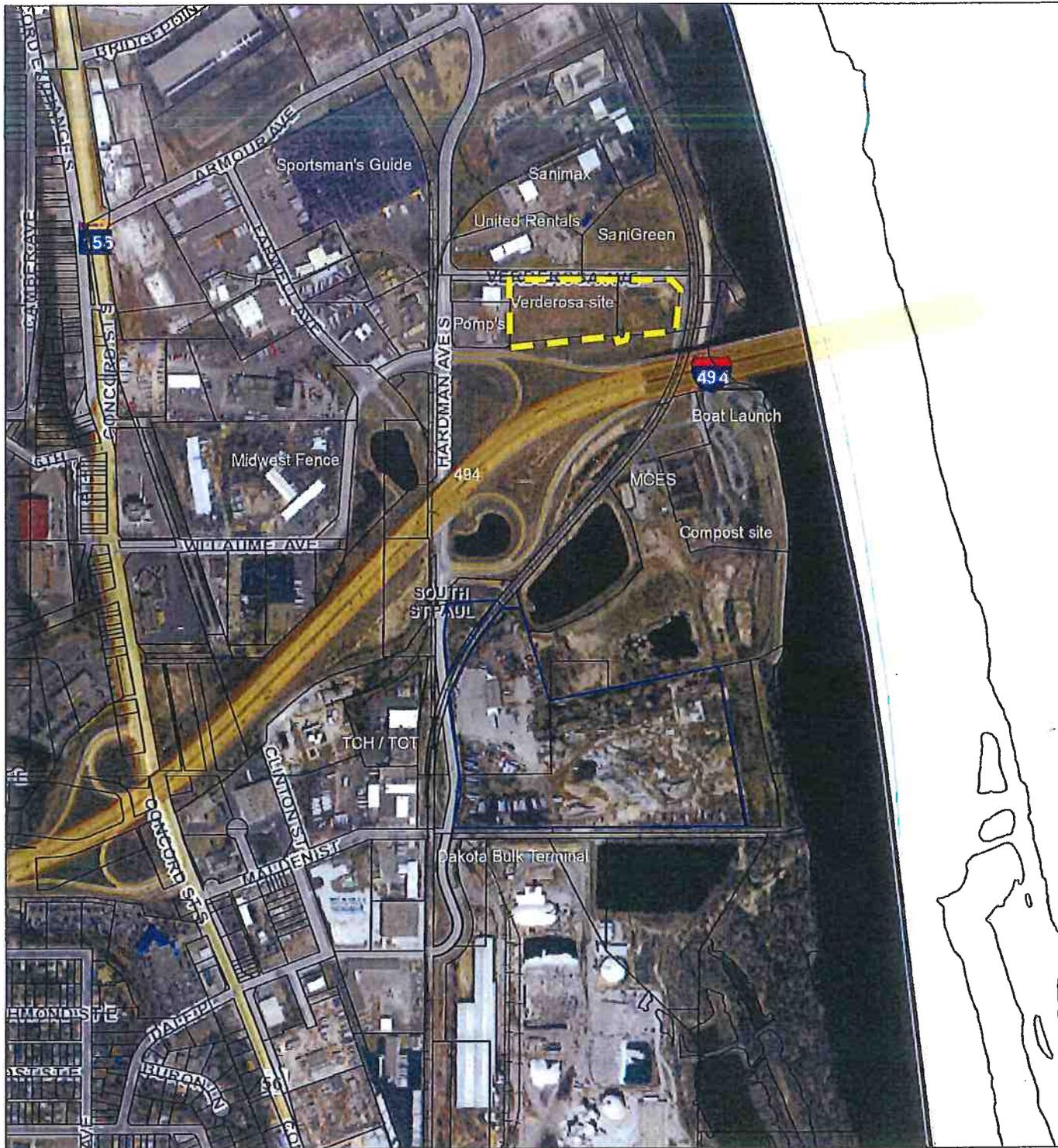
Staff recommends tabling the request to the October Planning Commission meeting to allow the applicant time to provide the requested information. Staff would also recommend withdrawing the current application and resubmittal as a Planned Unit Development. If considered as submitted and without the additional items noted, then staff would have to recommend denial.

Respectfully Submitted,

*Peter Hellegers*

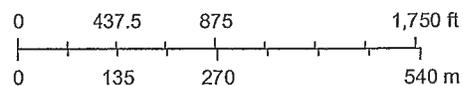
Peter Hellegers, City Planner

# Danner - Verderosa Site and Hardman



August 8, 2016

1:9,600



Schools  
 Property Information  
 Political Administrative

12

# 600 Verderosa



03/15/2015

# 600 Verderosa

A<sub>3</sub>



03/17/2015

A4

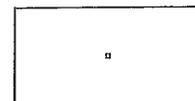
# 600 Verderosa



03/15/2015



# South St. Paul



A5

**Meeting Date:** September 7, 2016

**To:** South St. Paul Planning Commission

**From:** Ryan Garcia, Economic Development Manager

**Subject:** Economic Development Advisory Board (EDAB) Comments – Verderosa Development Concept

## Overview

At its regularly scheduled meeting on August 16, 2016, the Economic Development Advisory Board (EDAB) reviewed a development concept and initial staff findings as related to the redevelopment concept proposed by Danner, Inc. for the roughly 7 acre property on Verderosa Avenue. Staff is presenting the Planning Commission with EDAB's feedback as an informational supplement for consideration at the public hearing for this item.

## Summary of EDAB Comments and Concerns

EDAB recognized the opportunity to improve the long-term viability of development of the site in question and improve the City's tax base, but hoped that the formal submission would offer additional clarity on several issues, as summarized below:

- Given the nature of the proposed operation, the volume and intensity of heavy vehicular traffic should be expected to increase, likely in a manner consistent with Danner, Inc.'s current operations south of 494. EDAB members noted that existing operations routinely introduce debris, dust, and dirt on the Hardman Ave. South roadway and access routes.
- The most significant aesthetic impacts of concern cited by EDAB members were related to the visual impacts (stockpiling of material), especially as they are viewed from I-494 and the adjacent trail corridor as well as air and water quality impacts from rock crushing-related dusts, particulates, and mitigation measures.
- The Concept as it was presented in August indicated that crushing operations were anticipated for "approximately 4 years". EDAB was interested in gaining an understanding of how firm that time commitment was, whether that timeline would be integrated into any approvals, and what the long-term plan for the site entails. EDAB noted the existing operation has had its "interim" use permit extended in the past and felt that such an approach would not be appropriate or desirable for the Verderosa location.
- EDAB was hopeful that if the concept receives City approval, such approval would include clear and firm conditions that sought to minimize the impacts cited above while emphasizing the expectation that the long-term objective is to address soil and environmental conditions at the site and enhance the developability of the property.

C<sub>1</sub>

To City Council,

AUG 02 2016

We are going to ask for a C.U.P for extra storage of equipment, trucks and for our fueling station. We are also asking for an I.U.P for material to stockpile on site, before we start digging out the demolition material. There is about 400,000 yards of material that need to be dug out and hauled away. We want to crush the concrete on site for approximately 4 years. It will take about that long to get that done. The removal and haul out of material that is stockpiled on the property, will be placed there in the summertime, except when the building is being constructed. That will have to be done in the winter, because it should be put up in March.

The building will be a prefabricated concrete building. We will attach pictures along with our proposed plans.

The outside area that will be removed will be screened of brush and trees. This lot should be about 8-10 feet lower than the path. There will be a wall constructed on the south side of the property. There will be a chain link fence put on top of the storage area. When completed it will be an all impervious surface.

Being that the property is all contaminated. The storm water will have to go directly into a storm pipe that will have to be moved onto the property. After the parking lot is done we will have to do something different.

The signage will remain the same as it is on our property now.

I can explain more if I am aloud to come to a work session and answer any questions you may have.

A handwritten signature in black ink, appearing to read "M. Malone". The signature is fluid and cursive, with a large loop at the end.



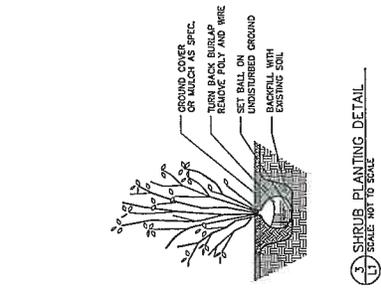
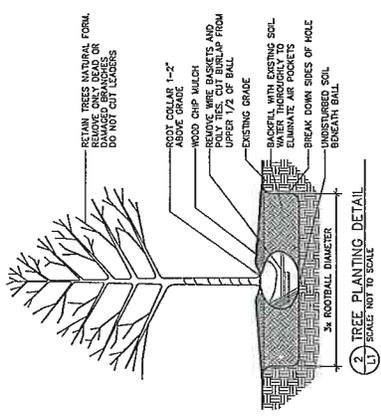
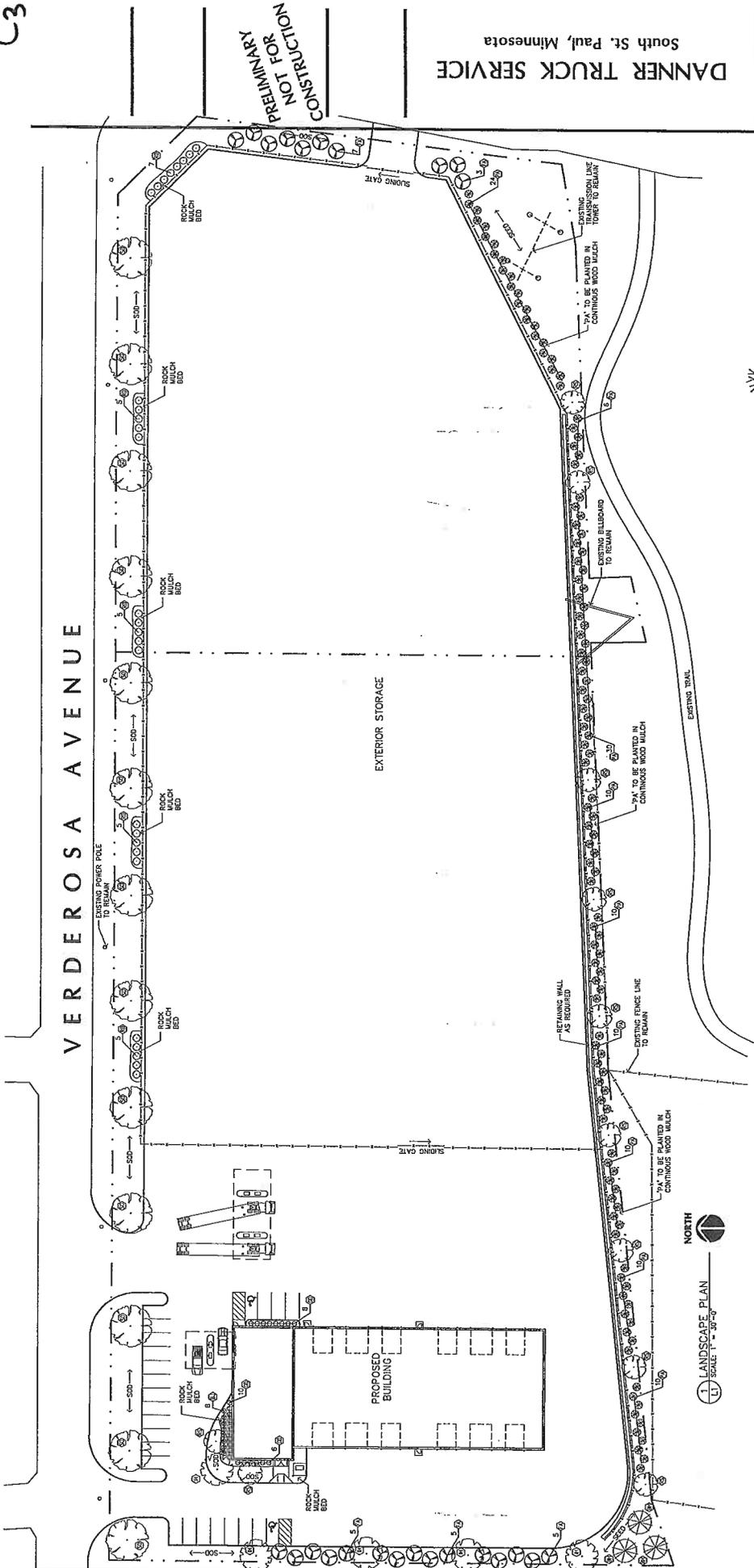
C3

DANNER TRUCK SERVICE  
 South St. Paul, Minnesota

|               |                |
|---------------|----------------|
| Drawn By: JRB | Checked By: LL |
| Reviewed      | 7/27/13        |
| PRELIMINARY   | CITY SUBMITTAL |

LANDSCAPE PLAN  
 Sheet Number

L1



| QTY. | KEY COMMON NAME       | BOTANICAL NAME               | SIZE     | METHOD | REMARKS |
|------|-----------------------|------------------------------|----------|--------|---------|
| 13   | SWAMP WHITE OAK       | QUERCUS BICOLOR              | 2.5' BB  |        |         |
| 3    | IMPERIAL MONSTERCLOUT | BETULA NIGRA                 | 2.5' BB  |        |         |
| 11   | RED SPLENDOR CRAB     | MALUSAMBROSIA 'RED SPLENDOR' | 1.5' BB  |        |         |
| 3    | BLACK HILLS           | PIEA GLAUCA ERSSAYA          | 6 FT BB  |        |         |
| 25   | PAVILION              | PIEA HUNGARICA               | 6 FT BB  |        |         |
| 10   | RED TIPPED DOGWOOD    | CORNUS BAILEYI 'CARDINAL'    | #5 CONT. |        |         |
| 114  | PAVILION              | PIEA OCCIDENTALIS            | #5 CONT. |        |         |
| 24   | DOGWOOD               | ERGNIS RESSE GARDEN CLOW     | #5 CONT. |        |         |
| 6    | DOGWOOD               | JANPEPUS HORN BLUECHIP       | #5 CONT. |        |         |

- 1. LANDSCAPE NOTES.
- 2. PLANTINGS TO BE PLACED IN ROCK MULCH BED.
- 3. PLANTINGS TO BE PLACED IN ROCK MULCH BED.
- 4. SOILED AREAS PROVIDE SUFFICIENT DRAINAGE.

NORTH  
 LANDSCAPE PLAN  
 SCALE: 1" = 30'-0"









**COUNCIL WORKSESSION REPORT**

**DATE: SEPTEMBER 26, 2016**

**DEPARTMENT: Engineering**

**ADMINISTRATOR:           SPK**

4

**AGENDA ITEM: Amendment to Ordinance for Right-of-Way Management Discussion**

**ACTION TO BE CONSIDERED:**

Information item only; no action required

**OVERVIEW:**

Staff has been exploring the implementation of a Right-of-Way Ordinance that would provide better regulations regarding the placement and maintenance of facilities in the right-of-way, as well as the recovery of the administrative costs that are associated with permit processing, construction monitoring, and follow up for utility construction within the City's right-of-way.

In 2016, staff spent a number of hours processing permits for private utility construction and dealing with complaints due to private utility restoration of pavement and boulevard areas. As allowed by Statute, the cost for administrative work for permitting private utilities can be recovered through permitting fees. Staff with assistance of the City Attorney and the League of Minnesota Cities Model Ordinance drafted a new Right-of-Way Management Ordinance that will require public right-of-way users to register with the City, file a permit for excavations and obstructions within the right-of-way, have a certificate of insurance with indemnifications on file with the City, and establishes permit fees, timing of restoration and patching work, remedies for failure to restore the right-of-way to the pre-existing condition, site inspection and the authority of the Engineer. In addition, the ordinance requires all new utilities to be placed underground and private utility companies to provide "as built" mapping of their facilities (Attachment A: Draft Right-of-way Management Ordinance).

All communities within Dakota County with the exception of South St. Paul are currently utilizing the One-Stop Permit Shop program that is hosted and managed by Dakota County. This online program manages the permitting process through a web interface and processes credit card transactions (<https://services.co.dakota.mn.us/OneStopRoadwayPermit>). Staff reviewed other communities permitting fees for comparison purposes. Based on communities similar to South St. Paul and an analysis of the average annual permits and expected labor costs, staff is proposing a \$50.00 obstruction permit fee, a \$200 utility permit fee with an additional cost of \$0.20 per foot for utilities over 500 feet (Attachment B: Proposed Fee Schedule).

**TIMELINE & SCHEDULE:**

On October 3, 2016, staff will recommend that the City Council consider introducing the Right-of-way Management Ordinance for its first reading and the final reading on October 17, 2016. On November 21, 2016, staff will recommend that the City Council consider authorizing execution of a service agreement with Dakota County for the One-Stop Permit System and on December 5, 2016 staff will recommend that the City Council consider adopting the fee schedule including the proposed right-of-way permit fees.

**SOURCE OF FUNDS:**

No fiscal impact at this time.

**City of South St. Paul  
Dakota County, Minnesota**

**ORDINANCE NO. 2016-**

**AN ORDINANCE  
ENACTING SOUTH ST. PAUL CITY CODE CHAPTER 54, ARTICLE VI  
REGARDING RIGHT OF WAY MANAGEMENT**

The City Council of South St. Paul does ordain:

SECTION 1. ENACTMENT. South St. Paul City Code Chapter 54, Article VI is hereby adopted as follows:

**ARTICLE VI – RIGHT OF WAY MANAGEMENT**

**Sec. 54-400. Findings, Purpose, and Intent.**

To provide for the health, safety and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the City strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances. This ordinance imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this ordinance, persons excavating and obstructing the rights-of-way will bear financial responsibility for their work. Finally, this ordinance provides for recovery of out-of-pocket and projected costs from persons using the public rights-of-way.

This ordinance shall be interpreted consistently with Minn. Stat. §§ 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the “Act”) and the other laws governing applicable rights of the City and users of the right-of-way. This ordinance shall also be interpreted consistent with Minnesota Rules 7819.0050 – 7819.9950 where possible. To the extent any provision of this ordinance cannot be interpreted consistently with the Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This ordinance shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

**Sec. 54-401. Election to Manage the Public Rights-of-Way.**

Pursuant to the authority granted to the City under state and federal statutory, administrative and common law, the City hereby elects, pursuant to Minn. Stat. § 237.163 subd. 2(b) to manage

rights-of-way within its jurisdiction and to regulate excavations and obstructions within the public rights-of-way.

**Sec. 54-402. Definitions.**

The following definitions apply in this ordinance.

*Abandoned Facility* means a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A Facility is not abandoned unless declared so by the right-of-way user.

*Applicant* means any person requesting permission to excavate or obstruct a right-of-way.

*Construction Performance Bond* means any of the following forms of security provided at permittee's option:

- (a) Individual project bond;
- (b) Cash deposit;
- (c) Security of a form listed or approved under Minn. Stat. § 15.73, subd. 3;
- (d) Letter of Credit, in a form acceptable to the City;
- (e) Self-insurance, in a form acceptable to the City;
- (f) A blanket bond for projects within the City, or other form of construction bond, for a time specified and in a form acceptable to the City.

*Degradation* means a decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct the right-of-way earlier than would be required if the excavation or disturbance did not occur.

*Degradation Cost* subject to Minnesota Rules 7819.1100 means the cost to achieve a level of restoration, as determined by the City at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minnesota Rules parts 7819.9900 to 7819.950.

*Delay Penalty* is the penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.

