



# South St. Paul

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

Monday, October 10, 2016  
7:00 p.m.

AGENDA:

1. Discussion - North Riverfront Development District (NRDD)
2. Discussion – Residential Accessory Buildings Code Amendment (number of accessory buildings, size, etc.)
3. Kaposia Landing - 2017 Overview and Operations
4. Budget Discussion – Utility Funds: Water & Sewer, Storm Water, Street Lights



## COUNCIL WORKSESSION REPORT

DATE: OCTOBER 10, 2016

DEPARTMENT: Community Development - Planning

ADMINISTRATOR: SPK

1

### AGENDA ITEM: NRDD Discussion

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

Review and discuss

1. Discuss a Comprehensive Plan Amendment to change the planned future land use (FLU) from Open Space to Industrial
2. Discuss a Zoning Amendment to allow exterior storage as an Interim Use in the North Riverfront Development District.

#### **OVERVIEW:**

The City owns a 7-acre piece of property in the northeastern corner of the community known as the North Riverfront Development District (NRDD). The City has historically drawn some interest in the property from the adjacent property to the north. More recently, the Union Pacific Railroad (UPRR), has raised the possibility of a lease of the property to facilitate construction of a large site improvement on their adjacent property. That discussion with the UPRR expanded into the notion of exterior storage on an interim use basis. No lease or other formal agreements have been executed to this end and the matter remains conceptual. If the City was to move forward with this proposed use, the change would require an amendment to the Comprehensive Plan to change the planned future land use from open space to industrial. In addition, the change would also require an amendment to the Zoning because exterior storage is currently not a permitted, conditional, interim or accessory use in the NRDD zoning district. *A copy of the staff report to the Planning Commission has been attached for the Council's reference.*

#### **PUBLIC CORRESPONDENCE:**

A public hearing notice was placed in the City's official newspaper and mailed notice was sent in advance of the August 3<sup>rd</sup> public hearing to properties within 1,000' of the subject property. In addition, as part of the Comprehensive Plan Amendment process cities are required to notify affected agencies including adjacent communities, school districts, etcetera and those agencies are asked to provide comments or if they choose not to comment to provide a waiver of comments. Letters were received from Dakota County, MnDNR, Friends of the Mississippi River (FMR) and the City of Saint Paul as well as one email from a resident, all of these are attached. Finally, there were several residents that attended either the August 3<sup>rd</sup> or September 7<sup>th</sup> Planning Commission meetings so excerpts from those minutes have been provided.

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

The Planning Commission reviewed the item at the last few meetings and held the public hearing open so that those attending the meetings could be heard. At the September 7<sup>th</sup> meeting the Planning Commission recommended denial of the Comprehensive Plan Amendment and Zoning Amendment (5-1) through PC Resolutions 2016-07 and 2016-08. Those recommending for the motion stated that they did not feel persuaded that the action was in the best interest of the City and those voting against the motion noted that the site was similar material to what is under

Kaposia Landing and that it did merit discussion on changing the planned future land use however, they questioned whether the property is developable.

#### **SITE AND DEVELOPMENT CONSIDERATIONS**

*Attached is an air photo of the subject property and its immediate environs.* Staff encourages the viewer to note the following considerations:

- Distance from the River;
- Distance from Kaposia Landing;
- The properties surrounding the site, their current conditions and the uses present on them – i.e., Alter Metal Recycling Center, St. Paul Impound lot, Concord Street and Railroad. The City property under discussion is landlocked by them, meaning there is no way to reach the site without trespassing across one of these adjacent properties:
- There is only one public road to get anywhere near the site, Barge Channel Road, and it is accessed at some distance to the north in the City of St. Paul;
- The property is part of the former Port Crosby demolition landfill. As part of the trail development process Dakota County has done RAP reports and feasibility assessments and found that substantial excavation would be necessary even for just the trail use. According to the RAP even the least impactful options would require excavation and 2-4 feet of clean fill to make the land suitable for trail purposes. The soils conditions under the site are similar to those encountered at Kaposia Landing – buried rubble with the likely presence of, hazardous waste. At one sample testing site, the depth of these conditions was over twenty-five feet. Recall that it cost millions to amend those conditions at Kaposia Landing:
- Dakota County, the railroad and the city are in active planning discussions about the bridge to be built across the Railroad to enable the MRT trail extension to reach Kaposia Landing. This bridge should not be confused with an ‘at grade’ rail crossing, farther north, that could be part of a lease arrangement between the City and the railroad for occasional service to a storage area:
- There are already 3 other at-grade rail crossings planned as the trail would wind its way through the industrial property to the north;
- The proposed lease site has a history of use by vagrants who have been periodically suspected of petty crimes/thefts in the area;
- The City acquired the site subject to conditions that do not allow it to sell the property and thus the discussion of leases as a means to use of the property and/or the generation of rent. Among other uses, a rent stream could be a tool to begin rehabilitation of the site for eventual higher uses. The site does not generate property taxes that otherwise might help with the cap and clean of the site.

#### **TIMELINE & SCHEDULE:**

The ordinance amendment would appear on the City Council’s October 17, 2016 meeting for consideration.

**60-DAY REVIEW EXPIRATION:** N/A

**SOURCE OF FUNDS:** N/A

Planning Commission Meeting Date:  <b>Wednesday, September 7, 2016</b>	 <b>City of South St. Paul Planning Commission Report</b>	PC Agenda Items:  <b>3.A and 3.B</b>
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<b>Project Name:</b>	Comprehensive Plan Amendment – NRDD area
<b>Request:</b>	Consider an amendment to the Comprehensive Plan to change the future land use designation from Open Space to Industrial. Consider a zoning amendment to allow exterior storage as an interim use in the NRDD zoning district.
<b>Proceeding:</b>	<ul style="list-style-type: none"> <li>▪ Discussion</li> <li>▪ Planning Commission Resolution (Recommendation to City Council)</li> </ul>
<b>City Council Meeting Date(s):</b>	City Council –1 <sup>st</sup> Reading – September 19, 2016 (tentative) City Council – 2 <sup>nd</sup> Reading– October 3, 2016 (tentative)
<b>Exhibits:</b>	<b><u>Item 3A and 3B:</u></b> A. PC Resolution 2016-07 – Comprehensive Plan Amendment B. PC Resolution 2016-08 – Zoning Amendment C. Correspondence received from resident(s) D. Maps (zoning)

**Update**

These items were continued from the August 3<sup>rd</sup> Planning Commission Meeting. Notice was sent to adjacent communities regarding the proposed amendment and we hope to either have comments from all of these communities or a waiver of comments by the time of the meeting.

An email from a resident was also received since the last meeting and has been included as part of this packet.

**Background**

The City owns a 7-acre parcel at the northeastern corner of the community. In recent years the City has had some development interest from neighboring properties such as the neighboring Saint Paul impound lot and United Pacific Railroad (UPRR), both of which would want the site for exterior storage. Due to the industrial nature of surrounding properties and the fact that these are currently the only properties with ways to directly

access the property it makes sense that these are the parties that have expressed interest. The property is currently guided as Open Space in the future land use for the most recent Comprehensive Plan and this designation would not allow exterior storage nor would it allow other development options other than park and recreation space, trail, or marina. The City owned parcel is inland from the river and adjacent to several industrial properties to the north in Saint Paul so if a comprehensive plan amendment is to be considered that would be the most consistent designation. Additionally, if the City was to act on either of these proposals the City would also need to amend the zoning to allow exterior storage as a conditional or interim use.

What motivated this current discussion about the comprehensive plan amendment and zoning change is interest from the UPRR to lease a 5-acre portion of the City owned parcel for exterior storage that would be used to store track materials to be used in their railyard improvements and expansion that would occur within their existing rail right of way. Additionally, this property would provide storage space for materials and rail cars after the improvements have completed. If the City were to entertain this concept it would also require the UPRR to go through a separate Interim Use Permit approval process to allow the proposed storage use of the property. The Interim Use Permit would be the time to consider the specifics of that use but for the present discussion on the Comprehensive Plan Amendment and Zoning Amendment it is important to think about the idea of industrial and exterior storage as a general land use.

## **Property Characteristics**

### Future Land Uses

The property is part of a 7-acre parcel owned by the City that is located at the northern border with Saint Paul. The property to the north is in the City of Saint Paul, the property to the east is guided Open Space, the property to the south is guided Park, and to the west is the railroad. Concord Street is west of the railroad with no other development on the right side of the road and residential property on the west side of Concord.

### Existing Land Uses

The property to the east is the Alter industrial property, to the south is the Kaposia Landing park, to the west is railroad, and to the north is the Saint Paul impound lot.

### Zoning

The property is currently zoned North Riverfront Development District (NRDD) and has a Public Land overlay. Permitted Uses in the NRDD include boat marinas and public recreation uses; Conditional Uses in NRDD would allow commercial recreation.

### Access

The property is currently landlocked with no street access to the property. This is likely the main reason the property has not already been developed.

### Other considerations

The Mississippi River Regional Trail (MRRT) has a proposed extension that would run from Kaposia Landing park and through the far western portion of the property, wind

through Saint Paul and would eventually connect to Harriet Island Park in Saint Paul. This MRRT extension project has received grant approval which would be funded and construction to begin in the spring of 2017. Some of the potential conflicts with the proposed trail and proposed UPRR storage use by include the ensuring sufficient buffer space around the trail so the trail user experience isn't substantially diminished and a proposed at grade crossing of the trail to provide access into the site.

### **Item 3E:**

#### **Request**

Consider a Comprehensive Plan Amendment to change the future land use designation of a property from Open Space to Industrial.

### **Item 3F:**

#### **Request**

Consider a Zoning Amendment to allow exterior storage as an interim use for the NRDD zoning district.

The property is part of a 7-acre parcel owned by the City that is located at the northern border with Saint Paul. The property to the north is in the City of Saint Paul, the property to the east is guided Open Space, the property to the south is guided Park, and to the west is the railroad. Concord Street is west of the railroad with no other development on the right side of the road and residential property on the west side of Concord.

#### **Process / Timeline**

Process – The Planning Commission will continue a discussion on the item (held over from the August 3<sup>rd</sup> meeting), make a recommendation, and the Comprehensive Plan Amendment and Zoning amendment would be forwarded to the City Council for consideration.

#### Steps:

1. Hold public hearing on comprehensive plan – *if still waiting for comments continue to October 5<sup>th</sup> PC meeting*
2. Hold public hearing on zoning amendment – *if still waiting for comments continue to October 5<sup>th</sup> PC meeting*

#### **Staff Analysis**

The interest in the property raises the question about whether the property is guided correctly and whether there are other potential uses for the property. The likely uses would derive from the surrounding property types and a limiting factor is the lack of access to the property. Some recreational uses may be a harder fit due to the lack of access and the nature of the surrounding industrial properties and railroad which could diminish the quality of a recreational use. Additionally the City is already developing an 87 acre park just south of the site. Therefore open space/passive recreation use on the parcel would

likely be best served as providing adequate natural buffers around the trail to preserve the user experience. The next most likely development option would be an industrial land use given the nature of the development in Saint Paul and the Alter metal recycling use directly east of the site. It's possible that the site could accommodate a more desirable industrial use than exterior storage but the City would need to provide access to the site and would need to obtain an access easement to provide that access. Additional analysis of the site would also be necessary to determine condition of the soils and other issues impacting develop potential. If the that analysis determines that the site is limited then exterior storage or open space may be the highest and best uses of the property.

**Staff Recommendation**

Staff recommends a Comprehensive Plan Amendment to allow for industrial and open space uses with industrial focused to the interior portion of the property and the open space use reserved to buffer the future MRRT trail extension. Amending the comprehensive plan allows the City to consider development options for the property though does not lock it in to any one development scenario. Ultimately since the City owns this property it also has that control over whatever may be developed on that site. Staff does not recommend the zoning amendment at this time. However if exterior storage of the site were to be entertained staff would recommend that it be limited to the northern and eastern portions of the site so that the use would not impact the proposed trail along the western edge of the property.

Respectfully Submitted,

*Peter Hellegers*

Peter Hellegers, City Planner

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2016-07**

**RECOMMENDING APPROVAL/DENIAL OF A COMPREHENSIVE  
PLAN AMENDMENT TO CHANGE THE FUTURE LAND USE FROM  
OPEN SPACE TO INDUSTRIAL**

**WHEREAS**, the City's Comprehensive Plan guides future land uses for property within the City, and

**WHEREAS**, the subject property is located at the northeastern corner of the community and is shown as Open Space on the Future Land Use map from the Comprehensive Plan, and

**WHEREAS**, the subject property is currently undeveloped and is surrounded by existing Industrial uses and railroad lines, and

**WHEREAS**, in order to guide the property to its highest and best use and make the property consistent with neighboring land use the future land use would need to be guided as Industrial instead of Open Space, and

**WHEREAS**, an extension of the Mississippi River Regional Trail (MRRT) is proposed along the western side of the property which would connect the existing trail system to the south with Harriet Island in Saint Paul to the north, and

**WHEREAS**, future land uses of property to the east whether Industrial or Open Space can coexist with the proposed MRRT trail extension, and

**WHEREAS**, the Planning Commission opened a public hearing on the proposed resolution at their August 3, 2016 meeting and continued the public hearing to their September 7, 2016 meeting; and

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval/Denial of An Amendment to the Comprehensive Plan to change the Future Land Use from Open Space to Industrial.

Adopted this 7<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Planner

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2016-08**

**RECOMMENDING APPROVAL/DENIAL OF A ZONING AMENDMENT  
TO ALLOW EXTERIOR STORAGE AS AN INTERIM USE IN THE  
NORTH RIVERFRONT DEVELOPMENT DISTRICT**

**WHEREAS**, the subject property is located at the northeastern corner of the community in the North Riverfront Development District (NRDD), and

**WHEREAS**, the purpose of the NRDD is to promote and regulate the development of mixed commercial and certain high-density uses in the area adjacent to and in the vicinity of the Mississippi River by the balancing of utilization of land for the purposes for which it is most appropriate and protection of the river amenities in the public interest, and

**WHEREAS**, the is currently undeveloped and is surrounded by existing Industrial uses to the north and east and railroad lines to the south and west and does not currently have street access to the property, and

**WHEREAS**, the City of South St. Paul (“the City”) has an interest in amending the zoning regulations in the NRDD district to include Exterior Storage as an Interim Use, and

**WHEREAS**, the Planning Commission opened a public hearing on the proposed resolution at their August 3, 2016 meeting and continued the public hearing to their September 7, 2016 meeting; and

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval/Denial of an Amendment to Section 118-130 to allow Exterior Storage as an Interim Use in the NRDD Zoning District.

Adopted this 7<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Planner

## Peter Hellegers

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**From:** Lois Glewwe <lglewwe@hotmail.com>  
**Sent:** Wednesday, August 24, 2016 9:18 AM  
**To:** Peter Hellegers  
**Subject:** Change to SSP Comprehensive Plan

Dear Mr. Hellegers and Members of the Planning Commission:

I am unable to attend the September 7 Commission Meeting where you will hear public comment on the proposed change to South St. Paul's Comprehensive Plan to accommodate the request of the railroad to expand into property zoned green space on the north end of South St. Paul adjacent to the Regional Trail. I have a fractured spine and am unable to get around at the moment, but I hope you will take my comments into consideration.

Back in 1989-1992 I was Chair of the Chamber of Commerce Railroad Expansion Task Force and a member of the SSP City Council. At that time the Chicago Northwestern Railroad sought permission to create the largest switching yard in the Twin Cities on their property along the Mississippi River in South St. Paul. The community, after weeks of town meetings, public hearings and petitions, successfully mounted a campaign to deny the request even though the case ended up in court. Neighbors on the bluff above the river were already experiencing loss of property values and moving out because of the noise and damage and smells the railroad brought to their backyards. Windows were broken, shelves inside homes gave way and the area was becoming undesirable because of the presence of the railroads. The eagles, who were newly returned to the flyway in South St. Paul were endangered as was all other wildlife.

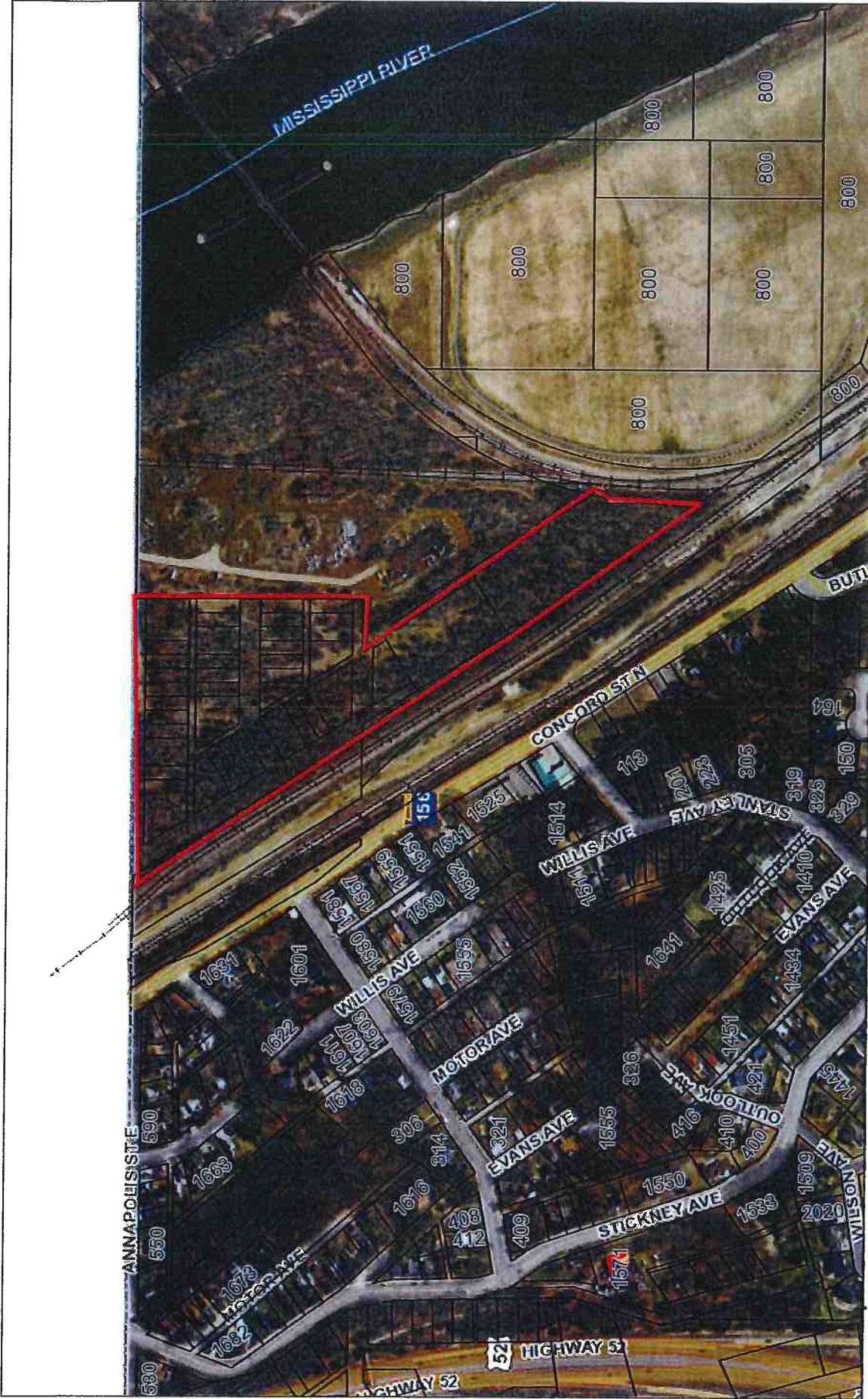
Since then, we negotiated with the railroad for access to the trail; the railroad improved their buildings and although they continued to expand the number of tracks in South St. Paul, there were several years when both noise and pollution were somewhat abated. Now, under the current railroad, I have watched with extreme concern as the buffer of trees which helped shield the entrance to South St. Paul from the north have been removed, revealing the hundreds of oil tankers being stored in our city, the significant track expansion and the encroachment onto zoned green space for exterior storage of tracks and equipment. The railroad has donated money to the Youth Task Force, entertained the Chamber of Commerce and pretended to be good community citizens even as they continue to seek to take over and destroy what little green space we have left.

There is often very little cities can do to protect themselves from railroad expansions and pollution dangers but in this case we still have the power to deny this current request and I ask you all to do that and protect our citizens, our wildlife and our city from further degradation from the railroad.