*Department* means the Engineering Department of the City.

*Engineer* means the Director of the Engineering Department of the City, or her or his designee.

*Emergency* means a condition that (1) poses a danger to life or health or of a significant loss of property; or (2) requires immediate repair or replacement of Facilities in order to restore service to a customer.

*Equipment* means any tangible asset used to install, repair, or maintain Facilities in any right-of-way.

*Excavate* means to dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.

*Excavation Permit* means the permit which, pursuant to this ordinance, must be obtained before a person may excavate in a right-of-way. An Excavation permit allows the holder to excavate that part of the right-of-way described in such permit.

*Excavation Permit Fee* means money paid to the City by an applicant to cover the costs as provided in section 54-410.

*Facility or Facilities* means any tangible asset in the right-of-way required to provide Utility Service.

*Hole* means an excavation in the pavement, with the excavation having a length less than the width of the pavement.

*Local Representative* means a local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this ordinance.

*Management Costs* means the actual costs the City incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minn. Stat. §§ 237.162 or 237.163; or any ordinance enacted under those sections, or the City fees and costs related to appeals taken pursuant to section 54-426 of this ordinance.

*Obstruct* means to place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.

*Obstruction Permit* means the permit which, pursuant to this ordinance, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.

*Obstruction Permit Fee* means money paid to the City by a permittee to cover the costs as provided in section 54-410.

*Patch* or *Patching* means a method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions.

*Pavement* means any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

*Permit* has the meaning given “right-of-way permit” in Minn. Stat. § 237.162.

*Permittee* means any person to whom a permit to excavate or obstruct a right-of-way has been granted by the City under this ordinance.

*Person* means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

*Public Right-of-Way* means the area on, below, or above a public roadway, highway, street, alleyway, transitway, cartway, bicycle lane or public sidewalk in which the City has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the City. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service.

*Registrant* means any person who (1) has or seeks to have its Equipment or Facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its Facilities or Equipment in the right-of-way.

*Restore* or *Restoration* means the process by which an excavated right-of-way and surrounding area, including, but not limited to, turf, landscaping, pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

*Restoration Cost* means the amount of money paid to the City by a permittee to achieve the level of restoration according to state rules.

*Right-of-Way Permit* means either the excavation permit or the obstruction permit, or both, depending on the context, required by this ordinance.

*Right-of-Way User* means (1) a telecommunications right-of-way user as defined by Minn. Stat. § 237.162, subd. 4; or (2) a person owning or controlling a Service provided by a public utility as defined in Minn. Stat. § 216B.02, subd. 4 and 6; and who has a right under law, franchise, or ordinance to use the public right-of-way.

*Service or Utility service* means and includes:

- (a) Service provided by a public utility as defined in Minn. Stat. § 216B, subd. 4 and 6;
- (b) Services of a telecommunications right-of-way user, including the transporting of voice or data information;
- (c) Services provided by a cable communications system as defined in Minn. Stat. § 238.02, subd. 3;
- (d) Natural gas or electric energy or telecommunications services provided by a local government unit;
- (e) Services provided by a cooperative electric association organized under Minn. Stat. Chapter 308A; and
- (f) Water, sewer, steam, cooling or heating services.

*Service Lateral* means an underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.

*Supplementary Application* means an application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

*Telecommunication right-of-way user* means a person owning or controlling a facility in the right-of-way, or seeking to own or control a Facility in the right-of-way that is used or is intended to be used for transporting telecommunication or other voice or data information. For purposes of this ordinance, a cable communication system defined and regulated under Minn. Stat. Ch. 238, and telecommunication activities related to providing natural gas or electric energy services whether provided by a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Ch. 453 and 453A, or a cooperative electric association organized under Minn. Stat. Ch. 308A, are not telecommunications right-of-way users for purposes of this section.

*Temporary Surface* means the compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the City's two-year plan, in which case it is considered full restoration.

*Trench* means an excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

**Sec. 54-403. Franchises/Leases.**

In addition to the requirements of this section, the City may require a public utility or cable operator who has or seeks to have facilities located in a public right-of-way to obtain a franchise, and may require other users of the public right-of-way to obtain a lease, if allowed by state law.

**Sec. 54-404. Administration.**

The Engineer is the principal City official responsible for the administration of the rights-of-way, right-of-way permits, and the ordinances related thereto. The Engineer may delegate any or all of the duties hereunder.

**Sec. 54-405. Registration Requirement.**

(a) *Registration.* Each public right-of-way user must register with the City. Registration will be deemed complete upon the public right-of-way user submitting to the City a completed registration form furnished by the city and paying the registration fee. A right-of-way user is required to update its registration within 60 days after any change of the information contained in a current registration statement. Registration must be renewed annually.

(b) *Registration Prior to Work.* No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof, in any right-of-way without first being registered with the City.

(c) *Exceptions.* Persons engaged in the following activities are not deemed to use or occupy the right-of-way, and are not governed by this section, but may be governed by other City Code sections:

- (1) Installing mail boxes; or
- (2) Engaging in block parties, parades or other special events or activities that are addressed through another permitting process with the City; or
- (3) Engaging in snow removal activities.

(d) *Gopher One Call.* Nothing in this section relieves a person from complying with the provisions of Minn. Stat. Ch. 216D, Gopher One Call law.

**Sec. 54-406. Registration Information.**

(a) *Information Required.* The information provided to the City at the time of registration shall include, but not be limited to:

- (1) Each registrant's name, Gopher One Call registration certificate number, address and email address, if applicable, and telephone facsimile numbers.

- (2) The name, address and email address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.
- (3) A certificate of insurance or self-insurance verifying the coverage required in section 54-425.
- (4) Other information as the Engineer may require.

(b) *Notice of changes.* The registrant shall keep all of the information listed above current at all times by providing to the City information as to changes within fifteen (15) days following the date on the which the registrant has knowledge of any change.

(c) *Transfer of Ownership or Interest.* Within 30 days after a public right-of-way registrant transfers, sells, or otherwise conveys ownership or interest in facilities to another person, the registered public right-of-way user must notify the City of the date of the conveyance and the name of the transferee. Within 60 days after the conveyance a new registration fee must be paid.

#### **Sec. 54-407. Permit Requirement.**

(a) *Permit Required.* Except as otherwise provided in this Code, no person may obstruct or excavate any right-of-way without first having obtained the appropriate right-of-way permit from the City.

- (1) *Excavation Permit.* An excavation permit is required by a registrant to excavate that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right of way by placing facilities described therein, to the extent and for the duration specified therein, including, but not limited to, pet containment systems, irrigation systems, driveway approach, curb.
- (2) *Obstruction Permit.* An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of right-of-way by placing equipment or materials described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.

(b) *Permit Extensions.* No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit, unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

(c) *Delay Penalty.* In accordance with Minnesota Rule 7819.1000 subp. 3, and notwithstanding subsection 54-407(b), the City shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be set in the fee schedule.

(d) *Permit Display.* Permits issued under this ordinance shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the City.

**Sec. 54-408. Permit Applications.**

Application for a permit is made to the City and must be signed by the registrant. Right-of-way permit applications shall contain, and will be considered complete only upon compliance with, the requirements of the following provisions:

- (a) Registration with the City pursuant to this ordinance;
- (b) The applicant's name, Gopher One Call registration certificate number, the City's registration number, street address, e-mail address, telephone number, and facsimile telephone number;
- (c) The local representative's name, street address, e-mail address, telephone number, facsimile telephone number, and current information regarding how to contact the local representative in an emergency;
- (d) The name, street address and telephone number of the person(s) or entities, other than the applicant, to perform the project work or any portion of it;
- (e) A certificate of insurance or self-insurance verifying the coverage required in this section;
- (f) Two copies of scaled drawings, or other drawings meeting requirements established by the Engineer, showing:
  - (1) The location and area of the proposed project and the location of all known existing and proposed facilities owned or operated by the applicant;
  - (2) The proposed location of the facility within the right-of-way and scaled dimensions of the facility from an existing physical topographic feature (such as "back of curb," "edge of bituminous road");
  - (3) All existing physical topographic features (trees, shrubs, culverts, driveways, fences, street signs) and all municipal utilities that lie within ten feet of the proposed facility location;
  - (4) The location of any public streets, alleys, sidewalks, or trails that will be disrupted by the work; and
  - (5) The location of any public streets, alleys, sidewalks, or trails that will be temporarily closed to traffic or obstructed by the work;

(g) A description of methods to be used for restoration of streets or boulevards;

(h) Payment of money due the City for:

(1) Permit fees, estimated restoration costs and other management costs;

(2) Prior obstructions or excavations;

(3) Any undisputed loss, damage, or expense suffered by the City because of applicant's prior excavations or obstructions of the rights-of-way of any emergency actions taken by the City;

(4) Franchise fees or other charges, if applicable.

(i) Payment of disputed amounts due the City by posting security or depositing in an escrow account an amount equal to at least 100% of the amount owing.

(j) City may require posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the City deems the existing construction performance bond inadequate under applicable standards.

**Sec. 54-409. Issuance of Permit; Conditions.**

(a) *Permit Issuance.* If the applicant has satisfied the requirement of this ordinance, the City shall issue a permit.

(b) *Conditions.* The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare of when necessary to protect the right-of-way and its current use. A permittee must comply with all conditions of the permit.

**Sec. 54-410. Permit Fees.**

(a) *Establishment.* Permit fees will be established to recover the city management costs and, when applicable, restoration costs. The permit fees are set in the fee schedule. No permit fee will be required for an obstruction or excavation permit issued to the City, although the city must be allocated its full portion of the city management costs in calculating the permit fees.

(b) *Payment Required.* No permit will be issued unless the applicable permit fee has been paid.

(c) *Work Without a Permit.* Except as otherwise provided in section 54-416, a person who obstructs or excavates in the right-of-way before obtaining a permit must pay double the normal fee for the permit.

(d) *Non Refundable.* Permit fees are not refundable.

(e) *Application to Franchises.* Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise.

**Sec. 54-411. Right-of-Way Patching and Restoration.**

(a) *Timing.* The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable under subsection 54-412(d).

(b) *Patch and Restoration.* Permittee shall patch its own work. The City may choose either to have the permittee restore the right-of-way or to restore the right-of-way itself.

(1) *City Restoration.* If the City restores the right-of-way, permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within thirty (30) days of billing, all costs associated with correcting the defective work.

(2) *Permittee Restoration.* If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rule 7819.3000.

(3) *Degradation Fee in Lieu of Restoration.* In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.

(c) *Standards.* All restoration must be in accordance with the written standards and materials specified by the city, which must comply with state standards. Subject to state rules, the city may prescribe additional restoration procedures and standards on a case-by-case basis based on the following considerations:

- (1) The number, size, depth and duration of the excavation, disruption or damage to the public right-of-way;
- (2) The traffic volume carried by the public right-of-way;
- (3) The character of the neighborhood surrounding the public right-of-way;
- (4) The pre-project condition of the public right-of-way;

- (5) The remaining life expectancy of the public right-of-way due to the project;
- (6) The costs of the restoration method in relation to the prevention of an accelerated depreciation of the public right-of-way that could result due to the project work in the public right-of-way; and
- (7) The likelihood that the particular restoration method would be effective in slowing the depreciation of the public right-of-way that would otherwise occur.

(d) *Duty to Correct Defects.* The permittee shall correct defects in patching or restoration performed by permittee or its agents. The permittee upon notification from the City shall correct all restoration work to the extent necessary, using the method required by the City. Said work shall be completed within five (5) calendar days of the receipt to the notice from the City, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under subsection 54-412(d).

(e) *Failure to Restore.* If the permittee fails to restore the right-of-way in the manner and to the condition required by the City, or fails to satisfactorily and timely complete all restoration required by the City, the City at its option may do such work. In that event the permittee shall pay to the City, within thirty (30) days of billing, the cost of restoring the right-of-way. In addition to other remedies at law, future permits may be denied for failing to pay previously billed costs of restoring the right-of-way.

#### **Sec. 54-412. Other Obligations.**

(a) *Limitation on Area.* A right-of-way permit is valid only for the area right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (i) make application for a permit extension and pay any additional fees required thereby, and (ii) be granted a new permit or permit extension.

(b) *Limitations of Dates.* A right-of way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

(c) *Compliance with Other Laws.* Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the City or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws. A permittee shall perform all work in conformance with all applicable Codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

(d) *Seasonally Prohibited Work or Unreasonable Conditions.* Except in an emergency, and with the approval of the City, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

(e) *Interference with Right-of-Way.*

- (1) A permittee or registrant must not obstruct a public right-of-way and must not hinder the natural free and clear passage of water through the gutters or other waterways, except as expressly authorized by the permit. Project operations and work must be conducted in a manner to ensure the least obstruction to and interference with present and continued use of the public right-of-way.
- (2) Personal vehicles of those doing work in the public right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations.
- (3) The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

(f) Reasonable precautions must be taken as necessary to avoid creating unsafe or unsanitary conditions. Precautions including appropriate signage must be taken to ensure the safety of the general public, employees, invitees and those who require access to abutting property.

(g) The permittee must maintain access to all properties and cross streets during project work, including emergency vehicle access.

(h) The permittee must provide 48-hour written notice, using the standard city form, to abutting property owners before commencement of any project work that may disrupt the use of and access to the abutting property.

(i) The permittee must comply with the state's uniform traffic manual for traffic control at all times during any project work and must protect and identify excavations and work operations with barricade flags in the daylight hours and by warning lights at dusk and night.

(j) When a trail or drive has been cut, the appropriate signs must be kept in place and maintained until restoration is complete.

(k) The permittee must provide proper trench protection as required by federal and state occupational safety regulations to prevent any cave-in, injury to property or persons, or enlargement of the excavation.

(l) Excavations, trenches and jacking pits off the roadway surface area or adjacent to the roadway or curbing must be sheathed and braced. When unattended, all excavations, trenches and jacking pits must be protected to prevent surface drainage from entering the excavation, trench, or jacking pit.

(m) The permittee must coordinate project work and installation of facilities in co-locations involving other public right-of-way users.

(n) The permittee must physically locate property lines abutting the project work. The permittee must replace, with the services of a Minnesota-licensed surveyor, any property corners or monuments disturbed as a result of the project.

(o) The permittee must daily remove all dirt or debris from sidewalks, trails, public and private roadway surfaces, curbs and gutters during project work.

(p) *County or State Rights-of-Way.* A public right-of-way user who is required to obtain a county or state permit for excavation or obstruction in a county or state right-of-way within the city must provide notification of the proposed activity to the Engineer within one week after obtaining the permit but no less than 48 hours before the activity would begin.

(q) *Supplementary Notification.* If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the City of the accurate information as soon as this information is known.

#### **Sec. 54-413. Denial of Permit.**

The City may deny a permit for failure to meet the requirements and conditions of this ordinance or if the City determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

#### **Sec. 54-414. Installation Requirements.**

The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with the Minn. Stat. §§ 237.162 and 237.163. Installation of service laterals shall be performed in accordance with state law and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the City in the applicable permits and/or agreements referenced in subsection 54-419(c).

#### **Sec. 54-415. Inspection.**

(a) *Notice of Completion.* When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance with Minnesota Rule 7819.1300.

(b) *Site Inspection.* Permittee shall make the work-site available to the City and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

(c) *Authority of Engineer.*

- (1) At the time of inspection, the Engineer may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well-being of the public.
- (2) The Engineer may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or Codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the Engineer that the violation has been corrected. If such proof has not been presented within the required time, the Engineer may revoke the permit pursuant to section 54-417.

**Sec. 54-416. Work Done Without a Permit.**

(a) *Emergency Situations.* Each registrant shall immediately notify the Engineer of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher One Call regarding an emergency situation does not fulfill this requirement. Within two (2) business days after the occurrence of the emergency, the registrant shall apply for the necessary permits, pay the fees associated therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this ordinance for the actions it took in response to the emergency.

(b) *Emergency Work by City.* If the City becomes aware of an emergency regarding a registrant's facilities, the City will attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. In the event, the City may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

(c) *Non-Emergency Situations.* Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the Code, deposit with the City the fees necessary to correct any damage to the right-of-way, and comply with all the requirements of this ordinance.

**Sec. 54-417. Revocation of Permits.**

(a) *Substantial Breach.* The City reserves the right, as provided herein, to revoke any right-of-way permit, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

- (1) The violation of any material provision of the right-of-way permit;

- (2) An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens;
- (3) Any material misrepresentation of fact in the application for a right-of-way permit;
- (4) The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete the work is due to reasons beyond the permittee's control; or
- (5) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to section 54-415.

(b) *Notice of Breach.* If the Engineer determines that the basis for revocation exists, the Engineer may initiate revocation of the permit. If the violation is related to non-complying project work, the Engineer must notify the permittee of the actions necessary to remedy the violation and the date by which the correction must be completed, which must be a reasonable period of time. The Engineer may impose additional or revised conditions on the permit to mitigate or remedy the violation. If correction of the non-complying work is not completed within the required time or if another basis for revocation exists, the Engineer must provide written notice to the permittee of the basis for revocation and the date of the revocation hearing under subdivision 3 below. The notice must be given to the permittee at least 10 days before the date of the revocation hearing.

(c) *Hearing.* A revocation hearing must be held on the date and location specified in the notice, pursuant to city code chapter 38. The purpose for the hearing will be to determine whether any of the grounds for revocation exist. No suspension or revocation may take effect until the permittee has been afforded a hearing as provided in this section.

(d) *Revocation Costs.* If a permit is revoked, the permittee must reimburse the City for its reasonable costs (including restoration costs) incurred in connection with the revocation.

#### **Sec. 54-418. Installation of Underground Facilities.**

The permittee must comply with the following requirements when installing underground facilities:

(a) Underground facilities must, where reasonably possible, be installed outside the paved or improved area, in places with the least potential for future conflict. If unable to install outside the paved or improved area, the installation must be as close to the edge of the roadway surface as possible to allow access to the facilities without unnecessarily disturbing paved areas of the roadway.

(b) Public right-of-way alignment and grade must be maintained.

(c) Fiber facilities must be buried in a proper conduit and at a depth of no less than three feet and no more than four feet; copper facilities below concrete or bituminous paved roadway

surfaces must be buried at a depth of no less than three feet and no more than four feet, and all other copper facilities must be buried at a depth of no less than 30 inches and no more than four feet.

(d) Except for gas, all underground facilities that cross streets or hard surfaced driveways must be bored and installed in conduit when requested by the City.

(e) When required, the permittee must excavate an observation hole over a city utility to ensure that a city utility is not damaged.

(f) If the project work involves an open cut, the permittee must install visual tracers 18 inches over buried facilities. If other construction methods are used, alternative location methods may be used upon approval by the City.

(g) During plowing or trenching of facilities, a warning tape must be placed at a depth of 18 inches above copper cables with over 200 pairs and fiber facilities, and a locating wire or conductive shield must be installed above buried telecommunication facilities, except for dielectric cables.

(h) Restoration of areas disturbed by facilities must include returning the right-of-way to the same condition that existed before excavation in accordance with Minnesota Rules, which indicate maximum limits of restoration methods and area requirements that the City can impose. The City and right-of-way user may agree to a lesser requirement. The right-of-way user is responsible for all of its work done in the public right-of-way, whether by employees, agents, or independent contractors. Restoration must include compaction of the materials placed in the excavation of the sub grade and aggregate base, plus pavement replacement, in kind. All work must be performed according to the City's specifications and drawings. Installation of service laterals must be performed in accordance with Minnesota Rules and this section.