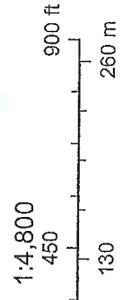
Thank you,

Lois Glewwe  
1514 Waterloo Avenue  
South St. Paul, MN 55075  
651-457-3403

# Dakota County, MN

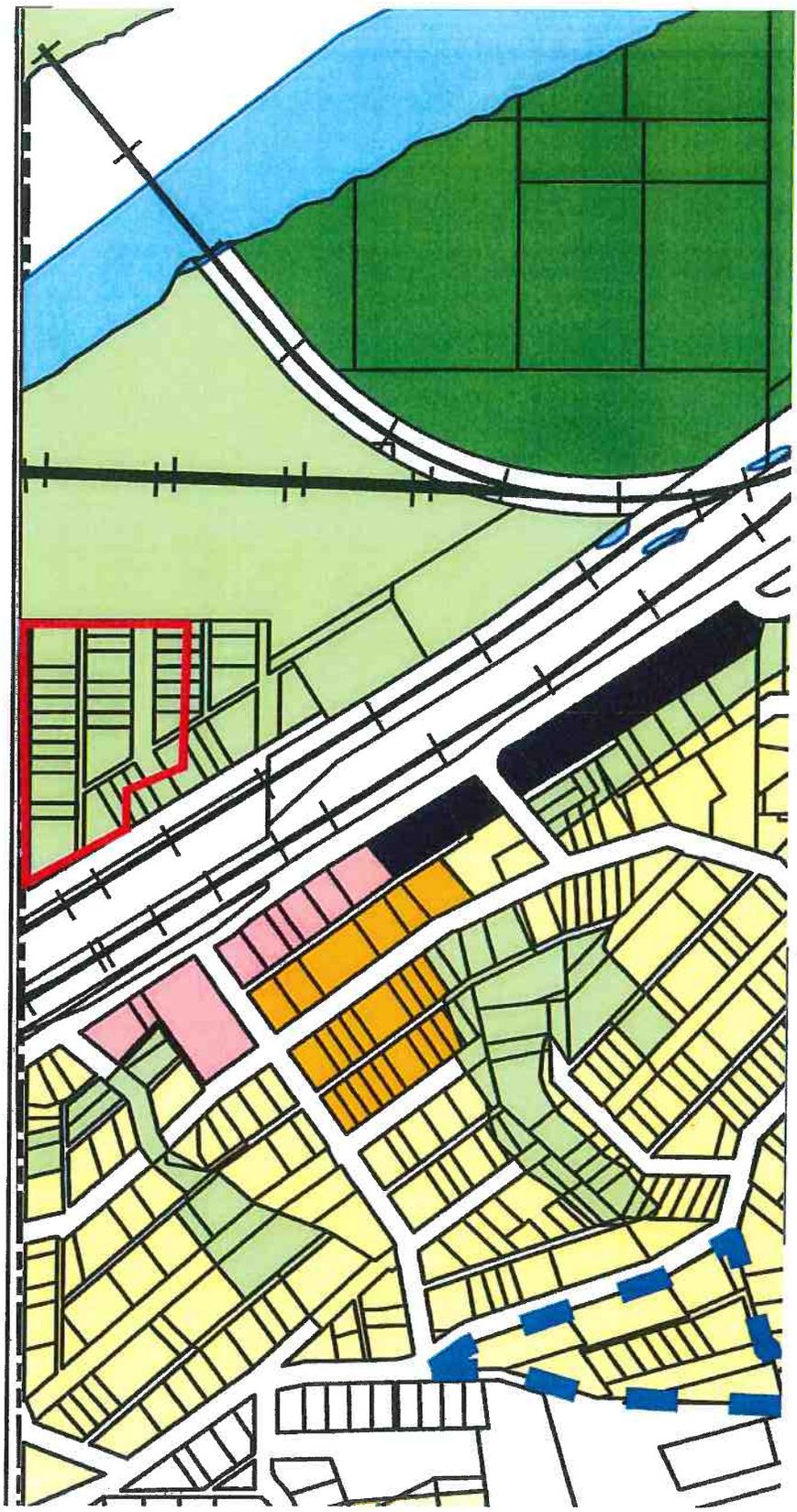


August 2, 2016

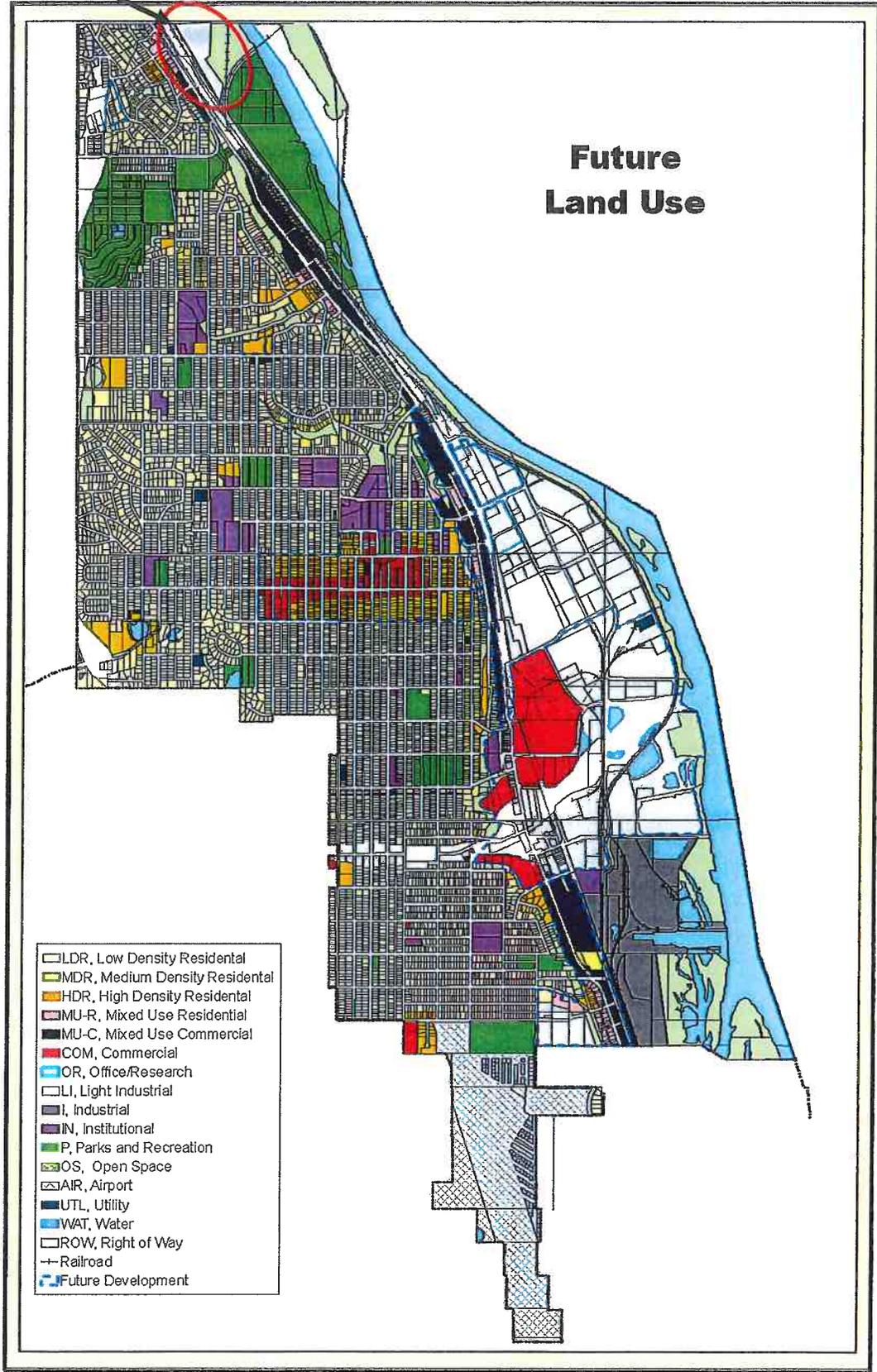


Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

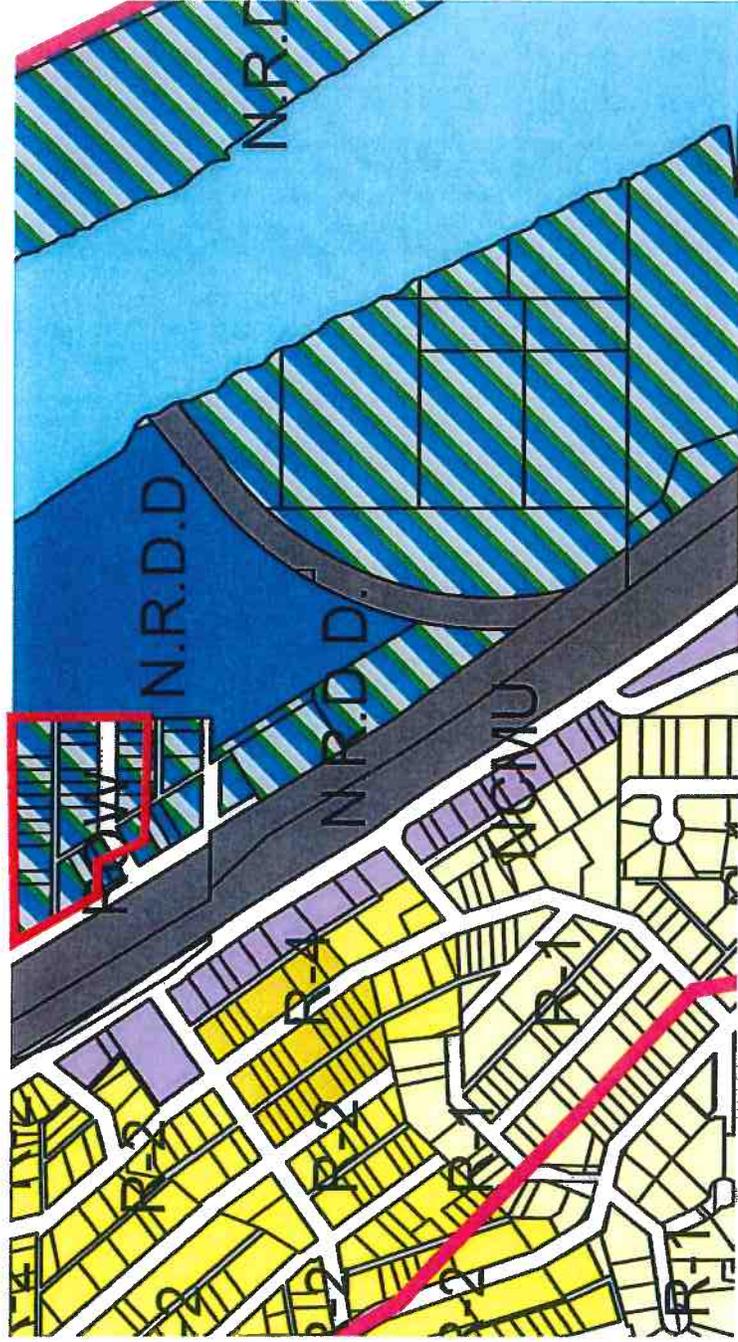
Site in Context – Future Land Use (Comp Plan)



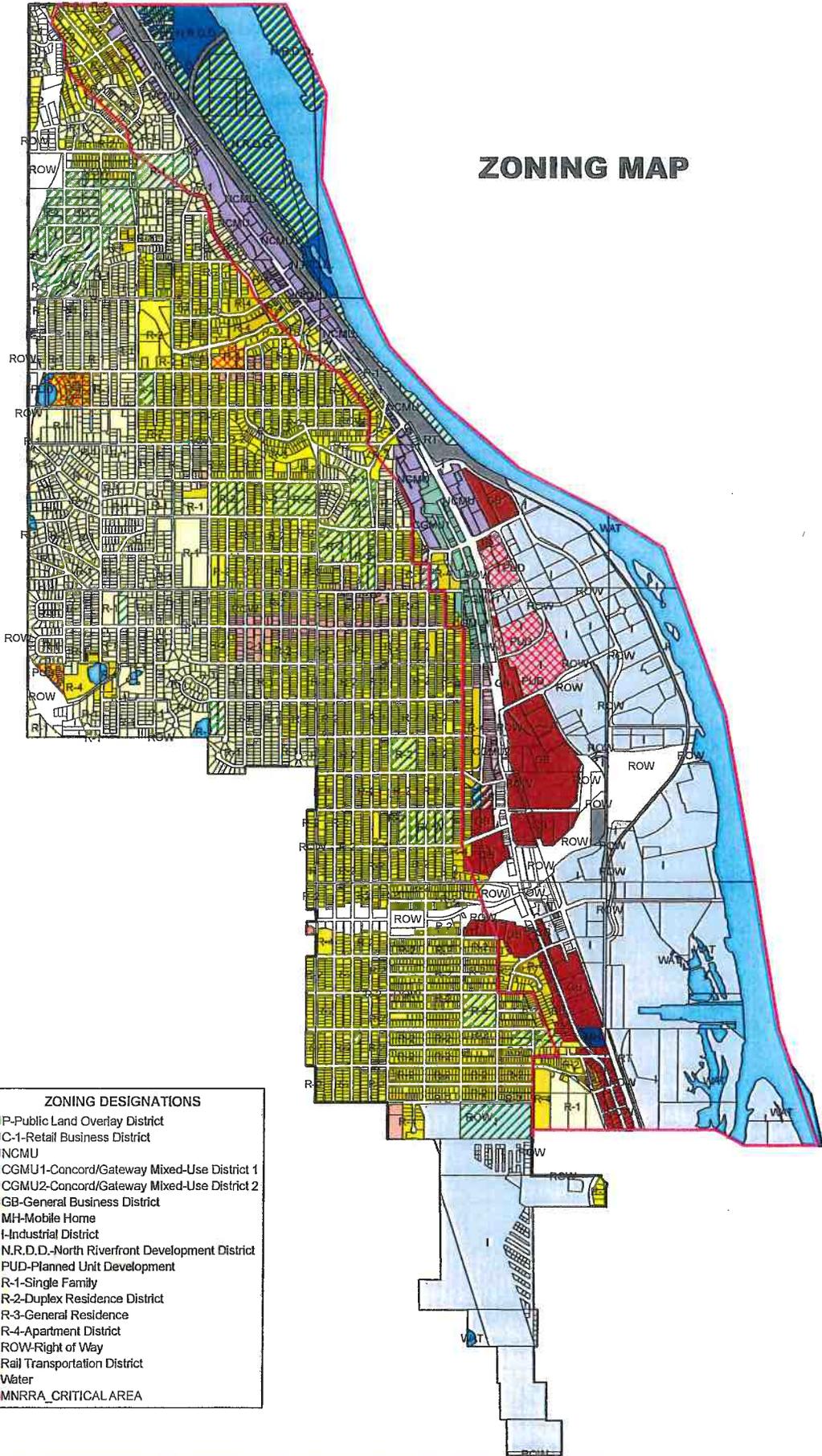
NRDD Area -- proposed change



# Site in Context - Zoning



# ZONING MAP



## ZONING DESIGNATIONS

- P-Public Land Overlay District
- C-1-Retail Business District
- NCMU
- CGMU1-Concord/Gateway Mixed-Use District 1
- CGMU2-Concord/Gateway Mixed-Use District 2
- GB-General Business District
- MH-Mobile Home
- I-Industrial District
- N.R.D.D.-North Riverfront Development District
- PUD-Planned Unit Development
- R-1-Single Family
- R-2-Duplex Residence District
- R-3-General Residence
- R-4-Apartment District
- ROW-Right of Way
- Rail Transportation District
- Water
- MNRRA\_CRITICAL AREA

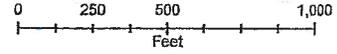
South St. Paul

Comprehensive Municipal Plan



**Metropolitan  
Airports Commission**

**St. Paul - South St. Paul  
Regional Trail Gap**



- Existing Regional Trail/Greenway
- Concept Regional Trail/Greenway

**St. Paul  
Port Authority**

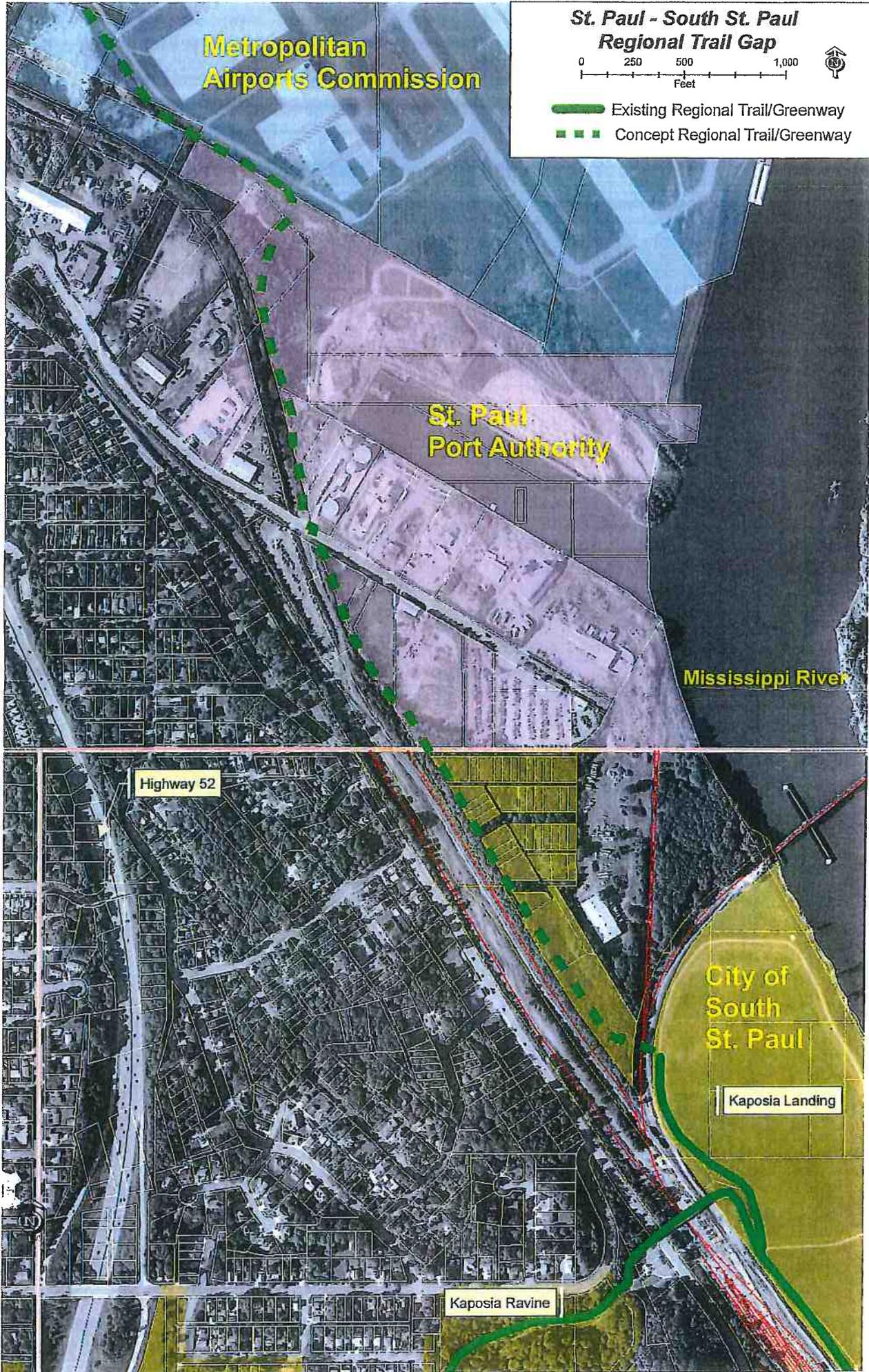
**Mississippi River**

**Highway 52**

**City of  
South  
St. Paul**

**Kaposia Landing**

**Kaposia Ravine**







**CITY OF SAINT PAUL**  
*Christopher B. Coleman, Mayor*

*25 West Fourth Street  
Saint Paul, MN 55102*

*Telephone: 651-266-6700  
Facsimile: 651-266-6549*

SEP 12 2016

September 9, 2016

Mr. Peter Hellegers  
Planning Division Manager  
City of South St. Paul  
125 Third Avenue North  
South St. Paul, MN 55075

Dear Mr. Hellegers:

Thank you for the opportunity to comment on the South St. Paul Comprehensive Plan Amendment – North Riverfront Development District. We have several comments for your consideration. As you note, a future trail connection to the Mississippi River Regional Trail between Kaposia Landing Park and Harriet Island is planned to run along the western edge of the plan amendment area.

From a land use and zoning perspective, the proposed change in South Saint Paul from open space to industrial is in keeping with the land use and zoning in the City of Saint Paul. The South Saint Paul site is immediately adjacent to the Southport industrial area in Saint Paul, which is zoned I2 (General Industrial) and guided for industrial use in the Saint Paul Comprehensive Plan. Established neighborhoods in an R4 (Single-Family Residential) zoning district are located northwest of the South Saint Paul site, separated by railroad tracks and Concord Avenue.

According to aerial views, the area of change in South Saint Paul is undeveloped and appears to be entirely tree covered. Consequently, a land use and subsequent zoning change would result in a noticeable change in the area, particularly for the residences along Concord Street. If possible, please consider whether screening of some type should be required for the proposed outdoor storage in South Saint Paul.

The site immediately east of the proposed area of change is already being used for outdoor storage of vehicles and trailers, although the City of South Saint Paul is not considering a comprehensive plan change from open space to industrial for this site. It appears road access to this area is from Barge Channel Road, from the Alter Metal Recycling property. Will development of the proposed area of change result in a new vehicle access in South Saint Paul or will access be provided via Barge Channel Road? If the site will be accessed from Barge Channel Road, this may result in an increase in truck traffic along Concord Street and Barge Channel Road. As you may know, there are existing concerns about the amount of truck traffic queuing and idling along Concord Street, particularly when trains obstruct Barge Channel Road.

There has already been a substantial increase in truck traffic here following modifications to the Hawkins Chemical site that included new rail spurs. The planned at grade trail/rail crossing for the Mississippi River Regional Trail (MRRT) at the Hawkins driveway is now questionable as is the capacity for additional major increases in traffic on what is essentially a rail crossing obstructed, dead end roadway. What was originally a low traffic volume at-grade crossing for the MRRT is developing into a very complex traffic condition that the proposed comprehensive plan amendment only marginally addresses with references to factoring in the presence of the trail. There may be the need for a bicycle/pedestrian bridge in the future for safe passage through this area, which is outside of the scope of the current budget.

Is the City of South St. Paul interested in exploring the possibility of a new road connection from Concord to this area? Although challenging, such a connection would make this land more desirable for development and significantly alleviate traffic concerns and related pollution impacts along Concord Street and Barge Channel Road. We look forward to receiving more information about development plans for this area. Let us know if you think a meeting to discuss this further would be beneficial.

Sincerely,

A handwritten signature in cursive script that reads "Donna Drummond".

Donna Drummond  
Director of Planning

cc: Kady Dadlez and Josh Williams, Planning & Economic Development  
Don Varney, Parks & Recreation  
John Maczko and Paul St. Martin, Public Works



Working to protect the Mississippi River  
and its watershed in the Twin Cities area.

101 East Fifth Street  
Suite 2000  
Saint Paul, MN 55101

651-222-2193  
www.fmr.org  
info@fmr.org

September 7, 2016

South Saint Paul Planning Commission  
Council Chambers  
City Hall  
125 3<sup>rd</sup> Avenue N.  
South St. Paul, MN 55075

Dear South Saint Paul Planning Commission:

Friends of the Mississippi River (FMR) is a non-profit organization that engages community members and stakeholders in protecting and restoring the Mississippi River and its watershed in the Twin Cities Region. We have 2,400 members and thousands of volunteers who care deeply about the river. We are writing today to comment on the proposed Comprehensive Plan amendment and zoning amendment for the city-owned 5-acre parcel in the northeast corner of South St. Paul.

#### Comprehensive Plan Amendment

FMR respectfully requests that you oppose the proposed Comprehensive Plan amendment to change the future land use of the 5-acre parcel from open space to industrial because of the environmental impacts, Mississippi River Trail impacts and because the proposed change goes against a well-established trend to embrace the riverfront as a public space.

*Environmental Impacts* At the present time, the public has been given very little information about the environmental impacts of changing these 5-acres from open space to industrial. We know that the parcel is currently vegetated with a tall tree canopy. To make an informed decision about the future plan for the site, at a minimum we should know:

- the type, quality and habitat value of existing of vegetation,
- the potential for this area to flood and how pollutants will be kept out of the Mississippi River,
- the impacts to stormwater runoff now and the anticipated impacts to stormwater runoff after the exterior storage is in place,
- bird and wildlife survey information,
- Metro Conservation Corridors Plan information as well as the proximity of this parcel to Regionally Significant Ecological Areas,
- the consistency with the Mississippi River Corridor Critical Area rules, and
- the impact of the change to the Mississippi National River and Recreation Area – our local national park – which this parcel and the riverfront all along South St. Paul is a part of.

*Mississippi River Trail Impacts* Changing the Comprehensive Plan land use designation for this parcel from open space to industrial will change the experience of the Mississippi River Trail user. Currently,

the trail will run through a wooded area with tall trees. We understand from a conversation with City Planner Peter Hellegers that if the amendments are approved, the trail will run next to an 8 to 10-foot fence surrounding the storage area. Instead of paving over the 5-acre site, we encourage the city to restore the wooded area to enhance the trail user experience and optimize habitat value on the parcel.

*Embracing the Riverfront* Currently cities throughout the Twin Cities, our National Park, the United States and the world are working on embracing their waterfront as a natural treasure by creating parks, trails and other public amenities along their waterfronts. South St. Paul acknowledges this trend in their Mississippi River Corridor Critical Area portion of the Comprehensive Plan by saying:

- "Said future recreational uses shall be designed to create minimal alteration, protect existing vegetative and wetland areas, promote re-vegetation, and require additional landscaping, consistent with habitat and vegetation for the Critical Area/MNRRRA Corridor." Pg. 133
- "The City's Future Land Use plan would have more intensive types of industrial uses (exterior storage, manufacturing, processing, etc.) being located away from the actual riverfront and away from Interstate 494." Pg. 134
- "Because the City is aggressively promoting a regional park and trails system along the riverfront, the City will not promote the development of businesses that are dependent upon river access and usage.... Any greater intensification could be detrimental to the river corridor." Pg. 134

According to the city's Comprehensive Plan, the city intends to continue improving this part of its riverfront as a public, open space. The plan calls for the 5-acres in question as well as the surrounding industrial land to eventually become Open Space. This is defined in the city's Comprehensive Plan as:

*The Open Space (OS) classification applies to lands guided for future permanent public or private open space and is intended to provide for the preservation of sensitive natural areas and protection and enhancement of wildlife habitat... Open Space lands may include trails, picnic areas, public fishing, resource protection or buffer areas, preservation of unaltered land in its natural state for environmental or aesthetic purposes, and the DNR boat launch area...*

We strongly encourage South St. Paul elected officials to uphold their vision for the area and stick to their existing Comprehensive Plan land use designation. This will ensure there is some land among this largely industrial portion of the city that helps to preserve this sensitive natural area near the Mississippi River while protecting and enhancing wildlife habitat.

### Zoning Amendment

FMR also respectfully requests that you oppose the suggested Zoning Amendment to allow interim exterior storage in the North Riverfront Development District (NRDD) and the Public Land Overlay District. This decision will impact the area environment, Mississippi River Trail (MRT) and the amount of natural land available for wildlife habitat and public use.

*Environmental Impacts* The NRDD allows for boat marinas, public recreational uses, and PWS antennas to be constructed within the district. These uses have significantly lower impacts on the land than removing five acres of vegetation and replacing it with pavement. So, in addition to sharing the environmental impact information requested above, the city should undertake a detailed environmental assessment before considering a zoning amendment. It should include an analysis of the cumulative impact that paving over five acres of vegetation in the midst of a largely industrial area would have. If left

as open space with a trail, the land has significant ecological value. The removal of such an area should be carefully analyzed, and that analysis should be shared with the public.

*Mississippi River Trail Impacts* The Mississippi River Trail (MRT) is planned, funded and scheduled to be constructed through this parcel between 2017 and 2018. Should the Comprehensive Plan and/or Zoning Amendment be approved, the plan to convert this parcel to industrial land includes two additional crossings of the MRT – one rail spur crossing and one 10-foot access road crossing. According to Dakota County Transportation Project Manager John Sass, there would be no safety features like trail crossing gates added at these crossings. We do not support the additional trail crossings, especially without safety features to ensure safe crossing for trail users.

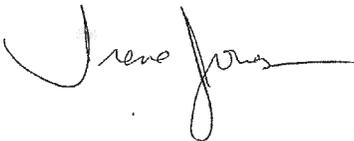
*Loss of Public Land* With the current designation of NRDD with a Public Land Overlay District, allowing an interim use on this parcel goes against the city's stated purpose for the land. This is especially true since this land will be publically accessible by 2017 or 2018 when the MRT trail through the site is completed. The purpose of this NRRD district is to "promote and regulate the development of mixed commercial and certain high-density uses in the area adjacent to and in the vicinity of the Mississippi River by the balancing of utilization of land for the purposes for which it is most appropriate and protection of the river amenities in the public interest." Allowing open air storage within this district does not meet this purpose as it is neither high density or commercial. In addition to that, the proposal will eliminate all existing water, buffer and habitat benefits and protections.

The land also has a Public Overlay District associated with it. According to the Public Overlay District's definition, the land is owned and/or operated for public purposes and has been zoned for the most appropriate private land use, should the land be leased. With zoning that allows boat marinas, public recreational uses and PWS antennas as permitted uses, a paved outdoor storage facility would be inconsistent with the NRRD purpose and add a land-use that is not similar in character to the current permitted land uses. We find an interim zoning amendment to be detrimental to the city's plan and the larger goals for the region and our national park.

In the unfortunate scenario that this zoning amendment moves forward, we strongly recommend creating an agreement with the leasing party to restore high quality floodplain habitat to the parcel at the conclusion of the initial interim lease lasting no more than 10 years.

We thank you for your careful consideration of these comments. Please feel free to reach out to Irene Jones, River Corridor Program Director ([ijones@fmr.org](mailto:ijones@fmr.org), x11) or Alicia Uzarek, Policy Advocate ([auzarek@fmr.org](mailto:auzarek@fmr.org), x29) with questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Irene Jones". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Irene Jones  
River Corridor Program Director

## Peter Hellegers

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**From:** Chatfield, Kurt <KURT.CHATFIELD@CO.DAKOTA.MN.US>  
**Sent:** Tuesday, September 6, 2016 4:40 PM  
**To:** Peter Hellegers  
**Cc:** Sullivan, Steve; Hoopingarner, Taud  
**Subject:** RE: Comprehensive Plan Amendment - NRDD Area

Peter,

Thank you for the opportunity to comment on the potential re-guiding of land along the Mississippi River Regional Trail from "Open Space" to "Industrial". As you are aware, Dakota County is working with the City of South St. Paul and St. Paul to design a regional trail corridor that will offer outstanding recreational opportunities for people in our communities. Together, we are making a considerable public investment in this recreational corridor. Dakota County's adopted greenway guidelines place a value on locating greenways next to adjacent open spaces and minimizing the crossing of roads or railroad tracks that may be a barrier to people using the trail. As such, the current "Open Space" designation is complimentary to this purpose.

Nevertheless, we understand that the City may need to balance public open space and recreational benefits with other needs in the community. Should the City decide to re-guide the NRDD area to "Industrial" and allow an outdoor storage yard, we ask that the City consider using buffers and screening to mitigate the outdoor storage uses from people using the trail.

Sincerely,

Kurt Chatfield  
Planning Supervisor  
Dakota County

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**From:** Peter Hellegers [mailto:phellegers@southstpaul.org]  
**Sent:** Wednesday, August 17, 2016 5:43 PM  
**To:** Peter Hellegers  
**Subject:** Comprehensive Plan Amendment - NRDD Area

The City of South St. Paul is considering an amendment to the Comprehensive Plan to change the future land use of an area from Open Space to Industrial. The North Riverfront Development District (NRDD) is an area of the community that is adjacent to the city's northern border which abutts the Southport Industrial District in Saint Paul. The NRDD area is separated from the rest of the community by railroad lines and does not have road access. However, development of a large new park south of the NRDD area and development interest in the property from adjacent users have prompted the City to reconsider whether this area should be guided Industrial instead of Open Space. The most recent proposal is from the neighboring railroad line which would use approximately 5 acres of the NRDD space as a temporary exterior storage area (site plan attached). A future trail connection to the Mississippi River Regional Trail (MRRT) between Kaposia Landing Park and Harriet Island is planned to run along the western edge of the NRDD area and would be factored into either future land use scenario.

Communities in the metropolitan area are required to notify adjacent local governments and school districts of proposed comprehensive plan amendments. The purpose of this notification is to allow adjacent local governments and school district time to request copies of the proposed amendment so that they can offer their comments.

## Peter Hellegers

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**From:** Skancke, Jennie (DNR) <Jennie.Skancke@state.mn.us>  
**Sent:** Tuesday, August 23, 2016 2:27 PM  
**To:** Peter Hellegers  
**Cc:** Daniels, Jeanne M (DNR); Petrik, Daniel (DNR); Horton, Becky (DNR)  
**Subject:** RE: Comprehensive Plan Amendment - NRDD Area\_South St. Paul

Hi Peter,

The subject parcel is in the current urban diversified district under the current regulations/Executive Order. There are no land use restrictions in this area and no height limits or river setback. When the rules are adopted and the local ordinance is updated, the new urban mixed district will have a 65 foot height limit and a 50 foot river setback. Bluff setbacks will be unchanged at 40 feet. This information may be helpful to communicate to remind stakeholders about how the pending changes compare to the current regulations.

I forwarded this proposal to our Parks and Trails Division and our environmental review coordinator, but have not heard any comments.

With a land use type resulting in greater impervious surface, we would have concerns about the potential for increased runoff which would negatively impact water quality in the river. We ask that any proposals use Atlas 14 for project planning.

Thank you,  
Jennie

Jennie Skancke - Area Hydrologist (Scott, Dakota and Carver Counties)  
MnDNR | 1200 Warner Road | St. Paul, MN 55106 | T: 651-259-5790 | [Jennie.Skancke@state.mn.us](mailto:Jennie.Skancke@state.mn.us)

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**From:** Peter Hellegers [<mailto:phellegers@southstpaul.org>]  
**Sent:** Wednesday, August 17, 2016 5:43 PM  
**To:** Peter Hellegers  
**Subject:** Comprehensive Plan Amendment - NRDD Area

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Communities in the metropolitan area are required to notify adjacent local governments and school districts of proposed comprehensive plan amendments. The purpose of this notification is to allow adjacent local governments and school district time to request copies of the proposed amendment so that they can offer their comments.

If there is anything I can do to facilitate your review, answer questions, or be of further assistance, please do not hesitate to contact me by e-mail at [phellegers@southstpaul.org](mailto:phellegers@southstpaul.org) or by phone at (651) 554-3217.

**MINUTES OF MEETING  
SOUTH ST. PAUL PLANNING COMMISSION  
September 7, 2016**

MEETING CALLED TO ORDER BY COMMISSIONER JOHN ROSS AT 7:00 P.M.

Present:	John Ross	Absent:	Ryan Briese
	Jason Pacht		
	Ruth Krueger		
	Tim Felton		
	Justin Humenik		
	Stephanie Yendell		
	Peter Hellegers, City Planner		

- 1) APPROVAL OF AGENDA – approved as presented – Yendell/Krueger (6-0)
- 2) APPROVAL OF MINUTES for August 3, 2016 – Chair Ross requested that the adjournment time be included in future meeting minutes - approved as presented – Yendell/Pacht (6-0)
- 3) PUBLIC HEARINGS

- A. Comprehensive Plan Amendment: Changing the Future Land Use designation of a property in the community from Open Space to Industrial
- B. Zoning Amendment: Amendment to the North Riverfront Development District (NRDD) that would allow exterior storage as an Interim Use

Commissioner Ross indicated the public hearing portion of this request was carried over from the August 3<sup>rd</sup> meeting. The items will be discussed together; however, will be dealt with by separate motions.

Mr. Hellegers reported the request is to amend the Comp Plan changing the future land use designation from Open Space to Industrial and a Zoning Amendment allowing exterior storage as an Interim Use. Notification was sent to adjacent communities and agencies offering the opportunity to provide comment. Comments in the form of emails were received from the DNR, Dakota County and Friends of the Mississippi River and were provided to the Commission for consideration.

Chair Ross opened the public hearing portion asking if anyone in attendance wished to comment:

M. Docks (1503 Willis) – requested documentation regarding this matter and reiterated his concerns from the August meeting relating to noise/diesel train pollution, preservation of wildlife and green space and asked the Commission to consider the ramifications of the request.

L. Swanson (901 16<sup>th</sup> Ave. N.) – read a letter dated September 7, 2016 from the Friends of the Mississippi River stating the organization is in opposition to the proposed Comp Plan and Zoning Code amendments stating concerns with environmental impacts, impacts to the Mississippi River Trail and the amount of natural land available for wildlife habitat and public use. The group asked the elected officials to uphold the vision of the area and stick to the current use.

M. Peterson (909 16<sup>th</sup> Ave. N.) – stated that once the open space is gone it's gone. Is in opposition for changing the area to Industrial.

J. Mullin (1504 Willis) – queried the radius of the notification area to which staff responded the radius of notification was much expanded. Mr. Mullin expressed his opposition and feared interest would subside if the matter is continued to October. If the matter moves forward an environmental impact study should be the first item of business.

J. Francis (107 19<sup>th</sup> Ave. N.) – stated opposition and asked if the City has spoken to the St. Paul Port Authority regarding their intended use. Staff reported the Port Authority was contacted and they may be interested in an expansion of the impound lot.

Chair Ross closed the public hearing portion of the matter. Mr. Hellegers stated correspondence from all agencies hadn't been received.

Commissioner Felton stated he hadn't changed his opinion stating it's a big mistake to change the use from Open Space as there's no upside to doing it.

Commissioner Yendell requested that previous meeting minutes containing citizen comments be included in future reports, etc. in order that all citizen comments are considered.

Commissioner Krueger opined if the City isn't going to consider allowing exterior storage there is no need to change the designation from open space to anything else. Ms. Krueger stated the river should be celebrated and that any revenue derived from the railroad is penny wise and pound foolish.

Commissioner Pachl opined that taking away woods forces the wildlife out, it's the last piece of green space and stated the importance of preserving what we currently have.

Mr. Hellegers stated the meeting could be continued if the Commission wished to further consider additional documentation that may be submitted. Commissioner Felton stated he was in favor on voting on the matter this evening.

Chair Ross indicated he visited the site today and in his opinion changing the future land use designation would give the ability of the City to put something on the tax rolls albeit storage. The City would have control with the ability to require an interim use permit, to

stipulate screening and how the trail goes.

Commissioner Yendell stated that she didn't believe that correspondence from a state agency that was in support of the Comp Plan change would change her mind due to the overwhelming citizen opposition.

Motion to deny item 3A. Comprehensive Plan Amendment changing the Future Land Use designation from Open Space to Industrial – Felton/Pachl (5-1)

Motion to deny item 3B. Zoning Amendment to allow exterior storage as an Interim Use in the North Riverfront Development District – Felton/Pachl (5-1)

C. Mad Further (1725 Henry Ave.): Consider a request for a 3-year IUP to host a car show on the ramp of the South St. Paul Fleming Field Airport. The first event would take place on October 8, 2016 and subsequent car shows would be for mid-September in 2017 and 2018.

Mr. Hellegers stated the applicant is not able to hold the car show event on October 8, 2016 and is requesting the matter be extended to the October 5<sup>th</sup> Planning Commission. The request is for a 3-year IUP with the first car show event taking place in May, 2017.

Motion to continue the matter to the October 5, 2016 Planning Commission meeting – Ross/Yendell (6-0)

D. Danner, Inc. Proposal (600 Verderosa Ave.): Consider a request for a 19,317 square foot building, with Conditional Use Permit for gas/diesel fueling station, exterior storage, variances for minimum building size, and an Interim Use Permit for a rock crushing operation.

Mr. Hellegers reported the applicant is requesting a vote on this item tonight due to a scheduled closing and the need to get the process underway to make it a reality. The applicant is selling his current 30-acre site at 843 Hardman and relocating to 600 Verderosa which is further north. The proposal calls for the construction of a 1,900 s.f. building for truck service including 3,500 s.f. of office space. A lower level parts storage space would be located under the office space. The western end of the property would include fueling stations for gasoline and diesel fuel. The eastern portion would be screened for exterior storage and would be used for a temporary rock crushing operation. The concrete crushing and stockpiling is needed to excavate concrete material buried on the site. The crushing and stockpiling is estimated to last for 4 years.

Items that fall under a CUP include the fueling portion for gas and diesel and exterior storage. Rock crushing is allowed as a Conditional or IUP subject to a redevelopment plan which the applicant is looking to do. A PUD could be considered if looking at the whole development scenario. Without the PUD a variance for quite a bit of square footage would be needed as lot coverage is at 6.5%. The applicant is looking to build in phases so full development of the property could accommodate two additional properties to the east

August 3, 2016  
PC Minute Excerpt

(attached or detached) plus one other accessory building. The item was brought to the Planning Commission after the City Council directed staff amend the zoning code due to the difficulty encountered by a homeowner who wished to build a garage; however, they already had an existing garage and accessory structure on the property. The current Code would require removal of the accessory building (shed) prior to building the second garage.

Staff is proposing the following two alternatives:

Alternative A would amend the language to allow 2 accessory structures (detached garage and shed) when the property already has an attached garage. The 1,200 s.f. of allowable space would count against just the accessory (detached) buildings;

Alternative B would allow 2 accessory buildings (detached garage and shed) when there is an attached garage but the space for all accessory uses would be capped 1,200 square feet of space would be capped for all accessory uses (attached garage, detached garage, shed);

Discussion ensued regarding timing of the matter. Mr. Hellegers noted it is not necessary to make a decision by a specific date as nothing is pushing the 60-day rule. Commissioner Yendell commented there was also the option to change nothing as the previous variance request was a unique circumstance and didn't warrant changing the code.

Commissioner Felton stated Yendell's comment made sense and stated he didn't have an issue with holding the matter over until the next meeting.

Motion for continuance to the September Planning Commission meeting – Yendell/Pachl (6-0).

E. Comprehensive Plan Amendment: Changing the Future Land Use designation of a property in the community from Open Space to Industrial.

F. Zoning Amendment: Amendment to the North Riverfront Development District that would allow exterior storage as an Interim Use.

Items 3.E and 3.F were discussed together. Mr. Hellegers reported the City has received inquiries from two potential users interested in exterior storage on the City-owned property at the northeast corner of the city.

The Union Pacific Railroad is proposing to lease a 5-acre parcel on City-owned property for exterior storage of track materials for their railyard improvements and storage space for materials and rail cars. Mr. Hellegers explained the use would require an Interim Use Permit to allow the exterior storage. Additionally, the space is currently designated as Open Space which does not allow for exterior storage and would necessitate changing the Future Land Use (Comp. Plan) designation to Industrial. If the land use designation is changed to Industrial the zoning would require an amendment to allow exterior storage as a conditional use.



Sign in

Resources

Mississippi River

Pigs Eye Island Number One

Kaposia Landing

Summit Park

R2RG trail bridge

MRT trail bridge

St Paul Police Department Impound

Alter Meat Recycling

Proposed lease area

MRT trail extension

at-grade crossing into lease area

Concord St

City of South St. Paul

MRT trail extension

Concord St

Kaposia Park

City of St. Paul

Butler Ave

Concord St

Google

West Saint Paul

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**AGENDA ITEM: Accessory Building Amendments**

**ACTION TO BE CONSIDERED:**

Review and discuss

**OVERVIEW:**

At their June 6<sup>th</sup> meeting the City Council heard a case for a CUP/Variance to allow an applicant with an attached garage to build a second garage and to keep an existing shed that had recently been built on the property. The issue is that City Code currently only allows one garage (attached or detached) and one other accessory building. In that case the applicant had already exhausted what they could build with the attached garage and the shed. The applicant also could have complied with Code by removing the shed and incorporating that amount of storage space into the proposed second garage thereby eliminating the need for the variance. At the meeting Councilmembers stated that they felt the request seemed reasonable and discussed whether the variance should be granted or whether the Code should be amended. The application for the CUP and variance were approved and the Council then directed staff to draft language so that a similar situation could be avoided in the future. Options were outlined at the June 26<sup>th</sup> City Council work session and staff brought the item to the Planning Commission where public hearings were held and the revisions were discussed at their last several meetings.

**CODE AMENDMENT:**

The original code amendment (referred to below as “Option A”) was designed to correct the issue from the CUP/variance application by simply allowing up to two (2) accessory buildings on residential lots. The current accessory building size standards were kept the same which would allow a detached garage of up to 1,000 square feet and another accessory building (i.e. shed, gazebo, etc.) of up to another 200 square feet for a grand total of 1,200 square feet of accessory building on a property. In most cases throughout the community this would work just fine and would be helpful for properties with single tuck-under garages which do not provide enough garage space to meet modern needs. One concern was that while this worked well for many properties it would allow properties with large attached garages (i.e. 3-car attached garage) to also build another detached garage on the property thus having far more garage space than could be accommodated on other properties.

An alternative was developed (“Option B”) to allow the 2 accessory buildings but would cap all accessory use space (including attached garages, detached garages, sheds, etc.) at the 1,200 square feet thus eliminating the fairness concern that properties with large attached garages were granted a benefit over other properties.

At the Planning Commission it was also discussed that there was an “Option C” which was to recommend just keeping the Code language as is.

In summary the options for the code amendment were determined to be as follows:

- OPTION A:** Amend the City Code to allow 2 accessory buildings. This would be allowed even if the property already had an existing attached garage. Only the accessory buildings (detached garage, shed, etc.) would count toward the maximum size of 1,200 square feet.
  
- OPTION B:** Amend the City Code to allow 2 accessory buildings on a residential lot (just as allowed under Option A) AND amend the Code to cap all accessory uses (garages attached or detached, sheds, etc.) to a maximum of 1,200 square feet.
  
- OPTION C:** Do not amend the City Code; leave it as is.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission reviewed the accessory building discussion at the last several meetings, held public hearings and at the September 7<sup>th</sup> meeting voted on a recommendation. A motion was made to recommend approval of code amendment “Option A” but the motion failed (2-4). The Commission then moved to recommend the Code not be amended (“Option C”) which carried (4-2). Commissioners speaking for the motion stated that they felt that situation which started the whole discussion was unique enough and applications could be handled on a case by case basis for consideration of variances.

**STAFF RECOMMENDATION:**

Staff indicated that either Option A or Option C would be preferable as they would be much more straightforward to administer and would make it easier for homeowners and contractors when they came in with applications for new garages.

**TIMELINE & SCHEDULE:**

The ordinance amendment would appear on the City Council’s October 17, 2016 meeting for consideration.