(i) All facilities must be located so as to not interfere with existing and potential future traffic signals and signs.

(j) Unless approved by the Engineer, all above ground appurtenances must be located no closer than ten feet from city hydrants, waterline valves, manholes, lift stations, and catch basins; not in front of any city or private sign, monument or amenity for facilities or parks; and no closer than two feet from sidewalks and trails.

(k) Underground facilities must not be installed within five feet of hydrants, waterline valves, lift stations, manholes or catch basins, unless approved by the Engineer.

(l) Underground facilities must not be installed between a hydrant and an auxiliary valve.

(m) The location and installation of telecommunications facilities must comply with the national electric safety code, as incorporated by reference in Minnesota Statutes.

(n) Permittees employing trenchless excavation methods, including horizontal directional drilling, must follow all requirements set forth in Minnesota Statutes and Rules, and must use potholing or open cutting in order to determine the precise location of marked underground utilities before excavating. In addition, permittees employing trenchless excavation methods must not install facilities at a depth greater than four feet below grade, unless specifically approved by the Engineer.

**Sec. 54-419. Mapping Data.**

(a) *Information Required.* Each registrant and permittee must provide “as built” mapping information in accordance with state rules and in a format acceptable to the City, providing the following:

- (1) The location of all of its underground and above ground facilities and their appurtenances in the public right-of-way, identified by:
  - a. offsets from property lines, distances from the centerline of the public right-of-way and from curb lines and other reference points as requested by the City; or
  - b. Coordinates derived from the coordinate system being used by the City; and
  - c. Approximate depth of facilities;
- (2) The type, quantity and size of the facilities;
- (3) A dimensional description of aboveground appurtenances;
- (4) A legend explaining symbols, characters, abbreviations, scale and other data shown on the map;
- (5) The information in subsections 54-419(a)(1-4) also for restoration work; and
- (6) The information in subsections 54-419(a)(1-4) also for abandoned facilities that remain in place.

(b) *Submittal Requirements.*

- (1) Within six months after the adoption of this ordinance, all public right-of-way users that own or control facilities within public rights-of-way within the City on that date must submit the detailed mapping including restoration data in accordance with this section for all facilities located within the public rights-of-way. Following initial mapping, all right-of-way users must by April 1st of every year submit either (1) detailed mapping for all new facilities and restoration located within public rights-of-way in the City during the preceding calendar year, or (2) certification that no new facilities and restoration were installed.

- (2) At the request of any public right-of-way user, information required by the City that qualifies as “trade secret” data under Minnesota law will be protected accordingly.

(c) *Service Laterals.* The holder of a permit for the installation or repair of service laterals, other than minor repairs as defined in Minnesota Rules, must establish the horizontal locations of installed service laterals and, when the Engineer reasonably requires it, the vertical locations of service laterals. Permittees or their subcontractors must submit this information to the Engineer in a form reasonably satisfactory to the Engineer within 30 days after completion of the work. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or the denial of future permits to the offending permittee or its subcontractors.

#### **Sec. 54-420. General Public Right-of-Way Regulations.**

(a) Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minnesota Rules 7819.3100, 7819.5000, to the extent the rules do not limit authority otherwise available to cities.

(b) *Corridors.* The City may assign a specific area within the right-of-way, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the City expects will someday be located within the right-of-way. All excavation, obstruction, or other permits issued by the City involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue.

Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the City shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the City for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs and hardship to the registrant.

(c) *Limitation of Space.* To protect health, safety, and welfare, or when necessary to protect the right-of-way and its current use, the City shall have the power to prohibit or limit the placement of new or additional facilities within the right-of-way. In making such decisions, the City shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public’s needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future City plans for public improvements and development projects which have been determined to be in the public interest.

(d) *Damage to Other Facilities.* When the City does work in the right-of-way and finds it necessary to maintain, support, or move a registrant’s facilities to protect it, the City shall notify the local representative as early as is reasonably possible. The costs associated therewith will be billed to that registrant and must be paid within thirty (30) days from the date of billing. Each registrant shall be responsible for the cost of repairing any facilities in the right-of-way which it

or its facilities damage. Each registrant shall be responsible for the cost of repairing any damage to the facilities of another registrant caused during the City's response to an emergency occasioned by that registrant's facilities.

(e) *Nuisance*. One year after the passage of this ordinance, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The City may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance or taking possession of the facilities and restoring the right-of-way to a useable condition.

(f) *Pre-excavation Facilities Location*. In addition to complying with the requirements of Minn. Stat. §§ 216D.01-.09 ("One Call Excavation Notice System") before the start date of any right-of-way excavation, each registrant who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any registrant whose facilities are less than twenty (20) inches below a concrete or asphalt surface shall notify and work closely with the excavation contractor to establish the exact location of its facilities and the best procedure for excavation.

#### **Sec. 54-421. Undergrounding.**

(a) *Purpose*. The purpose of this section is to promote the health, safety and general welfare of the public and is intended to foster (1) safe travel over the right-of-way, (2) non-travel related safety around homes and buildings where overhead feeds are connected and (3) orderly development in the City. Location and relocation, installation and reinstallation of Facilities in the right-of-way must be made in accordance with this section.

(b) *Undergrounding of Facilities*. Unless otherwise agreed in a franchise between the applicable right-of-way user and the City, Facilities in the right-of-way must be located or relocated and maintained underground in accordance with this section and applicable construction standards.

(c) *Undergrounding of Permanent Replacement, Relocated or Reconstructed Facilities*. A permanent replacement, relocation or reconstruction of a facility of more than 300 feet must be located, and maintained underground, with due regard for seasonal working conditions. For purposes of this section, reconstruction means any substantial repair of or any improvement to existing facilities. Undergrounding is required whether a replacement, relocation or reconstruction is initiated by the right-of-way user owning or operating the facilities, or by the City in connection with:

- (1) The present or future use by the City or other local government unit of the right-of-way for a public project,
- (2) The public health or safety, or
- (3) The safety and convenience of travel over the right-of-way.

(d) *Exceptions to Undergrounding.* The following exceptions to the strict application of this section will be allowed upon the conditions stated:

- (1) *Technical/Economic Feasibility; Promotion of Policy.* Above-ground installation, construction, or placement of facilities will be allowed in residential, commercial and industrial areas where the City Council finds that:
  - a. Underground placement would place an undue financial burden upon the landowner, ratepayers, or right-of-way user or would deprive the landowner of the preservation and enjoyment of substantial property rights;
  - b. Underground placement is impractical or not technically feasible due to topographical, subsoil or other existing conditions that adversely affect underground facilities placement; or
  - c. The right-of-way user clearly and convincingly demonstrates that none of the purposes under subsection 54-420(a) would be advanced by underground placement of facilities on the project in question, or the City determines on its own review that undergrounding is not warranted based on the circumstances of the proposed undergrounding.
- (2) *Temporary Service.* Above-ground installation, construction, or placement of temporary service lines will only be allowed:
  - a. During new construction of any project for a period not to exceed three months;
  - b. During an emergency in order to safeguard lives or property within the city; or
  - c. For a period of not more than seven months when soil conditions make excavation impractical.
- (3) *Developer Responsibility.* All owners, platters, or developers are responsible for complying with the requirements of this section, and before final approval of any plat or development plan, must submit to the Engineer written instruments from the appropriate right-of-way users showing that all necessary arrangements for installation of such facilities have been made.

**Sec. 54-422. Right-of-Way Vacation.**

(a) *Reservation of Right.* If the City vacates a public right-of-way that contains the facilities of a public right-of-way user and the vacation does not require the relocation of the facilities, the City must reserve, for itself and the public right-of-way user, the right to install, maintain and operate facilities in the vacated public right-of-way and to enter upon the public right-of-way at any time for the purpose of reconstruction, inspecting, maintaining or repairing the facilities.

(b) *Relocation of facilities.* If the vacation requires the relocation of the public right-of-way user's facility, and the vacation proceedings are initiated by the public right-of-way user or the City for a public project, the public right-of-way user must pay the relocation costs. If the vacation proceedings are initiated by a person or persons other than the public right-of-way user or the City, the initiating person or persons must pay the relocation costs.

**Sec. 54-423. Indemnification and Liability.**

(a) *Limitation of Liability.* Issuance of a public right-of-way permit does not impose any liability on the City for (a) injuries to persons, damage to property or loss of service claims by parties other than the permittee or the City, or (b) claims or penalties resulting from the installation, presence, maintenance or operation of facilities by registrants or permittees or activities of registrants or permittees.

(b) *Indemnification.* A registrant or permittee must indemnify and defend the City, its officials, employees and agents to the maximum extent that is allowed under Minnesota Rule 7819.1250.

**Sec. 54-424. Abandoned and Unusable Facilities.**

(a) *Discontinued Operations.* A registrant who has determined to discontinue all or a portion of its operation in the City must provide information satisfactory to the City that the registrant's obligations for its facilities in the right-of-way under this ordinance have been lawfully assumed by another registrant.

(b) *Removal.* Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way of required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the City.

**Sec. 54-425. Insurance.**

All certificate(s) of insurance or self-insurance required under this section must provide that:

(a) An insurance policy has been issued to the applicant by an insurance company authorized to do business in the state of Minnesota, or that the applicant has a form of self-insurance acceptable to the Engineer;

(b) The applicant is insured against claims for personal injury, including death, and property damage arising out of the (1) use and occupancy of the public right-of-way by the permittee, its officers, agents, and employees, and (2) placement and use of facilities and equipment in the public right-of-way by the permittee, its officers, agents, and employees, including protection against liability from completed operations, damage of underground facilities and collapse of property;

(c) The City is named as an additional insured for the coverages required under this section;

(d) The City must be notified 30 days in advance of cancellation of the policy or material modification of a coverage term; and

(e) The coverages and amounts of coverage are as required by the City.

The City may require a copy of the actual insurance policies.

**Sec. 54-426. Appeal.**

A right-of-way user that: (1) has been denied registration; (2) had been denied a permit; (3) has had a permit revoked; (4) believes that the fees imposed are not in conformity with Minn. Stat. § 237.163, Subd. 6; or (5) disputes a determination of the Engineer regarding subsection 54-419(c) may have the denial, revocation, fee imposition, or decision reviewed, upon written request, pursuant to city code chapter 38. A decision by the independent hearing officer affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing reasonableness of the decision.

**Sec. 54-427. Vacating Public Lands, Streets and Alleys.**

(a) *Procedure.* Upon its own motion, or upon petition of a majority of abutting landowners, with a vote of four of its members, the City Council may vacate any street, alley or public right of way within the City. The vacation must be adopted by ordinance.

(b) *Petitions.* Petitions must give a full statement of facts, contain a plat of the property in question, be verified by at least one petitioner, be accompanied by satisfactory proof of title to the property, and include the filing fee set by the City.

(c) *Notice.* Notice of the hearing will be mailed to abutting property owners one week prior to the hearing. The notice must also be published in the official newspaper for one week prior to the hearing.

(d) *Recommendations.* The City Council may secure recommendations from public officials, commissions, private individuals, and may authorize payment for advisory services regarding the vacation.

(e) *Costs.* Upon granting any vacation, the City Council may require payment of all costs of the proceedings to compensate the City for its costs, and may impose any additional conditions deemed desirable in the public interest.

(f) *Rights preserved.* No vacation prevents the City's right or the right of any other individual or organization from later coming upon the property to repair or attend to lawfully established public utility installations, or to continue to keep and use lawfully established public utility installations on the property.

(g) *Filing.* After granting any vacation, the City may execute and deliver a quitclaim deed documenting the vacation.

**SECTION 3. SUMMARY PUBLICATION.** Pursuant to Minn. Stat. § 412.191, in the case of a lengthy Ordinance, a summary may be published. While a copy of the entire Ordinance is available without cost at the office of the Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire Ordinance:

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Ayes:

Nays:

Attest:

\_\_\_\_\_  
Mayor  
Beth Baumann

\_\_\_\_\_  
City Clerk  
Christy Wilcox

## Existing and South St. Paul Proposed Fee Schedules through Dakota County's One Stop Permit Shop Program

| Permit Fees                   | Eagan | Lakeville | Burnsville | Rosemount | Farmington | Inver Grove Heights | Mendota | West. St. Paul | Hastings | Apple Valley | Dakota County | South St. Paul Proposed Permit Fees |
|-------------------------------|-------|-----------|------------|-----------|------------|---------------------|---------|----------------|----------|--------------|---------------|-------------------------------------|
| Access - Commercial           | \$220 | A         | \$91       | \$50      |            | \$50                |         | \$50           |          |              | \$320         |                                     |
| Access - Driveway             | \$20  | \$50      | \$91       | \$50      |            | \$50                |         |                |          |              | \$135         |                                     |
| Access - Street               | A     | A         | A          | A         |            | A                   |         |                |          |              | \$320         |                                     |
| Detour/Event                  |       | \$50      |            |           |            |                     |         |                |          |              |               | \$0                                 |
| Obstruction                   | \$50  | \$55      | \$96       |           |            |                     |         |                |          | \$54         | \$125         | \$50                                |
| House Move                    | \$90  |           |            |           |            |                     |         |                |          |              | \$25          |                                     |
| Registration                  |       |           |            |           |            | \$50                |         |                |          |              | \$40          | \$0                                 |
| Transportation - Annual       |       |           |            |           |            |                     |         |                |          |              | \$250         |                                     |
| Transportation - Single       |       |           |            |           |            |                     |         |                |          |              | \$25          |                                     |
| Utility - Dist. + Footage Fee | \$200 | \$225     | \$248      | \$200     | \$90       | \$200               | \$200   | \$100          | \$130    | \$161        | \$250         | \$200                               |
| Excav./Utility - Sewer/Water  | \$200 | A         |            | \$50      |            | \$50                | \$200   |                | \$190    | \$161        | \$320         |                                     |
| Average Number of Permits     | 195   | 140       | 109        | 56        | 67         | 105                 | 50      | 50             | 73       | 154          | ?             | 50                                  |

|   |           |
|---|-----------|
| Expected Recovery of Costs (Annually):                                  | \$11,100  |
| DC One Stop Permit Shop Start up Fee (One Time):                        | \$2,000   |
| Annual Charge for IT Maintenance and Credit Processing Fees (Annually): | \$475     |
| South St. Paul Staffing Costs (Annually):                               | \$11,025  |
| 1st Year Recovery of Costs:   | (\$2,400) |
| 2nd Year and Thereafter Recovery of Costs:                              | (\$400)   |

**Notes:**

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"A" per hour fee

Utility Permit + Add Fee per Foot

|                         |  |                          |
|-------------------------|--|--------------------------|
| Hastings                | add \$10 for each unit, \$150 per 500 feet, Boring - \$25 ea., Const. on gravel - \$50, Utilities base new plat - \$50 |                          |
| Lakeville               | \$0.21   | per foot over 2,640 feet |
| Burnsville              | \$0.70   | per foot over 300 feet   |
| Apple Valley            | \$0.17   | per foot over 100 feet   |
| Rosemount               | \$0.20   | per foot over 1,000 feet |
| Eagan                   | \$0.20   | per foot over 1,000 feet |
| West St. Paul           | \$0.20   | per foot over 500 feet   |
| South St. Paul Proposed | \$0.20   | per foot over 500 feet   |



**City Worksession Agenda Report**  
**Date:** September 26, 2016  
**Department:** Human Resources  
**Administrator:** *SPK*

**Agenda Item:      Review and Discuss Modifications to Seasonal Pay Range for 2017**

**Discussion:**

Review and discuss proposed 2017 seasonal pay range.

**Overview:**

Staff reviews the pay range structure for all seasonal/variable hour positions on an annual basis. When reviewing pay ranges, staff compares pay of same/similar jobs in cities of comparable size and infrastructure and cities located in Dakota County. In addition to reviewing pay of comparable cities, the minimum wage for the State of Minnesota increased to \$9.50 per hour, effective August 1, 2016.

Staff has reviewed the pay ranges and is recommending changes. The major changes to the 2017 pay range structure include continued compliance with minimum wage requirements and adjustment of pay steps to be a percentage derivative of the top step. Prior years pay steps were separated by a set amount that typically ranged between 25 to 50 cents per step. Setting the steps to a percentage derivative of the top step allows for step equality across all jobs. Pay steps for regular fulltime personnel are also set as a percentage derivative of the top step.

The proposed 2017 pay range for seasonal/variable hour position is attached, along with the 2016 pay range for comparison purposes. You will notice the top step for several positions only increased slightly due to market demand. However, the corresponding steps (Steps 1 – 3) show increases due to setting them as a percentage derivative of the top step.

**2017 Seasonal/Variable Hour Pay Grid**  
**Effective January 1 - December 31, 2017**

| Position                            | Job Number | Step 1<br>(91%)  | Step 2<br>(94%) | Step 3<br>(97%) | Step 4<br>(100%) |
|-------------------------------------|------------|------------------|-----------------|-----------------|------------------|
| Concession Worker                   | 46000      | 9.56             | 9.88            | 10.19           | 10.51            |
| Ice Arena Attendant                 | 46001      | 9.56             | 9.88            | 10.19           | 10.51            |
| Outdoor Warming House Attendant     | 46002      | 9.56             | 9.88            | 10.19           | 10.51            |
| Gymnastics Assistant                | 46003      | 9.56             | 9.88            | 10.19           | 10.51            |
| Playground/Preschool Assistant      | 46004      | 9.56             | 9.88            | 10.19           | 10.51            |
| Youth Sports Assistant              | 46005      | 9.56             | 9.88            | 10.19           | 10.51            |
| Child Watch                         | 46006      | 10.26            | 10.60           | 10.94           | 11.28            |
| Summer Playhouse Actor              | 46007      | 10.26            | 10.60           | 10.94           | 11.28            |
| Compost Site Worker                 | 46008      | 10.26            | 10.60           | 10.94           | 11.28            |
| Meter Reader                        | 46009      | 10.26            | 10.60           | 10.94           | 11.28            |
| Building/Office Attendant           | 46010      | 10.73            | 11.08           | 11.43           | 11.79            |
| Playground/Preschool Leader         | 46011      | 10.73            | 11.08           | 11.43           | 11.79            |
| Summer Playhouse - Director         | 46012      | 10.73            | 11.08           | 11.43           | 11.79            |
| Lifeguard                           | 46013      | 10.73            | 11.08           | 11.43           | 11.79            |
| WSI Assistant                       | 46014      | 10.73            | 11.08           | 11.43           | 11.79            |
| Maintenance Worker Aide             | 46015      | 11.83            | 12.22           | 12.61           | 13.00            |
| Zamboni Driver/Ice Arena Operations | 46016      | 12.29            | 12.69           | 13.10           | 13.50            |
| Playground/Preschool Supervisor     | 46017      | 11.89            | 12.28           | 12.68           | 13.07            |
| Gymnastics Instructor               | 46018      | 12.97            | 13.40           | 13.82           | 14.25            |
| WSI Instructor                      | 46019      | 13.29            | 13.73           | 14.17           | 14.61            |
| Youth Sports Instructor             | 46020      | 12.97            | 13.40           | 13.82           | 14.25            |
| Park Patrol                         | 46021      | 12.83            | 13.25           | 13.67           | 14.09            |
| Ice Technician                      | 46022      | 12.97            | 13.40           | 13.82           | 14.25            |
| Swimming Pool Asst. Manager         | 46023      | 12.97            | 13.40           | 13.82           | 14.25            |
| Intern                              | 46024      | 13.65            | 14.10           | 14.55           | 15.00            |
| Swimming Pool Coordinator           | 46025      | 14.22            | 14.69           | 15.16           | 15.63            |
| Youth Sports Coordinator            | 46026      | 14.22            | 14.69           | 15.16           | 15.63            |
| Gymnastics Lead Instructor          | 46027      | 18.20            | 18.80           | 19.40           | 20.00            |
| Exercise/Fitness Instructor         | 46028      | 20.52            | 21.20           | 21.87           | 22.55            |
| Personal Trainer - CSCC             | 46029      | 40.00            | 50.00           | 60.00           |                  |
| Youth Sports Referee                | 46030      | \$17.00 per game |                 |                 |                  |
| Hockey Game Attendant               | 46031      | \$25.00 per game |                 |                 |                  |
| Groundskeeper                       | 45801      | 14.00            |                 |                 |                  |

**2016 Seasonal/Variable Hour Pay Grid**  
**Effective January 1 - May 31, 2016**

**2016 Seasonal/Variable Hour Pay Grid**  
**Effective June 1 - December 31, 2016**

| <b>Position</b>                    | <b>Job Number</b> | <b>Step 1</b>    | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Job Number</b> | <b>Step 1</b>    | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> |
|------------------------------------|-------------------|------------------|---------------|---------------|---------------|-------------------|------------------|---------------|---------------|---------------|
| Concession Worker                  | 46000             | 9.00             | 9.25          | 9.50          | 9.75          | 46000             | 9.50             | 9.75          | 10.00         | 10.25         |
| Ice Arena Attendant                | 46001             | 9.00             | 9.25          | 9.50          | 9.75          | 46001             | 9.50             | 9.75          | 10.00         | 10.25         |
| Outdoor Warming House Attendant    | 46002             | 9.00             | 9.25          | 9.50          | 9.75          | 46002             | 9.50             | 9.75          | 10.00         | 10.25         |
| Gymnastics Assistant               | 46003             | 9.00             | 9.25          | 9.50          | 9.75          | 46003             | 9.50             | 9.75          | 10.00         | 10.25         |
| Playground/Preschool Assistant     | 46004             | 9.00             | 9.25          | 9.50          | 9.75          | 46004             | 9.50             | 9.75          | 10.00         | 10.25         |
| Youth Sports Assistant             | 46005             | 9.00             | 9.25          | 9.50          | 9.75          | 46005             | 9.50             | 9.75          | 10.00         | 10.25         |
| Child Watch                        | 46006             | 9.00             | 9.50          | 10.00         | 10.50         | 46006             | 9.50             | 10.00         | 10.50         | 11.00         |
| Summer Playhouse Actor             | 46007             | 9.00             | 9.50          | 10.00         | 10.50         | 46007             | 9.50             | 10.00         | 10.50         | 11.00         |
| Compost Site Worker                | 46008             | 9.50             | 10.00         | 10.50         | 11.00         | 46008             | 9.50             | 10.00         | 10.50         | 11.00         |
| Meter Reader                       | 46009             | 9.50             | 10.00         | 10.50         | 11.00         | 46009             | 9.50             | 10.00         | 10.50         | 11.00         |
| Building/Office Attendant          | 46010             | 9.75             | 10.25         | 10.75         | 11.25         | 46010             | 10.00            | 10.50         | 11.00         | 11.50         |
| Playground/Preschool Leader        | 46011             | 9.75             | 10.25         | 10.75         | 11.25         | 46011             | 10.00            | 10.50         | 11.00         | 11.50         |
| Summer Playhouse - Director        | 46012             | 9.75             | 10.25         | 10.75         | 11.25         | 46012             | 10.00            | 10.50         | 11.00         | 11.50         |
| Lifeguard                          | 46013             | 10.00            | 10.50         | 11.00         | 11.50         | 46013             | 10.00            | 10.50         | 11.00         | 11.50         |
| WSI Assistant                      | 46014             | 10.00            | 10.50         | 11.00         | 11.50         | 46014             | 10.00            | 10.50         | 11.00         | 11.50         |
| Maintenance Worker Aide            | 46015             | 10.50            | 11.25         | 12.00         | 12.75         | 46015             | 10.75            | 11.50         | 12.25         | 13.00         |
| Zamboni Driver/Ice Arena Operation | 46016             | 10.50            | 11.25         | 12.00         | 12.75         | 46016             | 10.50            | 11.25         | 12.00         | 12.75         |
| Playground/Preschool Supervisor    | 46017             | 11.25            | 11.75         | 12.25         | 12.75         | 46017             | 11.25            | 11.75         | 12.25         | 12.75         |
| Gymnastics Instructor              | 46018             | 12.00            | 12.75         | 13.50         | 14.25         | 46018             | 12.00            | 12.75         | 13.50         | 14.25         |
| WSI Instructor                     | 46019             | 12.00            | 12.75         | 13.50         | 14.25         | 46019             | 12.00            | 12.75         | 13.50         | 14.25         |
| Youth Sports Instructor            | 46020             | 12.00            | 12.75         | 13.50         | 14.25         | 46020             | 12.00            | 12.75         | 13.50         | 14.25         |
| Park Patrol                        | 46021             | 12.25            | 12.75         | 13.25         | 13.75         | 46021             | 12.25            | 12.75         | 13.25         | 13.75         |
| Ice Technician                     | 46022             | 12.75            | 13.25         | 13.75         | 14.25         | 46022             | 12.75            | 13.25         | 13.75         | 14.25         |
| Swimming Pool Asst. Manager        | 46023             | 12.75            | 13.25         | 13.75         | 14.25         | 46023             | 12.75            | 13.25         | 13.75         | 14.25         |
| Intern                             | 46024             | 13.00            | 13.50         | 14.00         | 14.50         | 46024             | 13.50            | 14.00         | 14.50         | 15.00         |
| Swimming Pool Coordinator          | 46025             | 13.75            | 14.25         | 14.75         | 15.25         | 46025             | 13.75            | 14.25         | 14.75         | 15.25         |
| Youth Sports Coordinator           | 46026             | 13.75            | 14.25         | 14.75         | 15.25         | 46026             | 13.75            | 14.25         | 14.75         | 15.25         |
| Gymnastics Lead Instructor         | 46027             | 17.00            | 18.00         | 19.00         | 20.00         | 46027             | 17.00            | 18.00         | 19.00         | 20.00         |
| Exercise/Fitness Instructor        | 46028             | 19.00            | 20.00         | 21.00         | 22.00         | 46028             | 19.00            | 20.00         | 21.00         | 22.00         |
| Personal Trainer - CSCC            | 46029             | 40.00            | 50.00         | 60.00         |               | 46029             | 40.00            | 50.00         | 60.00         |               |
| Youth Sports Referee               | 46030             | \$17.00 per game |               |               |               | 46030             | \$17.00 per game |               |               |               |
| Hockey Game Attendant              | 46031             | \$25.00 per game |               |               |               | 46031             | \$25.00 per game |               |               |               |
| Groundskeeper                      | 45801             | 14.00            |               |               |               | 45801             | 14.00            |               |               |               |



## COUNCIL WORKSESSION REPORT

DATE: September 26, 2016

DEPARTMENT: Finance

ADMINISTRATOR: SPK

6

### AGENDA ITEM: Proposed 2017 Program Budgets: Airport and Central Square (CSCC)

#### DESIRED MEETING OUTCOMES:

- Review and discuss proposed 2017 CSCC program budget and CIP
- Review and discuss proposed 2017 Airport Operating and Capital Fund Budgets and CIP
- Provide direction to Staff regarding inclusion in draft 2017 budget calculations and/or specify additional information requested for consideration and decisions on these budget proposals.

#### *Attached are a number of items relating to this discussion:*

1. *Proposed budgets for CSCC and Airport.*

#### OVERVIEW:

The 2017 Central Square fund budget has an \$11,000 increase in capital outlay requests for remodeling the Centennial Room and the Lobby Area, including entry signage. Operational expenses increased by \$15,000 for personnel costs. Chris Esser will be presenting the 2017 proposed CSCC budget and the 2017-2012 CIP requests.

The majority of increases in the proposed 2017 Airport operating budget are for minor equipment and transfers to the capital project fund. The Airport carpet and furniture have reached the end of their useful life and are slated for replacement. With the amount of anticipated traffic increase to the Airport during the 2018 Superbowl, an updated terminal building could generate increased traffic into the future.

The transfer from the Airport operating fund reflects the city share of capital projects. The Airport capital project fund has anticipated projects for roof replacement, replacement of the Loader plow and mower. If the State funding does not come through, then the capital expenditures will not occur and the full transfer from the operating fund will be reduced. Philip Tiedeman will be presenting the Airport operating and capital fund budgets and the 2017-2012 CIP requests.

The police chief is recommending combining two part time clerical positions into one full time clerical position. Difficulty in attracting and retaining clerical staff is the main reason for this request. Net impact on the budget is approximately \$12,000 which the chief will absorb through delays in hiring or salary reductions due to a pending retirement. Would like to start this in 2016 and has budget savings from delayed hire of CSO Chu.

General budget discussion is anticipated after the presentation of the CSCC and Airport fund budgets.

#### SOURCE OF FUNDS:

NA

|  |  |                                |
|--|--|--------------------------------|
| <b>FUNCTION:</b><br>Cultural and Recreational Services | <b>DEPT. &amp; DIV:</b><br>Central Square Community Center | <b>BUSINESS UNIT:</b><br>20250 |
|--|--|--------------------------------|

**Activities and Responsibilities:**

**The Central Square Community Center is accountable for:**

- Administration and Operation of membership and community based community center
- Member services related to fitness room, indoor pool and fitness classes
- Public meeting room scheduling and coordination
- Operation of programs and activities for the Senior Center in cooperation with SSD #6 Community Education
- Youth Activity Programming including gymnastics, swim lessons and karate

**Budget Highlights and Changes:**

**Significant 2016 Budget Revisions include**

- No significant 2016 Budget Revisions

**Notable Expenditure Changes**

- Increase in Temporary Employees expenditures due to increased wage scale and longevity, not additional positions.

|  |  |                                |
|--|--|--------------------------------|
| <b>FUNCTION:</b><br>Cultural and Recreational Services | <b>DEPT. &amp; DIV:</b><br>Central Square Community Center | <b>BUSINESS UNIT:</b><br>20250 |
|--|--|--------------------------------|

**Notable Capital Project or Asset Acquisitions**

- The 2017 budget includes programmed Capital Outlay expenditures:  
Entry Signage \$5,000  
Centennial Room Remodel & Furniture \$20,000  
Lobby Remodel & Furniture \$15,000

**CENTRAL SQUARE COMMUNITY CENTER**  
**SUMMARY OF REVENUES AND EXPENDITURES**

| Description  | 2014<br>Actual | 2015<br>Actual | 2016     |         | 2017     |          | Change<br>2017 vs 2016 |
|--|----------------|----------------|----------|---------|----------|----------|------------------------|
|  |                |                | Original | Revised | Request  | Proposed |                        |
| Operations Only:   |                |                |          |         |          |          |                        |
| <b>REVENUES</b>  | 358,581        | 368,751        | 355,541  | 355,541 | 363,507  | 363,507  | 7,966                  |
| <b>EXPENDITURES</b>  |                |                |          |         |          |          |                        |
| Operational  | 323,179        | 326,862        | 339,826  | 334,648 | 349,796  | 349,796  | 15,148                 |
| Total Expenditures   | 323,179        | 326,862        | 339,826  | 334,648 | 349,796  | 349,796  | 15,148                 |
| <b>FUND BALANCE</b>  |                |                |          |         |          |          |                        |
| Operational Surplus(deficit)                                 | 35,402         | 41,889         | 15,715   | 20,893  | 13,711   | 13,711   | (7,182)                |
| <b>Capital Outlay Expenses</b><br>(covered by Fund Balances) | 80,581         | 2,871          | 29,000   | 29,000  | 40,000   | 40,000   | 11,000                 |
| <b>Net Change in Fund Balance</b>                            | (45,179)       | 39,018         | (13,285) | (8,107) | (26,289) | (26,289) | (18,182)               |
| Beginning Fund Balance                                       | 57,196         | 12,017         | 51,035   | 51,035  | 42,928   | 42,928   | (8,107)                |
| Ending Fund Balance  | 12,017         | 51,035         | 37,750   | 42,928  | 16,639   | 16,639   | (26,289)               |

**\*\* - Per management agreement - fund balance is considered "Capital Funds"**

**CENTRAL SQUARE  
SUMMARY OF REVENUES**

| Description                        | 2014<br>Actual   | 2015<br>Actual   | 2016<br>Original<br>Budget | August<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
|------------------------------------|------------------|------------------|----------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| <b>20250 - CENTRAL SQUARE</b>      |                  |                  |                            |                          |                           |                             |                         |
| <b>REVENUES AND EXPENDITURES</b>   |                  |                  |                            |                          |                           |                             |                         |
| <b>REVENUES</b>                    |                  |                  |                            |                          |                           |                             |                         |
| <b>CHARGE FOR SERVICE</b>          |                  |                  |                            |                          |                           |                             |                         |
| <b>ADMINISTRATIVE CHARGES</b>      |                  |                  |                            |                          |                           |                             |                         |
| 4409 - ADMINISTRATIVE CHARGE       | (86,812)         | (88,024)         | (84,641)                   | (49,378)                 | (84,641)                  | (92,807)                    |                         |
| <b>ADMINISTRATIVE CHARGES</b>      | <b>(86,812)</b>  | <b>(88,024)</b>  | <b>(84,641)</b>            | <b>(49,378)</b>          | <b>(84,641)</b>           | <b>(92,807)</b>             |                         |
| <b>CENTRAL SQUARE</b>              |                  |                  |                            |                          |                           |                             |                         |
| 4541 - CSCC MEMBERSHIPS            | (174,807)        | (171,783)        | (169,000)                  | (106,737)                | (169,000)                 | (170,000)                   |                         |
| 4542 - DAILY ADMISSIONS CSCC       | (393)            | (2,195)          | (1,200)                    | (243)                    | (1,200)                   | (2,000)                     |                         |
| 4543 - CSCC PROGRAMMING            | (83,345)         | (97,452)         | (90,000)                   | (69,216)                 | (90,000)                  | (90,000)                    |                         |
| 4545 - CSCC OPEN SWIM              | (7,585)          | (4,574)          | (8,000)                    | (5,427)                  | (8,000)                   | (6,000)                     |                         |
| 4546 - CSCC ROOM RENTAL            | (2,164)          | (3,024)          | (2,500)                    | (2,630)                  | (2,500)                   | (2,500)                     |                         |
| 4547 - CSCC MISCELLANEOUS          | (135)            | (383)            | (200)                      | (37)                     | (200)                     | (200)                       |                         |
| <b>CENTRAL SQUARE</b>              | <b>(268,429)</b> | <b>(279,412)</b> | <b>(270,900)</b>           | <b>(184,290)</b>         | <b>(270,900)</b>          | <b>(270,700)</b>            |                         |
| <b>CHARGES FOR SERVICES</b>        | <b>(355,241)</b> | <b>(367,436)</b> | <b>(355,541)</b>           | <b>(233,668)</b>         | <b>(355,541)</b>          | <b>(363,507)</b>            |                         |
| <b>INTEREST</b>                    |                  |                  |                            |                          |                           |                             |                         |
| 4671 - INTEREST EARNINGS           | (1,760)          | (1,260)          | 0                          | 0                        | 0                         |                             |                         |
| 4681 - UNREALIZED GAIN/LOSS ON INV | (1,430)          | 69               |                            | 0                        |                           |                             |                         |
| <b>INTEREST</b>                    | <b>(3,190)</b>   | <b>(1,191)</b>   | <b>0</b>                   | <b>0</b>                 | <b>0</b>                  |                             |                         |
| <b>MISCELLANEOUS</b>               |                  |                  |                            |                          |                           |                             |                         |
| 4673 - CASH OVER/SHORT             | (150)            | (124)            |                            | (50)                     |                           |                             |                         |
| <b>MISCELLANEOUS</b>               | <b>(150)</b>     | <b>(124)</b>     |                            | <b>(50)</b>              |                           |                             |                         |
| <b>OTHER FINANCING SOURCES</b>     |                  |                  |                            |                          |                           |                             |                         |
| <b>REVENUES</b>                    | <b>(358,581)</b> | <b>(368,751)</b> | <b>(355,541)</b>           | <b>(233,718)</b>         | <b>(355,541)</b>          | <b>(363,507)</b>            |                         |