**60-DAY REVIEW EXPIRATION:** N/A

**SOURCE OF FUNDS:** N/A

Planning Commission Meeting Date:  <b>Wednesday, September 7, 2016</b>	 <b>City of South St. Paul Planning Commission Report</b>	PC Agenda Item:  <b>3.F</b>
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<b>Project Name:</b>	Accessory Building Ordinance Amendments
<b>Request:</b>	Consider an ordinance amending the number of Accessory Buildings
<b>Proceeding:</b>	<ul style="list-style-type: none"> <li>▪ Public Hearing</li> <li>▪ Planning Commission Resolution (Recommendation to City Council)</li> </ul>
<b>City Council Meeting Date(s):</b>	City Council – 1 <sup>st</sup> Reading – September 19, 2016 (tentative) City Council – 2 <sup>nd</sup> Reading – October 3, 2016 (tentative)
<b>Exhibits:</b>	A. PC Resolution 2016-05 – Accessory Buildings Amendment B. Proposed amendments to R-1 District and Accessory Building Standards

**Update**

This item was continued from the August 3<sup>rd</sup> and July 6<sup>th</sup> Planning Commission meetings. The Planning Commission is asked to review the two options to change the regulations pertaining to accessory buildings, weigh those changes against the existing language, and recommend which way to proceed.

**Request**

Review the attached draft ordinance regarding changes to the R-1 Zoning District and Accessory Building Standards. Conduct the public hearing for the draft ordinance and provide a recommendation to the City Council. Staff has prepared Planning Commission Resolution 2016-05 which would recommend that the City Council adopt the proposed ordinance.

**What Would the Proposed Ordinance Do?**

The proposed amendment would:

- Eliminate language stating that a property is limited to one garage (attached or detached) plus one other accessory building and replace it with allowing two accessory buildings. Attached garages would be considered part of the principal building (house) and would not count against number of accessory buildings.

- Existing language capping an accessory garage building to 1,000 square feet and an additional accessory building (shed) at 200 square feet, for a grand total of 1,200 square feet of accessory buildings.

### Why Should the City Take This Action?

In a recent application a property that had an existing attached garage and existing shed and was requesting to add a detached garage the current standards would have required that the shed be removed to build the new garage. However if the property had not had an attached garage and was looking to build a large detached garage then removal of the shed would not have been an issue. This case highlighted a conflict in the code where homes with attached garages essentially had less flexibility with regard to adding accessory structures to their property. Since there are many properties that have attached 1-car garages and tuck-under garages which do not accommodate today's vehicles the Code would push those properties into requiring a Conditional Use Permit for a second garage. After discussing the case listed above the City Council directed staff to examine ways to remedy the situation so that variances would not be required to have a shed along with the detached garage and attached garage.

In the proposed amendment (shown as A) the language is simplified to state that a property may have 2 accessory buildings while the maximum size for a garage (1,000 s.f.) and the maximum size for the second accessory building/shed (200 s.f.) are retained.

### Items for additional discussion

#### Alternative Amendment Language

#### Should there be a Cap on the maximum size of garages whether attached or detached?

The proposed amendment was intended to correct the situation where properties with a 1-car/tuck-under attached garage are forced into needing a Conditional Use Permit to build a new detached garage or converting the tuck-under garage into part of the finished space in the house. However, the same language would allow a property that already has a 3-car attached garage to also build 2 accessory buildings totaling up to 1,200 square feet.

1. Is the Planning Commission comfortable with the language as proposed noting the situation listed above could arise? Alternative language (shown as B) would cap the maximum size for the accessory uses (garages, sheds, etc.) at 1,200 square feet whether the accessory use is in a separate building or is attached to the house.

*For example a home with a 768 square foot attached garage would then have the ability to have another 432 square feet of space that could be in 2 accessory buildings (a detached 1-car garage and a small shed or 2 larger sheds)*

The final option of course is to recommend that no action be taken and the language would remain as is.

**Process / Timeline**

Process – The Planning Commission will hold the public hearing, make a recommendation, and the ordinance amendment would be forwarded to the City Council to be considered at two readings of the ordinance.

Timeline - The first reading for this item would be at the August 15th City Council meeting and the 2<sup>nd</sup> reading, would be scheduled for either the September 19<sup>th</sup> City Council meeting. If approved by the Council the ordinance would be in effect from the date of adoption.

**Staff Recommendation**

Open the public hearing and discuss the proposed ordinance options (A or B) and alternatively whether the City Code language should be left as is. Staff recommends approval of PC Resolution No. 2016-05 which would recommend approval of the ordinance (per option A) amending the standards for Accessory Buildings.

Respectfully Submitted,

*Peter Hellegers*

Peter Hellegers, City Planner

City of South St. Paul  
Dakota County, Minnesota

**PLANNING COMMISSION  
RESOLUTION NUMBER 2016-05**

**RECOMMENDING APPROVAL OF AN AMENDMENT TO  
SECTIONS 118-121 AND 118-208 OF THE CITY CODE REGARDING  
REQUIREMENTS FOR ACCESSORY BUILDINGS**

**WHEREAS**, the City Code establishes certain standards for development in the City of South St. Paul, including standards for the maximum number of accessory buildings and the maximum size of accessory buildings; and

**WHEREAS**, the proposed amendment would allow two accessory buildings on a residentially zoned property and would consider attached garages as part of the principal building.

**WHEREAS**, the maximum size for accessory buildings would remain consistent with the current standards.

**WHEREAS**, the Planning Commission opened a public hearing on the proposed resolution at their July 6, 2016 meeting and continued the public hearing to their August 3, 2016 meeting; and

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of South St. Paul, Minnesota, as follows:

1. Approval of An Amendment to Sections 118-121 of the City Code, regarding the Single Family Residence District and 118-208 of the City Code regarding Accessory Buildings.

Adopted this 7<sup>th</sup> day of September, 2016.

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Chair

ATTEST:

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City Planner

Sec. 118-121. - R-1, single-family district.

- (a) *Permitted uses.* Within the R-1 single-family district, no building, structure or land shall be used except for one or more of the following uses, unless otherwise provided in this chapter:
- (1) *Principal use.*
    - a. One single-family dwelling (not to include mobile homes).
    - b. Churches, chapels, temples, and synagogues, including Sunday schools, and parish houses meeting the requirements of this district.
    - c. Public parks and playgrounds.
  - (2) *Accessory uses.*
    - a. One garage (~~attached or unattached~~) used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted, as regulated herein by the performance standards section 118-208.
    - b. One accessory building or structure, in addition to the garage, the use of which is incidental to and located on the same lot as the dwelling, as regulated herein by the performance standards section 118-208.
    - c. Swimming pools and tennis courts, as regulated herein by the performance standards section.
    - d. Keeping of domestic pets.
    - e. Fences, signs, and recreation equipment, as regulated herein.
    - f. Residential business office.
    - g. A PWS antenna located entirely inside a building or structure.
    - h. Keeping of chickens as per the backyard chicken regulations found in section 15-9.
- (b) *Uses by conditional use permit.* Within the R-1 district, the following uses shall be by conditional use permit only:
- (1) Accessory buildings that exceed the height or size requirements in city code section 118-208.
  - (2) Hospitals or sanatoriums, philanthropic and charitable institutions, except correctional institutions and animal hospitals. Any building permitted to be used shall have an appearance that shall be in appropriate harmony with the residential character of the area.
  - (3) Essential services (public utility and municipal services).
  - (4) Elementary, junior, and senior high schools and incidental and accessory uses, when situated on the same site or unit of property.
  - (5) Cemeteries.
  - (6) Home occupations.
  - (7) A PWS antenna mounted on the outside of an institutional building or structure of any height, as defined in section 118-207, and any governmental building or structure.
- (c) *Building height, width, and area requirement.* Within the R-1 district, residential dwellings must comply with the following:
- (1) Shall not exceed a height of three stories, or 28 feet above grade as defined in the Minnesota State Building Code;
  - (2) Shall be a minimum of 24 feet wide; and
  - (3) Shall have a minimum area footprint of 800 square feet.
- (d) *Lot requirements.* Within the R-1 district, the following requirements shall apply:

- (1) *Lot area, width, and depth.* Each dwelling, together with its accessory buildings, shall be located on a lot having an area not less than 9,000 square feet, width of not less than 75 feet, and depth of not less than 120 feet, except that a dwelling may be erected on a lot platted prior to May 1, 1967, having less than the foregoing area and width but having no less than 4,500 square feet of lot area.
- (2) *Ingress and egress.* All lots shall front on a public street or have adequate ingress and egress to a public street.
- (3) *Percent of land use.* All dwellings and accessory buildings on any lot shall not cover more than 30 percent of the area of the lot (see article VII of this chapter for additional requirements), except that all dwellings and accessory buildings on a lot containing 5,000 square feet or less shall not cover more than 35 percent of the lot.
- (4) *Front yard.* No building shall be erected, reconstructed, altered or moved nearer to the front lot line than the average setback observed by residential buildings on the same side of the street and fronting thereon within the same block. Further, no part of the structure shall be closer than 25 feet to the street line on which it faces, except when the average setback is less than 25 feet.
- (5) *Side yard.* There shall be a side yard of not less than five feet along each side of each building located on an interior lot having a frontage of 60 feet or less; such side yard on a lot having a frontage of more than 60 feet shall be not less than nine feet; provided, however, that a garage having no basement below it may have a side yard of not less than five feet if located in the front two-thirds of the lot, and no less than three feet if located entirely within the rear one-third of the lot. There shall be a side yard of not less than nine feet on the street side of any structure constructed on a corner lot. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.
- (6) *Rear yard.* Each lot shall have a rear yard of not less than 25 feet in depth, except that a garage may be constructed within the 25-foot rear yard. A garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line.
- (7) *Conditional use permit requirements.* All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.
- (e) *Off-street loading and unloading berths.* In the R-1 district, off-street loading and unloading shall be governed by the provisions of article VII of this chapter.
- (f) *Prohibited uses.* The following uses are prohibited because they are not compatible with the purposes of the R-1 single-family district: PWS towers and antennas, except as permitted under subsections (a)(2)g and (b)(7) of this section.

(Code 1992, § 1500.09; Ord. No. 1267, § 1, 2-19-2013; Ord. No. 1297, § 1, 4-20-2015)

Sec. 118-208. - Accessory buildings and structures.

The requirements and regulations specified in this chapter shall be subject to the following:

- (a) *Purpose.* The purpose of this section is to regulate the number size, location and appearance of all buildings accessory to and detached from principal buildings on lots within the city. These regulations shall apply to all detached structures, including but not limited to garages, carports, storage buildings, gazebos, screen houses, play houses, and similar structures.
- (b) *Number.*
  - (1) Single-family residential zoning districts:
    - a. One ~~garage (attached or unattached)~~ <sup>detached</sup> used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted.
    - b. One accessory building or structure in addition to the garage, the use of which is incidental to and located on the same lot as the dwelling.
  - (2) All other districts:
    - a. One per principal building.
- (c) *Location.*
  - (1) All zoning districts:
    - a. No accessory building shall be located nearer the front lot line than the principal building on that lot.
    - b. The required setbacks shall apply to all types of corner lots and accessory buildings shall adhere to any front or side setbacks as may be applicable to any principal building on such lots from both streets.
    - c. The minimum distance between the principal building and a detached accessory building shall be determined by the Minnesota State Building Code.
    - d. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.
    - e. No accessory buildings shall be located within utility and drainage easements. It is the owner's responsibility to verify the location of the property lines.
  - (2) Single-family residential zoning districts:
    - a. Side yard setbacks:
      - i. Accessory buildings in a residential district must be located at least five feet from the side lot line in the front two-thirds of the lot and three feet in the rear one-third of the lot. Accessory buildings and projections (soffits or overhang) located less than five feet from the property line are subject to additional fire separation requirements from the Minnesota State Building Code.
      - ii. An accessory buildings must be located at least nine feet from the street side property line on a corner lot.
    - b. Rear yard setback:
      - i. A garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line. Buildings and projections (soffits or overhang) located less than five feet from a common property line are subject to additional fire separation requirements from the Minnesota State Building Code.

- ii. All other accessory buildings shall be set back at least three feet from the rear property line. Buildings and projections (soffits or overhang) located less than five feet from a common property line are subject to additional fire separation requirements from the Minnesota State Building Code.
    - c. Setbacks for through lots:
      - i. The minimum setback from the rear street of a through lot shall be 30 feet.
  - (3) All other districts:
    - a. Accessory buildings in the business and industrial districts may be located to the rear of the principal building, subject to rear setbacks, the Minnesota State Building Code and any fire separation requirements.
    - b. No accessory building in the industrial district shall be located less than ten feet from a rear or side lot line unless otherwise provided for herein.
- (d) *Maximum height.*
  - (1) Single-family residential zoning districts:
    - a. Garages or any accessory structure intended to or capable of storing vehicles:
      - i. No detached garage shall exceed one story. As used in this subsection, the word "story" means the portion of the garage between the surface of the floor and the roof above.
      - ii. In the case of a hip roof or gable roof, no part of the garage shall exceed a height of 16 feet measured from the garage floor to the highest point of the roof; in all other cases the highest point of the garage shall not exceed a height of 12 feet above the surface of the garage floor.
      - iii. The exterior side walls of a garage shall not exceed ten feet in height.
    - b. All other accessory buildings:
      - i. The height of a detached building shall not exceed 12 feet. If attached, the structure shall not exceed the height of the principal building.
  - (2) All other districts:
    - a. No accessory building in a business or industrial district shall exceed the height of the principal building except by conditional use permit.
- (e) *Maximum size.*
  - (1) Single-family residential zoning districts:
    - a. Garages or any accessory structure intended to or capable of storing vehicles:
      - i. The maximum size for a garage shall be 1,000 square feet.
    - b. All other accessory buildings:
      - i. Structures larger than 200 square feet shall require a conditional use permit.
    - c. The maximum allowable size for all accessory buildings combined (garages and other accessory buildings) is 1,200 square feet.
  - (2) All other districts:
    - a. Accessory buildings shall not exceed the footprint to the principal building to which they are accessory.
    - b. Accessory buildings larger than 200 square feet shall require a conditional use permit.
- (f) *Construction and finish.*
  - (1) All zoning districts:
    - a. All accessory buildings shall require a surfaced floor, except greenhouses.
    - b.

Accessory buildings shall be anchored to a concrete slab, or otherwise securely fastened to the ground by other methods approved by the building inspection department.

- c. Exterior materials and finish must match or complement the exterior finish of the principal structure in material, color and texture. Exterior surfaces of all accessory buildings shall be maintained in new or like new condition, free from cracked and peeling paint, rusting and deteriorating materials.

(2) Single-family residential zoning districts:

- a. If constructed of metal, the accessory structure shall have prefinished enamel siding and roof.
- b. No galvanized siding or roofing shall be used.
- c. Galvanized steel-covered pole buildings are prohibited.
- d. Wood frame accessory buildings or structures shall conform to the Minnesota State Building Code and shall have one of the following types of siding: Masonite, shakes, redwood, exterior plywood panel, hardboard, decorative steel, decorative aluminum, vinyl, hardie-board, decorative fiberglass and/or rough-cut exterior siding, and the roofing material shall consist of asphalt shingles, standing-seam metal roofing, or when the pitch of the roof is less than 5/12, decorative rolled roofing will be permitted.

(3) All other districts:

- a. In business and industrial districts, all accessory structures, screen walls, and exposed areas of retaining walls shall be of a similar type, quality, and appearance as the principal structure.

(g) *Approvals.*

- (1) Except in single-family residential zoning districts, no accessory building shall be constructed, erected or installed without approval of final site plans and building plans by the city.
- (2) No accessory building occupying an area greater than 200 square feet shall be constructed erected or installed without a building permit issued by the city.
- (3) No accessory building or use shall be constructed or developed on a lot prior to construction of the principal building.
- (4) Two-story accessory buildings are not permitted.
- (5) No accessory building or structure shall be used for living purposes as a dwelling unit.

(h) *Other structures.*

- (1) Freestanding tents and canopies for the purpose of housing motor or recreational vehicles or storage are prohibited, except for municipal purposes in an industrial district.
- (2) Fish houses shall be stored as regulated herein by the exterior storage regulations in section 118-240.

(Ord. No. 1267, § 3, 2-19-2013)



- **ARTICLE IV. - DISTRICT REGULATIONS**
- **DIVISION 1. - GENERALLY**
- **Sec. ~~118-121~~. - R-1, single-family district.**

(a) *Permitted uses.* Within the R-1 single-family district, no building, structure or land shall be used except for one or more of the following uses, unless otherwise provided in this chapter:

(1) *Principal use.*

- a. One single-family dwelling (not to include mobile homes).
- b. Churches, chapels, temples, and synagogues, including Sunday schools, and parish houses meeting the requirements of this district.
- c. Public parks and playgrounds.

(2) *Accessory uses.*

- a. One attached garage (~~attached or unattached~~) used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted, as regulated herein by the performance standards section 118-208.
- b. One detached garage used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted, as regulated herein by the performance standards section 118-208.
- c. One accessory building or structure, in addition to the garage, the use of which is incidental to and located on the same lot as the dwelling, as regulated herein by the performance standards section 118-208.
- d. Swimming pools and tennis courts, as regulated herein by the performance standards section.
- e. Keeping of domestic pets.
- f. Fences, signs, and recreation equipment, as regulated herein.
- g. Residential business office.
- h. A PWS antenna located entirely inside a building or structure.

- i. Keeping of chickens as per the backyard chicken regulations found in section 15-9.

(b) *Uses by conditional use permit.* Within the R-1 district, the following uses shall be by conditional use permit only:

- (1) Accessory buildings that exceed the height or size requirements in city code section 118-208.
- (2) Hospitals or sanatoriums, philanthropic and charitable institutions, except correctional institutions and animal hospitals. Any building permitted to be used shall have an appearance that shall be in appropriate harmony with the residential character of the area.
- (3) Essential services (public utility and municipal services).
- (4) Elementary, junior, and senior high schools and incidental and accessory uses, when situated on the same site or unit of property.
- (5) Cemeteries.
- (6) Home occupations.
- (7) A PWS antenna mounted on the outside of an institutional building or structure of any height, as defined in section 118-207, and any governmental building or structure.

(c) *Building height, width, and area requirement.* Within the R-1 district, residential dwellings must comply with the following:

- (1) Shall not exceed a height of three stories, or 28 feet above grade as defined in the Minnesota State Building Code;
- (2) Shall be a minimum of 24 feet wide; and
- (3) Shall have a minimum area footprint of 800 square feet.

(d) *Lot requirements.* Within the R-1 district, the following requirements shall apply:

- (1) *Lot area, width, and depth.* Each dwelling, together with its accessory buildings, shall be located on a lot having an area not less than 9,000 square feet, width of not less than 75 feet, and depth of not less than 120 feet, except that a dwelling may be erected on a lot platted prior to May 1, 1967, having less than the foregoing area and width but having no less than 4,500 square feet of lot area.

(2) *Ingress and egress.* All lots shall front on a public street or have adequate ingress and egress to a public street.

(3) *Percent of land use.* All dwellings and accessory buildings on any lot shall not cover more than 30 percent of the area of the lot (see article VII of this chapter for additional requirements), except that all dwellings and accessory buildings on a lot containing 5,000 square feet or less shall not cover more than 35 percent of the lot.

(4) *Front yard.* No building shall be erected, reconstructed, altered or moved nearer to the front lot line than the average setback observed by residential buildings on the same side of the street and fronting thereon within the same block. Further, no part of the structure shall be closer than 25 feet to the street line on which it faces, except when the average setback is less than 25 feet.

(5) *Side yard.* There shall be a side yard of not less than five feet along each side of each building located on an interior lot having a frontage of 60 feet or less; such side yard on a lot having a frontage of more than 60 feet shall be not less than nine feet; provided, however, that a garage having no basement below it may have a side yard of not less than five feet if located in the front two-thirds of the lot, and no less than three feet if located entirely within the rear one-third of the lot. There shall be a side yard of not less than nine feet on the street side of any structure constructed on a corner lot. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.

(6) *Rear yard.* Each lot shall have a rear yard of not less than 25 feet in depth, except that a garage may be constructed within the 25-foot rear yard. A garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line.

(7) *Conditional use permit requirements.* All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.

(e) *Off-street loading and unloading berths.* In the R-1 district, off-street loading and unloading shall be governed by the provisions of article VII of this chapter.

(f) *Prohibited uses.* The following uses are prohibited because they are not compatible with the purposes of the R-1 single-family district: PWS towers and antennas, except as permitted under subsections (a)(2)g and (b)(7) of this section.

(Code 1992, § 1500.09; Ord. No. 1267, § 1, 2-19-2013; Ord. No. 1297, § 1, 4-20-2015)

**Sec. 118-208. - Accessory buildings and structures.**

The requirements and regulations specified in this chapter shall be subject to the following:

(a) *Purpose.* The purpose of this section is to regulate the number size, location and appearance of all buildings accessory to and detached from principal buildings on lots within the city. These regulations shall apply to all detached structures, including but not limited to garages, carports, storage buildings, gazebos, screen houses, play houses, and similar structures.

(b) *Number.*

(1) Single-family residential zoning districts:

a. One attached garage (~~attached or unattached~~) used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted.

b. One unattached garage used as an accessory to the dwelling and located upon the same lot, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted.

c. One accessory building or structure in addition to the garage(s), the use of which is incidental to and located on the same lot as the dwelling.

(2) All other districts:

a. One per principal building.

(c) *Location.*

(1) All zoning districts:

a. No accessory building shall be located nearer the front lot line than the principal building on that lot.

b. The required setbacks shall apply to all types of corner lots and accessory buildings shall adhere to any front or side setbacks as may be applicable to any principal building on such lots from both streets.

c. The minimum distance between the principal building and a detached accessory building shall be determined by the Minnesota State Building Code.

d. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.

e. No accessory buildings shall be located within utility and drainage easements. It is the owner's responsibility to verify the location of the property lines.

(2) Single-family residential zoning districts:

a. Side yard setbacks:

i. Accessory buildings in a residential district must be located at least five feet from the side lot line in the front two-thirds of the lot and three feet in the rear one-third of the lot. Accessory buildings and projections (soffits or overhang) located less than five feet from the property line are subject to additional fire separation requirements from the Minnesota State Building Code.

ii. An accessory buildings must be located at least nine feet from the street side property line on a corner lot.

b. Rear yard setback:

i. A detached garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line. Buildings and projections (soffits or overhang) located less than five feet from a common property line are subject to additional fire separation requirements from the Minnesota State Building Code.

ii. All other accessory buildings shall be set back at least three feet from the rear property line. Buildings and projections (soffits or overhang) located less than five feet from a common property line are subject to additional fire separation requirements from the Minnesota State Building Code.

c. Setbacks for through lots:

i. The minimum setback from the rear street of a through lot shall be 30 feet.

(3) All other districts:

a. Accessory buildings in the business and industrial districts may be located to the rear of the principal building, subject to rear setbacks, the Minnesota State Building Code and any fire separation requirements.

b. No accessory building in the industrial district shall be located less than ten feet from a rear or side lot line unless otherwise provided for herein.