| CENTRAL SQUARE                                 |                |                |                            |                          |                           |                             |                         |
|--|----------------|----------------|----------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| SUMMARY OF EXPENDITURES                        |                |                |                            |                          |                           |                             |                         |
| Description                                    | 2014<br>Actual | 2015<br>Actual | 2016<br>Original<br>Budget | August<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
| <b>20250 - CENTRAL SQUARE<br/>EXPENDITURES</b> |                |                |                            |                          |                           |                             |                         |
| <b>PERSONNEL SERVICES</b>                      |                |                |                            |                          |                           |                             |                         |
| 6101 - FULL-TIME EMPLOYEES-REG                 | 114,169        | 109,163        | 108,260                    | 80,113                   | 118,569                   | 126,888                     |                         |
| 6104 - TEMPORARY EMPLOYEES-REG                 | 99,061         | 98,326         | 118,000                    | 54,371                   | 99,000                    | 105,000                     |                         |
| 6105 - TEMPORARY EMPLOYEES-OVERTIME            | 0              | 0              |                            | 0                        |                           |                             |                         |
| 6108 - ACCUMULATED VACATION/COMP LEAV          | 2,945          | 2,301          | 1,730                      | 0                        | 1,763                     | 1,819                       |                         |
| 6112 - SERVICE RECOGNITION                     | 2,340          | 1,668          | 0                          | 0                        | 0                         |                             |                         |
| 6120 - EMPLOYER CONTR FOR RETIREMENT           | 28,026         | 30,176         | 25,558                     | 19,141                   | 27,626                    | 27,395                      |                         |
| 6130 - EMPLOYER PAID INSURANCE                 | 3,561          | 12,858         | 12,633                     | 10,395                   | 14,364                    | 14,735                      |                         |
| 6140 - UNEMPLOYMENT COMP INS.                  | 0              | 0              |                            | 0                        |                           |                             |                         |
| 6150 - WORKERS COMPENSATION                    | 2,661          | 2,982          | 2,699                      | 1,684                    | 2,699                     | 2,699                       |                         |
| 6170 - EMPLOYER CONTR TO HCSP                  | 1,334          | 2,171          | 3,090                      | 523                      | 2,771                     | 3,246                       |                         |
| <b>TOTAL PERSONNEL SERVICES</b>                | <b>254,096</b> | <b>259,645</b> | <b>271,970</b>             | <b>166,227</b>           | <b>266,792</b>            | <b>281,782</b>              |                         |
| <b>SUPPLIES</b>                                |                |                |                            |                          |                           |                             |                         |
| 6210 - OPERATING SUPPLIES                      | 8,061          | 8,128          | 9,600                      | 6,776                    | 9,600                     | 8,600                       |                         |
| 6220 - REPAIR & MAINTENANCE SUPPLIES           | 0              | 0              |                            | 0                        |                           |                             |                         |
| 6240 - MINOR EQUIPMENT AND FURNITURE           | 2,592          | 2,922          | 4,000                      | 87                       | 4,000                     | 5,000                       |                         |
| 6250 - MERCHANDISE FOR RESALE                  | 0              | 198            | 0                          | 0                        | 0                         |                             |                         |
| <b>TOTAL SUPPLIES</b>                          | <b>10,653</b>  | <b>11,248</b>  | <b>13,600</b>              | <b>6,863</b>             | <b>13,600</b>             | <b>13,600</b>               |                         |
| <b>OTHER SERVICES AND CHARGES</b>              |                |                |                            |                          |                           |                             |                         |
| 6302 - PROFESSIONAL SERVICES                   |                | 0              | 0                          | 0                        | 0                         |                             |                         |
| 6341 - ADVERTISING                             | 1,574          | 4,975          | 4,000                      | 2,406                    | 4,000                     | 4,000                       |                         |
| 6342 - PRINTING AND BINDING                    | 0              | 0              | 0                          | 0                        | 0                         |                             |                         |
| 6344 - NEWSLETTER/BROCHURE                     | 10,008         | 8,006          | 10,500                     | 3,315                    | 10,500                    | 10,500                      |                         |
| 6371 - REPAIRS & MAINT CONTRACTUAL             | 677            | 1,413          | 1,000                      | 804                      | 1,000                     | 1,000                       |                         |
| 6375 - OTHER CONTRACTED SERVICES               | 19,361         | 17,894         | 14,600                     | 817                      | 14,600                    | 14,600                      |                         |
| 6378 - COPIER MAINTENANCE AGREEMENT            | 859            | 927            | 1,320                      | 547                      | 1,320                     | 1,320                       |                         |
| 6381 - OTHER RENTALS                           | 23,748         | 20,442         | 20,436                     | 11,924                   | 20,436                    | 20,442                      |                         |
| 6388 - TECHNOLOGY EQUIP CHARGE                 |                |                | 0                          | 0                        | 0                         | 252                         |                         |
| 6390 - POSTAGE AND TELEPHONE                   | 868            | 941            | 900                        | 729                      | 900                       | 900                         |                         |
| <b>TOTAL OTHER SERVICES AND CHARGES</b>        | <b>57,095</b>  | <b>54,598</b>  | <b>52,756</b>              | <b>20,542</b>            | <b>52,756</b>             | <b>53,014</b>               |                         |
| <b>MISCELLANEOUS</b>                           |                |                |                            |                          |                           |                             |                         |
| 6412 - CREDIT CARD/ACH/BANK FEE                | 1,336          | 1,371          | 1,500                      | 967                      | 1,500                     | 1,400                       |                         |
| 6430 - MISCELLANEOUS                           | 0              | 0              |                            | 0                        |                           |                             |                         |
| 6465 - INTEREST/FINANCE CHARGE                 | 0              | 0              |                            | 0                        |                           |                             |                         |
| <b>TOTAL MISCELLANEOUS</b>                     | <b>1,336</b>   | <b>1,371</b>   | <b>1,500</b>               | <b>967</b>               | <b>1,500</b>              | <b>1,400</b>                |                         |



|  |  |                                |
|--|--|--------------------------------|
| <b>FUNCTION:</b><br>Cultural and Recreational Services | <b>PROGRAM:</b><br>Central Square Community Center | <b>BUSINESS UNIT:</b><br>20250 |
|--|--|--------------------------------|

**COMPENSATION INFORMATION**

| FTE  | POSITION                        |  |  | REVISED<br>2016 | BUDGET<br>2017 | Change |
|------|---------------------------------|--|--|-----------------|----------------|--------|
|      | <b><u>SALARIES</u></b>          |  |  |                 |                |        |
| 0.30 | Director of Park and Recreation |  |  | 34,112          | 34,965         | 853    |
| 0.40 | Recreation Supervisor           |  |  | 24,611          | 26,575         | 1,964  |
| 0.10 | Recreation Supervisor           |  |  | 7,691           | 7,884          | 193    |
| 0.72 | Fitness Coordinator             |  |  | 32,180          | 32,523         | 343    |
| 0.50 | Office Specialist 2             |  |  | 23,275          | 24,941         | 1,666  |
|      |                                 |  |  | 121,869         | 126,888        | 5,019  |
|      | Temporary Employees             |  |  | 99,000          | 105,000        | 6,000  |
|      |                                 |  |  |                 |                |        |
|      | Total Salaries                  |  |  | 220,869         | 231,888        | 11,019 |
|      |                                 |  |  |                 |                |        |

|  |  |                                |
|--|--|--------------------------------|
| <b>FUNCTION:</b><br>Cultural and Recreational Services | <b>PROGRAM:</b><br>Central Square Community Center | <b>BUSINESS UNIT:</b><br>20250 |
|--|--|--------------------------------|

**COMPENSATION INFORMATION**

|  |                               | PENSION                             |       | INSURANCE |              |             | TOTAL  |
|--|-------------------------------|-------------------------------------|-------|-----------|--------------|-------------|--------|
|  |                               | FICA                                | PERA  | HEALTH    | DENTAL       | LIFE & DIS  |        |
|  | <b><u>FRINGE BENEFITS</u></b> |                                     |       |           |              |             |        |
|  | Total Fringe Benefits         | 17,879                              | 9,516 | 13,614    | 617          | 504         | 14,735 |
|  |                               |                                     |       |           |              |             |        |
|  |                               | GENERAL LEDGER DISTRIBUTION         |       | ACCOUNT   | REVISED 2016 | BUDGET 2017 | CHANGE |
|  |                               | Salaries of regular employees       |       | 6101      | 121,869      | 126,888     | 5,019  |
|  |                               | Salaries-temp. employees            |       | 6104      | 100,437      | 105,000     | 4,563  |
|  |                               | Employer contribution for pension   |       | 6120      | 26,282       | 27,395      | 1,113  |
|  |                               | Employer contribution for insurance |       | 6130      | 14,364       | 14,735      | 371    |
|  |                               | Retiree contributions               |       | 6135      | -            | -           | -      |
|  |                               | Accumulated Vacation/Comp           |       | 6108      | 1,763        | 1,819       | 56     |
|  |                               | Employer Cont to HCSP               |       | 6170      | 2,771        | 3,246       | 475    |
|  |                               |                                     |       |           | 267,486      | 279,083     | 11,597 |

| DETAIL OF EXPENDITURES            |                               |   |                     |                       |                   |
|-----------------------------------|-------------------------------|---|---------------------|-----------------------|-------------------|
| CENTRAL SQUARE                    |                               |   |                     |                       |                   |
| CODE NO.                          | ITEMS                         | ITEM DESCRIPTION AND EXPLANATION OF REQUEST   | 2016 Revised Budget | 2017 Requested Budget | 2017 Final Budget |
| <b>EXPENDITURES</b>               |                               |   |                     |                       |                   |
| <b>PERSONNEL SERVICES</b>         |                               |   |                     |                       |                   |
| 6104                              | TEMPORARY EMPLOYEES-REG       | Building Attendants, Child Watch Attendants, Membership Coordinator, Lifeguards, WSI Swim Instructors, Fitness Instructors, Skilled instructors for specific programs such as karate, gymnastics, personal training | 99,000              | 105,000               |                   |
| <b>MATERIALS &amp; SUPPLIES</b>   |                               |   |                     |                       |                   |
| 6210                              | OPERATING SUPPLIES            | Disposable Fitness Room Towels & Cleaning supplies - \$4,100; Fitness Class & Aquatic supplies/replacements, part-time staff apparel - \$4,500  | 9,600               | 8,600                 |                   |
| 6240                              | MINOR EQUIPMENT AND FURNITURE | Centennial Room Replacement Chairs  | 4,000               | 5,000                 |                   |
| <b>SERVICES AND OTHER CHARGES</b> |                               |   |                     |                       |                   |
| 6341                              | ADVERTISING                   | Local Media Ads (5 @ \$250 each); Direct Mailings (Fall and Spring Postcards) \$3,250   | 4,000               | 4,000                 |                   |
| 6344                              | NEWSLETTER/BROCHURE           | CSCC/Parks and Recreation Brochure Printing and Postage (3 editions) increase due to printing contract and number of pages CSCC utilizes  | 10,500              | 10,500                |                   |
| 6371                              | REPAIRS & MAINT CONTRACTUAL   | Repairs on fitness room and misc. Equipment as needed   | 1,000               | 1,000                 |                   |
| 6375                              | OTHER CONTRACTED SERVICES     | Vanco Health Program Reimbursement Administrative Fee - \$600; Summer Season Pool Chemicals and utilities - \$14,000 paid to SSD 6  | 14,600              | 14,600                |                   |
| 6378                              | COPIER MAINTENANCE AGREEMENT  | 50% of 2012-17 lease & maintenance shared with Parks and Recreation Administration Budget - \$110/month   | 1,320               | 1,320                 |                   |
| 6381                              | OTHER RENTALS                 | Cardio Equipment Lease 2015-17 - \$1,703/month  | 20,436              | 20,442                |                   |
| 6388                              | TECHNOLOGY EQUIP CHARGE       | amortize phone system   | 0                   | 252                   |                   |
| 6390                              | POSTAGE AND TELEPHONE         | Basic Services - (increase based upon historic postage actual)  | 900                 | 900                   |                   |
| <b>MISCELLANEOUS</b>              |                               |   |                     |                       |                   |
| 6412                              | CREDIT CARD/ACH/BANK FEE      | Based on historical averages  | 1,500               | 1,400                 |                   |
| <b>CAPITAL OUTLAY</b>             |                               |   |                     |                       |                   |
| 6560                              | BUILDING FIXTURES AND IMPRS   | Entry Signage \$5,000, Lobby Remodel \$15,000, Centennial Room Remodel \$20,000   | 29,000              | 40,000                |                   |

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Central Square Community Ct  
**Contact** Chris Esser  
**Type** Equipment  
**Useful Life** 10  
**Category** Computer Equipment & Softw  
**Priority** n/a

**Project #** CSCC-16-2  
**Project Name** Entry Signage

**Finance Priority**

**Description** **Total Project Cost:** \$5,000  
 Exterior entry signs labeling the east and west entrances/doors of Central Square Community Center

**Justification**  
 The West door doesn't have signage identifying an entrance to CSCC, east entrance has an aged metal sign next to the door. The proposed signage will create an attractive and directive labeling of the two entrances.

| Expenditures | 2017  | 2018 | 2019 | 2020 | 2021 | Total |
|--------------|-------|------|------|------|------|-------|
| Other        | 5,000 |      |      |      |      | 5,000 |
| <b>Total</b> | 5,000 |      |      |      |      | 5,000 |

| Funding Sources            | 2017  | 2018 | 2019 | 2020 | 2021 | Total |
|----------------------------|-------|------|------|------|------|-------|
| Central Sq. Comm. Ctr Fund | 5,000 |      |      |      |      | 5,000 |
| <b>Total</b>               | 5,000 |      |      |      |      | 5,000 |

**Budget Impact/Other**  
 The Entry Signage and the display boards were combined into one project for inclusion in the CIP plan - individually do not meet the threshold.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Central Square Community Ct  
**Contact** Chris Esser  
**Type** Improvement  
**Useful Life** 15  
**Category** Construction/Buildings  
**Priority** n/a

**Project #** CSCC-16-3  
**Project Name** Centennial Room Remodel & Furniture

**Finance Priority**

**Description**

**Total Project Cost:** \$20,000

Remodel of the Centennial Room North and South including new wall hangings, window treatments, carpet, counters, cabinetry, and furniture. Moved from 2018 to 2017

**Justification**

The Centennial Room has not been remodeled since 2002. With an average of 400+ meetings taking place each year between the two halves and the room as a whole, much wear and tear has occurred warranting a functional and aesthetic refresh of the room.

| <b>Expenditures</b>        | <b>2017</b>   | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>  |
|----------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Equip/Vehicles/Furnishings | 20,000        |             |             |             |             | 20,000        |
| <b>Total</b>               | <b>20,000</b> |             |             |             |             | <b>20,000</b> |

| <b>Funding Sources</b>     | <b>2017</b>   | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>  |
|----------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Central Sq. Comm. Ctr Fund | 20,000        |             |             |             |             | 20,000        |
| <b>Total</b>               | <b>20,000</b> |             |             |             |             | <b>20,000</b> |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Central Square Community Ct  
**Contact** Chris Esser  
**Type** Equipment  
**Useful Life** 15  
**Category** Furniture & Accessories  
**Priority** n/a

**Project #** CSCC-17-1  
**Project Name** Lobby Remodel & Furniture

**Finance Priority**

**Description** **Total Project Cost:** \$15,000  
 Remodel of the Central Square Lobby area including new wall hangings, carpet, lighting, displays, and furniture.

**Justification**  
 The Lobby area of Central Square has not been remodeled since 2002. With an average of 100+ visitors per day, much wear and tear has occurred warranting a functional and aesthetic refresh of most visible area of the building adjacent to the reception desk and offices.

| Expenditures               | 2017          | 2018 | 2019 | 2020 | 2021 | Total         |
|----------------------------|---------------|------|------|------|------|---------------|
| Equip/Vehicles/Furnishings | 15,000        |      |      |      |      | 15,000        |
| <b>Total</b>               | <b>15,000</b> |      |      |      |      | <b>15,000</b> |

| Funding Sources            | 2017          | 2018 | 2019 | 2020 | 2021 | Total         |
|----------------------------|---------------|------|------|------|------|---------------|
| Central Sq. Comm. Ctr Fund | 15,000        |      |      |      |      | 15,000        |
| <b>Total</b>               | <b>15,000</b> |      |      |      |      | <b>15,000</b> |

**Budget Impact/Other**

| AIRPORT COMBINED FUNDS                          |                |                |             |             |             |             |                        |
|---|----------------|----------------|-------------|-------------|-------------|-------------|------------------------|
| SUMMARY OF REVENUES AND EXPENDITURES            |                |                |             |             |             |             |                        |
| Description                                     | 2014<br>Actual | 2015<br>Actual | 2016        |             | 2017        |             | Change<br>2016 vs 2017 |
|   |                |                | Original    | Revised     | Request     | Proposed    |                        |
| <b>OPERATING FUND</b>                           |                |                |             |             |             |             |                        |
| Total Revenues                                  | (1,208,760)    | (1,270,947)    | (1,256,589) | (1,256,589) | (1,241,940) | (1,241,940) | 14,649                 |
| Total Expenditures                              | 1,354,132      | 1,159,007      | 1,132,156   | 1,131,754   | 1,224,136   | 1,224,136   | 92,382                 |
| <b>Operating (Surplus)/Deficit</b>              | 145,372        | (111,940)      | (124,433)   | (124,835)   | (17,804)    | (17,804)    |                        |
| <b>Cash and Invest=Internal Loan</b>            | (1,002,916)    | (806,027)      | (681,594)   | (681,192)   | (663,388)   | (663,388)   |                        |
| Cash deficit at 8/31/16 is \$538,857            |                |                |             |             |             |             |                        |
| <b>CAPITAL FUND</b>                             |                |                |             |             |             |             |                        |
| Revenues  | (1,527,341)    | (2,073,211)    | (345,000)   | (345,000)   | (499,500)   | (499,500)   | (154,500)              |
| Expenditures                                    | 1,454,967      | 2,279,777      | 360,000     | 360,000     | 514,500     | 514,500     | 154,500                |
| <b>Capital (Surplus)/Deficit</b>                | (72,374)       | 206,566        | 15,000      | 15,000      | 15,000      | 15,000      | -                      |
| <b>Cash and Invest=Internal Loan</b>            | (788,430)      | (2,438,162)    | (803,430)   | (803,430)   | (818,430)   | (818,430)   |                        |
| Cash deficit at 8/31/16 is \$952,533            |                |                |             |             |             |             |                        |
| <b>COMBINED AIRPORT OPERATING &amp; CAPITAL</b> |                |                |             |             |             |             |                        |
| Revenues  | (2,736,101)    | (3,344,158)    | (1,601,589) | (1,601,589) | (1,741,440) | (1,741,440) | (139,851)              |
| Expenditures                                    | 2,809,099      | 3,438,784      | 1,492,156   | 1,491,754   | 1,738,636   | 1,738,636   | 246,882                |
| <b>Combined (Surplus)/Deficit</b>               | 72,998         | 94,626         | (109,433)   | (109,835)   | (2,804)     | (2,804)     |                        |
| <b>Cash and Invest=Internal Loan</b>            | (1,791,346)    | (3,244,189)    | (1,485,024) | (1,484,622) | (1,481,818) | (1,481,818) |                        |
| Combined Cash deficit at 8/31/16 is \$1,491,390 |                |                |             |             |             |             |                        |

|                                    |   |                                |
|------------------------------------|---|--------------------------------|
| <b>FUNCTION:</b><br>Transportation | <b>DEPT. &amp; DIV:</b><br>Airport Operating Fund | <b>BUSINESS UNIT:</b><br>20245 |
|------------------------------------|---|--------------------------------|

**Activities and Responsibilities:****The Airport Operating Fund is accountable for:**

- Maintaining the buildings, grounds, and airfield in a safe, efficient manner
- Providing high quality aviation fuels, 24 hrs. a day, to the flying public
- Providing courteous and timely information to pilots, businesses and tenants using Fleming Field
- Oversee city owned facilities occupied by tenants and businesses

**Budget Highlights and Changes:****Significant Revisions - 2016 Adopted vs. 2016 Revised**

- Fuel Expense and Revenues are adjusted to show a lower purchase price and lower sales prices of fuel
- State Grants and Aid shows a reduction due to limited State funds for pavement maintenance in 2016
- Items 6560 and 6580 have been combined with 6240
- Item 6530 has been combine with 6371
- Item 6580 has been combine with 6240
- Transfer to Capital due to FAA and MnDOT participation

|                                    |   |                                |
|------------------------------------|---|--------------------------------|
| <b>FUNCTION:</b><br>Transportation | <b>DEPT. &amp; DIV:</b><br>Airport Operating Fund | <b>BUSINESS UNIT:</b><br>20245 |
|------------------------------------|---|--------------------------------|

**Notable Expenditure Changes for 2017**

- State grant funding ratios for most state grants have changed from 80/20 to 70/30
- Terminal amenities are starting to show age and wear. Upgrades to the carpet, furniture, HVAC controls, and lighting are proposed.

**Notable Capital Project or Asset Acquisitions**

- Airport specific GIS applications for tracking, features for the Airport Layout Plan, and Master Plan integration

**Capital Improvement Program**

-

| AIRPORT                             |                    |                    |                            |                          |                           |                             |                         |
|-------------------------------------|--------------------|--------------------|----------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| SUMMARY OF REVENUES                 |                    |                    |                            |                          |                           |                             |                         |
| Description                         | 2014<br>Actual     | 2015<br>Actual     | 2016<br>Original<br>Budget | August<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
| <b>20245 - AIRPORT</b>              |                    |                    |                            |                          |                           |                             |                         |
| <b>REVENUES AND EXPENDITURES</b>    |                    |                    |                            |                          |                           |                             |                         |
| <b>REVENUES</b>                     |                    |                    |                            |                          |                           |                             |                         |
| <b>INTERGOVERNMENTAL</b>            |                    |                    |                            |                          |                           |                             |                         |
| 4321 - AIRPORT OPERATIONS & MAINT   | (32,196)           | (34,320)           | (32,000)                   | (34,320)                 | (32,000)                  | (34,320)                    |                         |
| 4325 - STATE GRANTS AND AIDS        | (87,365)           | (106,494)          | (40,000)                   | 0                        | (40,000)                  | (35,000)                    |                         |
| <b>INTERGOVERNMENTAL</b>            | <b>(119,561)</b>   | <b>(140,814)</b>   | <b>(72,000)</b>            | <b>(34,320)</b>          | <b>(72,000)</b>           | <b>(69,320)</b>             | <b>0</b>                |
| <b>CHARGE FOR SERVICE</b>           |                    |                    |                            |                          |                           |                             |                         |
| 4411 - PILOT                        | (43,732)           | (43,435)           | (43,435)                   | (30,432)                 | (43,435)                  | (48,460)                    |                         |
| 4413 - XEROX COPIES                 | (29)               | (22)               | (10)                       | 0                        | (10)                      | (10)                        |                         |
| 4510 - CONCESSION SALES             | (105)              | (189)              | 0                          | (120)                    | 0                         | (50)                        |                         |
| 4402 - RENT                         | (10,734)           | (10,366)           | (8,652)                    | (8,903)                  | (8,652)                   | (16,000)                    |                         |
| 4581 - RENT OF HANGARS              | (184,169)          | (189,339)          | (200,687)                  | (127,932)                | (200,687)                 | (197,050)                   |                         |
| 4583 - AIRPORT FUEL RECEIPTS        | (612,944)          | (559,180)          | (638,252)                  | (319,101)                | (638,252)                 | (625,000)                   |                         |
| 4585 - LAND LEASE                   | (128,832)          | (191,810)          | (162,238)                  | (133,948)                | (162,238)                 | (165,250)                   |                         |
| 4586 - TEE HANGAR RENTAL            | (88,540)           | (96,457)           | (112,265)                  | (68,874)                 | (112,265)                 | (105,000)                   |                         |
| 4587 - AIRCRAFT PARKING FEES        | (3,413)            | (4,130)            | (3,000)                    | (4,150)                  | (3,000)                   | (5,500)                     |                         |
| 4588 - AIRPORT RAMP FEES            | (3,076)            | (1,900)            | (7,500)                    | (70)                     | (7,500)                   | (1,500)                     |                         |
| 4590 - AIRPORT GATE CARD            | (1,033)            | (1,718)            | (800)                      | (2,301)                  | (800)                     | (500)                       |                         |
| 4591 - AIRPORT VENDING SALES        | (800)              | (727)              | (750)                      | (520)                    | (750)                     | (800)                       |                         |
| 4760 - PENALTY CHARGE               | (79)               | 0                  | 0                          | 0                        | 0                         | 0                           |                         |
| <b>CHARGES FOR SERVICES</b>         | <b>(1,077,487)</b> | <b>(1,099,272)</b> | <b>(1,177,589)</b>         | <b>(696,351)</b>         | <b>(1,177,589)</b>        | <b>(1,165,120)</b>          | <b>0</b>                |
| <b>INTEREST</b>                     |                    |                    |                            |                          |                           |                             |                         |
| 4681 - UNREALIZED GAIN/LOSS ON INV  | 0                  | (746)              |                            | 0                        |                           |                             |                         |
| <b>INTEREST</b>                     | <b>0</b>           | <b>(746)</b>       |                            | <b>0</b>                 |                           |                             |                         |
| <b>MISCELLANEOUS</b>                |                    |                    |                            |                          |                           |                             |                         |
| 4672 - OTHER                        | (1,248)            | (601)              | 0                          | (1,572)                  | 0                         | (500)                       |                         |
| 4673 - CASH OVER/SHORT              | (1)                | (8)                |                            | 0                        |                           |                             |                         |
| 4675 - INSURANCE DIVIDEND           | (10,464)           | (16,708)           | (7,000)                    | 0                        | (7,000)                   | (7,000)                     |                         |
| 4677 - MISC REVENUE                 |                    |                    |                            | (71)                     |                           |                             |                         |
| 4679 - CONT. & DON. FR PRIVATE      | 0                  | (15)               | 0                          | 0                        | 0                         |                             |                         |
| 4680 - INSURANCE PROCEEDS           | 0                  | (7,283)            |                            | 0                        |                           |                             |                         |
| <b>MISCELLANEOUS</b>                | <b>(11,712)</b>    | <b>(24,615)</b>    | <b>(7,000)</b>             | <b>(1,643)</b>           | <b>(7,000)</b>            | <b>(7,500)</b>              | <b>0</b>                |
| <b>OTHER FINANCING SOURCES</b>      |                    |                    |                            |                          |                           |                             |                         |
| 4903 - SALE OF GENERAL FIXED ASSETS |                    | (5,500)            | 0                          | 0                        | 0                         |                             |                         |
| <b>OTHER FINANCING SOURCES</b>      | <b>0</b>           | <b>(5,500)</b>     | <b>0</b>                   | <b>0</b>                 | <b>0</b>                  |                             |                         |
| <b>REVENUES</b>                     | <b>(1,208,760)</b> | <b>(1,270,947)</b> | <b>(1,256,589)</b>         | <b>(732,314)</b>         | <b>(1,256,589)</b>        | <b>(1,241,940)</b>          | <b>0</b>                |

| AIRPORT                                 |                |                |                            |                          |                           |                             |                         |
|---|----------------|----------------|----------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| SUMMARY OF EXPENDITURES                 |                |                |                            |                          |                           |                             |                         |
| Description                             | 2014<br>Actual | 2015<br>Actual | 2016<br>Original<br>Budget | August<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
| <b>20245 - AIRPORT<br/>EXPENDITURES</b> |                |                |                            |                          |                           |                             |                         |
| <b>PERSONNEL SERVICES</b>               |                |                |                            |                          |                           |                             |                         |
| 6101 - FULL-TIME EMPLOYEES-REG          | 98,401         | 115,934        | 139,326                    | 93,903                   | 145,691                   | 155,366                     |                         |
| 6102 - FULL-TIME EMPLOYEES-OVERTIME     | 0              | 930            | 1,000                      | 776                      | 1,000                     | 2,000                       |                         |
| 6104 - TEMPORARY EMPLOYEES-REG          | 27,912         | 31,950         | 14,658                     | 6,890                    | 14,658                    | 15,500                      |                         |
| 6105 - TEMPORARY EMPLOYEES-OVERTIME     | 38             | 27             |                            | 0                        |                           | 0                           |                         |
| 6108 - ACCUMULATED VACATION/COMP LEAV   | 2,868          | 9,721          | 1,600                      | 0                        | 0                         | 1,600                       |                         |
| 6112 - SERVICE RECOGNITION              | 3,791          | 0              | 0                          | 0                        | 0                         | 0                           |                         |
| 6120 - EMPLOYER CONTR FOR RETIREMENT    | 17,852         | 21,800         | 22,117                     | 14,489                   | 23,067                    | 24,950                      |                         |
| 6130 - EMPLOYER PAID INSURANCE          | 12,142         | 11,136         | 21,262                     | 9,990                    | 14,182                    | 14,498                      |                         |
| 6150 - WORKERS COMPENSATION             | 5,977          | 3,362          | 8,422                      | 5,416                    | 8,422                     | 8,422                       |                         |
| 6151 - WORKERS COMP DEDUCTIBLE          |                | 465            |                            | 0                        |                           | 0                           |                         |
| 6170 - EMPLOYER CONTR TO HCSP           | 2,766          | 825            | 1,200                      | 403                      | 2,163                     | 3,357                       |                         |
| <b>TOTAL PERSONNEL SERVICES</b>         | <b>171,747</b> | <b>196,150</b> | <b>209,585</b>             | <b>131,867</b>           | <b>209,183</b>            | <b>225,693</b>              |                         |
| <b>SUPPLIES</b>                         |                |                |                            |                          |                           |                             |                         |
| 6201 - OFFICE SUPPLIES                  | 805            | 1,099          | 1,500                      | 566                      | 1,500                     | 1,500                       |                         |
| 6210 - OPERATING SUPPLIES               | 0              | 85             |                            | 0                        |                           | 0                           |                         |
| 6220 - REPAIR & MAINTENANCE SUPPLIES    | 36,503         | 29,543         | 40,000                     | 11,415                   | 40,000                    | 40,000                      |                         |
| 6240 - MINOR EQUIPMENT AND FURNITURE    | 2,429          | 1,144          | 2,100                      | 650                      | 2,100                     | 58,000                      |                         |
| 6250 - MERCHANDISE FOR RESALE           | 560,340        | 459,156        | 516,633                    | 236,414                  | 516,633                   | 450,000                     |                         |
| <b>TOTAL SUPPLIES</b>                   | <b>600,077</b> | <b>491,027</b> | <b>560,233</b>             | <b>249,045</b>           | <b>560,233</b>            | <b>549,500</b>              |                         |
| <b>OTHER SERVICES AND CHARGES</b>       |                |                |                            |                          |                           |                             |                         |
| 6302 - PROFESSIONAL SERVICES            | 11,753         | 14,259         | 14,200                     | 10,935                   | 14,200                    | 15,000                      |                         |
| 6331 - CONFERENCES, TRAINING, TRAVEL    | 803            | 824            | 3,800                      | 651                      | 3,800                     | 5,000                       |                         |
| 6341 - ADVERTISING                      | 5,620          | 6,046          | 6,325                      | 3,263                    | 6,325                     | 7,000                       |                         |
| 6361 - INSURANCE                        | 53,669         | 50,932         | 50,786                     | 41,115                   | 50,786                    | 50,786                      |                         |
| 6371 - REPAIRS & MAINT CONTRACTUAL      | 33,449         | 53,769         | 76,000                     | 7,371                    | 76,000                    | 129,000                     |                         |
| 6374 - ADMINISTRATION SUPPORT FEE       | 57,219         | 62,709         | 62,709                     | 36,582                   | 62,709                    | 71,686                      |                         |
| 6375 - OTHER CONTRACTED SERVICES        | 1,650          | 0              |                            | 0                        |                           | 0                           |                         |
| 6378 - COPIER MAINTENANCE AGREEMENT     | 376            | 597            | 450                        | 342                      | 450                       | 450                         |                         |
| 6379 - CONT SERV/REFUSE & SANITATION    | 542            | 438            | 600                        | 406                      | 600                       | 750                         |                         |
| 6380 - CENTRAL GARAGE MAINT. CHARGE     | 10,970         | 12,067         | 13,877                     | 8,099                    | 13,877                    | 15,959                      |                         |
| 6385 - UTILITY SERVICE                  | 16,212         | 14,337         | 19,775                     | 9,916                    | 19,775                    | 20,500                      |                         |
| 6388 - TECHNOLOGY EQUIP CHARGE          |                |                | 40                         | 26                       | 40                        | 632                         |                         |
| 6390 - POSTAGE AND TELEPHONE            | 4,697          | 4,818          | 5,000                      | 3,010                    | 5,000                     | 5,750                       |                         |
| <b>TOTAL OTHER SERVICES AND CHARGES</b> | <b>196,959</b> | <b>220,797</b> | <b>253,562</b>             | <b>121,716</b>           | <b>253,562</b>            | <b>322,513</b>              |                         |

| AIRPORT  |                  |                  |                            |                          |                           |                             |                         |
|--|------------------|------------------|----------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| SUMMARY OF EXPENDITURES  |                  |                  |                            |                          |                           |                             |                         |
| Description  | 2014<br>Actual   | 2015<br>Actual   | 2016<br>Original<br>Budget | August<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
| <b>MISCELLANEOUS</b>   |                  |                  |                            |                          |                           |                             |                         |
| 6412 - CREDIT CARD/ACH/BANK FEE  |                  | 1                |                            | 59                       |                           | 0                           |                         |
| 6453 - REMITTANCE OF REV/OTHER   | 450              | 895              | 650                        | 455                      | 650                       | 800                         |                         |
| 6465 - INTEREST/FINANCE CHARGE   | 0                | 0                | 0                          | 0                        | 0                         | 0                           |                         |
| 6471 - DUES & SUBSCRIPTIONS  | 608              | 582              | 470                        | 1,335                    | 470                       | 1,250                       |                         |
| <b>TOTAL MISCELLANEOUS</b>   | <b>1,058</b>     | <b>1,478</b>     | <b>1,120</b>               | <b>1,849</b>             | <b>1,120</b>              | <b>2,050</b>                |                         |
| <b>CAPITAL OUTLAY</b>  |                  |                  |                            |                          |                           |                             |                         |
| 6530 - IMPR OTHER THAN BUILDING  | 0                | 5,898            | 0                          | 0                        | 0                         | 0                           |                         |
| 6572 - COMPUTER SOFTWARE   |                  |                  | 7,500                      | 0                        | 7,500                     | 2,500                       |                         |
| 6580 - OTHER EQUIPMENT   | 109,206          | 125,500          | 0                          | 0                        | 0                         | 0                           |                         |
| <b>TOTAL CAPITAL OUTLAY</b>  | <b>109,206</b>   | <b>131,398</b>   | <b>7,500</b>               | <b>0</b>                 | <b>7,500</b>              | <b>2,500</b>                |                         |
| <b>DEBT SERVICE</b>  |                  |                  |                            |                          |                           |                             |                         |
| 6602 - OTHER LONG TERM DEBT-PRINCIPAL  | 37,549           | 37,549           | 38,656                     | 25,033                   | 38,656                    | 3,130                       |                         |
| 6612 - INTEREST EXPENSE  | 24,937           | 14,038           | 15,000                     | 0                        | 15,000                    | 15,000                      |                         |
| <b>TOTAL DEBT SERVICE</b>  | <b>62,486</b>    | <b>51,587</b>    | <b>53,656</b>              | <b>25,033</b>            | <b>53,656</b>             | <b>18,130</b>               |                         |
| <b>TRANSFERS</b>   |                  |                  |                            |                          |                           |                             |                         |
| 6719 - TRANSFER TO CAPITAL PROJECT FU  | 212,600          | 66,571           | 46,500                     | 0                        | 46,500                    | 103,750                     |                         |
| <b>TOTAL TRANSFERS OUT</b>   | <b>212,600</b>   | <b>66,571</b>    | <b>46,500</b>              | <b>0</b>                 | <b>46,500</b>             | <b>103,750</b>              |                         |
| <b>TOTAL EXPENDITURES</b>  | <b>1,354,132</b> | <b>1,159,007</b> | <b>1,132,156</b>           | <b>529,510</b>           | <b>1,131,754</b>          | <b>1,224,136</b>            |                         |
| <b>CHANGE 2016 REVISED TO 2017 PROPOSED<br/>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b> |                  |                  |                            |                          |                           |                             | <b>92,382<br/>8.16%</b> |

| FUNCTION:<br>Transportation |                              | PROGRAM:<br>Airport Operating Fund |  | BUSINESS UNIT:<br>20245 |                |        |
|-----------------------------|------------------------------|------------------------------------|--|-------------------------|----------------|--------|
| COMPENSATION INFORMATION    |                              |                                    |  |                         |                |        |
| FTE                         | POSITION                     |                                    |  | REVISED<br>2016         | BUDGET<br>2017 | Change |
|                             | <b><u>SALARIES</u></b>       |                                    |  |                         |                |        |
| 1                           | Airport Manager              |                                    |  | 66,912                  | 71,347         | 4,435  |
| 1                           | Airport Operation Specialist |                                    |  | 48,917                  | 52,557         | 3,640  |
| 0.6                         | Airport Maintenance Worker   |                                    |  | 29,030                  | 31,462         |        |
|                             |                              |                                    |  | 144,859                 | 155,366        | 8,075  |
|                             | Temporary Employees          |                                    |  | 14,658                  | 17,050         | 2,392  |
|                             | Total Salaries               |                                    |  | 159,517                 | 172,416        | 10,467 |

|                                    |   |                                |
|------------------------------------|---|--------------------------------|
| <b>FUNCTION:</b><br>Transportation | <b>PROGRAM:</b><br>Airport Operating Fund | <b>BUSINESS UNIT:</b><br>20245 |
|------------------------------------|---|--------------------------------|

**COMPENSATION INFORMATION**

|  | Name                   | PENSION                             |        | INSURANCE |              |             | TOTAL  |
|--|------------------------|-------------------------------------|--------|-----------|--------------|-------------|--------|
|  |                        | FICA                                | PERA   | HEALTH    | DENTAL       | LIFE & DIS  |        |
|  | <b>FRINGE BENEFITS</b> |                                     |        |           |              |             |        |
|  | Total Fringe Benefits  | 13,297                              | 11,653 | 13,287    | 514          | 697         | 14,498 |
|  |                        |                                     |        |           |              |             |        |
|  |                        | GENERAL LEDGER DISTRIBUTION         |        | ACCOUNT   | REVISED 2016 | BUDGET 2017 | CHANGE |
|  |                        | Salaries of regular employees       |        | 6101      | 144,859      | 155,366     | 10,507 |
|  |                        | Salaries-temp. employees            |        | 6104      | 14,658       | 17,050      | 2,392  |
|  |                        | Employer contribution for pension   |        | 6120      | 23,067       | 24,950      | 1,883  |
|  |                        | Employer contribution for insurance |        | 6130      | 14,182       | 14,498      | 316    |
|  |                        | Accumulated Vacation/Comp           |        | 608       | 1,303        | 1,600       | 297    |
|  |                        | Employer Cont to HCSP               |        | 6170      | 1,982        | 3,357       | 1,375  |
|  |                        |                                     |        |           | 200,051      | 216,821     | 16,771 |

| AIRPORT                           |                               |  |                     |                       |                   |
|-----------------------------------|-------------------------------|--|---------------------|-----------------------|-------------------|
| DETAIL OF EXPENDITURES            |                               |  |                     |                       |                   |
| CODE NO.                          | ITEMS                         | ITEM DESCRIPTION AND EXPLANATION OF REQUEST  | 2016 Revised Budget | 2017 Requested Budget | 2017 Final Budget |
| <b>EXPENDITURES</b>               |                               |  |                     |                       |                   |
| <b>PERSONNEL SERVICES</b>         |                               |  |                     |                       |                   |
| 6102                              | FULL-TIME EMPLOYEES-OVERTIME  | To cover unexpected snow events, planned or special airport events   | 1,000               | 2,000                 |                   |
| 6104                              | TEMPORARY EMPLOYEES-REG       | Summer Seasonal Employee, Weekend Building Attendant, Winter Seasonal Employee   | 14,658              | 15,500                |                   |
| <b>MATERIALS &amp; SUPPLIES</b>   |                               |  |                     |                       |                   |
| 6201                              | OFFICE SUPPLIES               | Printing, paper, envelopes, pens, etc  | 1,500               | 1,500                 |                   |
| 6220                              | REPAIR & MAINTENANCE SUPPLIES | Cleaning supplies, restroom consumables, road salt and runway deicer, asphalt patch, building and grounds repair, maintenance vehicle fuel, plow blades, mower blades, vehicle repairs, etc          | 40,000              | 40,000                |                   |
| 6240                              | MINOR EQUIPMENT AND FURNITURE | Added 6560 and 6580 - HVAC control upgrade \$1300, Terminal Carpet Replacement \$20,000, Terminal Bulb upgrade to LED \$6,000, Terminal Lobby Furniture replacment \$19,000 (16-18 seats, 26 peices) | 2,100               | 58,000                |                   |
| 6250                              | MERCHANDISE FOR RESALE        | Aviation Fuel (100LL \$265,000, Jet A \$112,000, 91UL \$9,500), Apparel \$2,500, gate cards \$1100, fuel cards \$600, vending \$600, etc   | 516,633             | 450,000               |                   |
| <b>SERVICES AND OTHER CHARGES</b> |                               |  |                     |                       |                   |
| 6302                              | PROFESSIONAL SERVICES         | Single Audit \$6000, Legal \$7500, Stormwater Testing \$750, Fuel system calibration and testing \$500,  | 14,200              | 15,000                |                   |
| 6331                              | CONFERENCES, TRAINING, TRAVEL | MCOA Conference for 2 people \$1200, AirTAP 2 people \$700, mileage \$600, AAAE Great Lakes Conference for 2 \$2500  | 3,800               | 5,000                 |                   |
| 6341                              | ADVERTISING                   | MN Flyer Magazine \$1300, Midwest Flyer \$4200, website maintenance \$100, ForeFlight \$500, AirNav \$400, MnCAP \$100, special events \$200, etc  | 6,325               | 7,000                 |                   |
| 6361                              | INSURANCE                     |  | 50,786              | 50,786                |                   |
| 6371                              | REPAIRS & MAINT CONTRACTUAL   | Added 6530 - Terminal repairs, cleaning service, hangar repairs, fuel system, phone system, buildings, HVAC, RWY Lighting, landscape, Asphalt Maintenance Program \$50,000                           | 76,000              | 129,000               |                   |