(d) *Maximum height.*

(1) Single-family residential zoning districts:

a. Garages or any accessory structure intended to or capable of storing vehicles:

i. No detached garage shall exceed one story. As used in this subsection, the word "story" means the portion of the garage between the surface of the floor and the roof above.

ii. In the case of a hip roof or gable roof, no part of the garage shall exceed a height of 16 feet measured from the garage floor to the highest point of the roof; in all other cases the highest point of the garage shall not exceed a height of 12 feet above the surface of the garage floor.

iii. The exterior side walls of a garage shall not exceed ~~10~~ **ten** feet in height.

b. All other accessory buildings:

i. The height of a detached building shall not exceed 12 feet. If attached, the structure shall not exceed the height of the principal building.

(2) All other districts:

a. No accessory building in a business or industrial district shall exceed the height of the principal building except by conditional use permit.

(e) *Maximum size.*

(1) Single-family residential zoning districts:

a. Garages or any accessory structure intended to or capable of storing vehicles:

i. The maximum size for a garage shall be 1,000 square feet.

b. All other accessory buildings:

i. Structures larger than 200 square feet shall require a conditional use permit.

c. The maximum allowable size for all accessory buildings combined (garages and other accessory buildings) is 1,200 square feet. In the case of a property with a detached garage, an attached garage, and another accessory building the total size of all of these spaces shall not exceed 1,200 square feet.

(2) All other districts:

a. Accessory buildings shall not exceed the footprint to the principal building to which they are accessory.

b. Accessory buildings larger than 200 square feet shall require a conditional use permit.

(f) *Construction and finish.*

(1) All zoning districts:

a. All accessory buildings shall require a surfaced floor, except greenhouses.

b. Accessory buildings shall be anchored to a concrete slab, or otherwise securely fastened to the ground by other methods approved by the building inspection department.

c. Exterior materials and finish must match or complement the exterior finish of the principal structure in material, color and texture. Exterior surfaces of all accessory buildings shall be maintained in new or like new condition, free from cracked and peeling paint, rusting and deteriorating materials.

(2) Single-family residential zoning districts:

- a. If constructed of metal, the accessory structure shall have prefinished enamel siding and roof.
- b. No galvanized siding or roofing shall be used.
- c. Galvanized steel-covered pole buildings are prohibited.
- d. Wood frame accessory buildings or structures shall conform to the Minnesota State Building Code and shall have one of the following types of siding: Masonite, shakes, redwood, exterior plywood panel, hardboard, decorative steel, decorative aluminum, vinyl, hardie-board, decorative fiberglass and/or rough-cut exterior siding, and the roofing material shall consist of asphalt shingles, standing-seam metal roofing, or when the pitch of the roof is less than 5/12, decorative rolled roofing will be permitted.

(3) All other districts:

- a. In business and industrial districts, all accessory structures, screen walls, and exposed areas of retaining walls shall be of a similar type, quality, and appearance as the principal structure.

(g) *Approvals.*

- (1) Except in single-family residential zoning districts, no accessory building shall be constructed, erected or installed without approval of final site plans and building plans by the city.
- (2) No accessory building occupying an area greater than 200 square feet shall be constructed erected or installed without a building permit issued by the city.
- (3) No accessory building or use shall be constructed or developed on a lot prior to construction of the principal building.
- (4) Two-story accessory buildings are not permitted.
- (5) No accessory building or structure shall be used for living purposes as a dwelling unit.

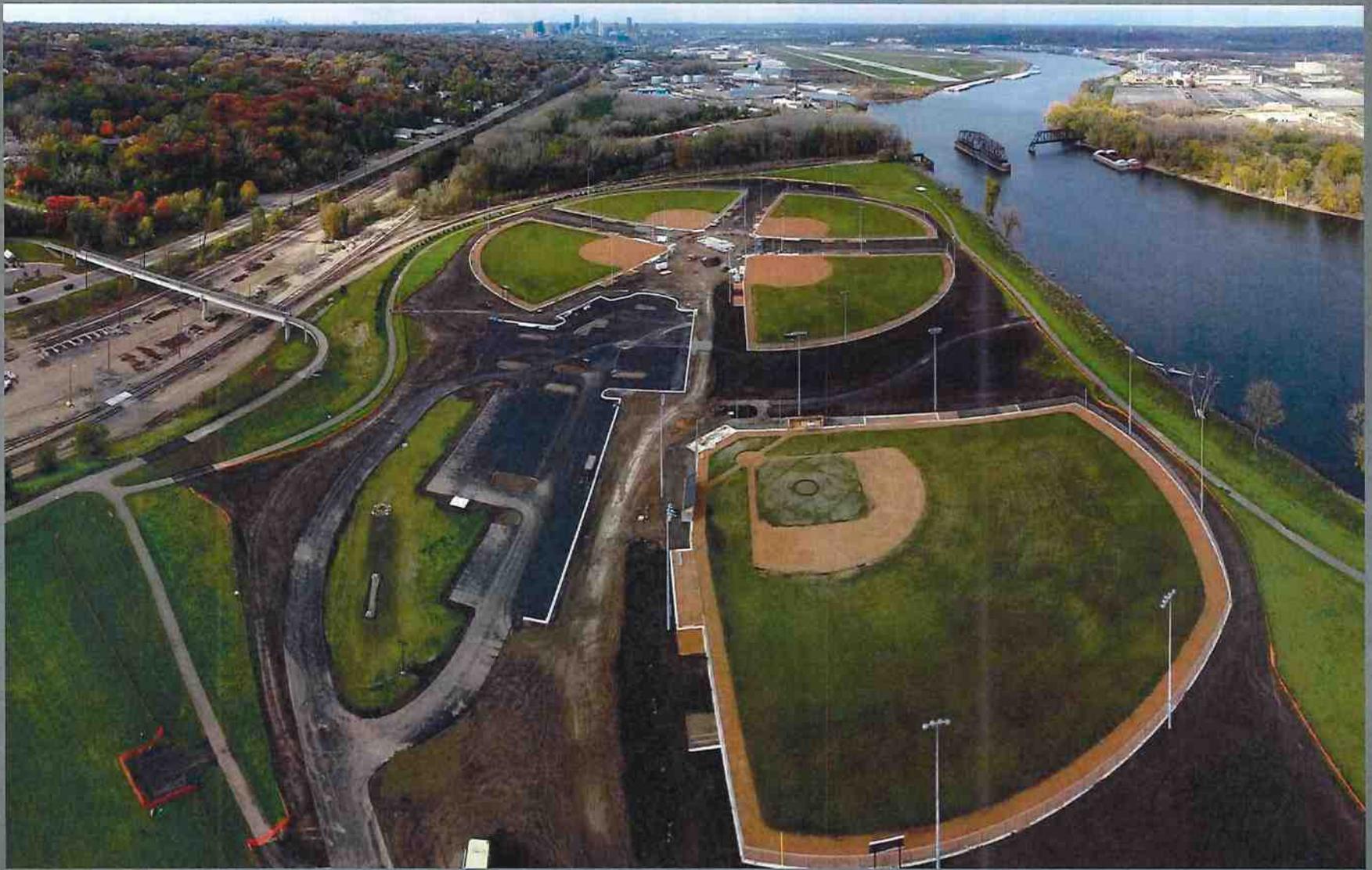
(h) *Other structures.*

(1) Freestanding tents and canopies for the purpose of housing motor or recreational vehicles or storage are prohibited, except for municipal purposes in an industrial district.

(2) Fish houses shall be stored as regulated herein by the exterior storage regulations in [section 118-240](#).

(Ord. No. 1267, § 3, 2-19-2013)

# 2017 Kaposia Landing Fields Opening



# Kaposia Landing Field Designation



- Softball/Baseball wheel numbered 1-4, clockwise from parking lot.
- Baseball Field will be “Kaposia Landing Baseball”

# Kaposia Landing Complex Facts

- Fields will open spring 2017 when weather permits.
- Hours of operation per city code:
  - 8:00 AM – 11:00 PM,  
seven days a week
- Park Rules are consistent with all city parks (City Code Chapter 42).
- New parking lot:
  - 209 new spaces.
  - 125 spaces existing.
  - **334 parking spaces total.**
    - McMorrow Field had 323 interior parking spaces prior to renovation.
- Operation and scheduling will be coordinated by the Parks and Recreation Department:
  - Shannon Young, Recreation Supervisor
- Maintenance & Fields will be conducted by the Public Works Department:
  - Pat Dunn, Public Works Director

# Softball/Baseball Wheel Facts

- Four Fields available for youth and adult play. All fields and wheel common areas are irrigated.
- Pitching distance options:
  - 43 feet
  - 50 feet
  - Portable Pitching Mound
- Base distance options:
  - 60 feet
  - 65 feet
  - 75 feet
- Fields will be assigned and coordinated to minimize field base and pitching reconfigurations. Tournaments will be the exception.
- Each field has:
  - 310' fences, eight feet tall.
  - Covered bench areas.
  - Electronic scoreboards with wireless controls featuring: home, visitor, balls, strikes, inning, game time.
  - Electrical outlets located on the outside of the backstops.
- Field Lights:
  - Controlled remotely by timer.
  - Manual On/Off push button option on site.
- Bullpens adjacent to player bench areas at each field.
- Batting cages located at baseball field. *Use will be restricted during active baseball games.*

# Baseball Field Facts

- One full-size field with permanent mound and grass turf infield.
- 380' centerfield, 320' foul line down to the corners.
- Three-sided dugouts labeled "Home" and "Visitor" with storage room attached to first base dugout.
- Batting cages and bullpens adjacent to each dugout.
- Electrical outlets located in dugouts and outside the batting cages and the backstop.
- Field Lights:
  - Controlled remotely by timer.
  - Manual On/Off push button option on site.
- Electronic scoreboard with wireless controls featuring: home, visitor, inning, balls, strikes, at bat.

# Concession/Restroom Building



- Concessions
- Storage
- Restrooms
- Drinking fountains
- Fixed picnic tables

Building access & use policies have not been determined.

# Proposed\* Fees & Charges 2017

	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Softball Field:</b> (3 hour max.)	Resident \$50 Non-resident \$70	\$55 \$80	\$55 \$80
<b>Baseball Field:</b>	Resident \$80 Non-resident \$90	\$85 \$110	\$85 \$110
<b>Youth Association Maintenance/Use Fee:</b>			
	Resident/player \$10 Non-resident/player \$15	\$11 \$17	\$11 \$17
<b>Field Lights:</b>	\$40/hour	\$45/field	\$45/field
<b>Adult Non-Profit Rental Fee (includes lights):</b>	\$30/field/day	\$35/field/day	\$35/field/day

*\*Fees subject to change, final adoption by the city council scheduled to occur December 5, 2016.*

# Proposed Fees & Charges 2017 Tournaments

	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Adult Tournament*</b>	\$95/field/day	\$100/field/day	\$100/field/day
<b>Youth Tournament*</b>	N/A	\$40/field/day	\$40/field/day
<b>Extra Fees for Youth &amp; Adult Tournaments:</b>			
Additional field preparation (drag & chalk)	\$30/field	\$35/field	\$35/field
Additional portable toilets units, portable toilet cleanings, or excessive trash removal:			Contract Rate
<b>Tournament Deposit:</b>			\$100/field

\*Tournaments include: Exclusive use of fields for an approved sponsoring organization, existing portable toilets, limited trash removal, and field preparation prior to play each day.

# Preliminary Kaposia Landing Field Use Policies

- Game schedules should be submitted to Parks & Recreation as soon as available. Games receive priority over practices.
- Practices must be scheduled for all city fields. Requests made by e-mail to [syoung@sspmn.org](mailto:syoung@sspmn.org)
- Cancellations not made prior to 24-hours before game time will be assessed the \$35 field preparation fee. This applies to all city fields, not just Kaposia Landing. *Does not apply to weather cancellations.*
- For 2017 Tournaments will be limited to one per association.
- All city ballfields will be closed the Thursday before and Monday after Kaposia Days starting 2017. Dates for 2017 are 6/22 and 6/26. *Exception, Thursday McGuire Field is open to host Stockman Irish Tournament.*
- Fields may be closed at the discretion of the city for any reason. Consideration will be given to the overall condition of fields and scheduling.

# Prioritization of Field User Scheduling

**Priority 1:** Any activities sponsored or co-sponsored by the City of South St. Paul.

**Priority 2:** Special School District 6 scheduled games.

**Priority 3:** Community-based youth or adult leagues. Preference will be given to association teams that demonstrate the majority of players are residents.

**Priority 4:** Non-resident groups, camps, or clinics.

# Feedback and Questions

Remember! Submit Kaposia Landing Field requests for 2017.

Important Numbers: *Parks and Recreation Department at Central Square Community Center has new phone numbers!*

Parks and Recreation Department	651.366.6200
Weather/Sports Hotline	651.366.6210
Public Works Department	651.554.3225

The next Kaposia Landing user group meeting will be March, 2017.  
To be included in the meeting notice and future distribution, e-mail  
[cesser@sspnmn.org](mailto:cesser@sspnmn.org).



## COUNCIL WORKSESSION REPORT

DATE: October 10, 2016

DEPARTMENT: Finance

ADMINISTRATOR: SPK

4

### AGENDA ITEM: Proposed 2017 Utility Fund Budgets: Water & Sewer, Storm Water and Street Light Utilities

#### DESIRED MEETING OUTCOMES:

- Review and discuss proposed 2017 budget requests and requested 2017 Capital expenditures associated with the Utility Funds: Water and Sewer, Storm Water, Street Lights.
- Provide direction to Staff regarding additions, deletions or other modifications to the draft 2017 budget calculations/background and/or specify additional information requested information and analysis.

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

1. *Proposed Water and Sewer Utility Fund budgets*
2. *Proposed Storm Water Utility Fund budget.*
3. *Proposed Street Light Utility Fund budget.*
4. *Proposed 2017-2021 CIP Projects for the Utility Funds.*

#### OVERVIEW:

- **Water and Sewer Utility Funds** – The Water revenues include a 2.75% increase which is consistent with the recommendations in the 2016 Utility Rate study. The Sewer revenues include a 6% increase which was recommended in the updated Utility Rate study. The primary rationale for rate increases in both funds is to address the cost of capital projects and MCES increases in the Sewer fund. The main capital project is the North End lift station reconstruction at \$3M, 50% will be funded by the railroad and 50% will be funded through city bond issuance.
- **Storm Water Utility Fund** – The Storm Water rates are proposed to increase by 4% which is consistent with prior years and the updated Utility Rate Study. Capital Outlay is proposed to increase by \$270,000 mainly for the demolition of the wastewater treatment plant which was part of the storm water system. Transfers to Capital Project fund decreased as there are fewer storm related costs in the CIP projects for 2017.
- **Street Light Utility Fund** – The street light utility fund includes a proposed increase to cover repairs and maintenance. The City owned street lights are aging and require more repairs and replacements. The fund does not have sufficient resources to cover these expenses and staff is recommending a modest 4% increase in the street light rates to offset the rising costs of maintaining the street lights.

**SOURCE OF FUNDS:** Charges for services.

**WATER AND SEWER FUND**

**SUMMARY OF REVENUES AND EXPENDITURES**

ITEMS	2014 Actual	2015 Actual	2016		2017		Revised 2016 vs 2017
			Original	Revised	Request	Final	
<b>WATER</b>							
Revenue (includes Interest & Misc Revenue)	2,155,037	2,004,963	1,876,812	1,876,812	1,988,939		112,127
Expense - Operational (includes transfers)	1,353,819	1,340,568	982,130	1,006,272	970,793		(35,479)
Expense - Utility Administration	326,321	364,702	366,007	376,768	350,268		(26,500)
Expense - Capital, Debt, and Transfers	928,452	1,054,784	748,981	748,981	938,745		189,764
<b>WATER INCOME (LOSS)</b>	(453,555)	(755,091)	(220,306)	(255,209)	(270,867)	-	(15,658)
<b>SEWER</b>							
Revenue	3,196,879	3,816,053	6,223,576	3,223,576	6,423,991		3,200,415
Expense - Operational (includes transfers)	3,101,731	2,939,107	3,011,860	3,013,853	2,990,971		(22,882)
Expense - Capital, Debt, and Transfers	169,184	214,172	3,391,000	391,000	3,250,000		2,859,000
<b>SEWER INCOME (LOSS)</b>	(74,036)	662,774	(179,284)	(181,277)	183,020	-	364,297
<b>TOTAL INCOME (LOSS)</b>	(527,591)	(92,317)	(399,590)	(436,486)	(87,847)	-	348,639
Year End Cash Balance	4,013,713	4,031,479	3,631,889	3,594,993	3,507,146		

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Utility Administration	<b>BUSINESS UNIT:</b> 50600
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**Activities and Responsibilities:**

- **The Utility Administration program is accountable for:**
  - billing all utility accounts on a quarterly and monthly basis
  - receipting, reconciling and processing utility bill payments
  - providing customer service to all Residential, Commercial and Industrial Customers
  - maintaining customer accounts on the City's Billing system
  - Certification of delinquent accounts to the County
  - providing financial administration and analysis of the Utility Funds

**Budget Highlights and Changes:**

**Utility payments**

On line bill payments and statements implemented in 2016 . The online solution also has the ability to pay over the phone

**Significant Revisions - 2016 Original vs. 2016 Revisions**

- No significant revisions

**Notable Expenditure Changes**

- No significant changes

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Utility Administration	<b>BUSINESS UNIT:</b> 50600
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**Notable Capital Project or Asset Acquisitions**

- No Significant Capital Assets are contemplated in this program budget

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Utility Administration	<b>BUSINESS UNIT:</b> 50600
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**COMPENSATION INFORMATION**

FTE	POSITION			REVISED 2016	BUDGET 2017	Change	
	<b><u>SALARIES</u></b>						
0.20	Finance Director			20,820	22,268	1,448	
0.20	Assistant Finance Director			18,884	19,356	472	
1.00	Mgmt and Budget Support Specialist			47,833	49,169	1,336	
0.20	Mgmt and Budget Support Specialist			10,396	11,124	728	
0.20	Mgmt and Budget Support Specialist			9,368	10,058	690	
						-	
				107,301	111,975	4,674	
	Temporary Employees			-	-	-	
	Total Salaries			107,301	111,975	4,674	
		<b>PENSION</b>		<b>INSURANCE</b>			
	<b>POSITION</b>	<b>FICA</b>	<b>PERA</b>	<b>HEALTH</b>	<b>DENTAL</b>	<b>LIFE &amp; DIS</b>	<b>TOTAL</b>
	<b><u>FRINGE BENEFITS</u></b>						
		-	-	9,779	-	-	9,779
	Total Fringe Benefits	8,689	8,398	28,875	926	616	30,417

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Utility Administration	<b>BUSINESS UNIT:</b> 50600
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**COMPENSATION INFORMATION**

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	107,301	111,975	4,674
	Employer contribution for pension	6120	16,373	17,087	714
	Employer contribution for insurance	6130	19,964	20,638	674
	Retiree contributions	6135	9,779	9,779	-
	Accumulated Vacation/Comp	6108	1,546	1,629	83
	Employer Cont to HCSP	6170	2,670	2,785	115
			157,633	163,893	6,260



DETAIL OF EXPENDITURES					
UTILITY ADMINISTRATION					
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		0		
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	Certification, Final Bills and other Billing Envelopes, Final Read Forms, Paper for billings, Misc.,	1,000	1,000	
6240	MINOR EQUIPMENT AND FURNITURE		0		
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Audit - \$10,000; Utility Billing system - Annual amount (\$54,400+ 6,300) Nsight Meter software maint. \$850	66,926	71,550	
6331	CONFERENCES, TRAINING, TRAVEL	Local Training and LOGIS user group meetings; Mileage	500	500	
6374	ADMINISTRATION SUPPORT FEE	Internal Service Fee allocation based on an estimated cost of General Fund services provided to this program	115,060	82,607	
6375	OTHER CONTRACTED SERVICES	Printing and Mailing of Utility Bills (Impact Solutions)	17,900	17,900	
6388	TECHNOLOGY EQUIP CHARGE	amortization of computer equipment	80	305	
6390	POSTAGE AND TELEPHONE	Annual Permit Fee(\$180.) Postage on Final bills, Letters, and Certification Letters (\$1,710). Telephone - (\$410)	1,800	2,300	
<b>MISCELLANEOUS</b>					
6412	CREDIT CARD/ACH/BANK FEE	credit card and invoice cloud charges	5,000	6,500	
6430	MISCELLANEOUS	Dakota County assessment charges	2,900	2,900	
<b>DEBT SERVICE</b>					

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Water	<b>BUSINESS UNIT:</b> 50605
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**Activities and Responsibilities:****The Water Utility program is accountable for:**

- pumping, distribution of potable water to residential, commercial and Industrial customers
- the maintenance of the water supply system which includes: meters, watermains, pumps and wells
- improvements to the water supply system infrastructure
- the reading, installation, and maintenance of water meters

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

- No significant revisions

**Notable Expenditure Changes**

- Gate Valves and hydrant replacements \$50,000 moved to engineering programs
- Purchase 4 hydrant meters to be used by contractors to purchase water \$4,400

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Water	<b>BUSINESS UNIT:</b> 50605
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**Notable Capital Project or Asset Acquisitions**

- Hydrant replacement program - \$15,000

**Revenue Increases**

- The 2017 water rates have a 2.75% increase factored in which is based on the updated Utility Rate Study done in March 2016 by Ehlers and Associates

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Water	<b>BUSINESS UNIT:</b> 50605
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**COMPENSATION INFORMATION**

FTE	POSITION			REVISED 2016	BUDGET 2017	Change
	<b><u>SALARIES</u></b>					
0.15	City Engineer/Special Projects Mgr.			12,227	-	(12,227)
0.15	Public Works Director			14,104	15,148	1,044
0.2	Admin Asst. - Public Works			15,413	15,799	386
1	Utility Worker			57,990	59,446	1,456
1	Utility Worker			57,990	59,446	1,456
				157,724	149,839	(7,885)
	Temporary Employees			10,000	10,000	-
	Total Salaries			167,724	159,839	(7,885)

POSITION	PENSION		INSURANCE			
	FICA	PERA	HEALTH	DENTAL	LIFE & DIS	TOTAL
<b><u>FRINGE BENEFITS</u></b>						
Total Fringe Benefits	12,639	11,237	44,470	1,208	813	46,491

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Water	<b>BUSINESS UNIT:</b> 50605
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**COMPENSATION INFORMATION**

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	157,724	149,839	(7,885)
	Salaries-temp. employees	6104	10,000	10,000	-
	Service Recognition	6112	921		
	Employer contribution for pension	6120	25,497	23,876	(1,622)
	Employer contribution for insurance	6130	27,527	26,200	(1,327)
	Retiree contributions	6135	20,291	20,291	-
	Estimated Vacation Payout	6108	1,034	372	(662)
	Employer Cont to HCSP	6170	3,950	3,502	(448)
			246,944	234,080	(11,943)