| AIRPORT<br>DETAIL OF EXPENDITURES |                                |   |                     |                       |                   |
|-----------------------------------|--------------------------------|---|---------------------|-----------------------|-------------------|
| CODE NO.                          | ITEMS                          | ITEM DESCRIPTION AND EXPLANATION OF REQUEST   | 2016 Revised Budget | 2017 Requested Budget | 2017 Final Budget |
| 6374                              | ADMINISTRATION SUPPORT FEE     |   | 62,709              | 71,686                |                   |
| 6378                              | COPIER MAINTENANCE AGREEMENT   |   | 450                 | 450                   |                   |
| 6379                              | CONT SERV/REFUSE & SANITATION  | Trash and recycling   | 600                 | 750                   |                   |
| 6380                              | CENTRAL GARAGE MAINT. CHARGE   | 15% increase  | 13,877              | 15,959                |                   |
| 6385                              | UTILITY SERVICE                | approx 3% increase from 2017  | 19,775              | 20,500                |                   |
| 6388                              | TECHNOLOGY EQUIP CHARGE        |   | 40                  | 632                   |                   |
| 6390                              | POSTAGE AND TELEPHONE          | Office and Fuel System phones \$2000, airport cell phone \$1000, internet service \$1750, Postage \$1000  | 5,000               | 5,750                 |                   |
| <b>MISCELLANEOUS</b>              |                                |   |                     |                       |                   |
| 6412                              | CREDIT CARD/ACH/BANK FEE       |   |                     |                       |                   |
| 6453                              | REMITTANCE OF REV/OTHER        | Stormwater Permit \$500, HAZMAT License for fuel system \$200, Fuel meter inspection \$100  | 650                 | 800                   |                   |
| 6471                              | DUES & SUBSCRIPTIONS           | AAAE 2 people \$450, MCOA \$150, NBAA \$500, Great Lakes Airport 2 people \$75, AOPA \$75   | 470                 | 1,250                 |                   |
| <b>CAPITAL OUTLAY</b>             |                                |   |                     |                       |                   |
| 6572                              | COMPUTER SOFTWARE              | Airport GIS (new features to ALP and Master Plan integration)   | 7,500               | 2,500                 |                   |
| <b>DEBT SERVICE</b>               |                                |   |                     |                       |                   |
| 6602                              | OTHER LONG TERM DEBT-PRINCIPAL | 20-unit T-Hangar debt expires 2-1-17  | 38,656              | 3,130                 |                   |
| 6612                              | INTEREST EXPENSE               | Interest on cash deficit  | 15,000              | 15,000                |                   |
| <b>TRANSFERS</b>                  |                                |   |                     |                       |                   |
| 6719                              | TRANSFER TO CAPITAL PROJECT FU | Airport's Share of CIP in the Airport Capital Improvement (Loader and attachments \$11,250, Hangar 2 & 5 Roof Replacement \$60,000, Hangar 5 Door Replacement \$18,000) Mower??? \$14,500 | 46,500              | 103,750               |                   |

|                                    |   |                                |
|------------------------------------|---|--------------------------------|
| <b>FUNCTION:</b><br>Transportation | <b>DEPT. &amp; DIV:</b><br>Airport Capital Fund | <b>BUSINESS UNIT:</b><br>40404 |
|------------------------------------|---|--------------------------------|

**Activities and Responsibilities:**

The Airport Capital Fund is accountable for:

- Significant and/or multi-year capital improvements for the Airport

**Budget Highlights and Changes:**

Significant Revisions - 2016 Adopted vs. 2016 Revised

- The Obstruction Removal Program was completed in 2016 with reimbursements from the FAA and State. This is was 90% and 5% funded by these agencies, respectively. The Airport contributed 5%.
- Replace and upgrade roof surface and insulation on City owned bowstring Hangars #2 and #5 to meet building codes and reduce maintenance costs was not funded with a grant from MnDOT in 2016.
- The planned repair of the maintenance hangar floor was moved back due to lack of MnDOT funding and project priority.

|                                    |   |                                |
|------------------------------------|---|--------------------------------|
| <b>FUNCTION:</b><br>Transportation | <b>DEPT. &amp; DIV:</b><br>Airport Capital Fund | <b>BUSINESS UNIT:</b><br>40404 |
|------------------------------------|---|--------------------------------|

**Notable Capital Project or Asset Acquisitions**

- Replace and upgrade roof surface and insulation on City owned bowstring Hangars #2 and #5 to meet building codes and reduce maintenance costs. 70% funded by MnDOT and 30% Airport.
- Replace 1995 Case Wheel Loader and snow attachments. The current loader has met its useful life and can be funded by FAA and State grants. The breakdown is 90% and 5% funded by these agencies, respectively. The Airport will contribute 5%.
- Replace an aging snapper mower that does not meet the needs of the airport.

| AIRPORT CAPITAL FUND                |                    |                    |                            |                         |                           |                             |                         |
|-------------------------------------|--------------------|--------------------|----------------------------|-------------------------|---------------------------|-----------------------------|-------------------------|
| SUMMARY OF REVENUES                 |                    |                    |                            |                         |                           |                             |                         |
| Description                         | 2014<br>Actual     | 2015<br>Actual     | 2016<br>Original<br>Budget | April<br>2016<br>Actual | 2016<br>Revised<br>Budget | 2017<br>Requested<br>Budget | 2017<br>Final<br>Budget |
| <b>40404 - AIRPORT CAPITAL FUND</b> |                    |                    |                            |                         |                           |                             |                         |
| <b>REVENUES AND EXPENDITURES</b>    |                    |                    |                            |                         |                           |                             |                         |
| <b>REVENUES</b>                     |                    |                    |                            |                         |                           |                             |                         |
| <b>INTERGOVERNMENTAL</b>            |                    |                    |                            |                         |                           |                             |                         |
| 4302 - FEDERAL GRANTS - OTHER       | (1,153,805)        | (1,822,470)        | (135,000)                  | 313,928                 | (135,000)                 | (202,500)                   |                         |
| 4325 - STATE GRANTS AND AIDS        | (160,677)          | (173,523)          | (163,500)                  | 16,077                  | (163,500)                 | (193,250)                   |                         |
| <b>INTERGOVERNMENTAL</b>            | <b>(1,314,482)</b> | <b>(1,995,993)</b> | <b>(298,500)</b>           | <b>330,005</b>          | <b>(298,500)</b>          | <b>(395,750)</b>            |                         |
| <b>CHARGE FOR SERVICE</b>           |                    |                    |                            |                         |                           |                             |                         |
| 4402 - RENT                         |                    | (300)              |                            | 0                       |                           |                             |                         |
| 4572 - USER IMPROVEMENT FEES        | 0                  | 0                  | 0                          | (15,844)                | 0                         |                             |                         |
| <b>CHARGES FOR SERVICES</b>         | <b>0</b>           | <b>(300)</b>       | <b>0</b>                   | <b>(15,844)</b>         | <b>0</b>                  |                             |                         |
| <b>SPECIAL ASSESSMENTS</b>          |                    |                    |                            |                         |                           |                             |                         |
| 4657 - OTHER ASSESSMENTS            | (259)              | (8,843)            |                            | (2,700)                 |                           |                             |                         |
| <b>SPECIAL ASSESSMENTS</b>          | <b>(259)</b>       | <b>(8,843)</b>     |                            | <b>(2,700)</b>          |                           |                             |                         |
| <b>INTEREST</b>                     |                    |                    |                            |                         |                           |                             |                         |
| 4681 - UNREALIZED GAIN/LOSS ON INV  | 0                  | (1,504)            |                            | 0                       |                           |                             |                         |
| <b>INTEREST</b>                     | <b>0</b>           | <b>(1,504)</b>     |                            | <b>0</b>                |                           |                             |                         |
| <b>OTHER FINANCING SOURCES</b>      |                    |                    |                            |                         |                           |                             |                         |
| 4920 - INTERFUND OPERATING TRANSFER | (212,600)          | (66,571)           | (46,500)                   | 0                       | (46,500)                  | (103,750)                   |                         |
| <b>OTHER FINANCING SOURCES</b>      | <b>(212,600)</b>   | <b>(66,571)</b>    | <b>(46,500)</b>            | <b>0</b>                | <b>(46,500)</b>           | <b>(103,750)</b>            |                         |
| <b>REVENUES</b>                     | <b>(1,527,341)</b> | <b>(2,073,211)</b> | <b>(345,000)</b>           | <b>311,461</b>          | <b>(345,000)</b>          | <b>(499,500)</b>            |                         |



| AIRPORT CAPITAL FUND<br>DETAIL OF EXPENDITURES |                             |  |                     |                       |                   |
|--|-----------------------------|--|---------------------|-----------------------|-------------------|
| CODE NO.                                       | ITEMS                       | ITEM DESCRIPTION AND EXPLANATION OF REQUEST  | 2016 Revised Budget | 2017 Requested Budget | 2017 Final Budget |
| <b>EXPENDITURES</b>                            |                             |  |                     |                       |                   |
| <b>SERVICES AND OTHER CHARGES</b>              |                             |  |                     |                       |                   |
| <b>MISCELLANEOUS</b>                           |                             |  |                     |                       |                   |
| <b>CAPITAL OUTLAY</b>                          |                             |  |                     |                       |                   |
| 6530   | IMPR OTHER THAN BUILDING    | Loader with plow/attachments   | 165,000             | 225,000               |                   |
| 6560   | BUILDING FIXTURES AND IMPRS | Replace roofs and insulate Hangar #2 & #5. Pushed back and increased costs due to lack of State funding. Replace Hangar #5 door. | 180,000             | 260,000               |                   |
| 6580   | OTHER EQUIPMENT             | Replace mower  | 0                   | 14,500                |                   |
| <b>DEBT SERVICE</b>                            |                             |  |                     |                       |                   |
| 6612   | INTEREST EXPENSE            |  | 15,000              | 15,000                |                   |

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 40  
**Category** Construction/Buildings  
**Priority** 1 Critical

**Project #** Air - 12-12  
**Project Name** Hangar #5 - Hangar Door

**Finance Priority**

**Description** **Total Project Cost:** \$65,000  
 This project would remove the 1942 hangar door off of hangar #5 and replace it with new bifold door similar to doors on hangars 2, 3, and 4. Only original rolling parts left at Fleming Field. New door will be insulated and allow for one person operation. Moved from 2016 to 2017 Amount increased by \$5,000 5/27/16

**Justification**  
 The City saved old parts from other doors that were demolished however, there are no rollers remaining. New door would allow for one person operation and would be much safer.  
 The current hangar door to Hangar #5 is over 60 years old. All other hangar doors of this type on the airport have since been replaced. This door does not provide adequate insulation for the hangar thus decreasing the value of the hangar and the rate the City can lease it at.

| <b>Expenditures</b>        | <b>2017</b>   | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>  |
|----------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Equip/Vehicles/Furnishings | 65,000        |             |             |             |             | 65,000        |
| <b>Total</b>               | <b>65,000</b> |             |             |             |             | <b>65,000</b> |

| <b>Funding Sources</b> | <b>2017</b>   | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>  |
|------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Airport Operating Fund | 13,000        |             |             |             |             | 13,000        |
| State                  | 52,000        |             |             |             |             | 52,000        |
| <b>Total</b>           | <b>65,000</b> |             |             |             |             | <b>65,000</b> |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Equipment  
**Useful Life** 25  
**Category** Machinery & Tools  
**Priority** 1 Critical

**Project #** Air - 12-75  
**Project Name** Loader and Snow Pusher

**Finance Priority**

**Description** **Total Project Cost:** \$250,000  
 Replace 1994 Case 921C loader. Primary snow removal machine for the airport is aging and requires costly repairs, but more importantly is out of service more frequently and for longer periods of time.  
 Moved form 2016 to 2017 and amount increased by \$25,000

**Justification**  
 With the completion of the West Hangar Area and the West Access Road, reliable snow plowing equipment is needed. The loader is used to push large amounts of snow to temporary snow storage locations and is also needed in order to complete snow removal in a timely fashion after snow events. 25 year life expectancy expires in 2019.  
 The snow plow attachment is also reaching its life expectancy. The wing portion of the plow is almost beyond repair.

| <b>Expenditures</b>        | <b>2017</b>    | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>   |
|----------------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Equip/Vehicles/Furnishings | 250,000        |             |             |             |             | 250,000        |
| <b>Total</b>               | <b>250,000</b> |             |             |             |             | <b>250,000</b> |

| <b>Funding Sources</b> | <b>2017</b>    | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b>   |
|------------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Airport Operating Fund | 25,000         |             |             |             |             | 25,000         |
| Federal - FAA          | 225,000        |             |             |             |             | 225,000        |
| <b>Total</b>           | <b>250,000</b> |             |             |             |             | <b>250,000</b> |

**Budget Impact/Other**  
 Federal funds can be used for the purchase of equipment atr 90/10 cost sharing.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 20  
**Category** Construction/Buildings  
**Priority** 2 Very Important

**Project #** Air - 14-200  
**Project Name** Hangar 3 & 5 Roofs

**Finance Priority**

**Description** **Total Project Cost:** \$200,000  
 Replace roofs and upgrade insulation to meet current building code.  
 Moved from 2016 to 2017

**Justification**  
 Hangar 3 & 5 had the T-Loc shingle portion of the roof installed in 1992 and the modified asphalt rolled roofing was installed in 1996. The roof are needed to keep the tenants offices and aircraft dry and to preserve the integrity of the hangars. A new thermoploastic material that was used on Hangar 6-8 is recommended.

| Expenditures             | 2017           | 2018 | 2019 | 2020 | 2021 | Total          |
|--------------------------|----------------|------|------|------|------|----------------|
| Construction/Maintenance | 200,000        |      |      |      |      | 200,000        |
| <b>Total</b>             | <b>200,000</b> |      |      |      |      | <b>200,000</b> |

| Funding Sources        | 2017           | 2018 | 2019 | 2020 | 2021 | Total          |
|------------------------|----------------|------|------|------|------|----------------|
| Airport Operating Fund | 60,000         |      |      |      |      | 60,000         |
| State                  | 140,000        |      |      |      |      | 140,000        |
| <b>Total</b>           | <b>200,000</b> |      |      |      |      | <b>200,000</b> |

**Budget Impact/Other**  
 80% State funding is available in 2016 for this project.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 40  
**Category** Land Improvements  
**Priority** n/a

**Project #** Air - 14-202  
**Project Name** Hotel Lane Recon-Southgate Road Drainage Impr

**Finance Priority**

**Description** **Total Project Cost:** \$330,000  
 as part of or prior to the reconstruction of Hotel Lane, install larger underground storm water pipes or infiltration basin to alleviate flooding problems in the south hangar area, mainly along South Gate Road

**Justification**  
 There is an undersized storm sewer system in place for the south hangar area. Flooding occurs from thunderstorms or significant snow melt. Larger storm sewer pipes will be installed under Hotel Lane or South Gate Road to alleviate the flooding.  
 Pavement condition index for Hotel Lane of 31 which is fair condition. Hotel Lane was originally scheduled for reconstruction in 2014 but delayed to allow for design flexibility.

| Expenditures             | 2017           | 2018 | 2019 | 2020 | 2021 | Total          |
|--------------------------|----------------|------|------|------|------|----------------|
| Construction/Maintenance | 330,000        |      |      |      |      | 330,000        |
| <b>Total</b>             | <b>330,000</b> |      |      |      |      | <b>330,000</b> |

| Funding Sources        | 2017           | 2018 | 2019 | 2020 | 2021 | Total          |
|------------------------|----------------|------|------|------|------|----------------|
| Airport Operating Fund | 30,000         |      |      |      |      | 30,000         |
| Federal - FAA          | 300,000        |      |      |      |      | 300,000        |
| <b>Total</b>           | <b>330,000</b> |      |      |      |      | <b>330,000</b> |

**Budget Impact/Other**  
 The City should be able to use 90% federal funds for this project.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 20  
**Category** Construction/Buildings  
**Priority** 4 Less Important

**Project #** Air - 12-25  
**Project Name** Resurface Concrete Floor for Maintenance Hangar

**Finance Priority**

**Description** **Total Project Cost:** \$20,000  
 Repair concrete floor in maintenance hangar at 273 Fox Trot Lane with drain and epoxy resurface. Moved from 2016 to 2018

**Justification**  
 A resurfacing of the concrete floor with an epoxy coating, non-slip surface will greatly enhance the useability and safety of the hangar.

| Expenditures             | 2017 | 2018   | 2019 | 2020 | 2021 | Total  |
|--------------------------|------|--------|------|------|------|--------|
| Construction/Maintenance |      | 20,000 |      |      |      | 20,000 |
| <b>Total</b>             |      | 20,000 |      |      |      | 20,000 |

| Funding Sources        | 2017 | 2018   | 2019 | 2020 | 2021 | Total  |
|------------------------|------|--------|------|------|------|--------|
| Airport Operating Fund |      | 4,000  |      |      |      | 4,000  |
| State                  |      | 16,000 |      |      |      | 16,000 |
| <b>Total</b>           |      | 20,000 |      |      |      | 20,000 |

**Budget Impact/Other**  
 Eligible for 80% State funding in 2016

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 10  
**Category** Streets/Alleys  
**Priority** 3 Important

**Project #** Air - 12-59  
**Project Name** Asphalt Maintenance at Fleming Field

**Finance Priority**

**Description** **Total Project Cost:** \$538,920  
 Maintenance which may include crack sealing, milling, or slurry seals or other necessary repairs.

**Justification**  
 Pavement Maintenance to preserve and lengthen the life of pavements is required by FAA and State grant assurances. Pavement treatments may include crack sealing, milling, or slurry seals or other necessary repairs

| Prior        | Expenditures             | 2017 | 2018   | 2019   | 2020   | 2021   | Total   |
|--------------|--------------------------|------|--------|--------|--------|--------|---------|
| 338,920      | Construction/Maintenance |      | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| <b>Total</b> | <b>Total</b>             |      | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |

| Prior        | Funding Sources        | 2017 | 2018   | 2019   | 2020   | 2021   | Total   |
|--------------|------------------------|------|--------|--------|--------|--------|---------|
| 338,920      | Airport Operating Fund |      | 15,000 | 15,000 | 15,000 | 15,000 | 60,000  |
|              | State                  |      | 35,000 | 35,000 | 35,000 | 35,000 | 140,000 |
| <b>Total</b> | <b>Total</b>           |      | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |

**Budget Impact/Other**  
 80/20 State participation in 2015 and 2016. Back to 70/30 in 2017 and beyond

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 20  
**Category** Construction/Buildings  
**Priority** 2 Very Important

**Project #** Air - 14-201  
**Project Name** Hangar 2 & 4 Roofs

**Finance Priority**

**Description** **Total Project Cost:** \$200,000  
 Replace roofs and upgrade insulation to meet current building code.  
 Moved from 2017 to 2018

**Justification**  
 Hangar 2 & 4 had the T-Loc shingle portion of the roof installed in 1992 and the modified asphalt rolled roofing was installed in 1996. The roof are needed to keep the tenants offices and aircraft dry and to preserve the integrity of the hangars. A new thermoploastic material that was used on Hangar 6-8 is recommended.

| Expenditures             | 2017 | 2018           | 2019 | 2020 | 2021 | Total          |
|--------------------------|------|----------------|------|------|------|----------------|
| Construction/Maintenance |      | 200,000        |      |      |      | 200,000        |
| <b>Total</b>             |      | <b>200,000</b> |      |      |      | <b>200,000</b> |

| Funding Sources        | 2017 | 2018           | 2019 | 2020 | 2021 | Total          |
|------------------------|------|----------------|------|------|------|----------------|
| Airport Operating Fund |      | 60,000         |      |      |      | 60,000         |
| State                  |      | 140,000        |      |      |      | 140,000        |
| <b>Total</b>           |      | <b>200,000</b> |      |      |      | <b>200,000</b> |

**Budget Impact/Other**  
 70% State funding should be available in 2017 for this project.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Equipment  
**Useful Life** 15  
**Category** Licensed Vehicles  
**Priority** 2 Very Important

**Project #** Air - 16-2  
**Project Name** Replace Dump Truck

**Finance Priority**

**Description**

**Total Project Cost:** \$65,000

Replace the 2001 Ford F550 which has reached the end of its expected life

**Justification**

The current truck was purchased in 2001. It is used for summer and winter operations. When used for snow removal the truck has to have maintenance done on the hydraulic pulley system, every 10-15 hours of service. Replacing the truck will reduce maintenance costs and time spent away from the airport.

| Expenditures               | 2017 | 2018          | 2019 | 2020 | 2021 | Total         |
|----------------------------|------|---------------|------|------|------|---------------|
| Equip/Vehicles/Furnishings |      | 65,000        |      |      |      | 65,000        |
| <b>Total</b>               |      | <b>65,000</b> |      |      |      | <b>65,000</b> |

| Funding Sources        | 2017 | 2018          | 2019 | 2020 | 2021 | Total         |
|------------------------|------|---------------|------|------|------|---------------|
| Airport Operating Fund |      | 26,000        |      |      |      | 26,000        |
| State                  |      | 39,000        |      |      |      | 39,000        |
| <b>Total</b>           |      | <b>65,000</b> |      |      |      | <b>65,000</b> |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 20  
**Category** Streets/Alleys  
**Priority** 4 Less Important

**Project #** Air - 13-13  
**Project Name** Parking Lot (between Hangars #4 and #5)

Finance Priority

**Description** **Total Project Cost:** \$75,000  
 Remove and reinstall 20 parking spaces to serve Hangars #4 and #5

**Justification**  
 Pavement has failed. Each year service center must patch potholes that reappear.

| Expenditures | 2017 | 2018 | 2019   | 2020 | 2021 | Total  |
|--------------|------|------|--------|------|------|--------|
| Other        |      |      | 75,000 |      |      | 75,000 |
| <b>Total</b> |      |      | 75,000 |      |      | 75,000 |

| Funding Sources        | 2017 | 2018 | 2019   | 2020 | 2021 | Total  |
|------------------------|------|------|--------|------|------|--------|
| Airport Operating Fund |      |      | 22,500 |      |      | 22,500 |
| State                  |      |      | 52,500 |      |      | 52,500 |
| <b>Total</b>           |      |      | 75,000 |      |      | 75,000 |

**Budget Impact/Other**  
 This item represents a 'wish list' items that is primarily present in this CIP because the CIP submitted to the FAA must have a certain level of expenditure shown to meet funding criteria

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life**  
**Category** Land  
**Priority** 2 Very Important

**Project #** Air - 14-203  
**Project Name** Land Acquisition for Taxiway Realignment

**Finance Priority**

**Description** **Total Project Cost:** \$500,000  
 Acquire land for taxiway relocation to meet FAA standards

**Justification**  
 The FAA requires parallel taxiway to be 250 feet from the runway. The southerly portion of Parallel Taxiway A curves toward the runway violating the separation standard. Land would be acquired so the parallel taxiway could be move to meet the FAA separation standards.

| Expenditures     | 2017 | 2018 | 2019    | 2020 | 2021 | Total   |
|------------------|------|------|---------|------|------|---------|
| Land Acquisition |      |      | 500,000 |      |      | 500,000 |
| <b>Total</b>     |      |      | 500,000 |      |      | 500,000 |

| Funding Sources        | 2017 | 2018 | 2019    | 2020 | 2021 | Total   |
|------------------------|------|------|---------|------|------|---------|
| Airport Operating Fund |      |      | 50,000  |      |      | 50,000  |
| Federal - FAA          |      |      | 450,000 |      |      | 450,000 |
| <b>Total</b>           |      |      | 500,000 |      |      | 500,000 |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Unassigned  
**Useful Life**  
**Category** Unassigned  
**Priority** 2 Very Important

**Project #** Air - 14-205  
**Project Name** Environmental Assessment for Stopways

**Finance Priority**

**Description** **Total Project Cost:** \$166,667  
 Federal regulations require that an Environmental Assessment (EA) be undertaken before a significant project is undertaken that may affect the environment.

**Justification**  
 The Airport's Master Plan calls for stopways to be built at both ends of the runway. Stopways are needed to increase the safety for aircraft currently based at Fleming Field and for transient aircraft that are coming to Fleming Field with passengers or for maintenance. An Environmental Assessment is required before the project could proceed to the design phase.

| Expenditures    | 2017 | 2018 | 2019    | 2020 | 2021 | Total   |
|-----------------|------|------|---------|------|------|---------|
| Planning/Design |      |      | 166,667 |      |      | 166,667 |
| <b>Total</b>    |      |      | 166,667 |      |      | 166,667 |

| Funding Sources        | 2017 | 2018 | 2019    | 2020 | 2021 | Total   |
|------------------------|------|------|---------|------|------|---------|
| Airport Operating Fund |      |      | 16,667  |      |      | 16,667  |
| Federal - FAA          |      |      | 150,000 |      |      | 150,000 |
| <b>Total</b>           |      |      | 166,667 |      |      | 166,667 |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 30  
**Category** Land Improvements  
**Priority** n/a

**Project #** Air - 16-1  
**Project Name** Reconstruct Terminal Parking Lot

**Finance Priority**

**Description** **Total Project Cost:** \$500,000  
 Reconstruct the Parking Lot in front of the Airport Terminal

**Justification**  
 The parking lot was installed when the terminal was built in 1997. With use by Wipaire and terminal employees it is starting to deteriorate past the point of patching. During reconstruction more spaces would be added.

| <b>Expenditures</b>      | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Construction/Maintenance |             |             | 500,000     |             |             | 500,000      |
| <b>Total</b>             |             |             | 500,000     |             |             | 500,000      |

| <b>Funding Sources</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>Total</b> |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Airport Operating Fund |             |             | 500,000     |             |             | 500,000      |
| <b>Total</b>           |             |             | 500,000     |             |             | 500,000      |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 30  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** Air - 16-7  
**Project Name** Runway 16/34 Reconstruction

**Finance Priority**

**Description** **Total Project Cost:** \$2,500,000  
 Rehabilitation of the airport's runway to current FAA standards

**Justification**  
 The current runway was built in 1986 and will be ready and eligible for a rehabilitation in 2020. The current PCI index for the runway is 30.

| Expenditures             | 2017 | 2018 | 2019    | 2020      | 2021 | Total     |
|--------------------------|------|------|---------|-----------|------|-----------|
| Planning/Design          |      |      | 250,000 |           |      | 250,000   |
| Construction/Maintenance |      |      |         | 2,250,000 |      | 2,250,000 |
| <b>Total</b>             |      |      | 250,000 | 2,250,000 |      | 2,500,000 |

| Funding Sources        | 2017 | 2018 | 2019    | 2020      | 2021 | Total     |
|------------------------|------|------|---------|-----------|------|-----------|
| Airport Operating Fund |      |      | 25,000  | 225,000   |      | 250,000   |
| Federal - FAA          |      |      | 225,000 | 2,025,000 |      | 2,250,000 |
| <b>Total</b>           |      |      | 250,000 | 2,250,000 |      | 2,500,000 |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 25  
**Category** Unassigned  
**Priority** 3 Important

**Project #** Air - 12-79  
**Project Name** Parallel Taxiway Pavement Rehabilitation

**Finance Priority**

**Description** **Total Project Cost:** \$360,000  
 Pavement rehabilitation of parallel taxiway. Type of rehab to be based on condition of pavement. Pavement was installed in 1987.  
 Moved from 2017 to 2020

**Justification**  
 Pavement Condition Index shows the need to perform this level of pavement management.

| Expenditures             | 2017 | 2018 | 2019 | 2020           | 2021 | Total          |
|--------------------------|------|------|------|----------------|------|----------------|
| Construction/Maintenance |      |      |      | 360,000        |      | 360,000        |
| <b>Total</b>             |      |      |      | <b>360,000</b> |      | <b>360,000</b> |

| Funding Sources        | 2017 | 2018 | 2019 | 2020           | 2021 | Total          |
|------------------------|------|------|------|----------------|------|----------------|
| Airport Operating Fund |      |      |      | 36,000         |      | 36,000         |
| Federal - FAA          |      |      |      | 324,000        |      | 324,000        |
| <b>Total</b>           |      |      |      | <b>360,000</b> |      | <b>360,000</b> |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life**  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** Air - 14-204  
**Project Name** Engineering & Final Design Runway Stopways

**Finance Priority**

**Description** **Total Project Cost:** \$400,000  
 Stopways are paved areas at the end of the runway used as emergency space to slowly stop planes that overrun the runway on a landing gone wrong, or to slowly stop a plane on a rejected takeoff or a takeoff gone wrong.

**Justification**  
 The Airport's Master Plan calls for stopways to be built at both ends of the runway. Stopways are needed to increase the safety for aircraft currently based at Fleming Field and for transient aircraft that are coming to Fleming Field with passengers or for maintenance.

| Expenditures             | 2017 | 2018 | 2019 | 2020    | 2021 | Total   |
|--------------------------|------|------|------|---------|------|---------|
| Construction/Maintenance |      |      |      | 400,000 |      | 400,000 |
| <b>Total</b>             |      |      |      | 400,000 |      | 400,000 |

| Funding Sources        | 2017 | 2018 | 2019 | 2020    | 2021 | Total   |
|------------------------|------|------|------|---------|------|---------|
| Airport Operating Fund |      |      |      | 40,000  |      | 40,000  |
| Federal - FAA          |      |      |      | 360,000 |      | 360,000 |
| <b>Total</b>           |      |      |      | 400,000 |      | 400,000 |

**Budget Impact/Other**  
 This project should be eligible for 90% Federal funding.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 50  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** Air - 16-5  
**Project Name** Taxiway A Realignment-Construction

**Finance Priority**

**Description** **Total Project Cost:** \$1,000,000  
 Realignment of Taxiway A to conform with FAA guidelines and regulations

**Justification**  
 The FAA requires parallel taxiway to be 250 feet from the runway. The southerly portion of Parallel Taxiway A curves toward the runway violating the separation standard. Land would be acquired so the parallel taxiway could be move to meet the FAA separation standards.

| Expenditures             | 2017 | 2018 | 2019 | 2020             | 2021 | Total            |
|--------------------------|------|------|------|------------------|------|------------------|
| Construction/Maintenance |      |      |      | 1,000,000        |      | 1,000,000        |
| <b>Total</b>             |      |      |      | <b>1,000,000</b> |      | <b>1,000,000</b> |

| Funding Sources        | 2017 | 2018 | 2019 | 2020             | 2021 | Total            |
|------------------------|------|------|------|------------------|------|------------------|
| Airport Operating Fund |      |      |      | 100,000          |      | 100,000          |
| Federal - FAA          |      |      |      | 900,000          |      | 900,000          |
| <b>Total</b>           |      |      |      | <b>1,000,000</b> |      | <b>1,000,000</b> |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 50  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** Air - 16-6  
**Project Name** RWY 16/34 Stopway Construction

**Finance Priority**

**Description** **Total Project Cost:** \$1,000,000  
 Construction of Stopway on Runway 16/34 to enhance useability and safety of runway for certain larger aircraft

**Justification**  
 The construction of a stopway is an alternative to the actual exxtension of the official runway for an airport. It is a much less expensive alternative and provides greater safety and assurances for larger aircraft using the runway.

| Expenditures             | 2017 | 2018 | 2019 | 2020      | 2021 | Total     |
|--------------------------|------|------|------|-----------|------|-----------|
| Construction/Maintenance |      |      |      | 1,000,000 |      | 1,000,000 |
| <b>Total</b>             |      |      |      | 1,000,000 |      | 1,000,000 |

| Funding Sources        | 2017 | 2018 | 2019 | 2020      | 2021 | Total     |
|------------------------|------|------|------|-----------|------|-----------|
| Airport Operating Fund |      |      |      | 100,000   |      | 100,000   |
| Federal - FAA          |      |      |      | 900,000   |      | 900,000   |
| <b>Total</b>           |      |      |      | 1,000,000 |      | 1,000,000 |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Maintenance  
**Useful Life** 25  
**Category** Streets/Alleys  
**Priority** 3 Important

**Project #** Air - 12-114  
**Project Name** Runway 16-34 Mill and Overlay and Renovations

**Finance Priority**

**Description**

**Total Project Cost:** \$2,000,000

Mill and overlay runway 16-34 and install a new lighting system and Precision Path Indicators. Runway may need to be narrowed to 75 feet in width due to FAA Standards

**Justification**

Pavement was installed in 1988. Mill and repave, paint runway marking. Install new runway edge lighting, Runway End Identifier Lights and Precision Path Indicators. May have to reduce width to 75 feet as per FAA participation.

| Expenditures             | 2017 | 2018 | 2019 | 2020 | 2021             | Total            |
|--------------------------|------|------|------|------|------------------|------------------|
| Construction/Maintenance |      |      |      |      | 2,000,000        | 2,000,000        |
| <b>Total</b>             |      |      |      |      | <b>2,000,000</b> | <b>2,000,000</b> |

| Funding Sources        | 2017 | 2018 | 2019 | 2020 | 2021             | Total            |
|------------------------|------|------|------|------|------------------|------------------|
| Airport Operating Fund |      |      |      |      | 100,000          | 100,000          |
| Federal - FAA          |      |      |      |      | 1,900,000        | 1,900,000        |
| <b>Total</b>           |      |      |      |      | <b>2,000,000</b> | <b>2,000,000</b> |

**Budget Impact/Other**

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**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 25  
**Category** Construction/Buildings  
**Priority** 3 Important

**Project #** Air - 12-86  
**Project Name** 16 Unit T-Hangar (West Hangar Area) Site Prep

**Finance Priority**

**Description** **Total Project Cost:** \$1,000,000  
 Grade and pave site in preparation for 2018 construction of a 16 Unit T-Hangar building. Depending on timing this may get pushed out one year beyond the site prep item which is currently in 2018. Moved from 2018 to 2021

**Justification**  
 Facility will generate additional revenue for the Airport operation. 20 year 0% interest bearing loan from State to fund 80% of costs.

| Expenditures             | 2017 | 2018 | 2019 | 2020 | 2021      | Total     |
|--------------------------|------|------|------|------|-----------|-----------|
| Construction/Maintenance |      |      |      |      | 1,000,000 | 1,000,000 |
| <b>Total</b>             |      |      |      |      | 1,000,000 | 1,000,000 |

| Funding Sources        | 2017 | 2018 | 2019 | 2020 | 2021      | Total     |
|------------------------|------|------|------|------|-----------|-----------|
| Airport Operating Fund |      |      |      |      | 1,000,000 | 1,000,000 |
| <b>Total</b>           |      |      |      |      | 1,000,000 | 1,000,000 |

**Budget Impact/Other**  
 This item represents a 'wish list' items that is primarily present in this CIP because the CIP submitted to the State and FAA must have a certain level of expenditure shown to meet funding criteria.  
 If the City wishes to pursue the T-Hangars an 80% loan (\$800,000) may be available at 0% interest for 20 years from the State.

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 50  
**Category** Construction/Buildings  
**Priority** 3 Important

**Project #** Air - 12-96  
**Project Name** 16 Unit T-Hangar (West Hangar Area) Building

**Finance Priority**

**Description** **Total Project Cost:** \$1,000,000  
 Construction of 16 unit T-Hangar building in the West Hangar Area. Estimated cost of \$35,000 per unit.  
 Cost increased by \$435,000

**Justification**  
 Facility would generate additional revenue for the facility. 20 year 0% loan from state to fund 80% of costs.

| Expenditures             | 2017 | 2018 | 2019 | 2020 | 2021      | Total     |
|--------------------------|------|------|------|------|-----------|-----------|
| Construction/Maintenance |      |      |      |      | 1,000,000 | 1,000,000 |
| <b>Total</b>             |      |      |      |      | 1,000,000 | 1,000,000 |

| Funding Sources        | 2017 | 2018 | 2019 | 2020 | 2021      | Total     |
|------------------------|------|------|------|------|-----------|-----------|
| Airport Operating Fund |      |      |      |      | 1,000,000 | 1,000,000 |
| <b>Total</b>           |      |      |      |      | 1,000,000 | 1,000,000 |

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Airport  
**Contact** Philip Tiedeman  
**Type** Improvement  
**Useful Life** 30  
**Category** Land Improvements  
**Priority** n/a

**Project #** Air - 16-3  
**Project Name** North T-Hangar Asphalt to Taxilane

**Finance Priority**

**Description** **Total Project Cost:** \$250,000  
 Replace current asphalt on Decathlon Lane between the Hangar and the Taxilane.

**Justification**  
 Current asphalt was constructed in 1975. It has been maintained per FAA requirements but is at the end of its life expectancy. Replacement will only be on the east side of the taxilane nearest the North City T-Hangars. The current PCI is 10, which is extremely low and in dire need of replacement.

| Expenditures             | 2017 | 2018 | 2019 | 2020 | 2021    | Total   |
|--------------------------|------|------|------|------|---------|---------|
| Construction/Maintenance |      |      |      |      | 250,000 | 250,000 |
| <b>Total</b>             |      |      |      |      | 250,000 | 250,000 |

| Funding Sources        | 2017 | 2018 | 2019 | 2020 | 2021    | Total   |
|------------------------|------|------|------|------|---------|---------|
| Airport Operating Fund |      |      |      |      | 25,000  | 25,000  |
| Federal - FAA          |      |      |      |      | 225,000 | 225,000 |
| <b>Total</b>           |      |      |      |      | 250,000 | 250,000 |

**Budget Impact/Other**