WATER UTILITY							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>50605 - WATER UTILITY</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4325 - STATE GRANTS AND AIDS	(10,000)	(19,904)		0			
<b>INTERGOVERNMENTAL</b>	<b>(10,000)</b>	<b>(19,904)</b>		<b>0</b>			
<b>CHARGE FOR SERVICE</b>							
<b>UTILITIES</b>							
4710 - SINGLE FAMILY RESIDENTIAL	(735,323)	(734,540)	(708,745)	(55,350)	(708,745)	(728,235)	
4715 - MULTI-FAMILY	(129,356)	(127,400)	(133,256)	(10,926)	(133,256)	(136,921)	
4720 - COMMERCIAL/INDUSTRIAL	(285,475)	(297,740)	(334,393)	(31,004)	(334,393)	(343,589)	
4725 - HEAVY INDUSTRY	(339,466)	(264,794)	(273,342)	(40,829)	(273,342)	(280,859)	
4750 - METER SERVICE CHARGE	(379,851)	(391,977)	(314,246)	(35,317)	(314,246)	(315,000)	
4755 - MN WATER TEST FEE	(43,508)	(43,621)	(43,000)	(3,694)	(43,000)	(43,000)	
4760 - PENALTY CHARGE	(53,943)	(51,637)	(48,000)	(9,362)	(48,000)	(48,000)	
4765 - MISC CHARGES- UTILITIES	(15,822)	(8,078)	(10,000)	(1,379)	(10,000)	(10,000)	
4770 - WATER METER & CONN PERMITS	(3,805)	(7,918)	(3,000)	(1,419)	(3,000)	(3,000)	
4771 - HYDRENT RENT	(1,200)	(1,950)	(1,200)	(300)	(1,200)	(1,200)	
4785 - SAC CHARGES	(134,190)	0		0		0	
<b>CHARGES FOR SERVICES</b>	<b>(2,121,939)</b>	<b>(1,929,655)</b>	<b>(1,869,182)</b>	<b>(189,580)</b>	<b>(1,869,182)</b>	<b>(1,909,804)</b>	
<b>SPECIAL ASSESSMENTS</b>							
4652 - PREPAYMENTS AT COUNTY	0	(184)		0		0	
4656 - PENALTIES AND INTEREST	(6,047)	(7,169)	(7,000)	0	(7,000)	(7,000)	
<b>SPECIAL ASSESSMENTS</b>	<b>(6,047)</b>	<b>(7,353)</b>	<b>(7,000)</b>	<b>0</b>	<b>(7,000)</b>	<b>(7,000)</b>	

WATER UTILITY							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>MISCELLANEOUS</b>							
4672 - OTHER	(23,213)	(4,183)	0	0	0	0	
4673 - CASH OVER/SHORT	0	(5)		0		0	
4674 - BAD CHECK CHARGE	(840)	(805)	(630)	(385)	(630)	(735)	
4675 - INSURANCE DIVIDEND	(5,894)	(9,411)		0		0	
4678 - REBATES ON PURCHASES	0	(8,000)	0	0	0	0	
<b>MISCELLANEOUS</b>	<b>(29,947)</b>	<b>(22,403)</b>	<b>(630)</b>	<b>(385)</b>	<b>(630)</b>	<b>(735)</b>	
<b>OTHER FINANCING SOURCES</b>							
4902 - INS PROCEEDS-FIXED ASSETS		(25,647)		0		0	
4919 - GAIN ON DISP-CAP ASSETS	12,896	0		0		0	
<b>OTHER FINANCING SOURCES</b>	<b>12,896</b>	<b>(25,647)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>REVENUES</b>	<b>(2,155,037)</b>	<b>(2,004,963)</b>	<b>(1,876,812)</b>	<b>(189,965)</b>	<b>(1,876,812)</b>	<b>(1,917,539)</b>	

<b>WATER UTILITY</b>							
<b>SUMMARY OF EXPENDITURES</b>							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>50605 - WATER UTILITY EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	175,868	167,920	159,743	51,055	157,724	149,839	
6102 - FULL-TIME EMPLOYEES-OVERTIME	31,435	46,108	17,000	5,625	17,000	17,000	
6104 - TEMPORARY EMPLOYEES-REG	8,603	3,276	10,000	0	10,000	10,000	
6105 - TEMPORARY EMPLOYEES-OVERTIME	0	0	0	0	3,092	3,092	
6108 - ACCUMULATED VACATION/COMP LEAV	1,320	1,296	1,034	0	1,034	372	
6112 - SERVICE RECOGNITION		565	693	0	921	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	29,933	32,384	25,005	8,443	25,497	23,876	
6130 - EMPLOYER PAID INSURANCE	28,700	27,451	26,073	9,401	27,527	26,200	
6135 - RETIREE PAID INSURANCE	6,057	9,786	19,558	3,264	20,392	20,291	
6150 - WORKERS COMPENSATION	7,947	5,202	6,888	2,580	6,888	6,888	
6151 - WORKERS COMP DEDUCTIBLE	362	0		0		0	
6170 - EMPLOYER CONTR TO HCSP	3,716	3,388	3,889	448	3,950	3,502	
<b>TOTAL PERSONNEL SERVICES</b>	<b>293,940</b>	<b>297,378</b>	<b>269,883</b>	<b>80,817</b>	<b>274,025</b>	<b>261,060</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES	87	0		0			
6210 - OPERATING SUPPLIES	50	0	0	0	0		
6220 - REPAIR & MAINTENANCE SUPPLIES	136,103	131,503	125,000	28,280	125,000	125,000	
6230 - BOOKS, MATERIALS & PERIODICALS			500		500	500	
6240 - MINOR EQUIPMENT AND FURNITURE	422	6,673	3,500	0	3,500	7,900	
6245 - CLOTHING ALLOWANCE	1,481	1,529	2,050	273	2,050	2,050	
<b>TOTAL SUPPLIES</b>	<b>138,143</b>	<b>139,705</b>	<b>131,050</b>	<b>28,553</b>	<b>131,050</b>	<b>135,450</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	23,731	24,176	57,646	7,672	57,646	34,250	
6331 - CONFERENCES, TRAINING, TRAVEL	2,606	3,477	4,000	899	4,000	4,000	
6341 - ADVERTISING		18		0			
6361 - INSURANCE	30,228	30,337	28,604	15,831	28,604	28,604	
6371 - REPAIRS & MAINT CONTRACTUAL	224,368	162,875	145,000	16,112	145,000	135,000	
6380 - CENTRAL GARAGE MAINT. CHARGE	25,478	25,478	29,300	9,768	29,300	33,695	
6381 - OTHER RENTALS	25,000	25,000	5,000	8,336	25,000	25,000	
6382 - CENTRAL GARAGE EQUIP. CHARGE	28,288	29,702	31,187	10,396	31,187	32,746	
6385 - UTILITY SERVICE	198,804	182,418	210,000	37,809	210,000	210,000	



<b>WATER UTILITY</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2016 Revised Budget</b>	<b>2017 Requested Budget</b>	<b>2017 Final Budget</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICES</b>					
6102	FULL-TIME EMPLOYEES-OVERTIME	Attend to emergencies as they occur	17,000	17,000	
6104	TEMPORARY EMPLOYEES-REG	Temp employee to assist full time employee in sewer cleaning program	10,000	10,000	
6105	TEMPORARY EMPLOYEES-OVERTIME		3,092	3,092	
<b>MATERIALS &amp; SUPPLIES</b>					
6220	REPAIR & MAINTENANCE SUPPLIES	Purchase of hydrants, meters, valves, asphalt for watermain breaks and supplies	125,000	125,000	
6230	BOOKS, MATERIALS & PERIODICALS		500	500	
6240	MINOR EQUIPMENT AND FURNITURE	Tools for water department, - \$3,500	3,500	7,900	
6245	CLOTHING ALLOWANCE	Purchase 4 hydrant meters - \$4,400 Clothing & Boot Allowance	2,050	2,050	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Include water tests, utility notification agency, and repairs to watermain control system (SCADA). Routine preventative maintenance for 4 generators - \$13,000; Printing of water quality report in City new letter - \$1,250; GIS Utility Ties upgrade - \$10,000	57,646	34,250	
6331	CONFERENCES, TRAINING, TRAVEL	MNAWWA - water school to keep State certification for operators' licenses (includes testing and license fees), Class A CDL training - \$2,000, APWA Spring Conference in Minnesota	4,000	4,000	
6361	INSURANCE		28,604	28,604	
6371	REPAIRS & MAINT CONTRACTUAL	Includes contractual repairs of watermain breaks - \$100,000; Purchase of two water tower tank bubblers - \$17,000; Add VFD for well 3 - \$18,000	145,000	135,000	
6380	CENTRAL GARAGE MAINT. CHARGE	15% increase	29,300	33,695	
6381	OTHER RENTALS		25,000	25,000	
6385	UTILITY SERVICE		210,000	210,000	
6388	TECHNOLOGY EQUIP CHARGE		60	588	
6390	POSTAGE AND TELEPHONE	Include cell phone for lead worker, IPADS and postage - \$,2000 Upgrade rapid communication between wells - \$5,000	7,000	7,000	
6395	PAYMENT TO STATE WATER		44,000	44,000	

<b>WATER UTILITY</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2016 Revised Budget</b>	<b>2017 Requested Budget</b>	<b>2017 Final Budget</b>
<b>MISCELLANEOUS</b>					
6407	OTHER CITY WATER/SEWER		5,400	5,400	
6453	REMITTANCE OF REV/OTHER		12,000	12,000	
6471	DUES & SUBSCRIPTIONS	Amercian Water Works Assoc. membership and MN Rural Water Association	2,000	2,000	
<b>CAPITAL OUTLAY</b>					
6382	CENTRAL GARAGE EQUIP. CHARGE	5% increase	31,187	32,746	
6530	IMPR OTHER THAN BUILDING	Hydrant replacements - \$15,000	129,000	15,000	
6580	OTHER EQUIPMENT	SCADA modifications & upgrades	10,000	10,000	
<b>DEBT SERVICE</b>					
6601	BOND PRINCIPAL	2014 A water meter portion and 2010 PFA note	190,000	217,000	
6611	BOND INTEREST	2014 A water meter portion and 2010 PFA note	69,981	66,295	
6620	FISCAL AGENTS FEES			450	
<b>TRANSFERS</b>					
6719	TRANSFER TO CAPITAL PROJECT FUND	Includes Capital Improvement Program (CIP) projects (\$580K).	300,000	580,000	
6720	OPERATING TRANSFERS		50,000	50,000	

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Sanitary Sewer	<b>BUSINESS UNIT:</b> 50606
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**Activities and Responsibilities:****The Sanitary Sewer Utility program is accountable for:**

- the operation and maintenance of sanitary sewer main lines and laterals
- the periodic cleaning and televising of sanitary sewer lines
- monitoring and maintenance of two sanitary sewer lift stations
- improvements to the sanitary sewer system infrastructure

**Budget Highlights:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- None

**Notable Expenditure Changes**

- Sewer line and M.H. inspection program \$18,750

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Water and Sewer - Sanitary Sewer	<b>BUSINESS UNIT:</b> 50606
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**Notable Capital Project or Asset Acquisitions**

- North end lift station reconstruction project scheduled for 2016, moved to 2017 \$3,000,000
- SCADA modifications and upgrades \$10,000

**Notable Revenue Changes**

- The Utility Rate Study was updated in March 2016 by Ehlers and Associates. Based on Capital Improvement needs and MCES increases, the 2017 rates will increase by 6% as recommended by Ehlers.

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Sanitary Sewer	<b>BUSINESS UNIT:</b> 50606
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**COMPENSATION INFORMATION**

FTE	POSITION			REVISED 2016	BUDGET 2017	Change	
	<b><u>SALARIES</u></b>						
0.15	City Engineer/Special Projects Mgr.			12,227	-	(12,227)	
0.15	Public Works Director			14,104	15,148	1,044	
0.2	Asst to PW Director			15,413	15,799	386	
1	Lead Worker - Utility			73,353	75,017	1,664	
1	Utility Worker			57,990	59,452	1,462	
				173,087	165,416	(7,671)	
	Temporary Employees			4,000	4,000	-	
	Total Salaries			177,087	169,416	(7,671)	
		<b>PENSION</b>		<b>INSURANCE</b>			
	<b>POSITION</b>	<b>FICA</b>	<b>PERA</b>	<b>HEALTH</b>	<b>DENTAL</b>	<b>LIFE &amp; DIS</b>	<b>TOTAL</b>
	<b><u>FRINGE BENEFITS</u></b>						
	Total Fringe Benefits	12,988	12,406	24,051	1,208	866	26,125

<b>FUNCTION:</b> Utility	<b>PROGRAM:</b> Sanitary Sewer	<b>BUSINESS UNIT:</b> 50606
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**COMPENSATION INFORMATION**

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	173,087	165,416	(7,671)
	Salaries-temp. employees	6104	4,000	4,000	-
	Service Recognition		921	-	(921)
	Employer contribution for pension	6120	26,983	25,394	(1,589)
	Employer contribution for insurance	6130	27,300	26,125	(1,175)
	Retiree contributions	6135	-	-	-
	Estimated Vacation Payout	6108	4,126	372	(3,754)
	Employer Cont to HCSP	6170	3,950	3,502	(448)
			240,367	224,809	(15,558)

<b>SEWER UTILITY</b>							
<b>SUMMARY OF REVENUES</b>							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>50606 - SEWER UTILITY</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4374 - GRANTS & AIDS OTHER LOCAL NON		(20,000)		0			
<b>INTERGOVERNMENTAL</b>		<b>(20,000)</b>		<b>0</b>			
<b>CHARGE FOR SERVICE</b>							
<b>UTILITIES</b>							
4710 - SINGLE FAMILY RESIDENTIAL	(1,453,352)	(1,496,123)	(1,636,924)	(133,403)	(1,636,924)	(1,735,139)	
4715 - MULTI-FAMILY	(290,304)	(291,084)	(313,664)	(25,685)	(313,664)	(332,484)	
4720 - COMMERCIAL/INDUSTRIAL	(375,735)	(414,206)	(367,744)	(11,033)	(367,744)	(389,809)	
4725 - HEAVY INDUSTRY	(1,008,960)	(752,695)	(855,244)	(109,621)	(855,244)	(906,559)	
4760 - PENALTY CHARGE	(67,109)	(70,236)	(50,000)	(11,504)	(50,000)	(60,000)	
4785 - SAC CHARGES		(111,825)		0		0	
<b>CHARGES FOR SERVICES</b>	<b>(3,195,460)</b>	<b>(3,136,169)</b>	<b>(3,223,576)</b>	<b>(291,247)</b>	<b>(3,223,576)</b>	<b>(3,423,991)</b>	
<b>INTEREST</b>							
<b>MISCELLANEOUS</b>							
4672 - OTHER		(73,821)	(1,500,000)	(10,116)	0	(1,500,000)	
4675 - INSURANCE DIVIDEND	(1,419)	(2,266)		0			
4680 - INSURANCE PROCEEDS				(2,383)			
<b>MISCELLANEOUS</b>	<b>(1,419)</b>	<b>(76,087)</b>	<b>(1,500,000)</b>	<b>(12,499)</b>	<b>0</b>	<b>(1,500,000)</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	0	(583,797)		0			
4930 - GENERAL OBLIGATION BOND			(1,500,000)		0	(1,500,000)	
<b>OTHER FINANCING SOURCES</b>	<b>0</b>	<b>(583,797)</b>	<b>(1,500,000)</b>	<b>0</b>	<b>0</b>	<b>(1,500,000)</b>	
<b>REVENUES</b>	<b>(3,196,879)</b>	<b>(3,816,053)</b>	<b>(6,223,576)</b>	<b>(303,745)</b>	<b>(3,223,576)</b>	<b>(6,423,991)</b>	

**SEWER UTILITY  
SUMMARY OF EXPENDITURES**

Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>50606 - SEWER UTILITY EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	172,495	165,983	174,699	53,173	173,087	165,416	
6102 - FULL-TIME EMPLOYEES-OVERTIME	23,234	0	12,000	8,533	12,000	12,000	
6104 - TEMPORARY EMPLOYEES-REG	0	0	4,000	0	4,000	4,000	
6108 - ACCUMULATED VACATION/COMP LEAV	1,320	1,122	1,034	0	4,126	372	
6112 - SERVICE RECOGNITION	5,400	565	901	0	921	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	27,465	24,865	26,989	9,194	26,983	25,394	
6130 - EMPLOYER PAID INSURANCE	28,395	26,830	26,862	8,950	27,300	26,125	
6135 - RETIREE PAID INSURANCE	6,057	9,776		3,264		0	
6150 - WORKERS COMPENSATION	7,600	5,435	6,244	3,016	6,244	6,244	
6170 - EMPLOYER CONTR TO HCSP	3,675	3,374	3,889	445	3,950	3,502	
<b>TOTAL PERSONNEL SERVICES</b>	<b>275,642</b>	<b>237,951</b>	<b>256,618</b>	<b>86,576</b>	<b>258,611</b>	<b>243,053</b>	
<b>SUPPLIES</b>							
6210 - OPERATING SUPPLIES	21	0		0			
6220 - REPAIR & MAINTENANCE SUPPLIES	10,395	12,661	6,000	2,325	6,000	6,000	
6240 - MINOR EQUIPMENT AND FURNITURE	422	0	12,500	12,146	12,500	3,000	
6245 - CLOTHING ALLOWANCE	1,085	1,292	2,050	93	2,050	2,050	
<b>TOTAL SUPPLIES</b>	<b>11,923</b>	<b>13,953</b>	<b>20,550</b>	<b>14,564</b>	<b>20,550</b>	<b>11,050</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	6,527	5,508	15,708	249	15,708	10,000	
6331 - CONFERENCES, TRAINING, TRAVEL	1,746	1,555	4,050	0	4,050	2,850	
6361 - INSURANCE	7,278	5,256	6,887	3,812	6,887		
6371 - REPAIRS & MAINT CONTRACTUAL	17,148	22,495	39,000	2,765	39,000	48,750	
6375 - OTHER CONTRACTED SERVICES		24,742		0			
6376 - METRO WASTE CONTROL COMMISSION	2,685,071	2,531,269	2,563,587	1,068,161	2,563,587	2,563,587	
6379 - CONT SERV/REFUSE & SANITATION	98	56	300	99	300	300	
6380 - CENTRAL GARAGE MAINT. CHARGE	21,550	21,550	24,783	8,264	24,783	28,500	
6381 - OTHER RENTALS	25,000	25,000	25,000	8,336	25,000	25,000	
6382 - CENTRAL GARAGE EQUIP. CHARGE	35,843	37,635	39,517	13,176	39,517	41,493	
6385 - UTILITY SERVICE	13,436	11,285	15,600	4,291	15,600	15,600	
6388 - TECHNOLOGY EQUIP CHARGE			60	20	60	588	
6390 - POSTAGE AND TELEPHONE	469	851	200	345	200	200	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>2,814,166</b>	<b>2,687,203</b>	<b>2,734,692</b>	<b>1,109,516</b>	<b>2,734,692</b>	<b>2,736,868</b>	

**SEWER UTILITY  
SUMMARY OF EXPENDITURES**

Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	0	114,705	3,030,000	20,309	30,000	3,000,000	
6580 - OTHER EQUIPMENT	0	0	11,000	10,137	11,000	10,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>114,705</b>	<b>3,041,000</b>	<b>30,447</b>	<b>41,000</b>	<b>3,010,000</b>	
<b>TRANSFERS</b>							
6710 - CAPITAL CONTRIBUTIONS	43,144	0	0	0	0		
6719 - TRANSFER TO CAPITAL PROJECT FU	76,040	49,467	300,000	0	300,000	190,000	
6720 - OPERATING TRANSFERS	50,000	50,000	50,000	16,668	50,000	50,000	
<b>TOTAL TRANSFERS OUT</b>	<b>169,184</b>	<b>99,467</b>	<b>350,000</b>	<b>16,668</b>	<b>350,000</b>	<b>240,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>3,270,915</b>	<b>3,153,279</b>	<b>6,402,860</b>	<b>1,257,771</b>	<b>3,404,853</b>	<b>6,240,971</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>2,836,118</b>
<b>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>83.30%</b>

<b>SEWER UTILITY</b>					
<b>DETAIL OF EXPENDITURES</b>					
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	Attend to emergencies as they occur	12,000	12,000	
6104	TEMPORARY EMPLOYEES-REG	Temp employee to assist full time employee in sewer cleaning prog.	4,000	4,000	
<b>MATERIALS &amp; SUPPLIES</b>					
6220	REPAIR & MAINTENANCE SUPPLIES	Supplies as needed for repair and maintenance	6,000	6,000	
6240	MINOR EQUIPMENT AND FURNITURE	Tools and safety equipment for sewer department	12,500	3,000	
6245	CLOTHING ALLOWANCE	Clothing & Boot Allowance	2,050	2,050	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Miscellaneous studies to investigate problems with lift stations and sewer system - \$10,000	15,708	10,000	
6331	CONFERENCES, TRAINING, TRAVEL	Maintain certification for Sanitary Sewer workers (includes test & license fees), Class CDL training - \$2,000, APWA Spring Conference in Minnesota - \$850	4,050	2,850	
6361	INSURANCE	Contracted sewer main repairs - \$15,000	6,887	6,887	
6371	REPAIRS & MAINT CONTRACTUAL	Sewer line and M.H. inspection program - \$18,750 Internal M.H. sealing program - \$15,000	39,000	48,750	
6376	METRO WASTE CONTROL COMMISSION		2,563,587	2,563,587	
6379	CONT SERV/REFUSE & SANITATION	Service at Waterous Lift Station	300	300	
6380	CENTRAL GARAGE MAINT. CHARGE	15% increase	24,783	28,500	
6381	OTHER RENTALS		25,000	25,000	
6385	UTILITY SERVICE		15,600	15,600	
6388	TECHNOLOGY EQUIP CHARGE		60	588	
6390	POSTAGE AND TELEPHONE	Cell Phone for Lead Worker and IPADS	200	200	
<b>CAPITAL OUTLAY</b>					
6382	CENTRAL GARAGE EQUIP. CHARGE	5% increase	39,517	41,493	
6530	IMPR OTHER THAN BUILDING	Construction of NorthEnd LS - \$3,000,000	30,000	3,000,000	
6580	OTHER EQUIPMENT	SCADA modifications and upgrades	11,000	10,000	

**SEWER UTILITY  
DETAIL OF EXPENDITURES**

CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>TRANSFERS</b>					
6719	TRANSFER TO CAPITAL PROJECT FUND	Includes normal replacements as part of street reconstruction - \$100,000	300,000	190,000	
6720	OPERATING TRANSFERS	Sewer Relining as per I & I study - \$100,000	50,000	50,000	

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Storm Water	<b>BUSINESS UNIT:</b> 50610
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### Activities and Responsibilities:

**The Storm Water program is accountable for:**

- the maintenance of City's storm water system including sewers, ponds, flood wall and levee systems
- street sweeping, catch basin cleaning and all other NPDES activities as prescribed by the City's MPCA storm water permit
- the review of development plans and storm sewer projects
- Participation in the Watershed Management Organization (WMO) - including annual dues payment

### Budget Highlights and Changes:

**Proposed Revenue Increase**

- The current budget draft programs a 4% revenue increase to cover inflationary cost increases. The Utility Rate Study which was updated in March 2016 recommended a 4% increase per year.

**Levee Improvements**

- The 2013 budget assumed debt financing and State bond funds for Levee improvements. The \$2.4 million project was expected to take two years with 75% of the work being performed in 2013 and 25% in 2014. However, based on bids the project is now about \$4.5 million dollars. State funding for 50% of the increase was obtained. The City bonded for the lift station and the remainder of the city share will be financed through this fund and the former TIF fund.

In 2016, the State amended the grant agreement for an additional \$350K for a total of \$2.75 million at 50 percent cost share to be expended by December 2017

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Storm Water	<b>BUSINESS UNIT:</b> 50610
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**Significant Revisions - 2015 Original vs. 2015 Budget Revisions**

- Revised State Grants for movement of wastewater treatment plant demolition project to 2017
- 2017 state/other grants for Seidl's Lake project - project will only occur if funding is secured

**Notable Expenditure Changes**

- Repairs and Maintenance (Contractual) are proposed to remain (\$50,000) for repairs of alley catch basins.
- Other Notable expenditure changes are capital outlay or asset acquisition related and are listed below.
- First year debt service principal on the levee lift station borrowed in 2014
- Contracted internal catch basin sealing - \$10,000
- Storm pipe lining or replacement - \$10,000
- SCADA modifications and improvements - \$5,000

**Notable Capital Project or Asset Acquisitions**

- Seidl's Lake Storm Sewer pumping station to control water levels in Seidl's Lake. Grant money will be sought, as well as, participation from IGH and WSP. Possible City costs \$200,000 (moved to 2018)
- Storm Water related improvements as part of the 2016 Street improvements (M&O, BRR, and Southview Boulevard projects (\$120K)
- Total demolition of the wastewater treatment plan is approximately \$320K of which 50% (\$160K) is funded through the storm water enterprise funds and 50% is covered by a State grant.







<b>STORM WATER UTILITY DETAIL OF EXPENDITURES</b>					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6220	REPAIR & MAINTENANCE SUPPLIES	General Supplies as needed	10,000	10,000	
6240	MINOR EQUIPMENT AND FURNITURE		3,500		
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Contractual services from a consultant which may be needed to comply with NPDES & MS4 requirements mandated storm water initiatives. Consultants to perform reviews of development plans to insure compliance with City management plan. Update of Critical Storm Water management plan. SCADA modifications and upgrades - \$5,000	20,000	25,000	
6371	REPAIRS & MAINT CONTRACTUAL	Contractual Street sweeping 3 weeks in both Spring and Fall - \$21,600; Vegetation Control on Levee - \$10,000; Contracted internal catch basin sealing - \$10,000; Repair of alley and catchbasins - \$50,000; Storm pipe lining or replacement - \$10,000	101,425	101,600	
6374	ADMINISTRATION SUPPORT FEE		6,020	7,239	
6385	UTILITY SERVICE		15,000	15,000	
<b>MISCELLANEOUS</b>					
6471	DUES & SUBSCRIPTIONS	WMO annual dues as per JPA	11,330	11,330	
<b>CAPITAL OUTLAY</b>					
6530	IMPR OTHER THAN BUILDING	anticipated demolition of the old wastewater treatment plant at the DNR Boat Launch 50% covered by grant	50,000	320,000	
<b>DEBT SERVICE</b>					
6601	BOND PRINCIPAL	2014A levee lift station portion	60,000	80,000	
6611	BOND INTEREST	2014A levee lift station portion	32,890	31,490	
6620	FISCAL AGENTS FEES				
<b>TRANSFERS</b>					
6719	TRANSFER TO CAPITAL PROJECT FUND	Street and other CIP Projects-storm water component	506,000	266,000	
6720	OPERATING TRANSFERS		40,000	40,000	

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Street Light	<b>BUSINESS UNIT:</b> 50615
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**Activities and Responsibilities:****The Street Light Utility program is accountable for:**

- City owned light pole repairs
- Utility energy costs for all street lights
- Capital Acquisition and improvements of City owned street light poles

**Budget Highlights and Changes:****Proposed Revenue Increase**

- Staff is recommending a 4% increase in rates to cover utility costs and capital replacement of Street Lights.

**Significant Revisions - 2016 Original vs. 2016 Revisions**

- Reduced Utility cost line to reflect removal of sales tax
- Removed Marie Ave Lighting as it is now slotted for 2018

**Notable Expenditure Changes**

- None

<b>FUNCTION:</b> Utility	<b>DEPT. &amp; DIV:</b> Street Light	<b>BUSINESS UNIT:</b> 50615
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**Notable Capital Project or Asset Acquisitions**

- The Capital Improvement Plan (CIP) currently includes the following Capital Projects:
  - Concord Exchange Extension is planned to have new street lights however, this is contingent on a plat being submitted and approved near the current Royal Star Furniture store. However, it is being pushed out to 2018 \$50,000 and expected to be TIF funded
  - Marie Ave lighting system replacement was planned for CIP in 2015. It is a \$100,000 expenditure. (\$50,000 from MSA) However, it is being pushed out to 2018 because a funding source is yet to be identified.

**STREET LIGHT FUND**  
**SUMMARY OF REVENUES AND EXPENDITURES**

	2014 Actual	2015 Actual	2016		2017		Revised 2016 vs 2017
			Original	Revised	Requested	Final	
<b>Revenues</b>							
Operational	230,413	239,943	229,571	229,571	238,482		8,911
Capital Outlay	-	-	-	-	-	-	0
<b>Total</b>	230,413	239,943	229,571	229,571	238,482	-	(2,105)
<b>Expenditures</b>							
Operational	208,009	235,223	263,168	263,168	262,647		(521)
Capital Outlay	-	3,888	-	-	150,000	-	150,000
<b>Total</b>	208,009	239,111	263,168	263,168	412,647	-	149,479
<b>Change in Fund Balance</b>	22,404	832	(33,597)	(33,597)	(174,165)	-	(151,584)
Cash and Investment Balance	16,868	14,515	(19,082)	(19,082)	(193,247)		
Based on current projections, it appears 2016 will come in under budget so the negative cash may not occur							

## STREET LIGHT FUND

## SUMMARY OF REVENUES AND EXPENDITURES

	2014 Actual	2015 Actual	2016		2017		Revised 2016 vs 2017
			Original	Revised	Requested	Final	
<b><u>SUMMARY BY CATEGORY</u></b>							
<b>OPERATIONAL ACTIVITY</b>							
Revenues	230,413	239,943	229,571	229,571	238,482	-	8,911
Expenditures	208,009	235,223	263,168	263,168	262,647	-	(521)
Operating Surplus/Deficit	22,404	4,720	(33,597)	(33,597)	(24,165)	-	9,432
<b>CAPITAL/DEBT ACTIVITY</b>							
Revenues	-	-	-	-	-	-	-
Expenditures	-	3,888	-	-	150,000	-	-
Surplus/Deficit	-	(3,888)	-	-	(150,000)	-	-
<b>Net Change in Fund Balance</b>	<b>22,404</b>	<b>832</b>	<b>(33,597)</b>	<b>(33,597)</b>	<b>(174,165)</b>	<b>-</b>	<b>9,432</b>

<b>STREET LIGHT UTILITY SUMMARY OF REVENUES</b>							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>50615 - STREET LIGHT UTILITY REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL CHARGE FOR SERVICE UTILITIES</b>							
4710 - SINGLE FAMILY RESIDENTIAL	(134,493)	(136,138)	(140,400)	(11,717)	(140,400)	(146,016)	
4715 - MULTI-FAMILY	(19,500)	(19,906)	(19,968)	(2,275)	(19,968)	(20,767)	
4720 - COMMERCIAL/INDUSTRIAL	(32,276)	(32,999)	(33,280)	(3,821)	(33,280)	(34,611)	
4725 - HEAVY INDUSTRY	(1,582)	(1,315)	(1,248)	(211)	(1,248)	(1,298)	
4730 - AIRPORT	(3,500)	(3,535)	(3,120)	(20)	(3,120)	(3,245)	
4735 - CHURCH/PRIVATE SCHOOL	(1,810)	(1,767)	(2,055)	(161)	(2,055)	(2,137)	
4740 - DUPLEXES	(8,463)	(8,604)	(5,200)	(807)	(5,200)	(5,408)	
4760 - PENALTY CHARGE	(5,696)	(5,503)	(4,300)	(990)	(4,300)	(5,000)	
<b>CHARGES FOR SERVICES</b>	<b>(207,320)</b>	<b>(209,767)</b>	<b>(209,571)</b>	<b>(20,003)</b>	<b>(209,571)</b>	<b>(218,482)</b>	
<b>INTEREST</b>							
4671 - INTEREST EARNINGS	(6)	(187)	0	0	0		
4681 - UNREALIZED GAIN/LOSS ON INV	0	12		0			
<b>INTEREST</b>	<b>(6)</b>	<b>(176)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>MISCELLANEOUS</b>							
4672 - OTHER	(3,087)	0		0			
<b>MISCELLANEOUS</b>	<b>(3,087)</b>	<b>0</b>		<b>0</b>			
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(20,000)	(30,000)	(20,000)	(6,668)	(20,000)	(20,000)	
<b>OTHER FINANCING SOURCES</b>	<b>(20,000)</b>	<b>(30,000)</b>	<b>(20,000)</b>	<b>(6,668)</b>	<b>(20,000)</b>	<b>(20,000)</b>	
<b>REVENUES</b>	<b>(230,413)</b>	<b>(239,943)</b>	<b>(229,571)</b>	<b>(26,671)</b>	<b>(229,571)</b>	<b>(238,482)</b>	

<b>STREET LIGHT UTILITY SUMMARY OF EXPENDITURES</b>							
Description	2014 Actual	2015 Actual	2016 Revised Budget	April 2016 Actual	2016 Original Budget	2017 Requested Budget	2017 Final Budget
<b>50615 - STREET LIGHT UTILITY EXPENDITURES</b>							
<b>SUPPLIES</b>							
6240 - MINOR EQUIPMENT AND FURNITURE	2,629	0	10,000	1,268	10,000	10,000	
<b>TOTAL SUPPLIES</b>	<b>2,629</b>	<b>0</b>	<b>10,000</b>	<b>1,268</b>	<b>10,000</b>	<b>10,000</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6371 - REPAIRS & MAINT CONTRACTUAL	15,447	38,048	38,500	1,398	38,500	38,500	
6374 - ADMINISTRATION SUPPORT FEE	4,470	12,668	12,668	4,224	12,668	12,147	
6385 - UTILITY SERVICE	165,401	164,507	182,000	38,699	182,000	182,000	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>185,318</b>	<b>215,224</b>	<b>233,168</b>	<b>44,321</b>	<b>233,168</b>	<b>232,647</b>	
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	0	3,888	0	0	0	150,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>3,888</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	62	0		0		0	
<b>TOTAL DEBT SERVICE</b>	<b>62</b>	<b>0</b>		<b>0</b>		<b>0</b>	
<b>TRANSFERS</b>							
6720 - OPERATING TRANSFERS	20,000	20,000	20,000	6,668	20,000	20,000	
<b>TOTAL TRANSFERS OUT</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>6,668</b>	<b>20,000</b>	<b>20,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>208,009</b>	<b>239,111</b>	<b>263,168</b>	<b>52,257</b>	<b>263,168</b>	<b>412,647</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>149,479</b>
<b>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>56.80%</b>

STREET LIGHT UTILITY 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>MATERIALS &amp; SUPPLIES</b>					
6240	MINOR EQUIPMENT AND FURNITURE	Pole purchases and Other equipment/parts	10,000	10,000	
<b>SERVICES AND OTHER CHARGES</b>					
6371	REPAIRS & MAINT CONTRACTUAL	Contractual Electric/pole repairs, aging light poles requiring more repairs - \$38,500	38,500	38,500	
6374	ADMINISTRATION SUPPORT FEE		12,668	12,147	
6385	UTILITY SERVICE	Energy Costs (Xcel Energy)	182,000	182,000	
<b>CAPITAL OUTLAY</b>					
6530	IMPR OTHER THAN BUILDING	Concord Exchange lighting system per CIP		150,000	
<b>DEBT SERVICE</b>					
<b>TRANSFERS</b>					
6720	OPERATING TRANSFERS		20,000	20,000	

City of South St. Paul, Minnesota

*Capital Improvement Plan*

2017 thru 2021

**PROJECTS BY FUNDING SOURCE**

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Sanitary Sewer Utility</b>								
Pavement Mgmt program - Reconstructions	ENG - 08-146	2		50,000	50,000	50,000	50,000	200,000
Pavement Mgmt Program - M & O/BRR	ENG - 08-147	2	50,000	50,000	50,000	50,000	50,000	250,000
12th Avenue Reconstruction	ENG - 12-121	2			325,000			325,000
5th Avenue South reconstruction	ENG - 12-92	2		55,000				55,000
Southview Blvd Rehabilitation	ENG - 14-150	1	40,000					40,000
Flood Wall Pumping Station upgrades	SW - 15-1	2	50,000	50,000				100,000
Relining of Sanitary Sewers as Part of I/I	WS - 08-138	2	100,000	100,000	100,000	100,000	100,000	500,000
<b>Sanitary Sewer Utility Total</b>			<b>240,000</b>	<b>305,000</b>	<b>525,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,470,000</b>
<b>Storm Sewer Utility</b>								
Pavement Mgmt program - Reconstructions	ENG - 08-146	2		50,000	50,000	50,000	50,000	200,000
Pavement Mgmt Program - M & O/BRR	ENG - 08-147	2	75,000	75,000	75,000	75,000	75,000	375,000
12th Avenue Reconstruction	ENG - 12-121	2			135,000			135,000
LeVander Pond Study and Implementation	ENG - 12-130	2		20,000	150,000			170,000
Levee Improvements - Recertification Requirements	ENG - 12-135	1	160,000					160,000
Concord Street Improvements	ENG - 12-141	1	50,000			100,000		150,000
River Shoreline Restoration	ENG - 12-142	2	50,000	200,000				250,000
Dawn Way Storm Sewer	ENG - 12-51	2			125,000			125,000
Seidl's Lake Lift Station	ENG - 12-70	2	40,000	45,000				85,000
5th Avenue South reconstruction	ENG - 12-92	2		162,000				162,000
Southview Blvd Rehabilitation	ENG - 14-150	1	45,000					45,000
Ped. Improvements at 5th & 7th Ave. at Dale St.	ENG - 17-3	1	6,000					6,000
<b>Storm Sewer Utility Total</b>			<b>426,000</b>	<b>552,000</b>	<b>535,000</b>	<b>225,000</b>	<b>125,000</b>	<b>1,863,000</b>
<b>Street Light Utility</b>								
Pedestrian and Lighting Upgrades for Marie Avenue	ENG - 12-102	2				300,000		300,000
Upgrade 7th Avenue Lighting System	ENG - 12-120	2			50,000			50,000
12th Avenue Reconstruction	ENG - 12-121	2			300,000			300,000
Replace Lighting System on South Concord Exchange	ENG - 12-71	2	150,000					150,000
5th Avenue South reconstruction	ENG - 12-92	2		360,000				360,000
<b>Street Light Utility Total</b>			<b>150,000</b>	<b>360,000</b>	<b>350,000</b>	<b>300,000</b>		<b>1,160,000</b>
<b>Water Utility</b>								
Pavement Mgmt program - Reconstructions	ENG - 08-146	2		100,000	100,000	100,000	100,000	400,000
Pavement Mgmt Program - M & O/BRR	ENG - 08-147	2	100,000	100,000	100,000	100,000	100,000	500,000
12th Avenue Reconstruction	ENG - 12-121	2			70,000			70,000
Concord Street Improvements	ENG - 12-141	1	50,000			200,000		250,000
5th Avenue South reconstruction	ENG - 12-92	2		570,000				570,000
Well #6 Remediation - Radium Issue	ENG - 12-94	2			75,000	300,000		375,000
18th Ave Tank Painting	ENG - 12-95	2			400,000			400,000

<b>Source</b>	<b>Project#</b>	<b>Priority</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Chlorination Equipment at 4 Wells	ENG - 12-96	2			160,000			160,000
Southview Blvd Rehabilitation	ENG - 14-150	1	430,000					430,000
Well #7 Upgrade	WS - 12-122	2			100,000			100,000
SCADA software & computer upgrade	WS - 17-1	1	25,000					25,000
Install VFD & AC Units Well House 3	WS - 17-2	1	35,000					35,000
Water Tower Bubblers	WS - 17-3	1	18,000					18,000
<b>Water Utility Total</b>			<b>658,000</b>	<b>770,000</b>	<b>1,005,000</b>	<b>700,000</b>	<b>200,000</b>	<b>3,333,000</b>
<b>GRAND TOTAL</b>			<b>1,474,000</b>	<b>1,987,000</b>	<b>2,415,000</b>	<b>1,425,000</b>	<b>525,000</b>	<b>7,826,000</b>

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 40  
**Category** Streets/Alleys  
**Priority** 2 Very Important

**Project #** ENG - 08-146  
**Project Name** Pavement Mgmt program - Reconstructions

**Finance Priority** 2

## Description

**Total Project Cost:** \$8,016,000

This is the annual program to reconstruct the streets that are beyond their useful life and can not be repaired with the Mill & Overlay (M & O) or Bituminous Removal & Replacment (BRR) program. No work is expected in 2017 due to staffing availability resulting from the proposed construction of Southview Boulevard.

## Justification

A comprehensive program to rebuild streets is essential in maintaining a sound transportation infrastructure.

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
2,416,000	Planning/Design	0	160,000	160,000	160,000	160,000	640,000	2,400,000
<b>Total</b>	Construction/Maintenance	0	640,000	640,000	640,000	640,000	2,560,000	<b>Total</b>
	<b>Total</b>	<b>0</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>3,200,000</b>	

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
2,416,000	Assessments (Paid by Property Owners)		350,000	350,000	350,000	350,000	1,400,000	2,400,000
<b>Total</b>	Capital Program Funds		250,000	250,000	250,000	250,000	1,000,000	<b>Total</b>
	Sanitary Sewer Utility		50,000	50,000	50,000	50,000	200,000	
	Storm Sewer Utility		50,000	50,000	50,000	50,000	200,000	
	Water Utility		100,000	100,000	100,000	100,000	400,000	
	<b>Total</b>		<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>3,200,000</b>	

## Budget Impact/Other

Historically, the City has programed a \$500,000 tax levy contribution into the Reconstruction program.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 40  
**Category** Streets/Alleys  
**Priority** 2 Very Important

**Project #** ENG - 08-147  
**Project Name** Pavement Mgmt Program - M & O/BRR

**Finance Priority** 2

**Description** **Total Project Cost:** \$8,440,184  
 The annual program of pavement rehabilitation for City streets. Either a mill and overlay (M&O) or complete bituminous removal and rehabilitation (BRR) is evaluated for the streets in greatest need.

**Justification**  
 This annual program is a vital ingredient in an entire pavement maintenance program. These two intermediate measures are less expensive and disruptive than a complete street reconstruction.

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
2,040,184	Planning/Design	120,000	120,000	120,000	120,000	120,000	600,000	2,400,000
	Construction/Maintenance	680,000	680,000	680,000	680,000	680,000	3,400,000	
<b>Total</b>	<b>Total</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>4,000,000</b>	<b>Total</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
2,040,184	Assessments (Paid by Property Owners)	475,000	475,000	475,000	475,000	475,000	2,375,000	2,400,000
	Capital Program Funds	0	0	0	0	0	0	
	MSA Funds	100,000	100,000	100,000	100,000	100,000	500,000	
	Sanitary Sewer Utility	50,000	50,000	50,000	50,000	50,000	250,000	
	Storm Sewer Utility	75,000	75,000	75,000	75,000	75,000	375,000	
	Water Utility	100,000	100,000	100,000	100,000	100,000	500,000	
<b>Total</b>	<b>Total</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>4,000,000</b>	<b>Total</b>

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 30  
**Category** Unassigned  
**Priority** 2 Very Important

**Project #** ENG - 12-102  
**Project Name** Pedestrian and Lighting Upgrades for Marie Avenue

**Finance Priority** 2

**Description** **Total Project Cost:** \$1,600,000  
 Marie Avenue is in need of pedestrian and bicycle mobility enhancements in accordance with the City's adopted Bicycle and Pedestrian Plan from 12th to 19th and 3rd Ave. to 12th Ave. and the current street lighting system on Marie Avenue from 4th Ave. to 8th Ave. is in need of replacement.  
 Moved from 2017 to 2018 & 2019.

**Justification**  
 Much of the sidewalk does not meet ADA guidelines and the roadway corridor does not contain a designated on-road bicycle facility. The current lighting system was installed in 1979. The system is obsolete and past its useful life. Repairs are costly, if at all possible.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design		15,000	130,000	130,000		275,000
Construction/Maintenance				1,325,000		1,325,000
<b>Total</b>		<b>15,000</b>	<b>130,000</b>	<b>1,455,000</b>		<b>1,600,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total	Future
Capital Program Funds		15,000				15,000	1,000,000
MSA Funds			130,000	155,000		285,000	
Street Light Utility				300,000		300,000	
<b>Total</b>		<b>15,000</b>	<b>130,000</b>	<b>455,000</b>		<b>600,000</b>	<b>Total</b>

**Budget Impact/Other**  
 Staff will apply for the 2018 regional solicitation grant under the safe routes to school category. If obtaining funding is successful, this would require the City to advance construct the project in 2020. Design and construction is dependent on available funding.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 30  
**Category** Street Lighting System  
**Priority** 2 Very Important

**Project #** ENG - 12-120  
**Project Name** Upgrade 7th Avenue Lighting System

**Finance Priority** 2

**Description** **Total Project Cost:** \$200,000  
 Replace current street lighting system on 7th Ave from Marie Ave to I-494. Use Xcel Energy supported lighting system similar to Grand Ave.

**Justification**  
 The current lighting system was installed in the 1970's. The system is obsolete and past its useful life. Repairs are costly, if at all possible.

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

Funding Sources	2017	2018	2019	2020	2021	Total
MSA Funds			150,000			150,000
Street Light Utility			50,000			50,000
<b>Total</b>			200,000			200,000

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 50  
**Category** Streets/Alleys  
**Priority** 2 Very Important

**Project #** ENG - 12-121  
**Project Name** 12th Avenue Reconstruction

**Finance Priority** 2

**Description** **Total Project Cost:** \$2,440,000  
 Reconstruct the concrete portion of 12th Ave from Marie Ave to Thompson Ave. Either a new concrete surface or a concrete curb and gutter section with bituminous surfacing. A narrower roadway could be planned to facilitate multi-modal elements and speed reduction improvements. Proposed in 2019 due to MSA funding availability.

**Justification**  
 The existing roadway was built in 1968 and rehabilitated in 1990. The pavement is at the end of its useful life. Sanitary sewer and water will need to be inspected to determine condition and some storm sewer modifications will also be needed.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	200,000		140,000			340,000
Construction/Maintenance			2,100,000			2,100,000
<b>Total</b>	<b>200,000</b>		<b>2,240,000</b>			<b>2,440,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Assessments (Paid by Property Owners)			420,000			420,000
Capital Program Funds			75,000			75,000
MSA Funds	200,000		915,000			1,115,000
Sanitary Sewer Utility			325,000			325,000
Storm Sewer Utility			135,000			135,000
Street Light Utility			300,000			300,000
Water Utility			70,000			70,000
<b>Total</b>	<b>200,000</b>		<b>2,240,000</b>			<b>2,440,000</b>

**Budget Impact/Other**  
 \$500,000 less if the City decides to not replace the sidewalk and upgrade the street lighting along with the roadway construction.

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 30  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** ENG - 12-130  
**Project Name** LeVander Pond Study and Implementation

**Finance Priority** 2

## Description

**Total Project Cost:** \$270,000

This is a study of LeVander Pond and implementing any water quality measures outlined in the report. Sediment removal is likely along with buffer treatments. Moved from 2015-2016 to 2017-2018

## Justification

The Watershed Management Organization (WMO) will likely be targeting this inter-community water body that receives storm water from West St. Paul and South St. Paul. The upkeep and maintenance of important water bodies is vital for the overall environmental health of the City and storm water system.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance		20,000	250,000			270,000
<b>Total</b>		<b>20,000</b>	<b>250,000</b>			<b>270,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
State			100,000			100,000
Storm Sewer Utility		20,000	150,000			170,000
<b>Total</b>		<b>20,000</b>	<b>250,000</b>			<b>270,000</b>

## Budget Impact/Other

The Other funding source is expected from the City of West. St. Paul.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** John Sachi  
**Type** Improvement  
**Useful Life** 25  
**Category** Land Improvements  
**Priority** 1 Critical

**Project #** ENG - 12-135  
**Project Name** Levee Improvements - Recertification Requirements

**Finance Priority**

**Total Project Cost:** \$4,870,000

**Description**

Upgrade of the City's Flood Control System to comply with the recertification report prepared in 2010. The roofs on the existing pumping station at Grand Ave and the one at Armour Ave (extended) were redone in 2012.

The certification work was planned to be started in 2012 but delay in Corps of Engineers approvals delayed most work until 2013-2014. Additional work is likely in 2015-2017 for disposition of old sewage plant building & ungated outlet resolution.

In 2016, the City will be contracting for the installation of the gated structure and gatewell B2 and relining of the 66" pipe. Also in 2016 will be the start of the re-certification process with a consultant engineer.

In 2017, the re-certification process will finish up and the City will be demolishing the old sewage plant building in 2017 also.

**Justification**

FEMA is requiring the City to perform certain upgrades to the flood control system as outlined the recertification report of 2010. This is required for the entire industrial park to remain protected and to eliminate the required flood insurance.

The re-certification is required by the Corps of Engineers and FEMA to insure the flood insurance rates are stable.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
4,550,000	Construction/Maintenance	320,000	0				320,000
<b>Total</b>	<b>Total</b>	<b>320,000</b>	<b>0</b>				<b>320,000</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
4,550,000	State	160,000					160,000
	Storm Sewer Utility	160,000					160,000
<b>Total</b>	<b>Total</b>	<b>320,000</b>					<b>320,000</b>

**Budget Impact/Other**

City was able to secure State grant monies of \$1.2 million for the major portion of the levee upgrade and after bids opened an additional \$1.2 million was secured. The Grant requires a 50% match from the City. However, due to increase in project budget additional funds are being sought for this project from same source at 50/50 cost share. The grant has been extended to December 2017 to allow for completion of these items

Also, the City is using the unrestricted dollars generated from the tax increment district which were collected from the increase in tax base since the inception of the district.

# Capital Improvement Plan

2017 *thru* 2021

## City of South St. Paul, Minnesota

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 50  
**Category** Streets/Alleys  
**Priority** 1 Critical

<b>Project #</b>	ENG - 12-141
<b>Project Name</b>	Concord Street Improvements

**Finance Priority** 1

**Description** **Total Project Cost:** \$11,040,000

The City of South St. Paul, Dakota County, City of St. Paul, and the Minnesota Department of Transportation (MnDOT) jointly developed a planning study for the Concord Street Corridor from I-494 to Annapolis Street in South St. Paul to determine an overall vision for the corridor in advance of the proposed MnDOT pavement resurfacing, drainage upgrades, and pedestrian accommodations in 2020.

On February 11, 2016, the Metropolitan Council Transportation Advisory Board (TAB) adopted the criteria and measures for the biennial regional solicitation for federal transportation projects for program years 2020 and 2021. The Regional Solicitation is part of Metropolitan Council's required distribution of funding per the recently authorized Federal Transportation Act. Staff believes that the City has a good opportunity to receive funding for this project through the 2016 regional solicitation for roadway reconstruction and modernization category in addition to the MnDOT roadway reconstruction funds.

**Justification**

On July 5, 2016, the City Council approved a grant application submittal to complete a project on Concord Street from Hardman Avenue to Annapolis Street in accordance with the Concord Street Improvements planning study. If fully funded, the reconstruction of Concord St. (TH156) from Hardman Avenue includes, curb and gutter, bike lanes, sidewalk construction, bituminous surfacing, parking bays, lighting, storm sewer modifications, and aesthetic and landscape improvements in 2020.

Built in the mid 1960's the roadway is near the end of its useful life. A different design incorporating sidewalk, bike lanes, parking bays and lighting is anticipated.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	480,000	500,000	60,000	800,000		1,840,000
Land Acquisition			100,000			100,000
Construction/Maintenance				9,100,000		9,100,000
<b>Total</b>	<b>480,000</b>	<b>500,000</b>	<b>160,000</b>	<b>9,900,000</b>		<b>11,040,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Assessments (Paid by Property Owners)				600,000		600,000
Capital Program Funds	65,000	125,000	80,000			270,000
Federal				7,000,000		7,000,000
MSA Funds	65,000	125,000	80,000			270,000
State	250,000	250,000		2,000,000		2,500,000
Storm Sewer Utility	50,000			100,000		150,000
Water Utility	50,000			200,000		250,000
<b>Total</b>	<b>480,000</b>	<b>500,000</b>	<b>160,000</b>	<b>9,900,000</b>		<b>11,040,000</b>

**Budget Impact/Other**

Design and construction is dependent on available funding.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 40  
**Category** Land Improvements  
**Priority** 2 Very Important

**Project #** ENG - 12-142  
**Project Name** River Shoreline Restoration

**Finance Priority** 2

**Description** **Total Project Cost:** \$500,000  
 South of the City's levee system many areas of Mississippi River shoreline restoration is needed as identified (or to be identified) by the WMO.

**Justification**  
 Repair and Maintenance of river shoreline is required by WMO, DNR and City's storm water management plan.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	50,000	25,000				75,000
Construction/Maintenance		425,000				425,000
<b>Total</b>	<b>50,000</b>	<b>450,000</b>				<b>500,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
State		250,000				250,000
Storm Sewer Utility	50,000	200,000				250,000
<b>Total</b>	<b>50,000</b>	<b>450,000</b>				<b>500,000</b>

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 40  
**Category** Collect & Distribute (Water/Se  
**Priority** 2 Very Important

**Project #** ENG - 12-51  
**Project Name** Dawn Way Storm Sewer

**Finance Priority** 2

**Description** **Total Project Cost:** \$300,000  
 This is the upgrade of storm water piping in Dawn Way in Inver Grove Heights, from the SSP Airport to Concord Street. Move from 2015 to 2019

**Justification**  
 The City of SSP has an amount of storm water flow that contributes to this particular storm water system. The amount of flow and cost allocation is determined by the WMO (Watershed Management Organization). SSP's share (shown below) has been determined by the WMO. Currently, the storm piping system experiences surcharging and manhole water spouts during storm events due to undersized storm pipes along Dawn Way.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design			60,000			60,000
Construction/Maintenance			240,000			240,000
<b>Total</b>			<b>300,000</b>			<b>300,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Other Funding Sources			175,000			175,000
Storm Sewer Utility			125,000			125,000
<b>Total</b>			<b>300,000</b>			<b>300,000</b>

**Budget Impact/Other**  
 Inver Grove Heights share of projects costs is \$175,000 (Other - fundings source)

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 40  
**Category** Collect & Distribute (Water/Se  
**Priority** 2 Very Important

**Project #** ENG - 12-70  
**Project Name** Seidl's Lake Lift Station

**Finance Priority** 2

**Description** **Total Project Cost:** \$400,000  
 Construction of a storm water pumping station for Seidl's Lake with the outlet pipe connecting to SSP's storm water conveyance system.  
 Pursuing grant funding for a portion of the cost. The construction is moved from 2017 to 2018 due to funding constraints.

**Justification**  
 In 2004 the WMO prepared a feasibility study and cost sharing analysis for this storm water pumping station. Currently, Seidl's Lake is a landlocked basin with no outlet. The adjacent trail and park amenities are subject to periodic flooding since there is no outlet at this time.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	40,000	40,000				80,000
Construction/Maintenance		320,000				320,000
<b>Total</b>	<b>40,000</b>	<b>360,000</b>				<b>400,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Other Funding Sources		115,000				115,000
State		200,000				200,000
Storm Sewer Utility	40,000	45,000				85,000
<b>Total</b>	<b>40,000</b>	<b>360,000</b>				<b>400,000</b>

**Budget Impact/Other**  
 The City is pursuing a 50% grant for this project and IGH and WSP will be paying the portion not paid by SSP (other funding sources), if the City is unsuccessful in obtaining grants or bonding for the project.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 30  
**Category** Street Lighting System  
**Priority** 2 Very Important

**Project #** ENG - 12-71  
**Project Name** Replace Lighting System on South Concord Exchange

**Finance Priority** 2

**Description** **Total Project Cost:** \$200,000  
 Replace current street lighting system on Concord Exchange from Veteran's Drive to 6th Street. Use Xcel Energy supported lighting system.

**Justification**  
 The current lighting system is obsolete. Parts are impossible to find and repairs are costly if at all possible. Current system is 35 years old. Move to 2017 because of slow down in development.

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
MSA Funds	50,000					50,000
Street Light Utility	150,000					150,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

**Budget Impact/Other**

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 50  
**Category** Streets/Alleys  
**Priority** 2 Very Important

**Project #** ENG - 12-92  
**Project Name** 5th Avenue South reconstruction

**Finance Priority** 2

**Description** **Total Project Cost:** \$2,690,000  
 Reconstruct the concrete portion of 5th Ave So from I-494 to Southview Blvd. Either a new concrete surface or a concrete curb and gutter section with bituminous surfacing is planned for this segment. A narrower roadway is also being considered for this roadway. Watermain master plan includes upsizing the main in this segment to 16" watermain.

**Justification**  
 The existing roadway was built in 1968 and rehabilitated in 1990. The pavement is at its end of useful life. Sanitary sewer and water are in good shape but some storm sewer modifications will also be required. Move project to 2018 to eliminate conflict with Southview reconstruction. This project includes pedestrian level lighting at an estimated costs of approximately \$360,000.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	250,000	180,000				430,000
Construction/Maintenance		2,260,000				2,260,000
<b>Total</b>	<b>250,000</b>	<b>2,440,000</b>				<b>2,690,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Assessments (Paid by Property Owners)		550,000				550,000
Capital Program Funds		50,000				50,000
MSA Funds	250,000	693,000				943,000
Sanitary Sewer Utility		55,000				55,000
Storm Sewer Utility		162,000				162,000
Street Light Utility		360,000				360,000
Water Utility		570,000				570,000
<b>Total</b>	<b>250,000</b>	<b>2,440,000</b>				<b>2,690,000</b>

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 40  
**Category** Collect & Distribute (Water/Se  
**Priority** 2 Very Important

**Project #** ENG - 12-94  
**Project Name** Well #6 Remediation - Radium Issue

**Finance Priority** 2

**Description** **Total Project Cost:** \$750,000  
 Mitigation measures to remove radium from groundwater that is produced at well #6

**Justification**  
 The recent discovery (2000) of radium 226/228 in Well #6 has caused the City to not use Well #6 other than in a dire emergency. Mn Department of health has mandated the City in this course of action. Well #6 would help provide a back up to Well #8 in providing water to the City's 'high' system.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design			75,000			75,000
Construction/Maintenance				675,000		675,000
<b>Total</b>			<b>75,000</b>	<b>675,000</b>		<b>750,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
State				375,000		375,000
Water Utility			75,000	300,000		375,000
<b>Total</b>			<b>75,000</b>	<b>675,000</b>		<b>750,000</b>

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 20  
**Category** Construction/Buildings  
**Priority** 2 Very Important

**Project #** ENG - 12-95  
**Project Name** 18th Ave Tank Painting

**Finance Priority** 2

**Description** **Total Project Cost:** \$400,000  
 Repaint interior and exterior of the 18th Ave tank

**Justification**  
 A 2006 analysis of the coating system of this tank concluded that the coating system should be stable until 2014. In order to sustain the long-term viability of this important component of the water system, a well maintained coating system is vital.

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
Water Utility			400,000			400,000
<b>Total</b>			400,000			400,000

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Equipment  
**Useful Life** 20  
**Category** Unassigned  
**Priority** 2 Very Important

**Project #** ENG - 12-96  
**Project Name** Chlorination Equipment at 4 Wells

**Finance Priority** 2

**Description** **Total Project Cost:** \$160,000  
 Add Chlorination Equipment at Wells #1,3,4 and 8. New MDH rules require significant building modifications is chlorination equipment is installed.

**Justification**  
 EPA and Department of Health will likely be mandating chlorination of the City's system on a permanent basis. There are only a few cities of our size without permanent chlorination.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			160,000			160,000
<b>Total</b>			160,000			160,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility			160,000			160,000
<b>Total</b>			160,000			160,000

**Budget Impact/Other**

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 40  
**Category** Unassigned  
**Priority** 1 Critical

**Project #** ENG - 14-150  
**Project Name** Southview Blvd Rehabilitation

**Finance Priority** 1

**Total Project Cost:** \$7,610,000

## Description

The study, design, right-of-way acquisition and implementation of the entire streetscape of Southview Blvd (CSAH 14) from 3rd Avenue to 20th Avenue and 3rd Avenue from Marie Ave to Southview Blvd. Design in 2014-15, final design and right-of-way in 2016-17 and construction in 2017-18,

## Justification

The City and County have been discussing the project for several years. The County has now included this in their CIP. There exists several accessibility issues, tree graste issues, sight line issues, and parking issues along Southview. Also, the street lights, traffic signals, pavement portions, landscaping and other streetscape elements are beyond their useful life. This project will be coordinated with the HRA's study of the redevelopment of the 'downtown' area of SSP being done in 2013 and 2014.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
1,650,000	Planning/Design	130,000	300,000				430,000
	Construction/Maintenance	1,680,000	3,850,000				5,530,000
<b>Total</b>	<b>Total</b>	<b>1,810,000</b>	<b>4,150,000</b>				<b>5,960,000</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
1,650,000	Assessments (Paid by Property Owners)		400,000				400,000
	Capital Program Funds	565,000	400,000				965,000
	County	1,400,000	1,500,000				2,900,000
	MSA Funds		1,180,000				1,180,000
	Sanitary Sewer Utility	40,000					40,000
	Storm Sewer Utility	45,000					45,000
	Water Utility	430,000					430,000
	<b>Total</b>	<b>2,480,000</b>	<b>3,480,000</b>				<b>5,960,000</b>

## Budget Impact/Other

It is likely this project will be bonded. It is also unclear whether or not assessments will be used for this project which is eligible for that funding source. Tax Increment is also a possibiiltiy for this project as of course is MSA funding, as is shown.

The first year is shown as Capital funds because MSA funds can not be committed until an approved project is forwarded.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Improvement  
**Useful Life** 30  
**Category** Streets/Alleys  
**Priority** 1 Critical

**Project #** ENG - 17-3  
**Project Name** Ped. Improvements at 5th & 7th Ave. at Dale St.

**Finance Priority**

**Description**

**Total Project Cost:** \$50,000

This is a pedestrian safety improvement project at the intersections of 5th and 7th Avenue at Dale Street as requested by the School District.

**Justification**

Staff completed a technical analysis of the pedestrian safety at these intersections based on concerns from the public and the School District. Staff recommended the construction of curb extensions "bump outs" and the installation of a rectangular rapid flashing beacon (RRFB) at the intersection of 5th Avenue & Dale St.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	10,000					10,000
Construction/Maintenance	40,000					40,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Program Funds	2,000					2,000
MSA Funds	22,000					22,000
Other Funding Sources	20,000					20,000
Storm Sewer Utility	6,000					6,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

**Budget Impact/Other**

Funding for this project is proposed to be funded from a combination of MSA, CIP, and School District funds.

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

2017 *thru* 2021

**Department** Engineering  
**Contact** Chris Hartzell  
**Type** Maintenance  
**Useful Life** 40  
**Category** Collect & Distribute (Water/Se  
**Priority** 2 Very Important

**Project #** WS - 08-138  
**Project Name** Relining of Sanitary Sewers as Part of I/I

**Finance Priority** 2

**Total Project Cost:** \$1,200,000

**Description**

Reline about 2000 feet of sanitary sewer each year. Not started until 2015 due to staffing. Didn't do in 2014 and 2015, plan to do double in 2016

**Justification**

The televising of several problem areas has showed a fair amount of infiltration caused by bad joints and cracked pipes. A reduction in Inflow and Infiltration (I/I) reduces MCES treatment costs.

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
400,000	Planning/Design	10,000	10,000	10,000	10,000	10,000	50,000	300,000
<b>Total</b>	Construction/Maintenance	90,000	90,000	90,000	90,000	90,000	450,000	<b>Total</b>
	<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
400,000	Sanitary Sewer Utility	100,000	100,000	100,000	100,000	100,000	500,000	300,000
<b>Total</b>	<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	<b>Total</b>

**Budget Impact/Other**

The Met Council does have a grant program for reduction of Inflow/infiltration but grant funds are not always available.

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Storm Water

**Contact** Pat Dunn

**Type** Improvement

**Useful Life**

**Category** Collect & Distribute (Water/Se

**Priority** 2 Very Important

<b>Project #</b>	SW - 15-1
<b>Project Name</b>	Flood Wall Pumping Station upgrades

**Finance Priority** 2

<b>Description</b>	<b>Total Project Cost:</b> \$200,000
This will be a multi year project of pump and motor rehabs and installation of VFD's at the Grand Ave and Stockmans flood wall pumping stations.	

<b>Justification</b>
Rehab aging infrastructure is needed to for continuous use, safety of community and to help with lowering electric utility costs.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
100,000	Construction/Maintenance	50,000	50,000				100,000
<b>Total</b>	<b>Total</b>	50,000	50,000				100,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
100,000	Sanitary Sewer Utility	50,000	50,000				100,000
<b>Total</b>	<b>Total</b>	50,000	50,000				100,000

<b>Budget Impact/Other</b>

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

2017 *thru* 2021

**Department** Water & Sewer  
**Contact** Pat Dunn  
**Type** Improvement  
**Useful Life** 20  
**Category** Collect & Distribute (Water/Se  
**Priority** 2 Very Important

**Project #** WS - 12-122  
**Project Name** Well #7 Upgrade

**Finance Priority** 2

**Description** **Total Project Cost:** \$100,000  
 Upgrade Well #7 casing, bearings and pumps

**Justification**  
 All wells need to be pulled, inspected and upgraded on a routine cycle. Part of that cycle is re-doing casings, bearings and other well/pump components.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance			100,000			100,000
<b>Total</b>			100,000			100,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility			100,000			100,000
<b>Total</b>			100,000			100,000

**Budget Impact/Other**

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Water & Sewer

**Contact** Pat Dunn

**Type** Equipment

**Useful Life** 5

**Category** Computer Equipment & Softw

**Priority** 1 Critical

**Project #** WS - 17-1

**Project Name** SCADA software & computer upgrade

**Finance Priority**

**Total Project Cost:** \$25,000

## Description

The SCADA software and computer are in need of upgrade.

## Justification

The SCADA system is an critical part of the Cities water and sewer system. The current software system is will no longer be supported and this a critical daily function that is needed in order to provide safe operation of drinking water and sewer systems through out the City as well as for life and safety for fire protection.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Equip/Vehicles/Furnishings	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Water Utility	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

## Budget Impact/Other

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

2017 *thru* 2021

**Department** Water & Sewer  
**Contact**  
**Type** Equipment  
**Useful Life**  
**Category** Collect & Distribute (Water/Se  
**Priority** 1 Critical

**Project #** WS - 17-2  
**Project Name** Install VFD & AC Units Well House 3

**Finance Priority**

**Total Project Cost:** \$35,000

**Description**

Install a Variable Frequency Drive unit (VFD) and air conditioning at well house 3.

**Justification**

Adding a VFD unit will enable the pump to be run more efficiently as well as help better maintain more even water system pressure. It will also take stress off of well number 1 by allowing more flexibility between wells. The air-conditioning unit is needed to keep the well room cooler so that the pump will not become damaged due to over heating.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Equip/Vehicles/Furnishings	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Water Utility	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

**Budget Impact/Other**

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

2017 *thru* 2021

**Department** Water & Sewer  
**Contact** Pat Dunn  
**Type** Equipment  
**Useful Life** 15  
**Category** Collect & Distribute (Water/Se  
**Priority** 1 Critical

**Project #** WS - 17-3  
**Project Name** Water Tower Bubblers

**Finance Priority**

**Description** **Total Project Cost:** \$18,000  
 Install Bubbler's at the water towers.

**Justification**  
 Bubbler's will help to prevent ice build up inside the tanks of the water towers as well as help prevent stagnant water by continuous movement and circulation within the tanks.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Equip/Vehicles/Furnishings	18,000					18,000
<b>Total</b>	<b>18,000</b>					<b>18,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Water Utility	18,000					18,000
<b>Total</b>	<b>18,000</b>					<b>18,000</b>

**Budget Impact/Other**